




Closed Captioning

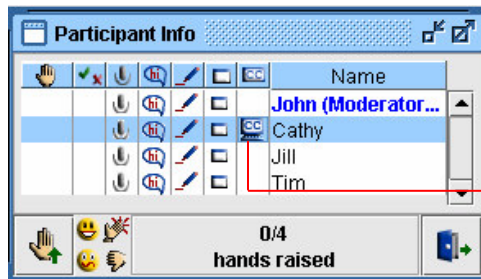
Quick Reference Guide for Moderators

The Closed Captioning feature in Elluminate *Live!* provides a mechanism, through closed captioning text, to view a transcript of the session, while the session is in progress. A moderator in the session may give any attendee the privilege to enter Closed Captioning text and from there anyone in the session can view the Closed Captioning text. More than one person may be given the privilege of entering closed captioning text.

Granting the Privilege to Enter Closed Captioning Text


To enter text in the Closed Captioning window, a moderator must assign this privilege to individual participants and/or moderators. To assign the privilege to enter the Closed Captioning text, do the following:

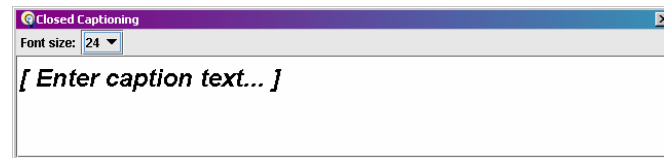
1. From the Tools menu, select Closed Captioning, and then select Show closed-caption status. The Closed Captioning privilege column will appear in the Participant Info window.
2. In the Participant Info window, click on the Closed Captioning column of the person you wish to assign the privilege of entering closed captioning text. The  icon will appear in the Closed Captioning column.



The Closed Captioning Text icon turns yellow when a participant is entering closed captioning text or has the enter-only Closed Captioning window open.

Entering Closed Captioning Text

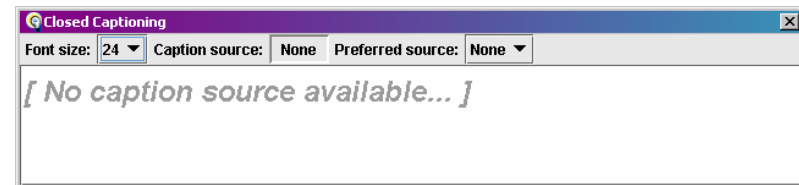
Once you have been given the privilege to enter the Closed Captioning text, the Show/Hide the closed caption window button  appears in the Elluminate *Live!* toolbar. Click on this button to open up the Closed Captioning window.




The Closed Captioning window allows you to enter text and use the backspace key. You may change the font size of the text (for your viewing) by clicking on the drop-down arrow and selecting the appropriate font size from the list.

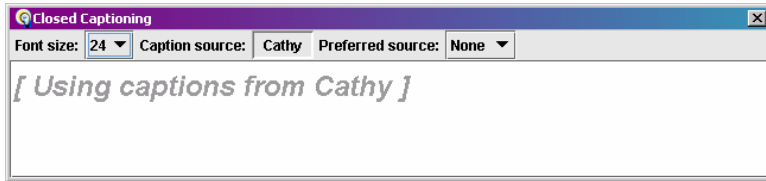
View Only Closed Captioning Window

All moderators and participants, upon joining a session have the privilege to view the text in the Closed Captioning window. To open the *view only* Closed Captioning window, go to the View menu and select Closed-captions. The Closed Captioning window will open up in the Elluminate *Live!* interface.



If no one is currently entering Closed Captioning text, the Closed Captioning window will state [No caption source available...].

If another participant or moderator is currently entering Closed Captioning text, the  button will appear in the Toolbar in the Elluminate *Live!* window. You may either click on this button to open up the *view only* Closed Captioning window or go to the View menu and select the option Closed-captions.







The Closed Captioning window will open up on your monitor and will display who is entering the Closed Captioning text. In the Closed Captioning window, you may change the font size of the text and whose Closed Captioning stream you are viewing.

- **Font size:** — to change the font size, click on the drop-down arrow and select the appropriate font size. The default font size is set to 24.
- **Caption source:** — this read-only field displays the name of the person who is entering the Closed Captioning text, which you are currently viewing. If the Preferred source is set to None, and you have the *view-only* Closed Captioning window open, the first person that starts entering Closed Captioning text will be the Caption source. This option is only available in the *view-only* Closed Captioning window.
- **Preferred source:** — if more than one person in the session has been granted the privilege to enter Closed Captioning text, and they had at one point during the session, opened the Closed Captioning window to enter text, their name will appear in the Preferred source: drop-down menu. To change the preferred source, click on the drop-down arrow button and then select the appropriate person. This option is only available in the *view-only* Closed Captioning window.

Closed Captioning Status Indicators

A moderator can monitor the status of the Closed Captioning feature in the Participant Info window. In order to view the status of the Closed Captioning feature, you must first turn on the Show closed-caption status feature. From the Tools menu, select Closed Captioning, and then select Show closed-caption status. The Participant Info window will now display the Closed Captioning column.

The Closed Captioning column in the Participant Info window, will contain various Closed Captioning icons each icon represents the status and/or privilege of the Closed Captioning feature for each participant in the session. The following table lists the various icons that may appear in the Closed Captioning column in the Participant Info window.

Icon	Description
	This icon will appear in the upper left-hand corner of the Closed Captioning column. It indicates that the participant has the <i>view-only</i> Closed Captioning window open on their monitor.
	This icon indicates that the participant has been given the privilege to enter Closed Captioning text.
	When a participant is entering Closed Captioning text, the Closed Captioning text icon will appear in a yellow background color.
	The participant has permission to enter Closed Captioning text, but are currently viewing Closed Captioning text from another participant.

Notes:

- Text that is entered in the Closed Captioning window is real-time data. There is no historical data. When a view-only Closed Captioning window is open, that participant will see the text that is being entered starting from the time the window was open.
- Closed captioning text captured in the recorded session. Similar to the live session, during the recording the viewer is able to select their source for closed captions. The closed caption text is displayed as it was entered during the live session.
- Text in the Closed Captioning window can be copied using the following: highlight the text in the Closed Captioning window using your mouse. Then keep the text highlighted by holding down your mouse and use your keyboard shortcut for Copy (for example CTRL+C in Windows). Only attendees who are viewing a closed captioning stream and have NOT been the captionists can copy the text. This text can then be pasted into another application and saved.
- Creative uses of closed captioning:
 - The availability of multiple streams of closed captioning enables the use of multiple languages.
 - Privileges can be given to all participants, allowing them to “blog” the session live. The “blogs” are then captured the recording allowing the session instructor to view participant comments as they were made during the session.