



Using Google Slides with Closed Captioning at UCR Extension

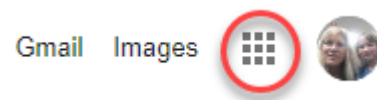
Step 1

Sign up for a free Gmail account (if you don't already have one). Go to Google.com and type: Create a new Gmail account in the search bar. Click on the resulting link and follow the instructions.

The screenshot shows the Google homepage with the search bar containing the text "Create a new Gmail account". Below the search bar, the Google logo is displayed, followed by the heading "Create your Google Account". There are two input fields for "First name" and "Last name". Below these is a single input field for "Username" with "@gmail.com" to its right. A note states "You can use letters, numbers & periods" and a link "Use my current email address instead" is provided. There are two input fields for "Password" and "Confirm", with an eye icon to the right of the "Confirm" field. A note below the password fields says "Use 8 or more characters with a mix of letters, numbers & symbols". At the bottom left, there is a link "Sign in instead", and at the bottom right, there is a blue "Next" button.

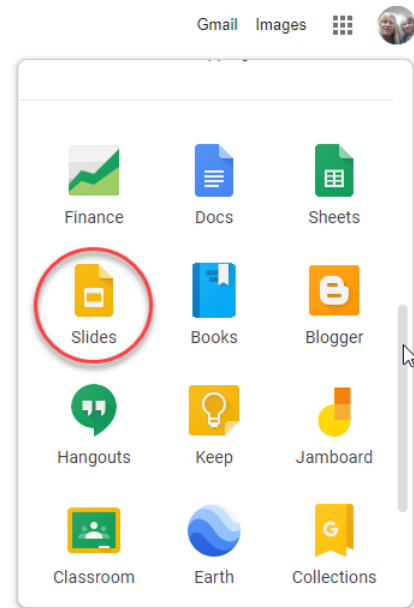
Step 2

From Google.com, click on the Menu icon. (It looks like a Rubik's cube.)



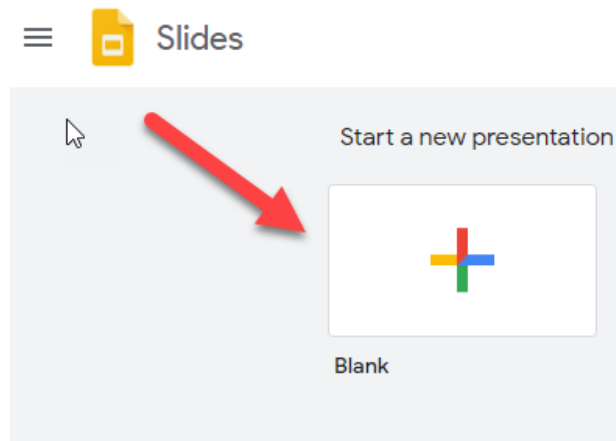
Step 3

Click on Slides. (You may need to scroll down to find it.)



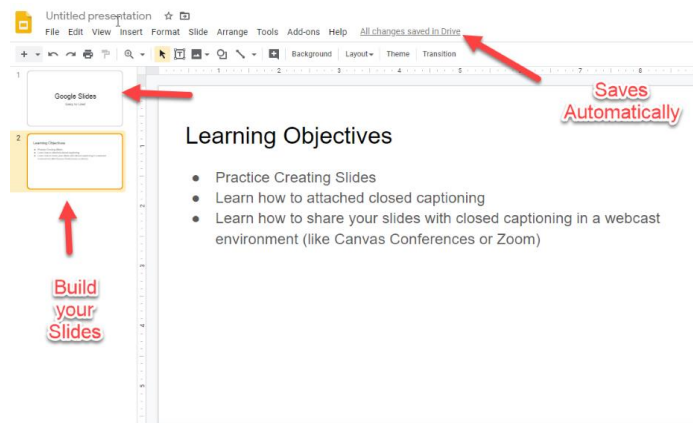
Step 4

Click on the plus sign to start a new presentation.



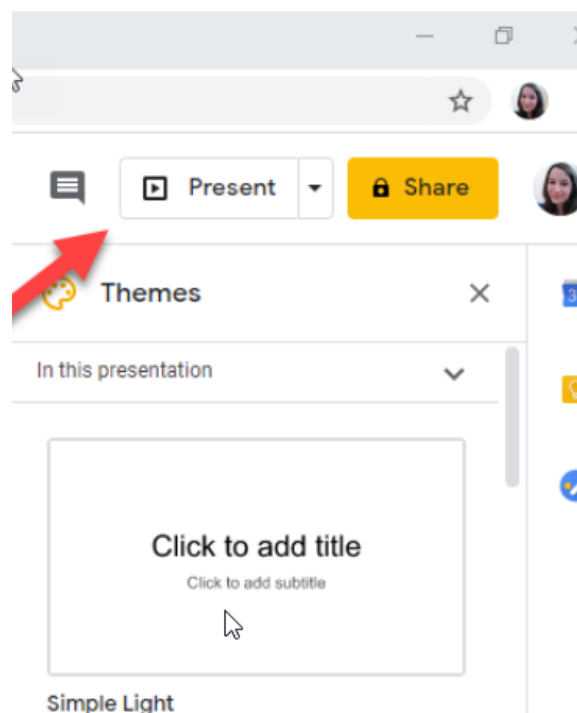
Step 5

Build your slides as you would in a PowerPoint presentation. It will save to Google Drive automatically so you can access it again from Google Slides.



Step 6

When your presentation is complete and ready to share, click “Present” in the top right corner.



Step 7

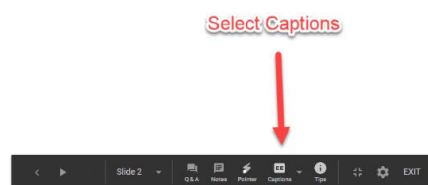
With your slides open in Present view, select “Captions” on the menu bar.

Learning Objectives

- Practice Creating Slides
- Learn how to attached closed captioning
- Learn how to share your slides with closed captioning in environment (like Canvas Conferences or Zoom)

Step 8

With a microphone on from your webcam, laptop, etc. begin to talk and the captioning will appear at the bottom of the screen.



Learning Objectives

- Practice Creating Slides
- Learn how to attached closed captioning
- Learn how to share your slides with closed captioning in a webcast environment (like Canvas Conferences or Zoom)



Step 9

Present Google Slides with captioning for your lecture by sharing your screen in Canvas Conferences OR Zoom.

