


Lecture Transcription

The basics of viewing, searching and editing transcripts

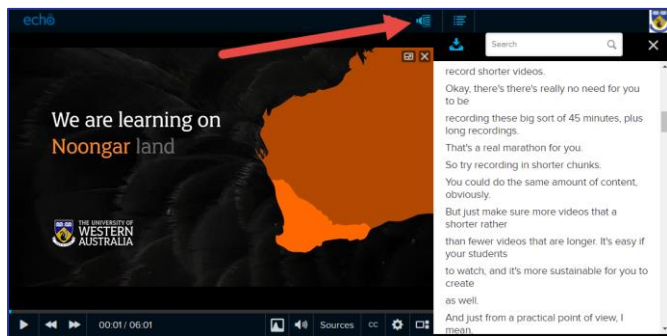
How to view a transcript

Not all videos will have a transcript available, only those that display the transcript symbol. 

Within a section in Echo360

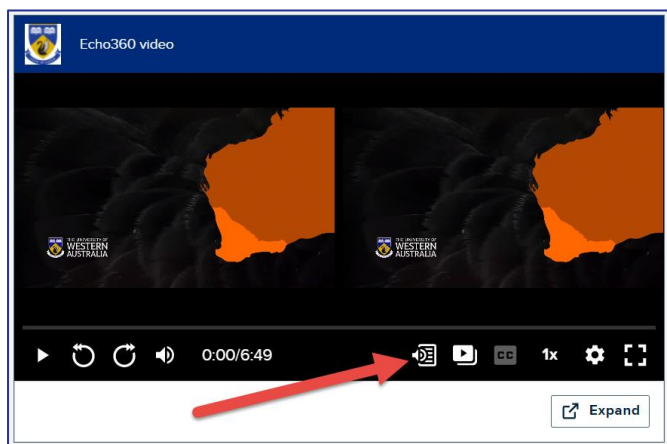
Most lecture videos are shared via a section in Echo360 which is accessed via the 'Lecture Recordings' link in an LMS unit.

When viewing the video you can click on the transcript icon at the top of the screen to open the transcript in a side panel.



Embedded video player

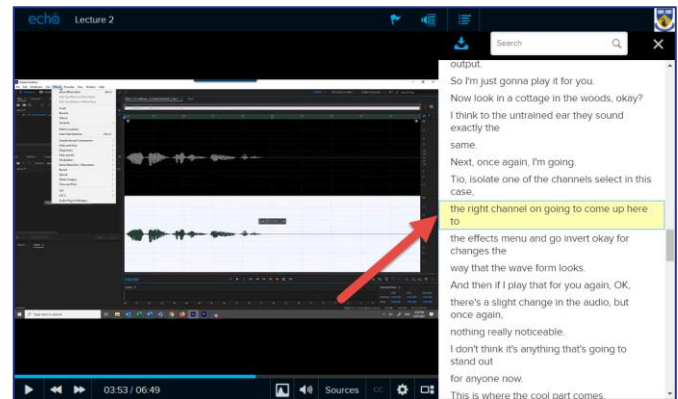
For videos embedded in the LMS or on external websites users can click on the transcript icon.



The video will open in a new window/tab with the transcript displayed either to the side or underneath the video (depending on the size of your screen).

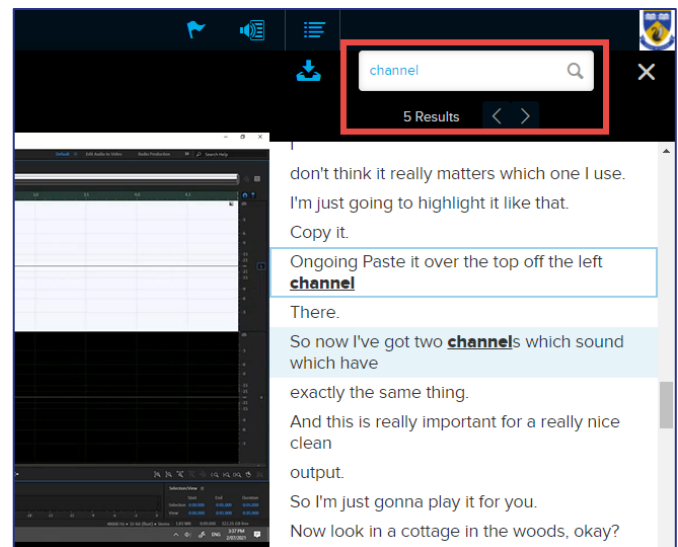
How to use a transcript

As you are watching the video, the relevant line in the transcript will be highlighted in yellow.



