

# ASL Interpreter in Microsoft Teams

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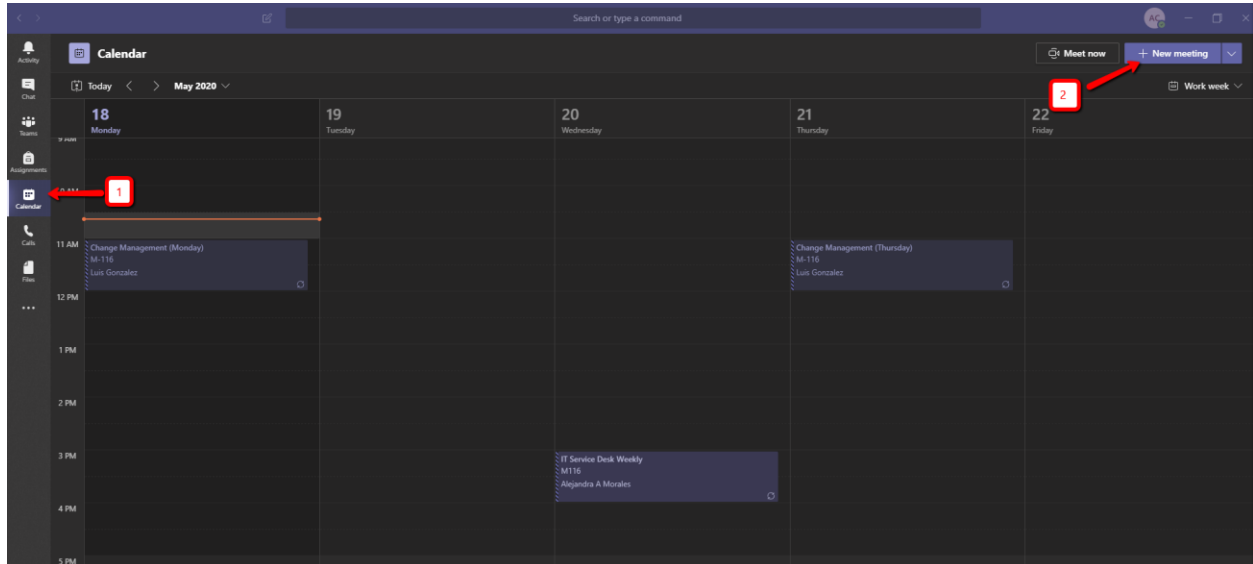
In this tutorial, screenshots will be provided to show South Texas College faculty how to set up a meeting with an ASL interpreter in Microsoft Teams. Setting up Teams by following these instructions, will provide accessibility to students that are deaf or hard of hearing, while they attend online lectures.

## Things to Remember

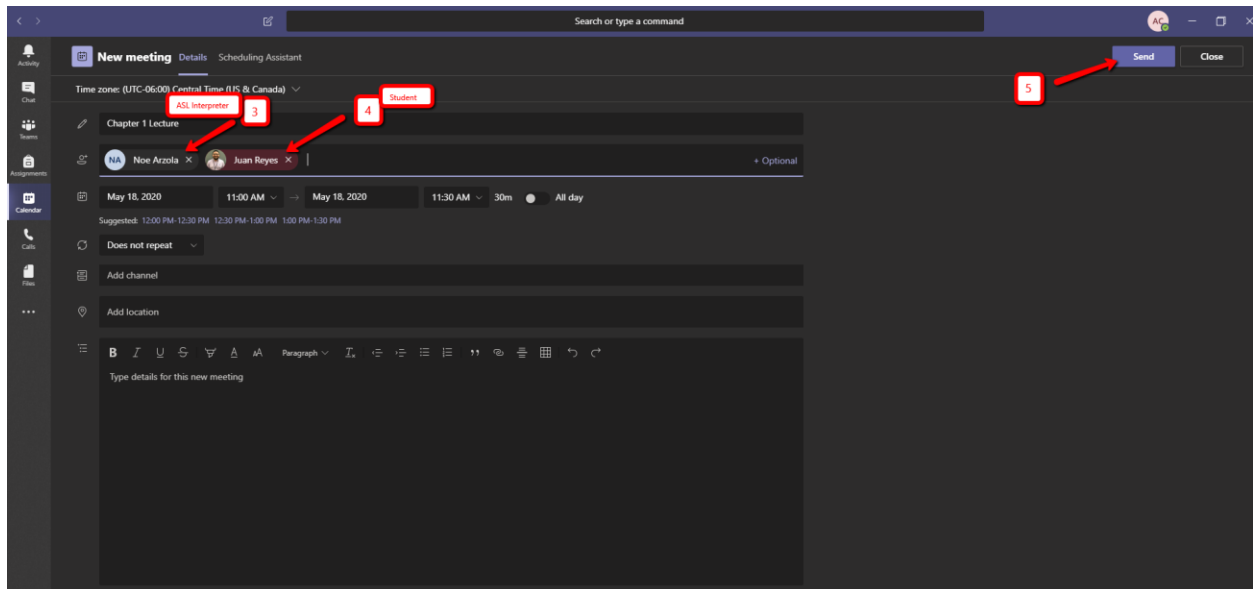
- Be sure to have your screen shared with the interpreter visible *before* you start the lecture
- Be sure the interpreter's screen is in view at all times
- The student who is D/HH should also be able to have their video open for accessibility to sign to the interpreter.

