

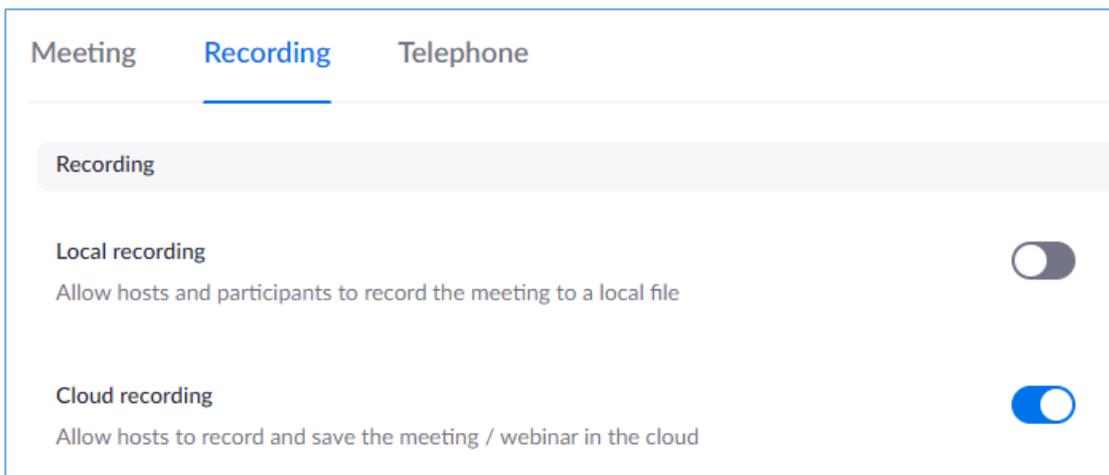
How to guide:

Recording a presentation with audio transcript in Zoom, and uploading to the University Video Portal

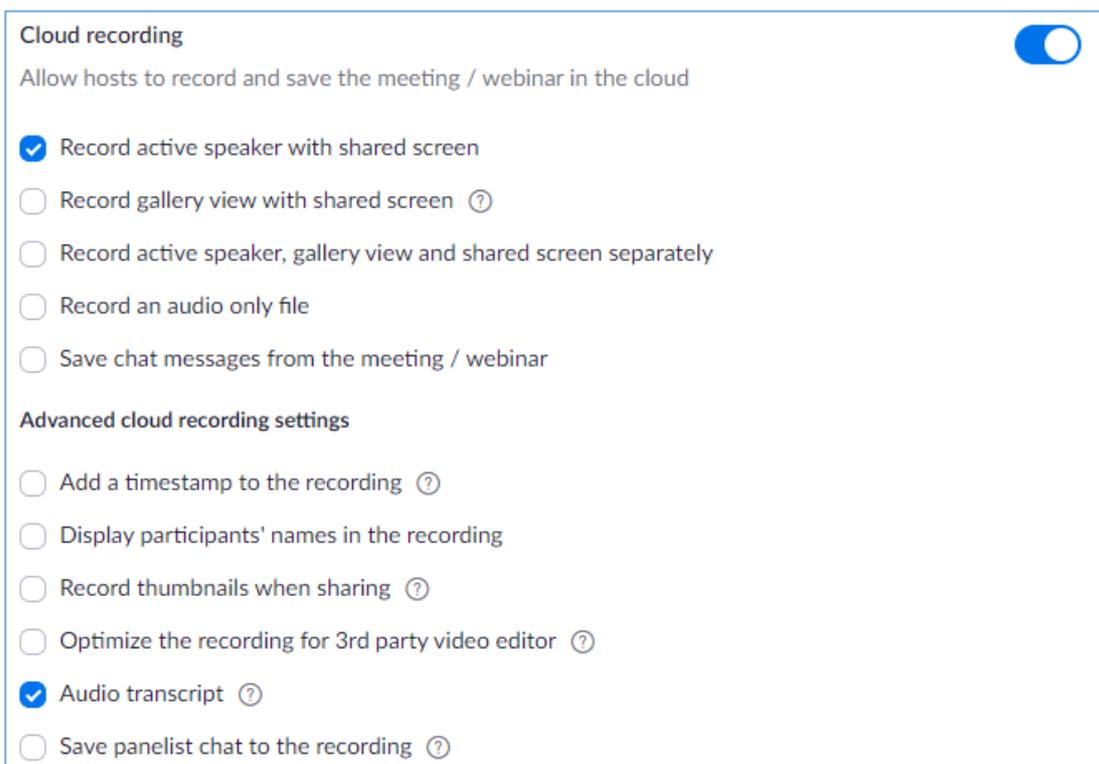
1. Settings for recording

When you login to Zoom via the web browser (not the app):

- Click on 'Settings' in your left-hand menu list, and then select 'Recording'.
- Ensure your recording settings are set to 'Cloud recording,' switching off the 'Local recording,' as below:



- Then configure your settings to the following:



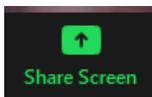
Please note:

- You can select the 'Record thumbnails when sharing' option if you wanted a thumbnail of the presenter to appear on screen alongside the slides, but leave it unchecked if you just want the slides to be recorded.
- Regardless of what you select, your thumbnail will appear by default when you start presenting your slides, so don't worry about that if you have not selected a thumbnail.

