Downloading an Audio Transcript from Zoom

WILMINGTON UNIVERSITY
EDUCATIONAL TECHNOLOGY
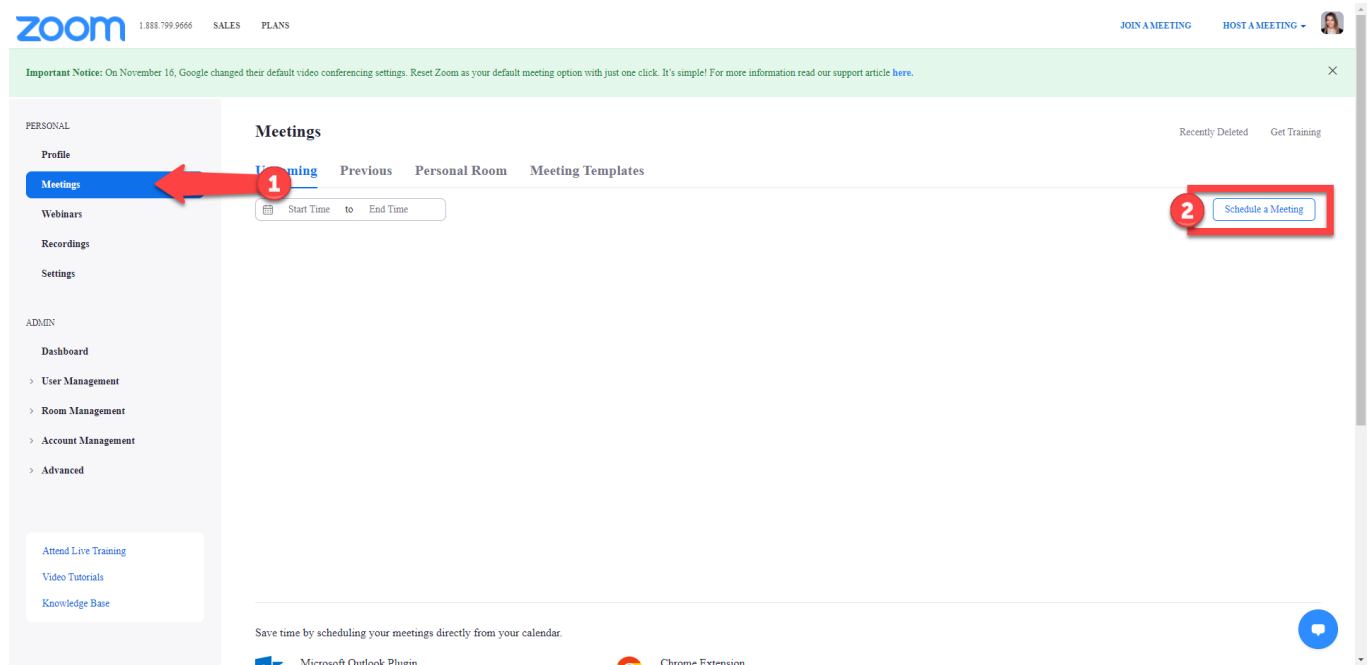
Sign-In to Zoom Account