## Schedule a Meeting

1. Click on **'Calendar'** tab
2. Click on **'+ New Meeting'**

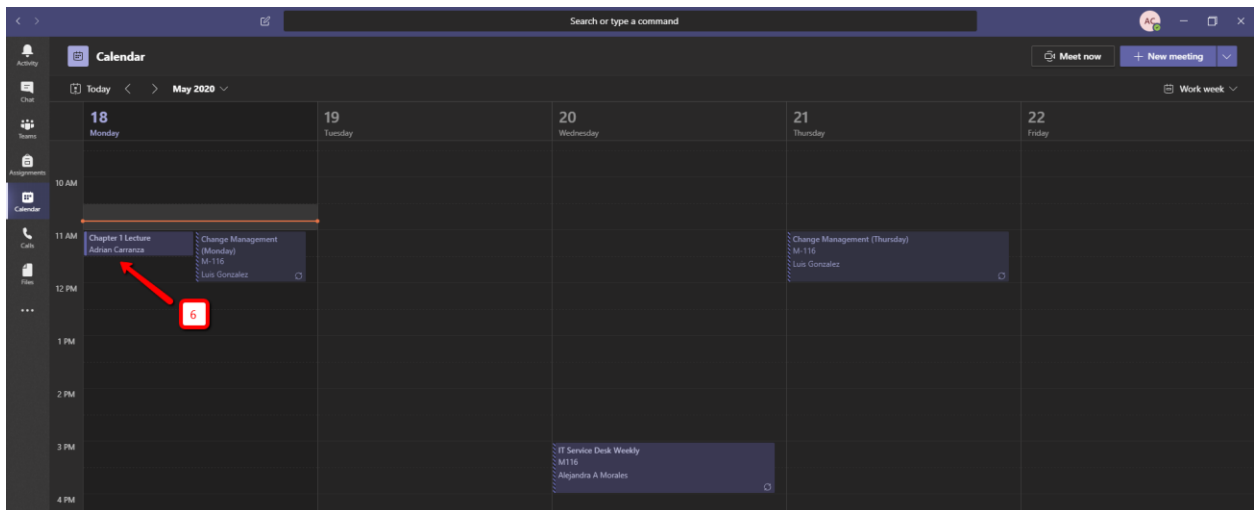


- Give your meeting a title, add interpreters and students as attendees, and complete the rest of the meeting details (time, date, description).
3. In this example, Noe Arzola will act as the **ASL Interpreter**
  4. Juan Reyes will act as the **D/HH Student**
  5. Click the **'Send'** button