2. Making your presentation recording

Next, schedule a meeting and start it:

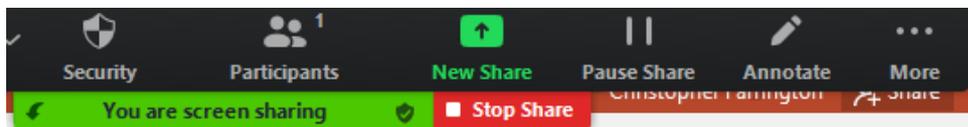
- Join the meeting with video and audio enabled when prompted.
- Open up your PowerPoint slides and then select 'Share Screen,' in Zoom.



- You will then be able to select the window with your slides to share, and from there start the slide show.

Hover your mouse cursor over the green 'You are screen sharing,' message. You will be greeted with a ribbon of options:

- Select 'More' and then click 'Record'.
- You can then start presenting your slides.



When you have finished, you can carry out the same process:

- Select 'More' again, and this time 'Stop recording'.
- Then stop sharing your screen and end the meeting.

3. Editing your recording transcription

Go back into your Zoom account via your web browser (not the app):

- From the menu list on the left-hand side, select 'Recordings'.
- There you will be able to access your saved recording (it can take a little time for the video file to process and for the audio to transcribe):

<input type="checkbox"/> Delete Selected		<input type="checkbox"/> Delete All				
<input type="checkbox"/>	Topic	ID	Start Time	File Size	Auto Delete In	
<input type="checkbox"/>	Reasons pres	996 1811 0402	Aug 19, 2020 02:55 PM	3 Files (14 MB)	30 days	<input type="button" value="Share..."/> <input type="button" value="More ▾"/>

- When both files are available, select your recording. You will see this screen:

Recording 1
3 files 14 MB

Shared screen with speaker view
 Audio only
 Audio transcript

- Click on the play box. You will then be able to watch back your presentation alongside the written transcript:

MANCHESTER 1824
The University of Manchester

REASONS TO GO TO UNIVERSITY

Audio Transcript

Search transcript

Christopher Farrington

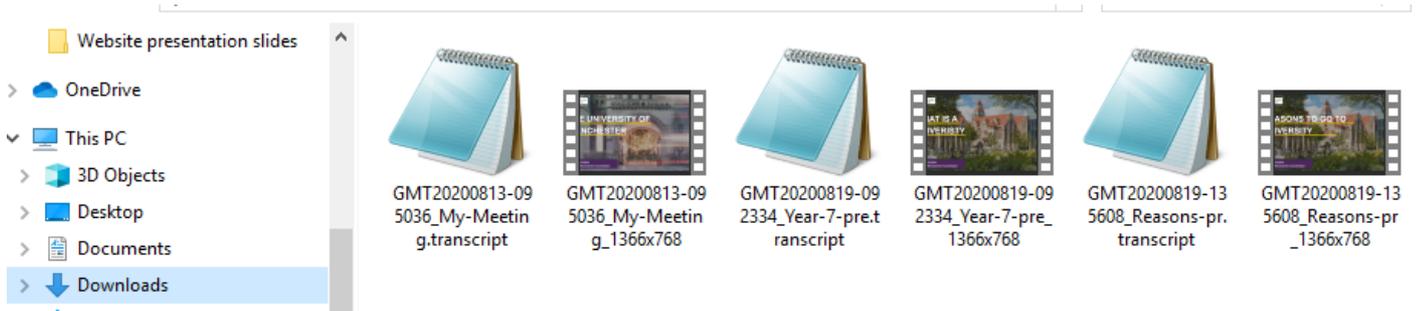
00:02 Hello everyone, my name is Chris Farrington and this session will cover the reasons why people choose to study at university.

00:11 So to begin with, or have a look at how University differs from school.

00:16 At university your study one subject for a program online school, you won't be studying multiple courses at once, but

