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, a transcript is automatically generated for each new meeting you schedule.

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.

![Recording tab](image)

Select Audio Transcript.

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

Record your meeting.

![Recording options](image)

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.

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=MFIzKsptlE%2BpcXjR4i8p1g%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.

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.

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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.