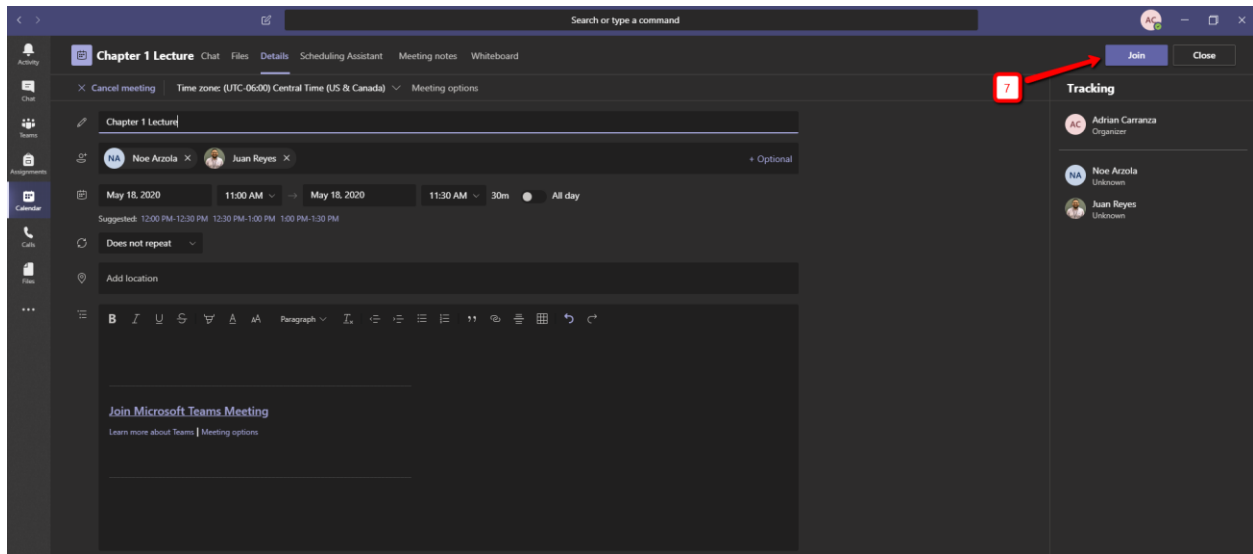


## Join the Meeting

6. Click on the meeting in your calendar when you are ready to join



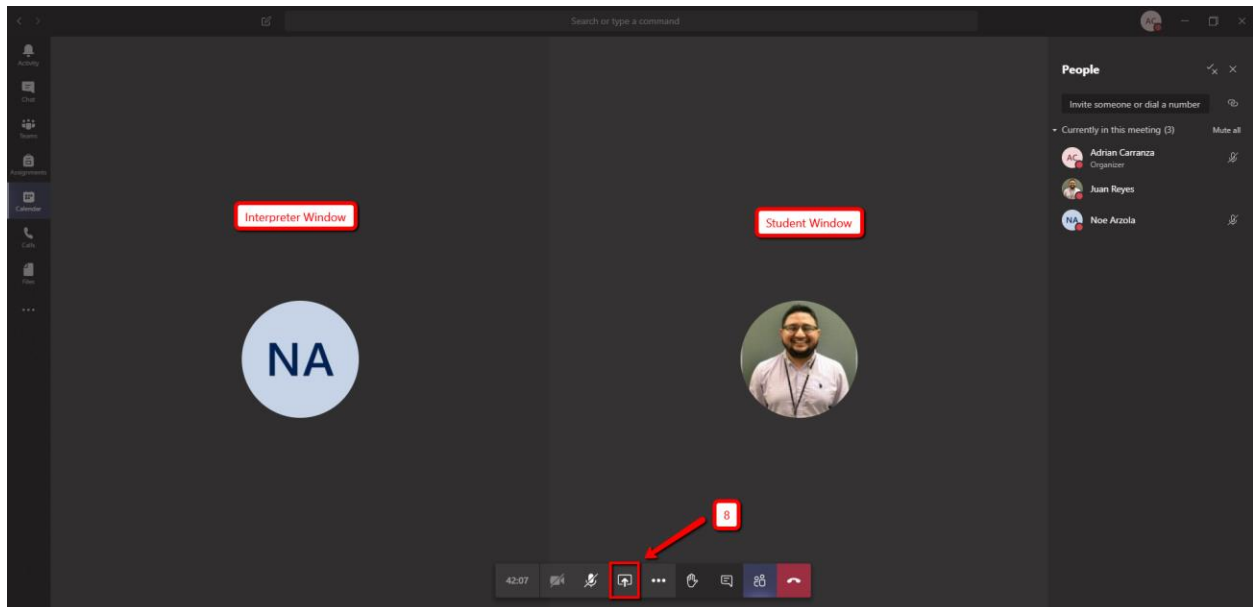
## 7. Click the **'Join'** button



