

Reporting Results to the Center for Global Christianity and Mission (CGCM): Generating Audio Transcripts from Zoom Meetings (available for paid Zoom subscribers only)

Reporting discussions is important for the Study Process. One way to keep records when using Zoom is through audio transcription. Zoom contains a feature in your personal account settings to generate an audio transcript. Follow the instructions below to enable audio transcription so that you can email it to cgcm@bu.edu as a part of your meeting summary.

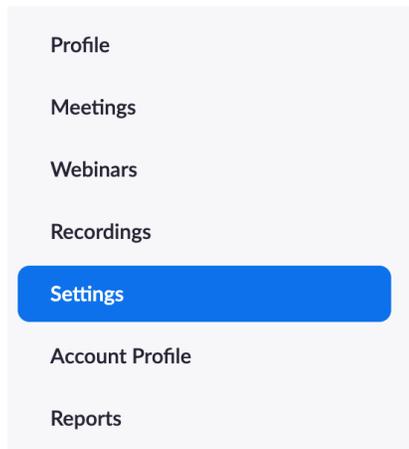
Important Note: Audio Transcript is a feature available to paid Zoom subscribers.
If you have a free Zoom account, audio transcription is not available. In that case, consider appointing one or two of your group members to take notes of the meeting or else write up a summary yourself afterward. If the meeting notes are hand written take a photo or scan them to send or type them out in a Word document and send file to cgcm@bu.edu.

Part I: Enabling Audio Transcription

1. **Log in to your Zoom** account through your web browser: www.zoom.us

You need to log into Zoom through the web to change this setting. If you log into Zoom on your desktop you will not be able to make the necessary adjustments.

2. **Select Settings** from the top left menu.



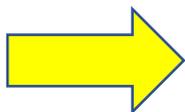
3. **Select the Recording** tab visible under Settings.

Meeting **Recording** Telephone Collaboration Devices

4. **Select Audio Transcript** listed under Advanced Cloud Recordings.

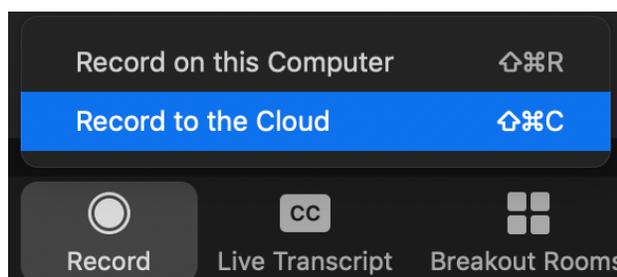
Advanced cloud recording settings

- 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 [?](#)
- Recording highlights [?](#) **NEW**
- Save panelist chat to the recording [?](#)
- Save poll results shared during the meeting/webinar [?](#)
- Save closed caption as a VTT file



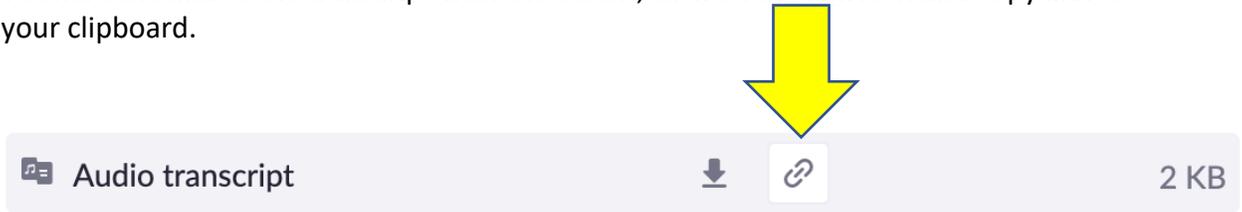
Part II: Recording your Meeting

1. **Select Record** when you begin your meeting. If the meeting starts recording automatically when you begin, stop the recording to select Record to Cloud.



2. **Select Record to the Cloud** (as pictured above).

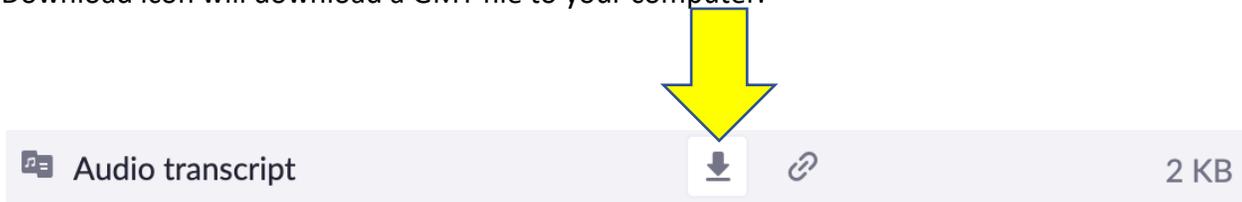
2. To share the link to the transcript with the CGCM, click on the link icon and copy link to your clipboard.



3. Open your email and paste this link with details of the meeting to cgcm@bu.edu.

Part V: Downloading and Sending Audio Transcript to CGCM

1. If sharing the link does not work, clicking on the words “Audio Transcript” or the Download icon will download a GMT file to your computer.



2. Open the GMT. File with Microsoft Word, Notes, or Text editor by clicking on the downloaded file.

Here is a sample of what the transcript text can look like in Word:

```
00:00:36.810 --> 00:00:40.590  
Allison Renee Kach: Okay transcription is happening.  
  
3  
00:00:41.730 --> 00:00:43.890  
Allison Renee Kach: This is a transcription test.
```

3. Save the transcript file with the title of your meeting and date and SEND by email to cgcm@bu.edu.

WELL DONE! We will be eagerly awaiting your transcripts.

For more information and reference here are some helpful links that provided the basis for this instruction sheet:

https://support.zoom.us/hc/en-us/articles/115004794983-Using-audio-transcription-for-cloud-recordings-#h_01EHA521QNSDXEBABBJHWBQ90R

<https://uvacollab.screenstepslive.com/s/help/m/integrations/l/1075541-how-can-i-add-an-audio-transcript-to-my-zoom-recording>