

How can I add an audio transcript to my Zoom recording?

When you record meetings using the *Online Meetings* (Zoom) tool, [UVA policies \(opens new window\)](#) require that you provide an alternative method for your audience to understand the content if they cannot hear the audio.

Zoom's **Audio transcript** feature will automatically generate a searchable text transcript of the audio, and make this transcript available in Zoom's video player. The text of the transcript can also be displayed in the player as closed captions. You can easily edit the text to correct any errors in the transcript/captions.

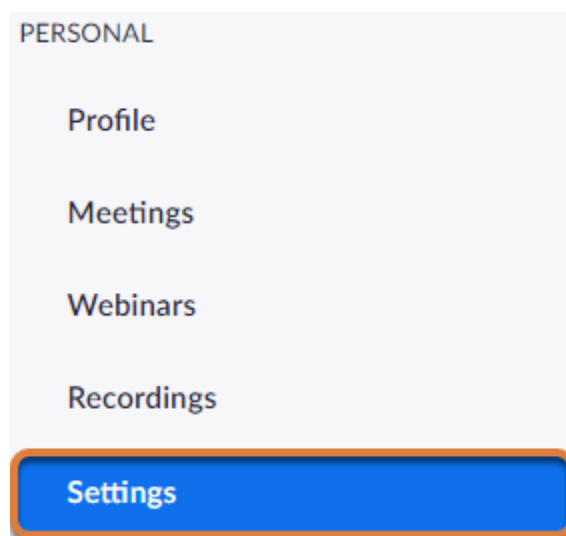
Enable audio transcription in your Zoom settings.

You can enable the **Audio transcript** option in the settings of your personal Zoom account. Once enabled, transcripts are automatically generated for new cloud recordings of meetings you scheduled.

Log in to Zoom.

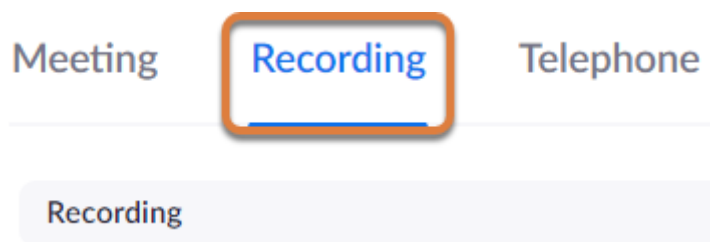
Go to the [UVA Zoom Login page \(opens new window\)](#) and log in to Zoom.

Select Settings.



From the *Personal* menu, select the **Settings** tab.

Select the Recording tab.



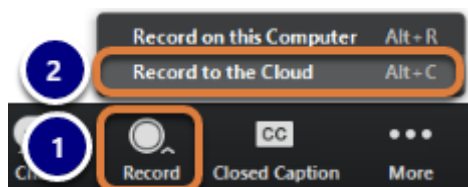
Select Audio Transcript.

Advanced cloud recording settings

- ☐ Add a timestamp to the recording ?
- ☒ Display participants' names in the recording
- ☒ Record thumbnails when sharing ?
- ☐ Optimize the recording for 3rd party video editor
- ?
- ☒ Audio transcript ?
- ☒ Save panelist chat to the recording ?

Under the *Advanced cloud recording settings*, select the **Audio transcript** checkbox.

Record your meeting.



When you start your meeting, if it was not configured to record automatically:

1. Select **Record**.
2. Select **Record to the Cloud**.

Review and edit the recording.

As described in the [UVA Library's Captioning Basics page \(opens new window\)](#), automatic transcripts and captions will need to be edited to correct wording, spelling, and punctuation errors.

Access the recording.

From Zoom <no-reply@zoom.us> ☆
Subject **Audio Transcript for the recording - Sakai Accessibility WG Teleconference is now available**
To Me <tls6u@virginia.edu> ★

Hi Tiffany Stull,

The audio transcript of your meeting recording is now available.

Topic: Sakai Accessibility WG Teleconference

Date: Apr 5, 2019 1:24 PM Eastern Time (US and Canada)

These files are available to view, download, and edit on the recording detail page:

https://virginia.zoom.us/recording/detail?meeting_id=MFTZKsptTE%2BpcCxR4i8p1g%3D%3D

Once the transcript has been created, you will receive an email notification from Zoom with a subject line indicating that the *Audio Transcript for the recording of your meeting is now available*.

You can access the recording to play it via the **link in the email** or via the **Cloud Recordings** tab in UVACollab's *Online Meetings* tool.

View the recording.

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Sakai Accessibility WG Teleconference

Download (4 files)

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Audio Transcript

Chat Messages

Search transcript

10:48 Have been used here.

Kathy Feller

10:50 Yeah, but it's those are specific to the keyboard that that seems okay

Tiffany Stull

10:54 Right, yeah. When you're talking about a keyboard. I met when you know so if you are talking about a specific input, you know, right click versus select the button and then select this, so like the rich text

Resume Transcript Auto-Scroll

Do You Have a Tip or Question?