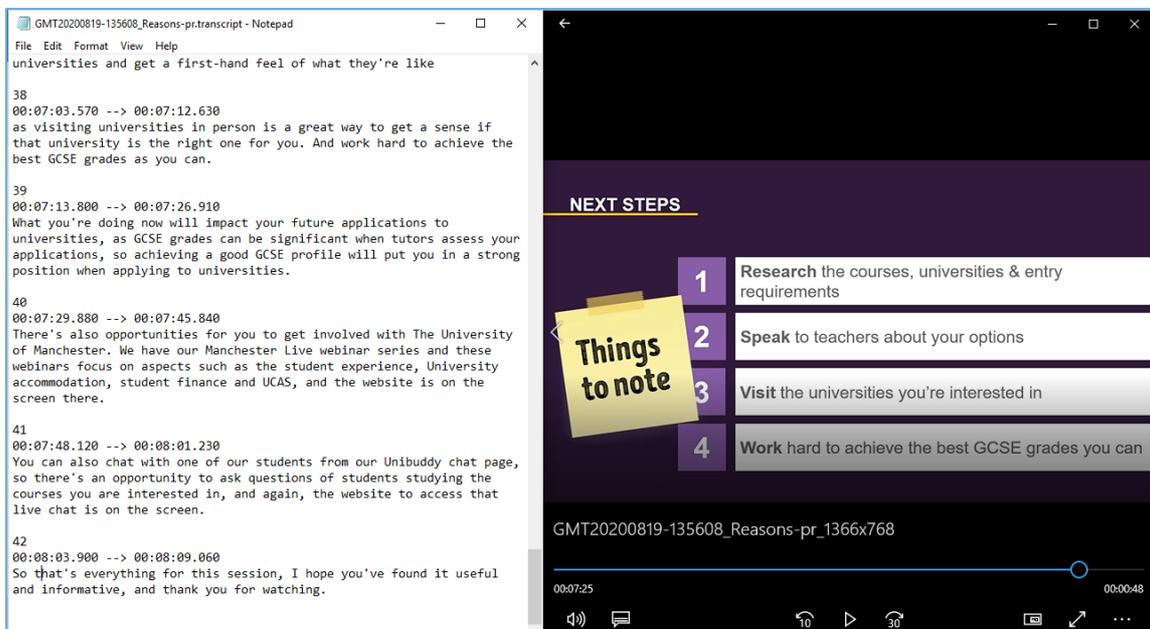
You can then edit the transcript as appropriate, while watching the slides:

- When you're happy with the final transcript, download the video and transcript.
- For me these are automatically saved into my download folder:



It's then worth opening the transcript with Notepad, and making sure your name isn't inserted by each section, as this will appear on the subtitles. This has happened with the recordings I have produced, but you can:

- Go through each section in Notepad and delete your name from the transcript;
OR
- You can edit the entire transcript in Notepad instead of Zoom if that's your preference:



Be aware:

- If you decide to pre-script your presentation, to then copy and paste the relevant sections into Notepad (which I did for a couple of presentations as it was a faster process), Notepad changes the formatting of apostrophes.
- So if you are copying and pasting text into Notepad, you'll need to go through all of your apostrophes and manually replace each of them in Notepad.

4. Uploading your presentation recording

- Once you are happy with your final transcript, login to the University Video Portal: <https://video.manchester.ac.uk>
- Select 'My Videos,' where you can complete the relevant sections of the upload form:

Upload Videos

Upload your videos to your Faculty/School/Course.
For help see this [support article](#).

*File: No file chosen 

*Title: 

Description: 

*Course/
Organisation: 

*Visible to: 

*Email:

Author:

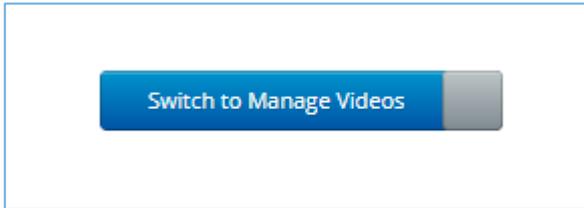
**required*

- Set the 'Visible to' field to 'Public', and then select 'Advanced Options', where you'll be able to upload your subtitle file:

Subtitle file: No file chosen

- When you're happy, select 'Submit' and wait for your video to upload. Please note, the upload process can crash sometimes. If that happens just resubmit the form.

- To view your videos select 'Switch to Manage Videos':



- Your video will be available to view from there once it has finishing processing:

Manage Videos
 For help see [this support article](#).

Search:

Thumbnails	Title	Status	Date	Video ID			
	Reasons to go to university	completed	2020-08-20 12:06:00	39e4fa98-7d2c-4c50-8943-a5dbd3e3aab1	Edit	Delete	Download
	What is a university?	completed	2020-08-20 11:51:00	98e83e4d-699c-49e4-9975-ae2d8006c945	Edit	Delete	Download
	The University of Manchester virtual on campus talk	completed	2020-08-13 15:13:00	90e4fd90-5d88-4aba-9103-e52cd4f13f28	Edit	Delete	Download