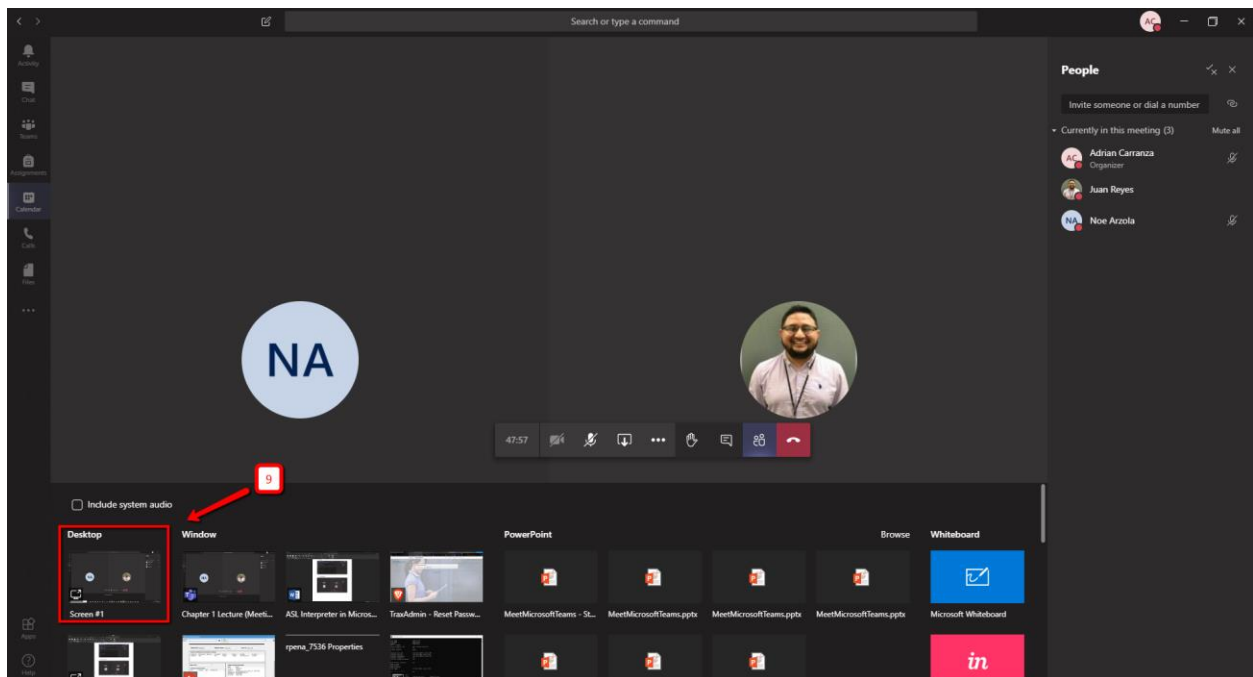
## Share Your Screen

**\*\*Note\*\*** In this tutorial, the interpreter and student have their webcams turned off. Webcams will need to be enabled during the actual online lecture.