Speed

Set Playback Rate

CC

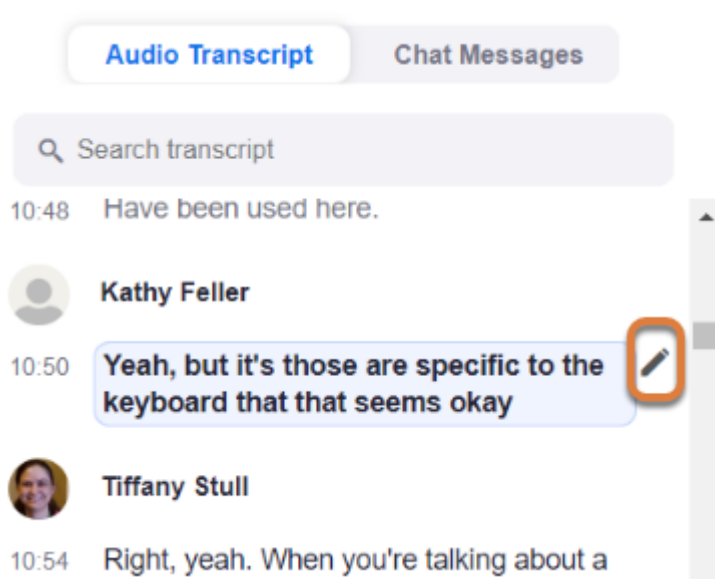
Yeah, but it's those are specific to the keyboard that that seems okay

The Zoom player will display the following:

1. The video of the meeting that you can play,
2. An **Audio Transcript** tab where you can search the transcript and select text to skip to the corresponding segment of the video,
3. A **Chat Messages** tab that you can select to review messages posted in the chat during the meeting.
4. If you select the **CC (Closed Captions)** button in the video player, captions corresponding to the transcript text will also display with the video.

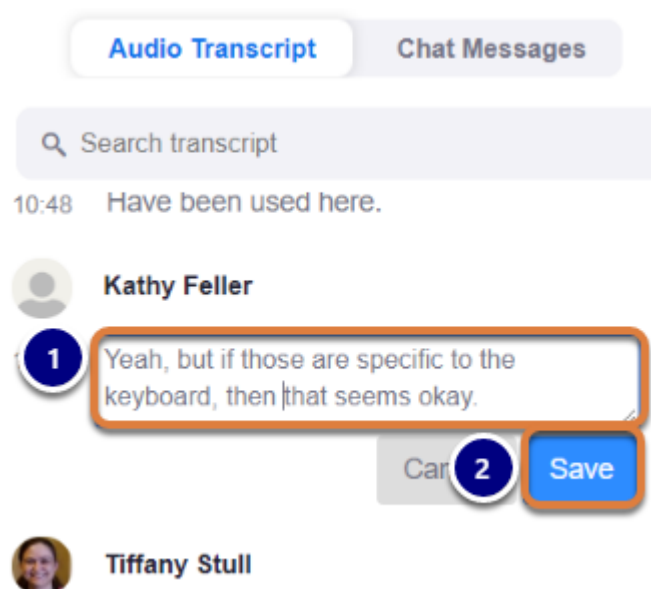
Correct errors in the transcript.

Select Edit for the incorrect text.



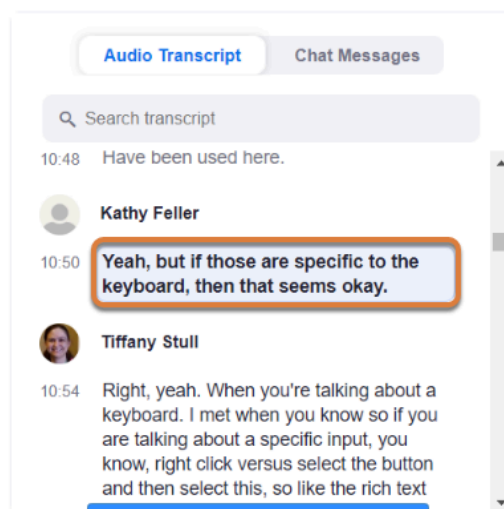
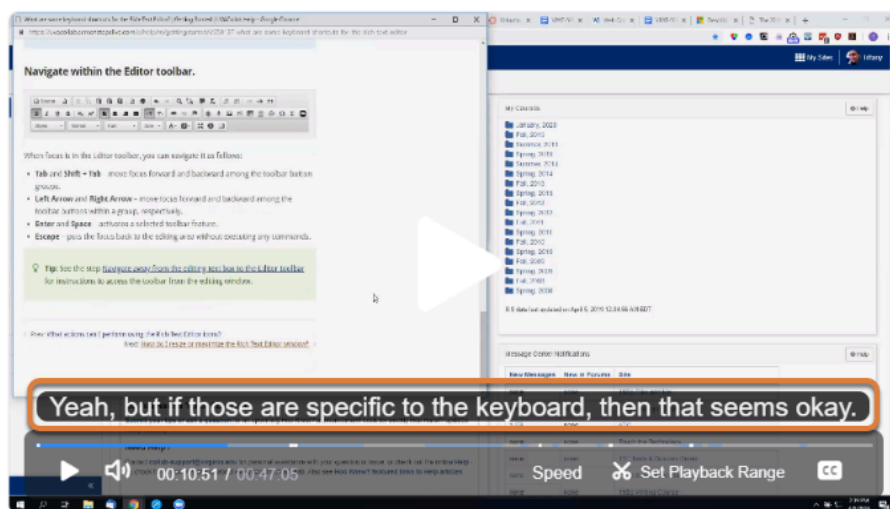
When you find an error in the transcript, select the **pencil (Edit)** icon to the right of the corresponding text.

Edit and save the text.



1. Enter the correct text in the box provided.
2. Select **Save**.

The transcript and captions are updated.



After saving the changes, the edited text will display in both the transcript and captions.