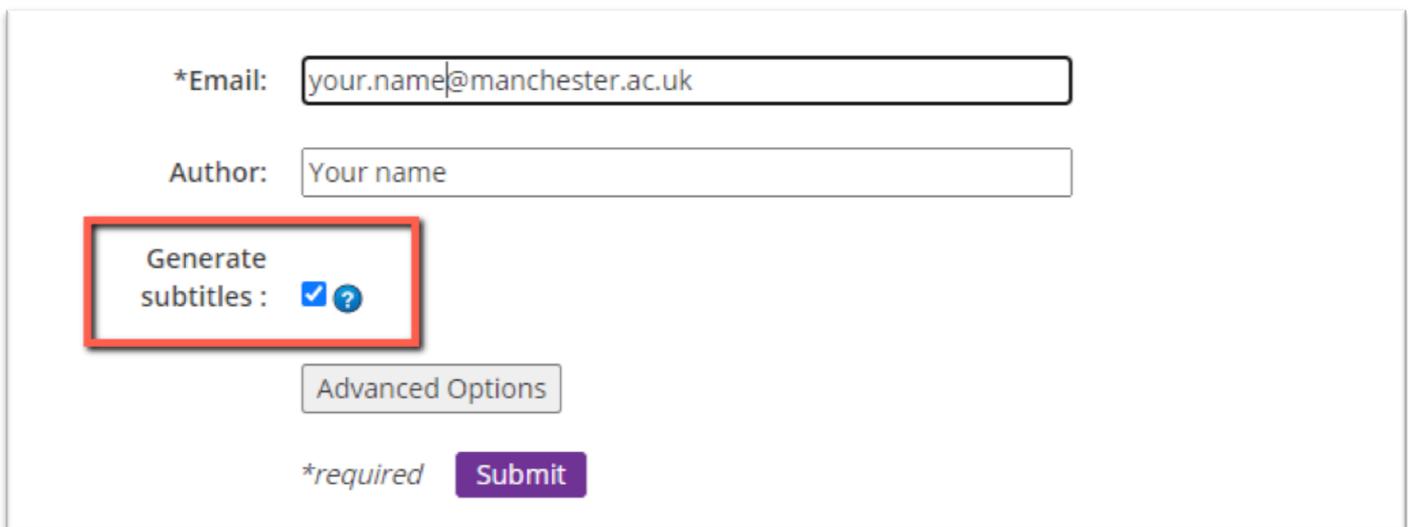
- You can then click on the video, which will open in a new window, and send the link generated to the person building your web page.
- They can then embed it onto the appropriate page.

Managing the Video Portal's auto-generated subtitles

From 14 September 2020, subtitles will be generated automatically on all video uploads to the Video Portal courtesy of Google Premium. This is in response to new accessibility guidelines that state that all University of Manchester videos available to the public must have subtitles.

A new 'Generate subtitles' check-box has been added to the 'Upload videos' section of the Video Portal:

- 'Upload videos' is ticked by default.
- However, if you don't want subtitles auto-generated (for example if you already have a subtitles file to attach to the video yourself) you can uncheck this box.



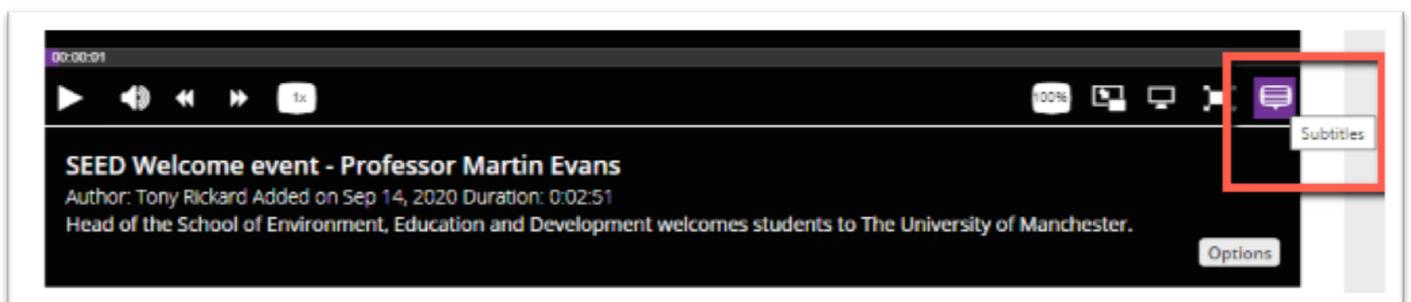
The screenshot shows the 'Upload videos' section of the Video Portal. It includes a form with the following elements:

- *Email:
- Author:
- Generate subtitles: 
- Advanced Options
- *required

Subtitles can take a while to auto-generate depending on the length of your video:

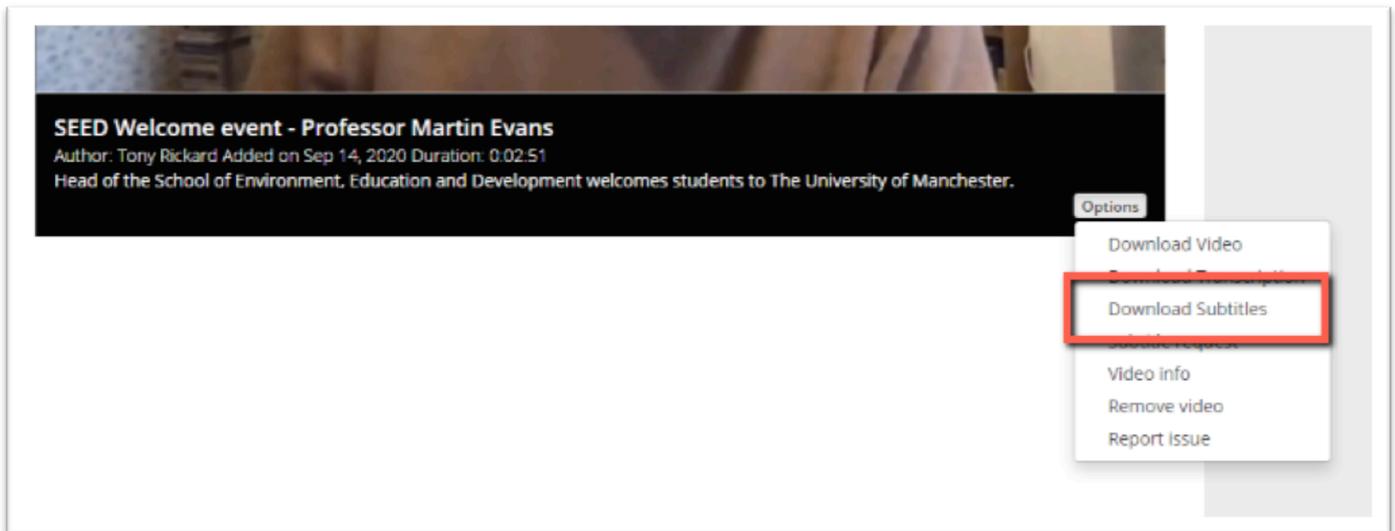
- You don't get an automatic notification when the subtitles are ready, so you should ensure you allow plenty of time for this.
- A three minute video took around an hour recently, so videos of taster lecture length could take several hours to process.