## 8. Click **'Share'** button



9. Select '**Desktop - Screen #1**'

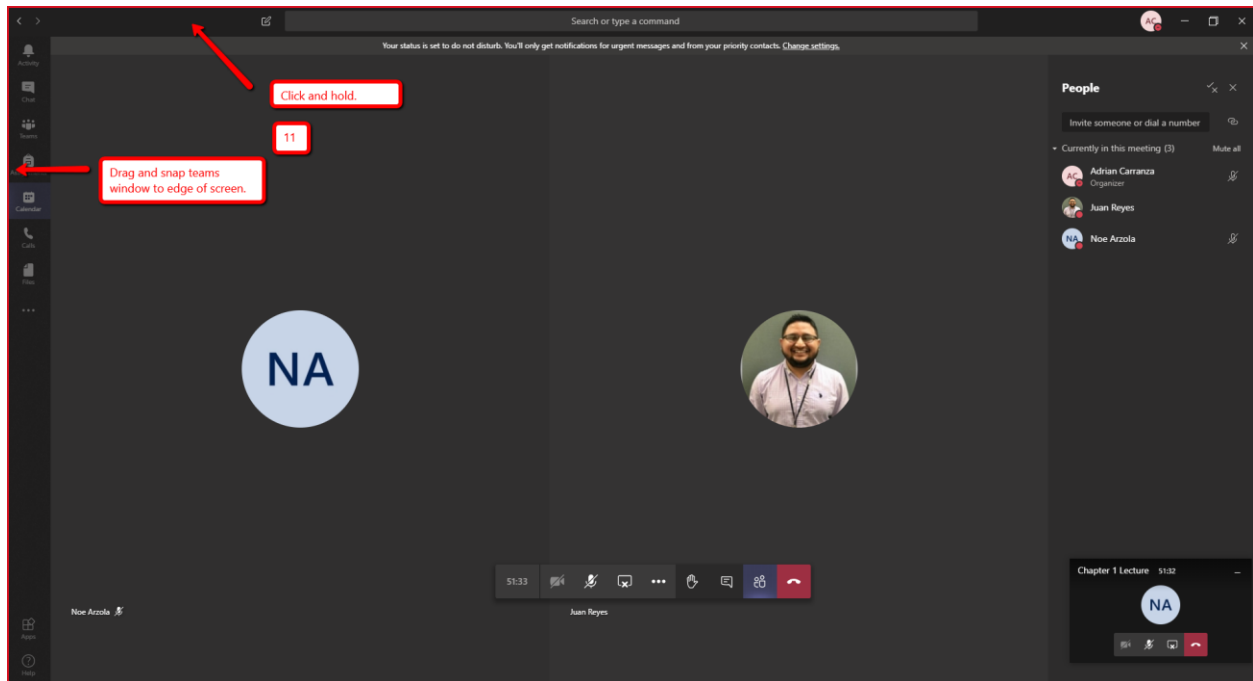


- The Teams window will minimize, and a red border will appear around your monitor. For this example, I will share a PowerPoint presentation with the class.

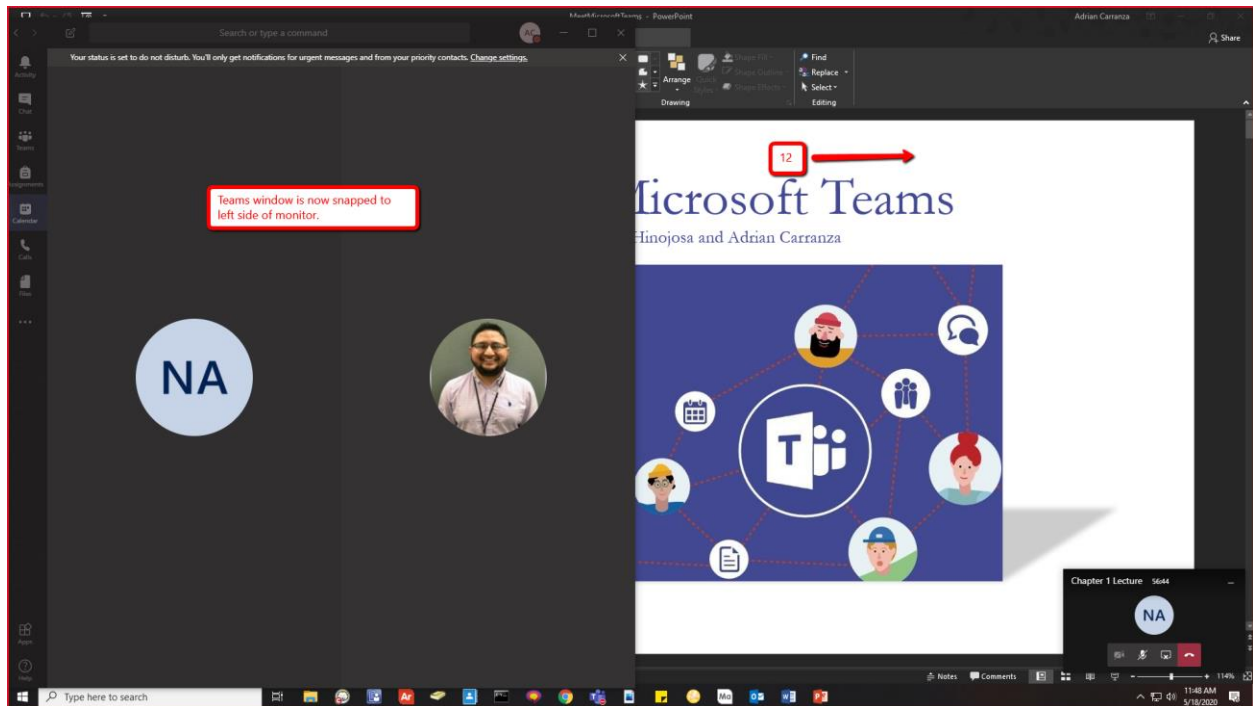
10. Click the small '**Teams**' window in the right-hand corner of your screen to get back to the meeting.