1. Go to wilmu.zoom.us

2. Click 'Sign In'

3. Log in with your WilmU credentials

Schedule a New Meeting

4. Navigate to the "Meetings" tab and click "Schedule a Meeting"

5. Create the scheduled meeting and customize the settings for the date, time, and duration.

Start the Zoom Meeting & Record

6. At the scheduled date and time, sign-in to wilmu.zoom.us and hover over the scheduled meeting.

7. Click "Start" to begin the meeting.
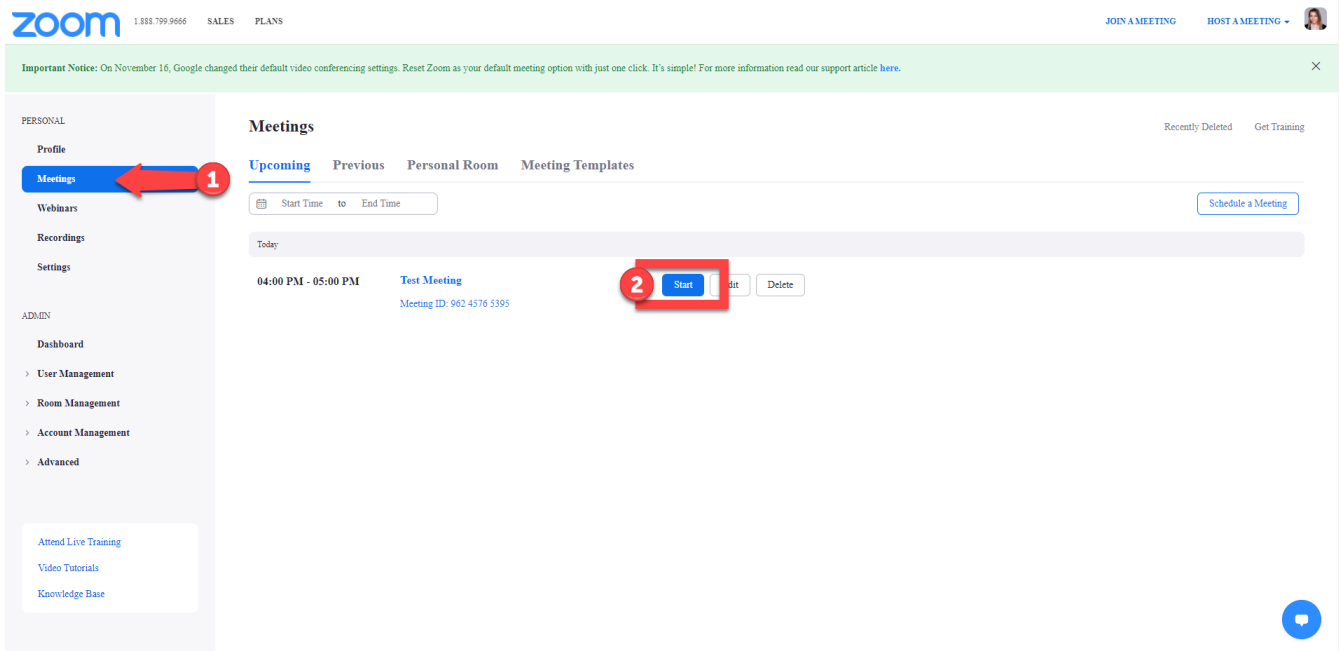
8. After the meeting has begun, click the "Record" button on the bottom panel to record both video and audio of the meeting.
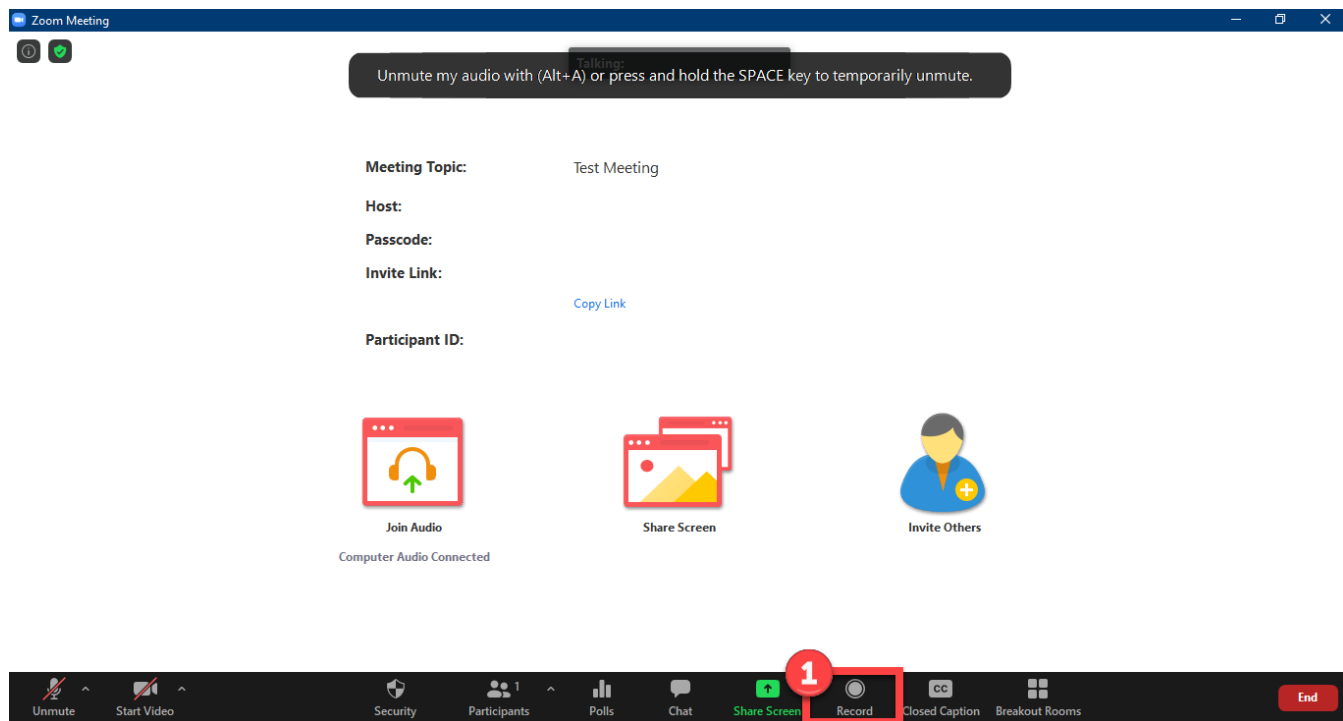

Locate your Zoom Recording & Download the Transcript

9. At the conclusion of the meeting, select "End". You will receive e-mail notification when your recording is accessible. Note: Audio transcripts can take longer to process. You will

receive a separate e-mail when the transcription is complete.

