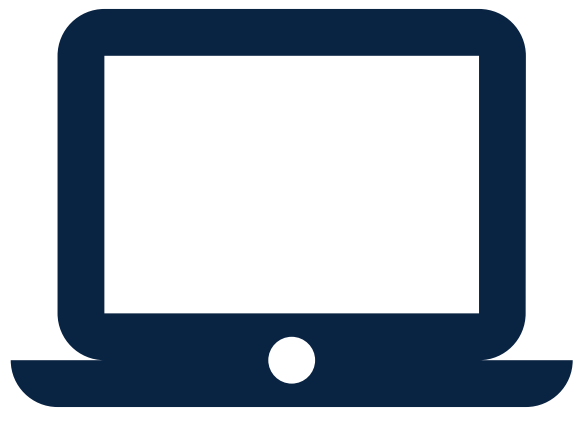


Managing Zoom Interpretation



Zoom interpretation is best experienced through a laptop or desktop computer. Smart phones can also be an option. To receive interpretation your Zoom application must be updated to Zoom 5.0 or newer. To clearly hear the interpreter, use a headset.



Before your event

Have your program scripted and all your materials ready for the Language Access Team. This includes:

- Invites, advertisements, and reminders
- Evaluations and polls
- PowerPoint presentations and notes
- Reference materials and handouts

Share with participants the bilingual handout: "**Using Zoom interpreters**" by Nieto

Let participants know in the invites and the reminders to:

- Choose the language and **mute/lower** the original audio once in Zoom

Practice coordinating interpretation on Zoom. To do so:

- Activate the interpretation feature from the **start**.
- To do so follow these directions:
 - Open the scheduled meeting
 - Under meeting ID select 'Generate automatically'
 - Scroll down to the bottom and select the box that says 'Enable interpretation'
 - Scroll down again and add the email of the interpreter assigned to your event
 - (Add your co-host if you do not have an interpreter assigned by Extension's Language Access Team
 - Select language(s)

During your event

Log in and set up the interpretation **early**.

Ensure the interpreter(s)/translator(s) are present and are set as the interpreters on Zoom. (Their screen name or email should indicate this.)

Have the “**standard bilingual text-message**” ready to explain that the meeting will be conducted with interpretation for the start of the meeting, and anytime someone new logs on. The message also explains the need for folks to speak one at a time, directly into the mic, reminds presenters/moderators to read chat messages or onscreen annotations so that the interpreter can interpret (may not be necessary if a translator is also contracted.). Raise hands (or virtual hand).

Have participants set up their screen to show the **chat box** if possible.

Read materials out loud that are not translated.

After your event

De-brief and take notes about your event.

Check in with monolingual participants to see if the interpretation function worked for them and if there were any complications.

Remind participants that if they have any questions about the language of their preference or Zoom that they can email the Language Access team in the language of their preference.

For further questions, email: oaic@extension.wisc.edu