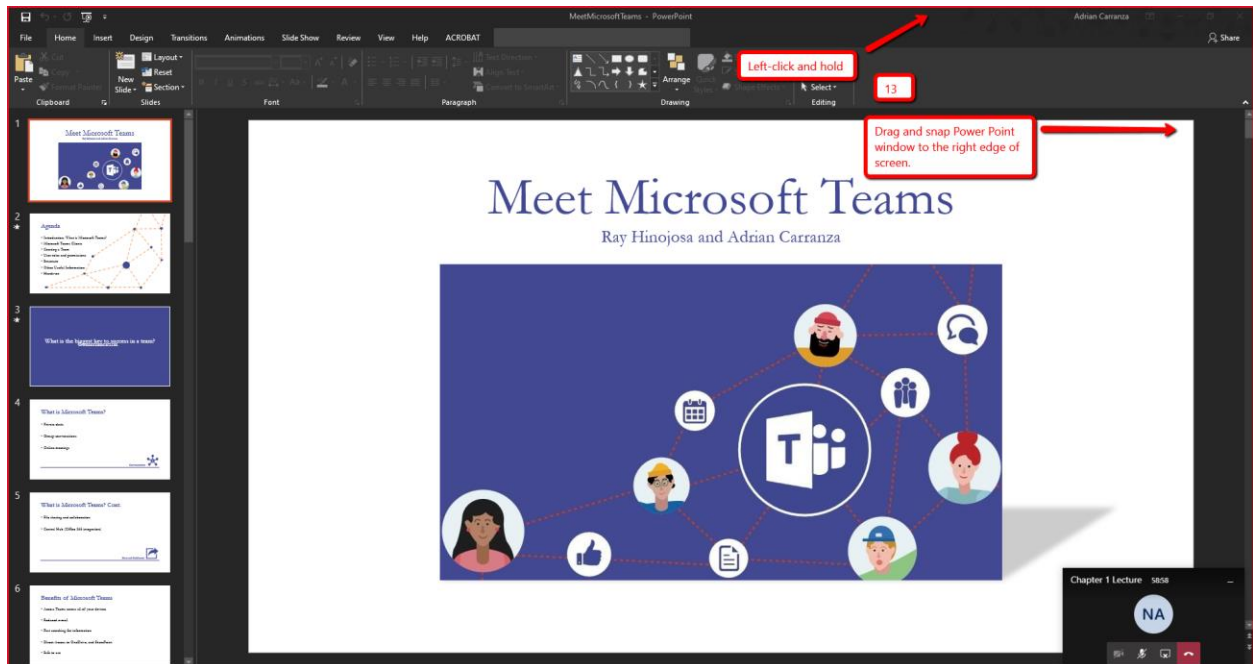
11. Left-click and hold the top of the Teams window. Drag the window and snap it to the left edge of the monitor.



