WEBEX: Getting Started with Closed 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**.
Disability Support Services (DSS)

2. Check the box next to **Enable Closed Captioning** and click **OK**.

![Meeting Options](image1)

**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.”

![Participants](image2)