You will see whether your subtitles have generated by playing your video in the Video Portal – if there is a subtitle icon on the video control bar, the subtitles are ready:

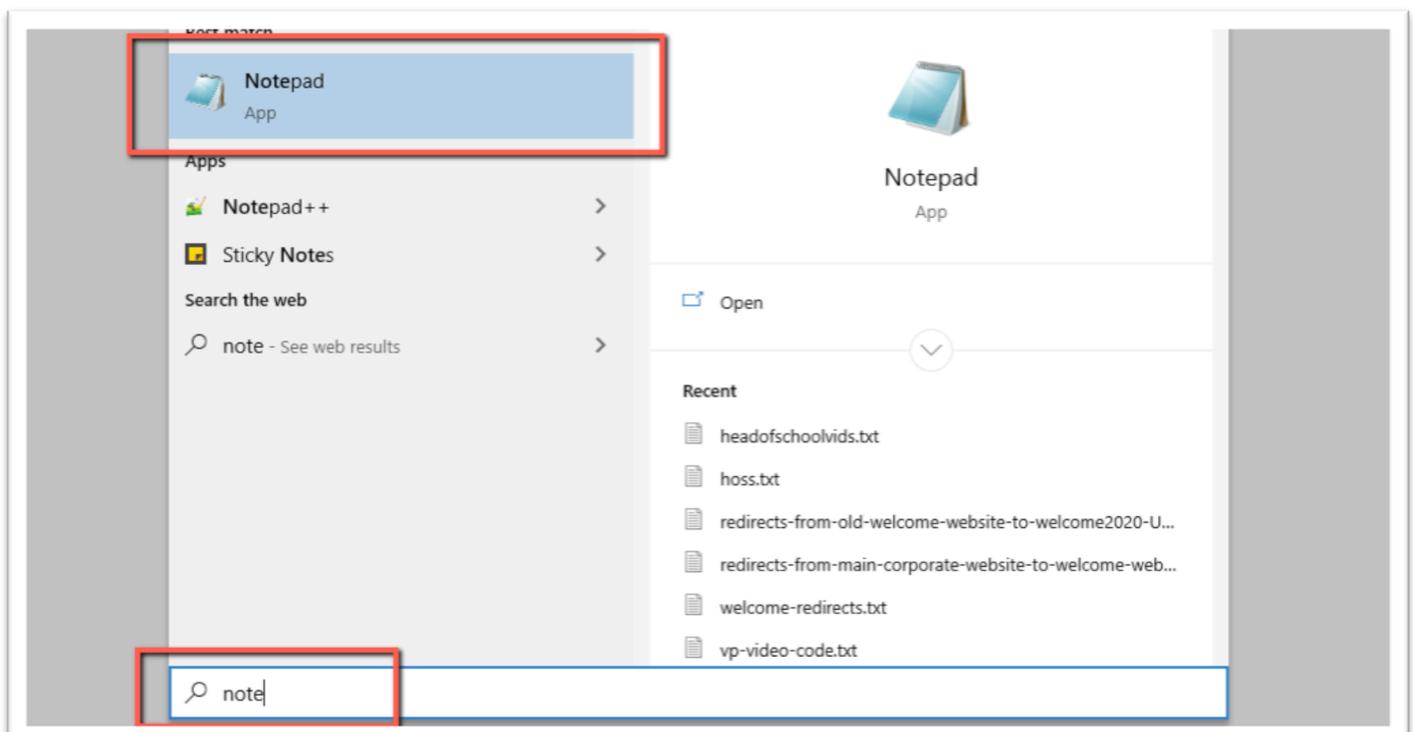


Although the subtitles generated by Google Premium are impressively accurate, the system isn't very good at adding punctuation or capitalisation, so you will definitely need to download and edit the subtitles file for all your videos.

