

## Adding a sign interpreter to a Zoom online training

By default, Zoom’s video focus will change to whoever is speaking. Using the “Pin Video” feature will prevent the student’s video from changing – it will remain on the interpreter’s video. The student will be able to see anything shared from the presenter (like a PowerPoint presentation) but the video feed will also remain for the student to see, albeit smaller. This video window is free-floating and can be moved around at the student’s discretion.

### Requirements of the interpreter:

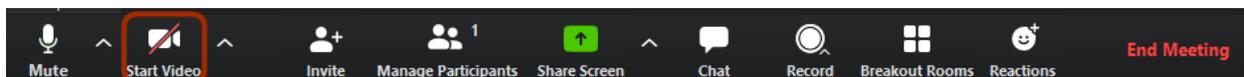
- A hands-free device to connect to a Zoom meeting (laptop, computer, ipad, etc.) Zoom runs on most operating systems.
- Webcam
- Either speakers or a headset to hear the presentation. If they will be asking questions, they will also need a microphone, or the ability to type questions in the chat.
- A stable internet connection

### Steps to set up:

The host of the Zoom meeting will also send an invite to the interpreter (Our interpreter is Cat in this example).

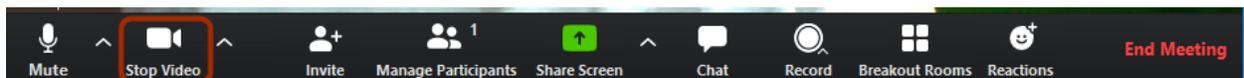
Once the host has opened the meeting for participants to log in, and the student and the interpreter have both logged in:

The interpreter will turn on their video using this icon on the zoom toolbar:

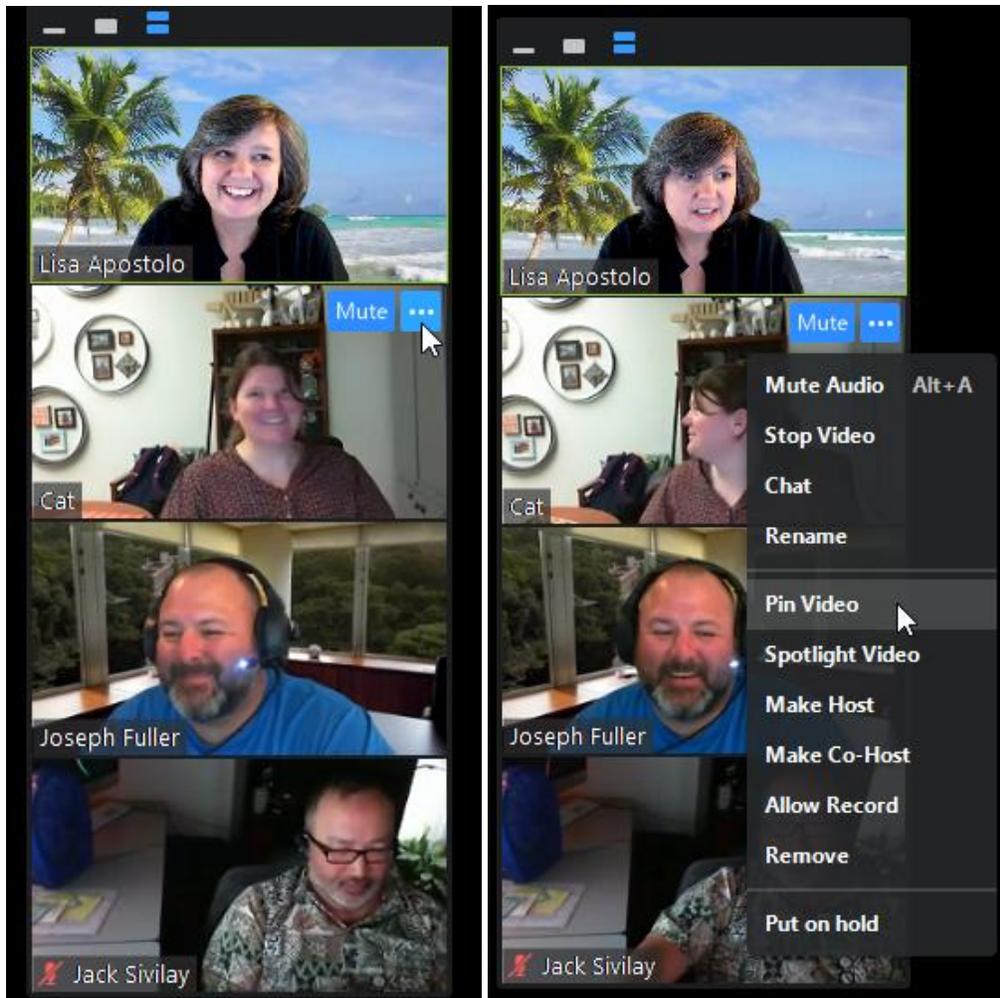


This icon is a toggle, you click it to either Start or Stop the Video stream. The option to turn the video on upon joining is also an option the interpreter may choose.

This is how the icon will show when the video is active:



The student will locate the interpreter’s video and hover their mouse over the top right corner of the image. Two blue buttons will appear: Mute and 3 dots. Clicking on the 3 dots will open a pop up menu with the option “Pin Video”.



This will make the interpreter the only video the student sees.



If the interpreter needs to see sign questions from the student, they can pin the student's video as well.