CART Captioning

CART stands for “Communication Access Real-time Translation.” CART is a service in which a certified CART captioner listens to speech and instantaneously translates all the speech to text. If any of your WebEx participants need captioning accommodation, you must schedule a CART captioner. It’s easy to do, but must be done prior to the webinar.

Step One: Contact interpreters@nvcc.edu to schedule the captioner. In the email, include:

1. Date of the webinar
2. Time of the webinar
3. Anticipated duration of the webinar
4. The WebEx link and access code

Step Two: Enable closed captions for your meeting.

To enable captions before the meeting,

1. When scheduling the meeting, at the top of the meeting options, click Advanced Scheduler.
2. Click (7) Meeting Options.
3. Click Enable closed captioning.
4. Click Save Meeting.

To enable captions during the meeting,

1. From the menu at the top of the Quick Start screen, click Meeting > Options.
2. Check the box next to **Enable Closed Captioning** and click **OK**.

**Step Three:** During the webinar, the closed captioner will join the meeting just like any other participant. He or she will usually list their username as “captioner” or may send you a chat message such as “I’m the captioner.” When you see the captioner join, right-click on their username and change their role to “Captioner.”