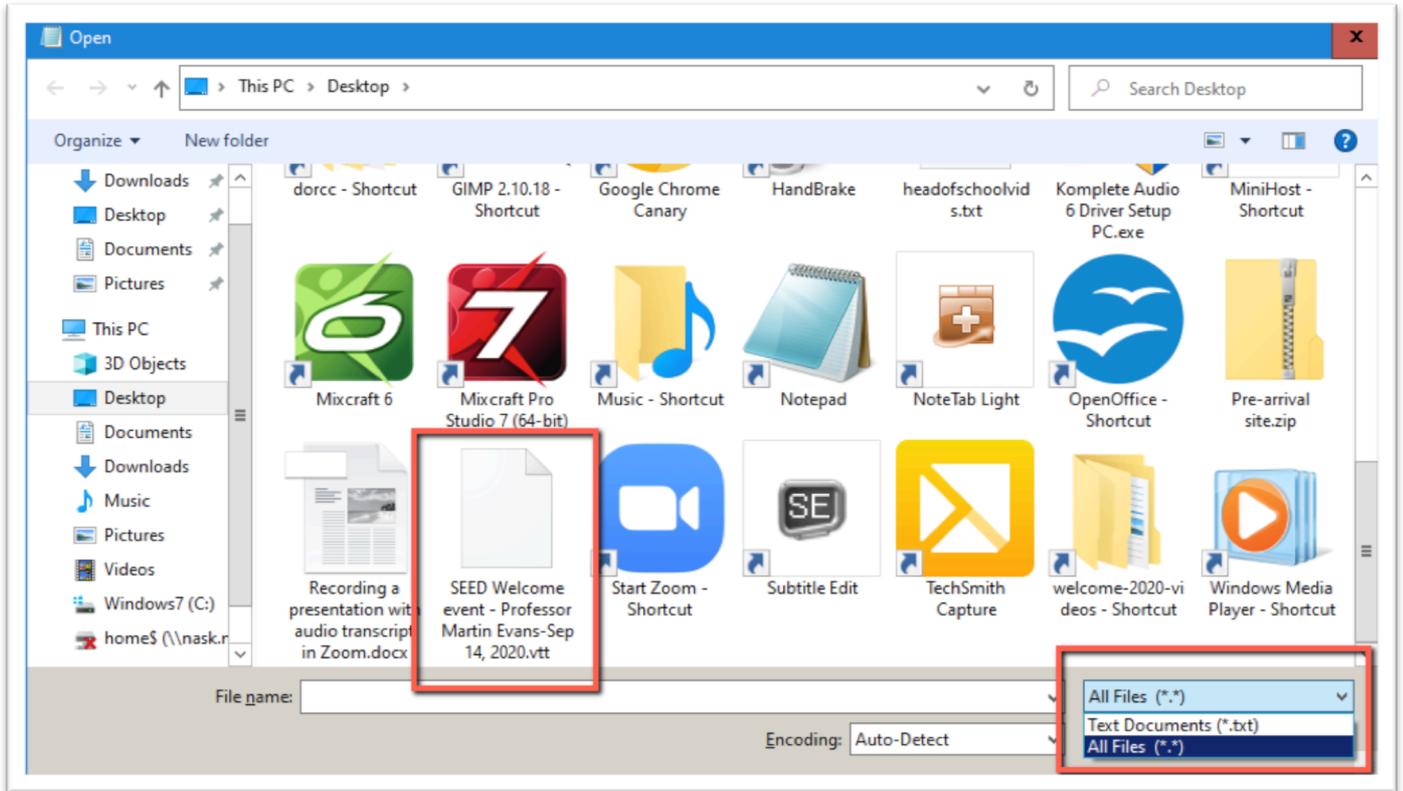
- When logged into the Video Portal, select your video, and then click on the '**Options**' button.
- From the dropdown list, select '**Download Subtitles**', and save the [yourvideoname].vtt file in your chosen location on your computer.



