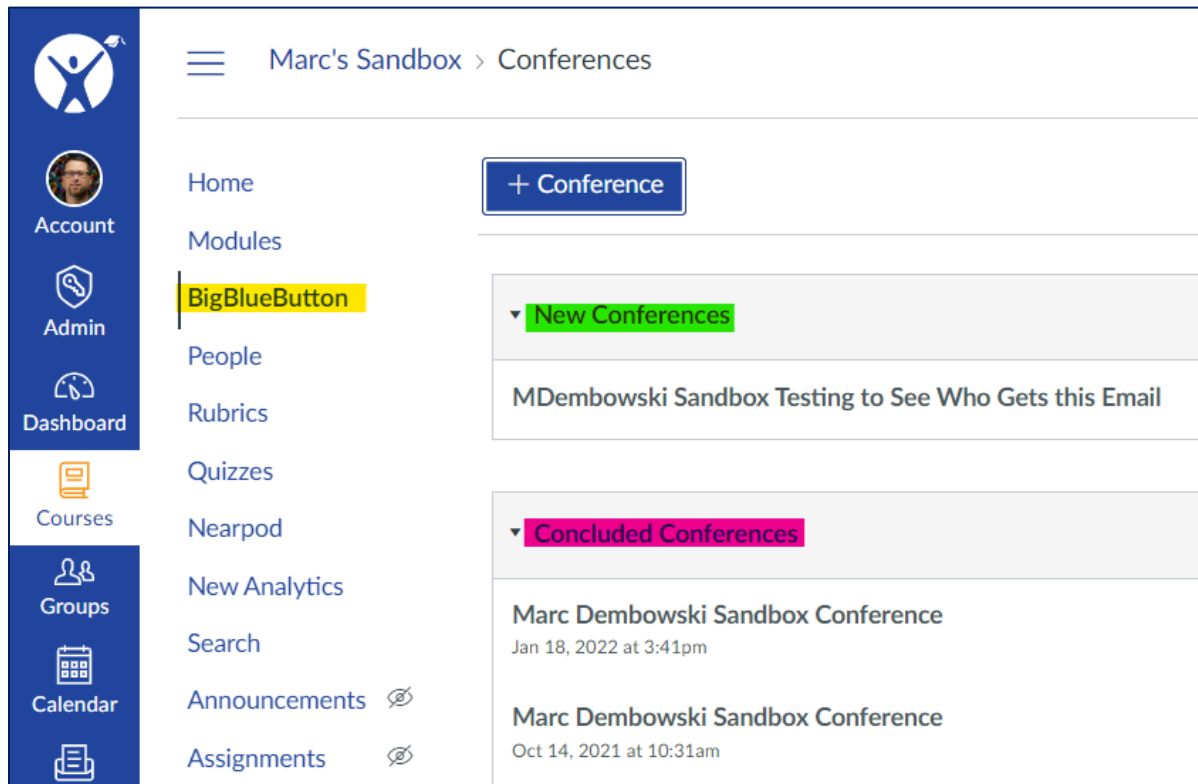


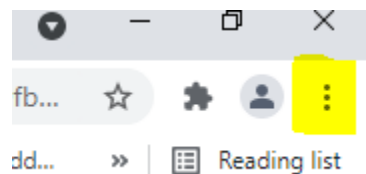
Google Chrome: Live Caption Accessibility

How to Turn on Live Caption Using Google Chrome

- 1) Log in to your MyAVID account and click on the **My eLearning** button on the right side of the screen.
▲ **Make sure that you are using the Google Chrome internet browser.**
- 2) Click on the tile for your course.
 - a. Click the **BigBlueButton** link on the left-hand side.
 - b. Click the **Join** button under **New Conferences**.