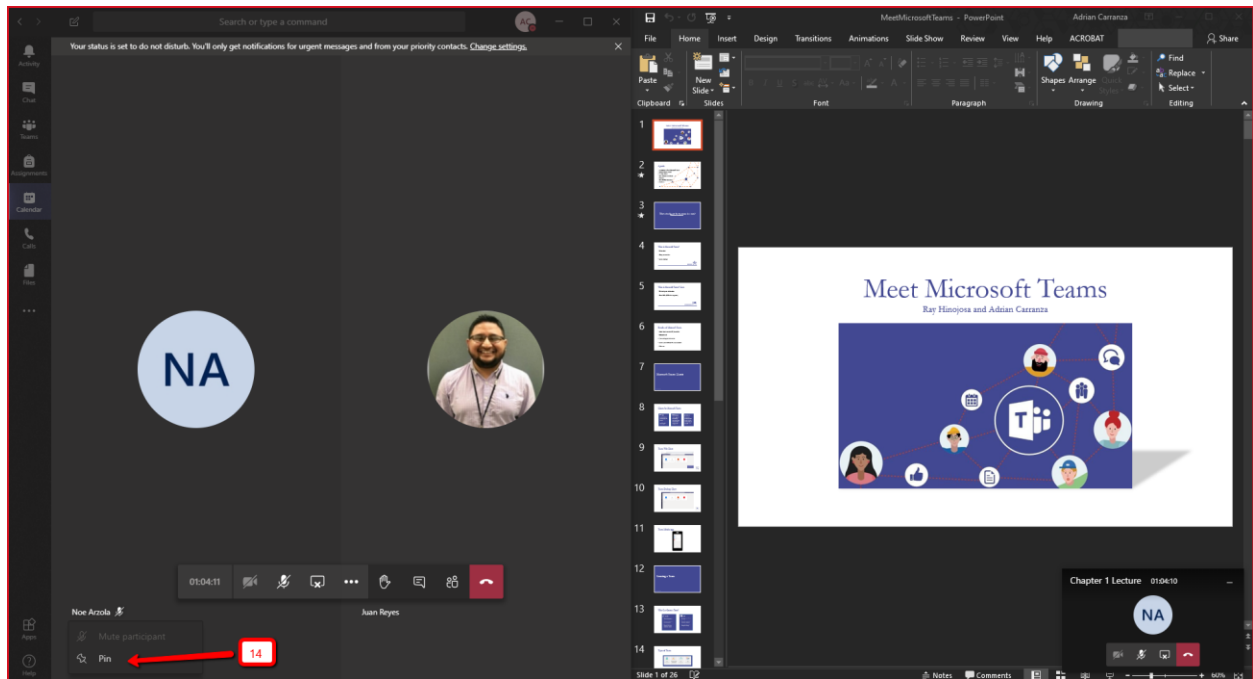
12. With the Teams window snapped to the left-side of the screen, click anywhere in the PowerPoint resolution.



13. Left-click and hold the top of the PowerPoint window. Drag the window and snap it to the right edge of the monitor



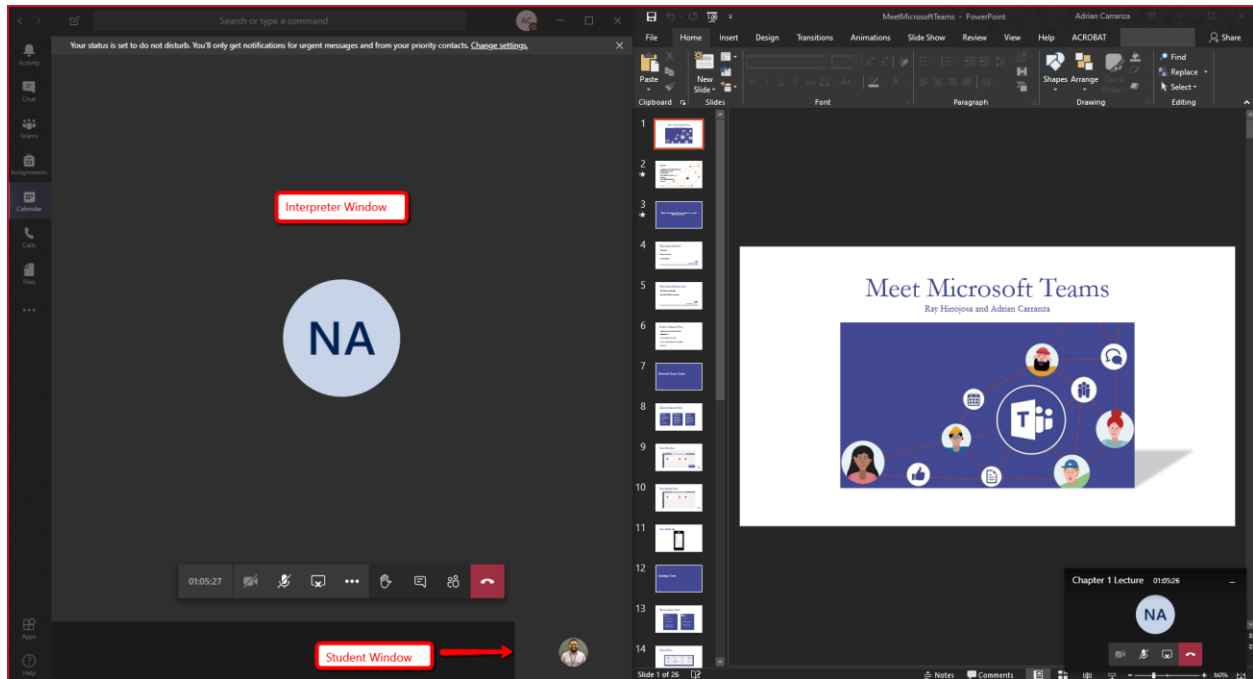
14. With both windows side-by-side, click on the more options (...) icon underneath the ASL Interpreter's video feed and select **'Pin'** from the drop down menu.