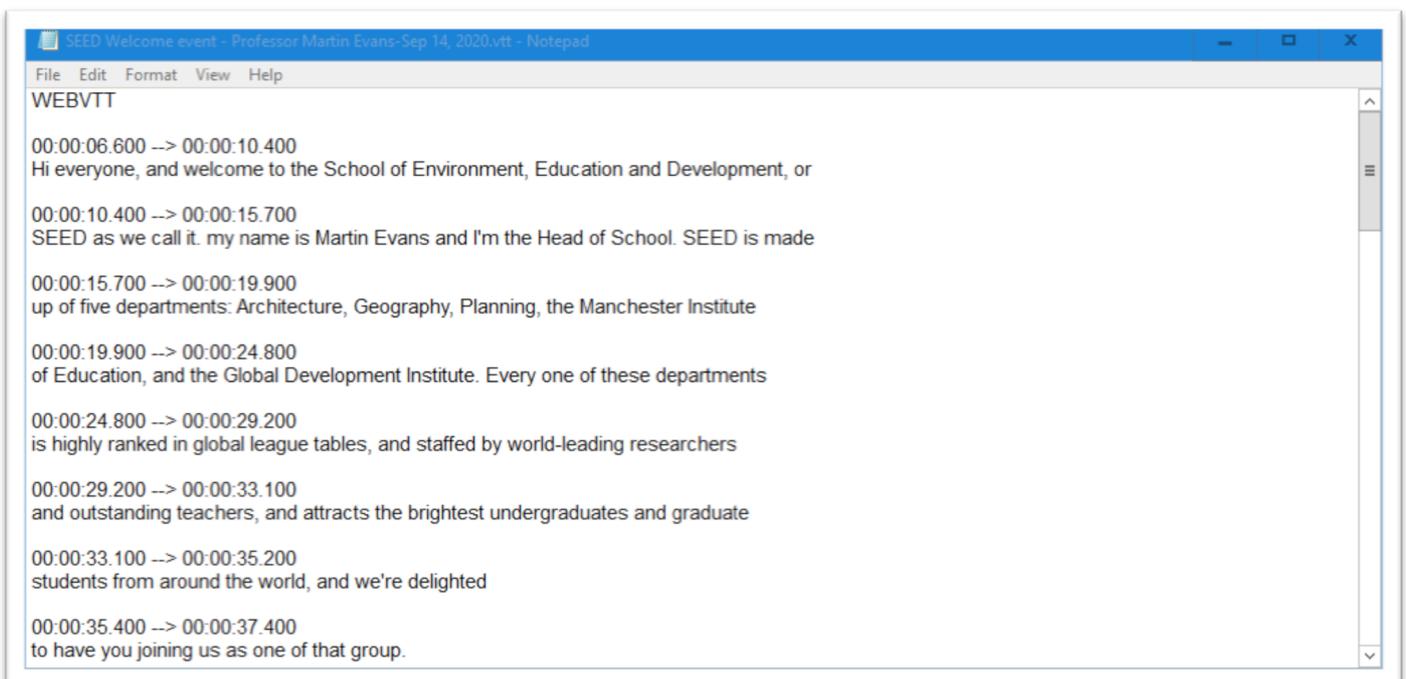
- You can edit subtitle files in many text editors, but the most common one is Notepad, which is available on any Windows computer.
- Click on the '**Windows/Start**' button on the bottom left of your computer's desktop and start typing 'notepad'. You should see Notepad appear in the list of software and utilities – click on it to open it.



- In Notepad, select '**File > Open**'. Make sure you select '**All Files (*.*)**' in the bottom right corner of the dialogue box so that you can see the file you've just downloaded.
- Click on it to select it, and click '**Open**'.



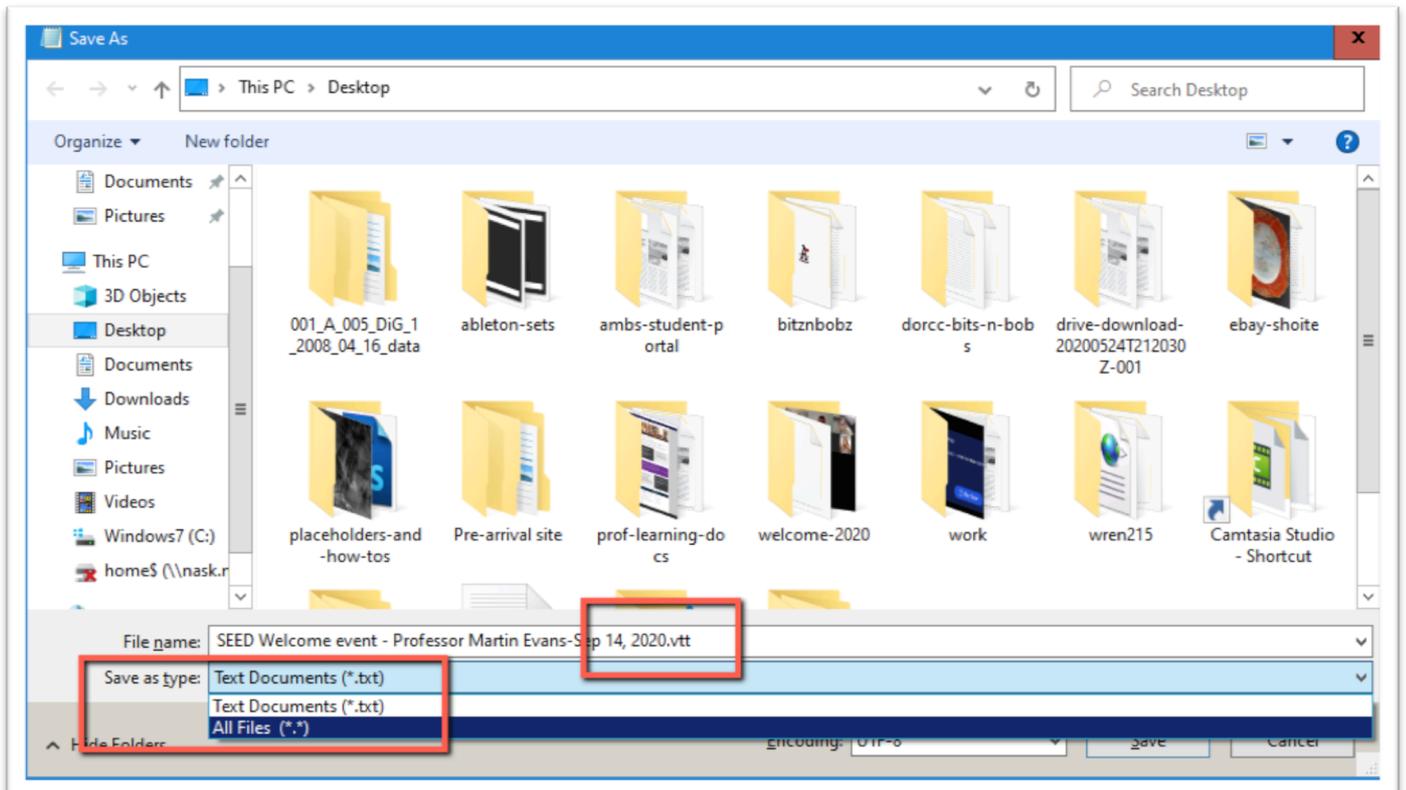
The file will look like the screenshot below. This example set of subtitles has already been edited, but newly created subtitles will contain hardly any punctuation, and the capitalisation will be arbitrary.