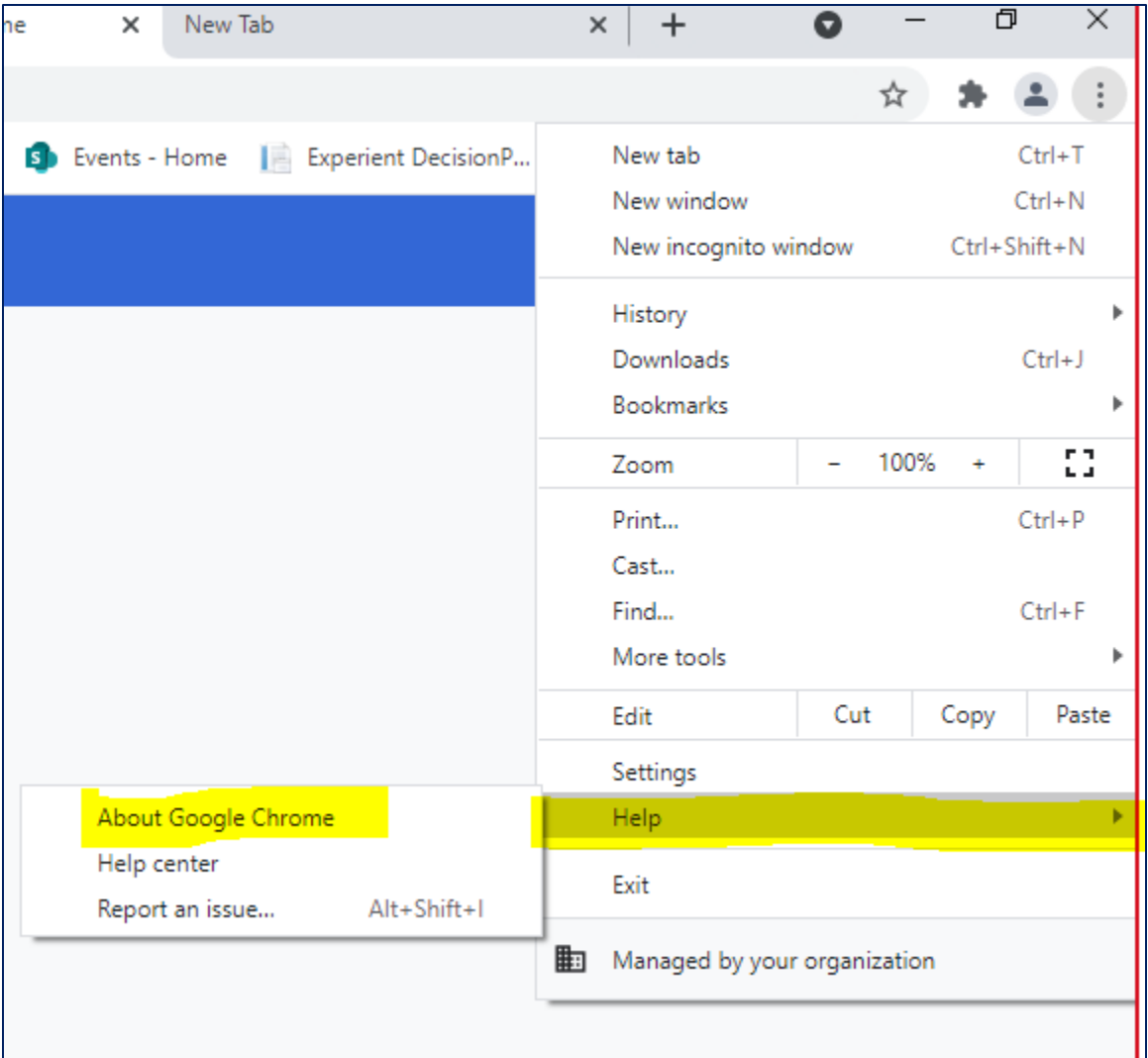


- 3) Click the three vertical dots located in the top-right corner of the page.