10. To view and download your recording, go to wilmu.zoom.us. Click on the 'Recordings' tab.
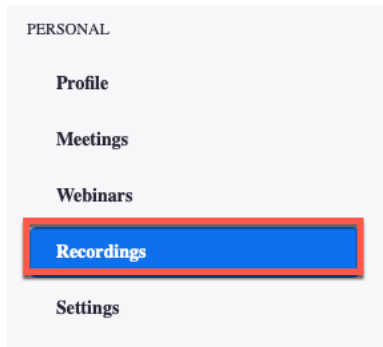

11. Search for the recording that you need to download.

12. Click on the title of the Zoom meeting recording (highlighted in blue). Here you will find 3 different files to download: Shared screen with speaker view, Audio only, and Audio transcript.
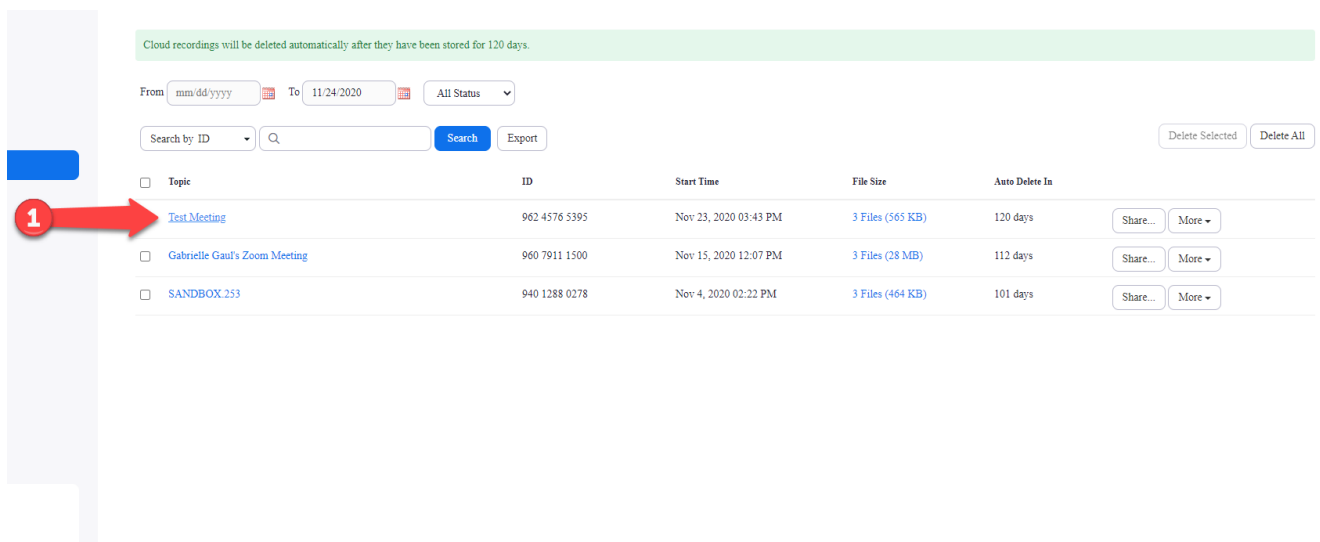
13. To edit the audio transcript in the video, click on the arrow or play button in the box next to the recording.

Recording 1

B

⬇ Download (3 files) | 🔗 Copy shareable link 🗑
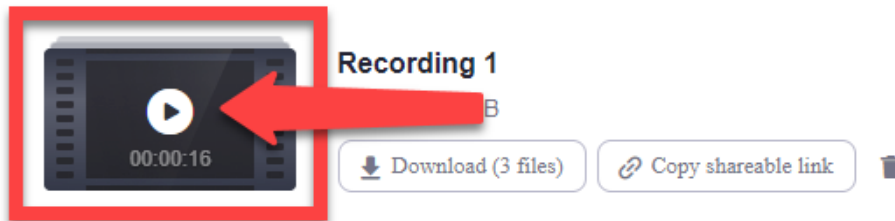
14. Select the arrow or play button in the lower left-hand corner to begin playing the recording. The audio transcript will present on the right-hand side of the screen. Select the "pencil" tool to edit the transcript. When editing the audio transcript, be sure to select the check mark to save any changes made.

15. After editing the transcript, return to the meeting recording to download the transcript. Highlight over "Audio Transcript" and select the arrow symbol to download. The file will download as a .vtt file. Select the "Notepad" application (or another compatible program) to download and open the file.
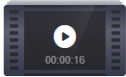
Test Meeting ✎

Nov 23, 2020 03:43 PM Eastern Time (US and Canada)   ID: 962 4576 5395

This recording will be deleted automatically in 120 days. Disable auto-delete

0 total views · 2 total downloads   Recording Analytics

Recording 1
3 files 565 KB
⬇ Download (3 files)   🔗 Copy shareable link   🗑

⊞ Shared screen with speaker view   304 KB
♫ Audio only   261 KB
▣ Audio transcript   ⬇ 🔗 🗑   0 views this month   134 B

Share

①

16. Your audio transcript will now open using the "Notepad", here you can copy and paste the transcript details into another file (Microsoft Word, PowerPoint, etc.) or you can edit the transcript details. Note: if your transcript does not automatically download, navigate to your browser's "Downloads" folder to retrieve it.