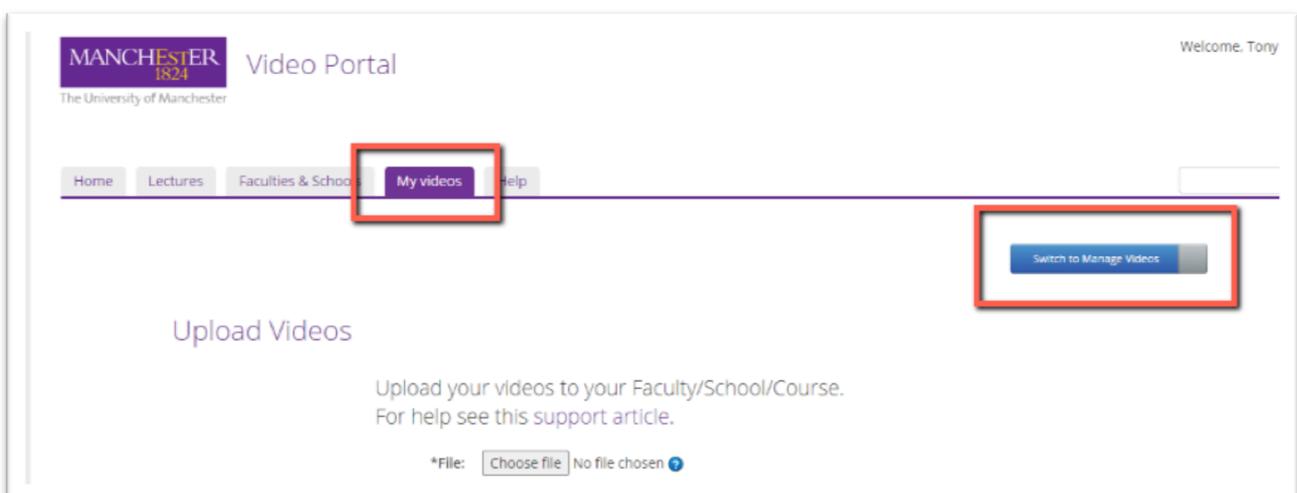
It is very important to leave the 'WEBVTT' heading, the line spacing, and the timings in these documents exactly as they are. If not the VP won't recognise the structure as a subtitle file. Only edit the actual spoken text, adding in punctuation and capitalisation where necessary.

Once you have finished editing the document:

- Select **'File > Save As'**.
- Ensure the **'Save as type'** option is set to **'All Files (*.*)'** and that your file has retained its .vtt file extension (this is so the Video Portal knows it is a subtitle file).
- Then click on **'Save'**.



- Log back into the Video Portal, and click on the **'My videos'** tab.
- Then select **'Switch to Manage Videos'** to see all the videos you have uploaded.



- Look for the video you've been working with and select '**Edit**'.

Manage Videos
For help see this [support article](#).

Search:

Thumbnails	Title	Status	Date	Video ID	
	SEED Welcome event - Professor Martin Evans	completed	2020-09-14 14:08:00	a9323fe2-489b-4050-89bc-267dd426e46e	Edit Delete Download
	Welcome to Manchester - student experiences	completed	2020-08-26 16:00:00	77164138-f58c-45cc-ad08-3a646773492e	Edit Delete Download

- Scroll down to the bottom of the 'Edit Video' section and select '**Replace subtitles > Choose File**'.
- Select the file you've edited from where you saved it on your computer and select '**Open**', then click on '**Update**'.

*Date:

*Time:

Replace subtitles: No file chosen ?

- Your video will now be republished and when this is completed the edited subtitles will have replaced the auto-generated version.

It is very important to note that only the person who uploaded any given video originally to the Video Portal can replace a subtitle file on that video.

An important message for those who want their video embedded on a Central, Faculty or School webpage:

- As well as completing the process for editing video subtitles described above, please also send a copy of edited subtitles files you create to the person who manages your web content.

There is currently an issue that prevents subtitles added to the Video Portal showing on videos embedded on websites across the University's web estate.

We are working to fix this, but in the meantime we have a workaround that enables us to add subtitles to videos from the Video Portal in a slightly different way that keeps our content accessible.