Make sure that you have the most current version of Google Chrome. To verify this, hover over **Help** and click on **About Google Chrome**.

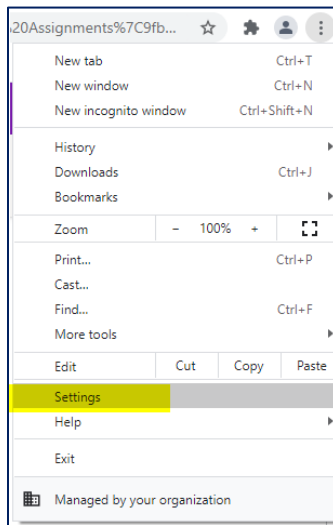
Important: You must have the most up-to-date version of Google Chrome.



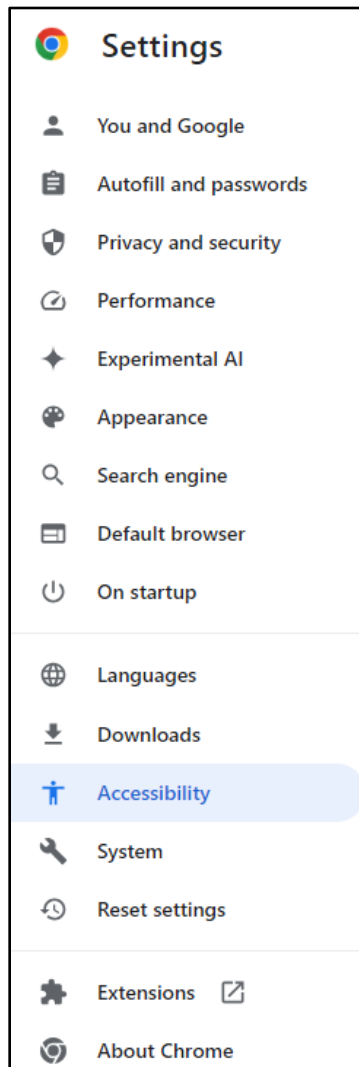
About Chrome

A screenshot of the "About Chrome" page. At the top, it displays the Google Chrome logo and the text "Google Chrome". Below this, a status message reads "Chrome is up to date" with a blue checkmark icon. Underneath, the version information is shown: "Version 122.0.6261.129 (Official Build) (64-bit)", which is highlighted in yellow. The page includes several links: "Get help with Chrome", "Report an issue", and "Privacy policy", each with an external link icon. At the bottom, a notification states "Your browser is managed by avid.org" with a right-pointing arrow.

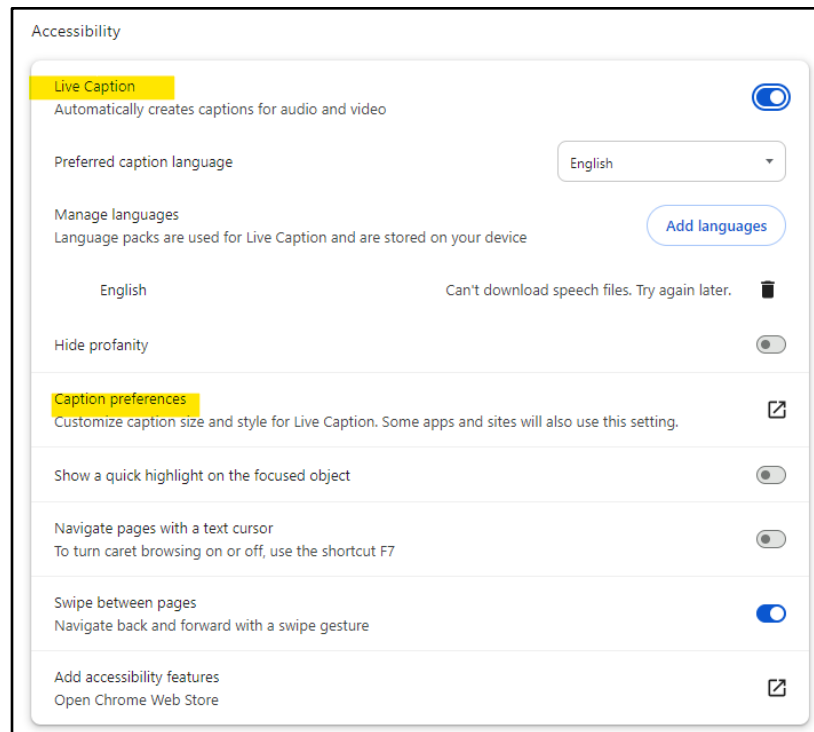
- 4) Now that you have verified your Chrome version is up to date, click on the three vertical dots once again, and then click **Settings**. The Settings page will open.



