

1-Page Teacher Setup Guide for Classroom Captioning

Practical steps for using Zip Captions over slides, sharing to student Chromebooks, and saving class notes.

Zip Captions works inside your existing web browser with zero IT installation. Follow this checklist before class starts.

Before & During Class Checklist

- 1** Connect Your Microphone: Plug in a USB lapel mic, wireless clip-on mic, or headset so your voice stays clear as you move around the room.
- 2** Open Zip Captions: Visit <https://zipcaptions.app> in Google Chrome, Microsoft Edge, or Safari and allow microphone access.
- 3** Display Over Slides: Click Picture-in-Picture mode (or install the free Zip Panel Chrome extension) to float a caption bar over Google Slides, Canva, or PowerPoint.
- 4** Share to Student Devices (Optional): Turn on Broadcast mode and write your room code on the board so students can read on their own Chromebooks.
- 5** Enable Translation for Newcomers: Students using Google Chrome can turn on local On-Device AI translation in their own browser window.
- 6** Save Lesson Notes: At the end of class, click Export to download a plain text (.txt) file to post in Google Classroom or summarize into study guides.

Classroom Tips from Fellow Educators

- * Use the Lexend font option when projecting captions for emerging readers.
- * Remind students that closing the tab clears the local transcript memory.