## Final View

- Your final view should look like the one below, with the Interpreter window pinned in Teams, and the content you are sharing on the right-hand side.



## Additional Information

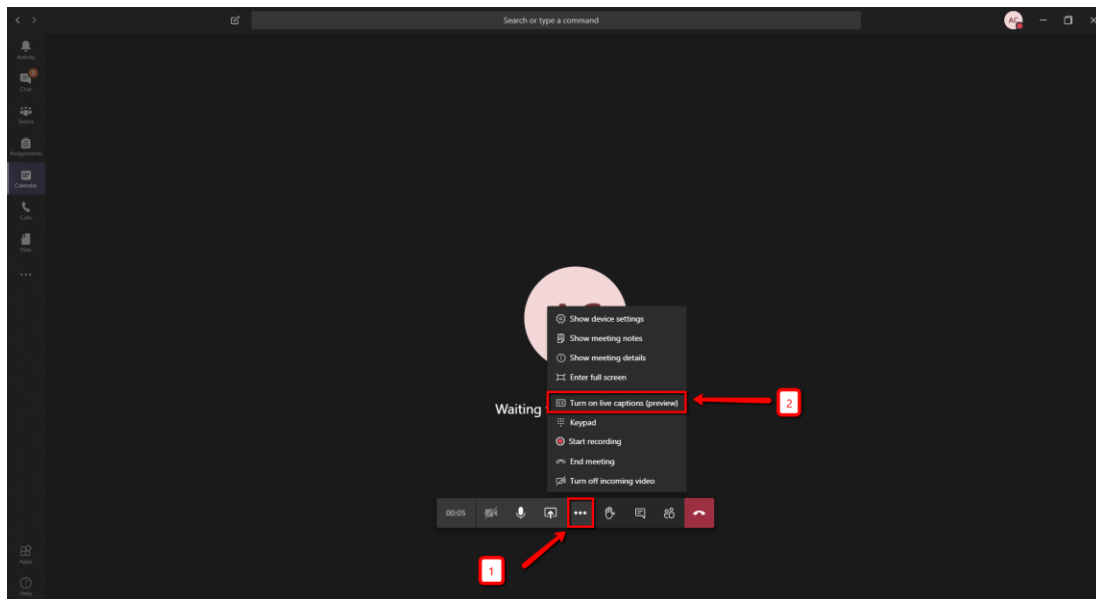
### Raise your Hand

- As of May 15<sup>th</sup> 2020, ***'Raise your hand in a meeting'*** was enabled in Teams. This feature can be found in the meeting control bar. Clicking it will place a gold hand icon on the video feed to let all attendees know who would like to speak.



## Enable Live Captioning

- Live captioning can be enabled while sharing your screen to provide a live transcript of your lecture. This is only available by downloading the desktop version of Microsoft Teams.
1. In the meeting window, click on the 'More options' (...) icon
  2. Select **'Turn on live captioning (preview)'**. Live captioning is only available in English.



- Please visit the following Office Accessibility support page for additional information.  
<https://support.microsoft.com/en-us/office/use-a-screen-reader-to-explore-and-navigate-microsoft-teams-47614fb0-a583-49f6-84da-6872223e74a0?ui=en-us&rs=en-us&ad=us>