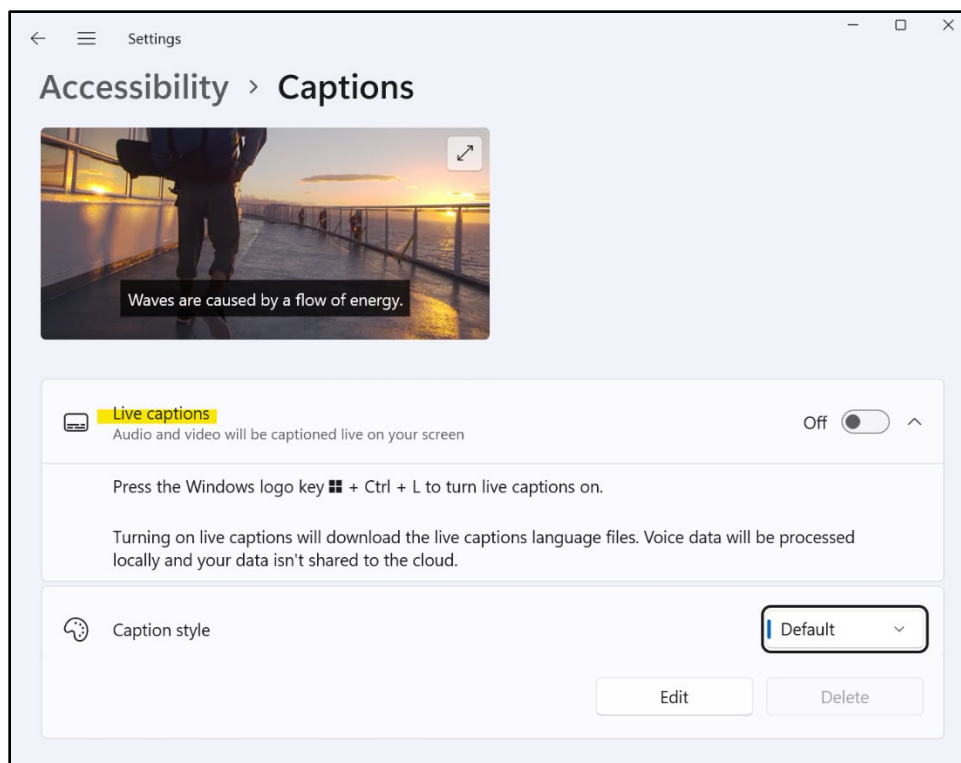
- 5) From the Settings page:
a. Click **Accessibility**.



- b. On the right side of the page, turn on **Live Caption** by moving the button to the right.



- 6) This is optional, but if you would like to customize caption size and style, click on the icon next to **Caption preferences** and make any desired changes.
- 7) There is also a **Live captions** feature in the device settings that can be toggled on and off.



- 8) You are now set up with Live Caption and should be able to see the prompts on the bottom of your conference screen. If you are having trouble setting up Live Caption, please contact our AVID Care Team, by email at AVIDCare@avid.org or by phone at 1-833-284-3227, for assistance.