You can also click on a line of text in the transcript, and it will jump straight to the relevant point of the video.

Finally, you can use the 'Search' field to look for keywords in the transcript. If the keyword is found in a number of places in the transcript you can use the < > to jump to those points in the transcript. Click on the line of text to jump to the relevant point in the video.




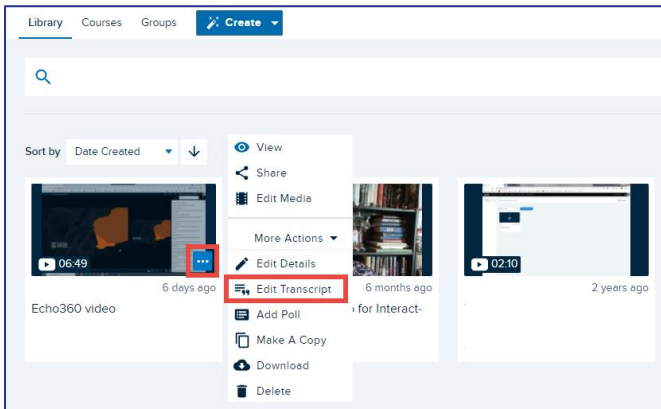
How to edit a transcript

If you wish to edit the transcript of a video that you have uploaded to your Library, you can do so using the in-browser Transcript Editor.

How to access the Transcript Editor

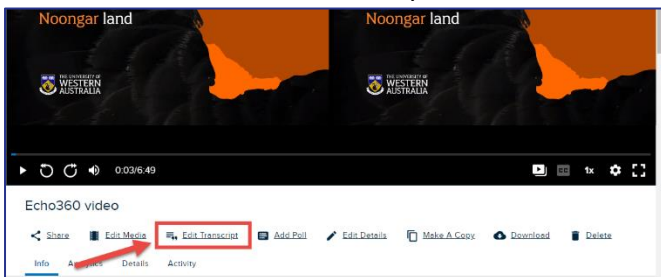
From the Library page

1. Hover your mouse over the video for which you'd like to edit the transcript.
2. Click on the  icon
3. Click 'More Actions' then click 'Edit Transcript'.



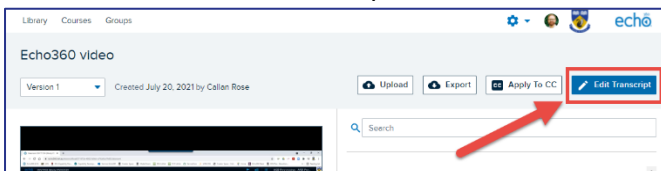
From the Video Details page

1. Click on the 'Edit Transcript' button

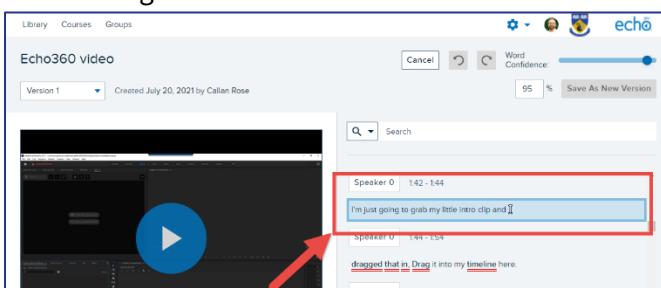


Using the Transcript Editor

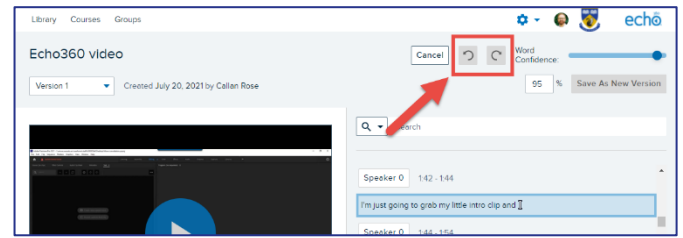
1. Click on the 'Edit Transcript' button.



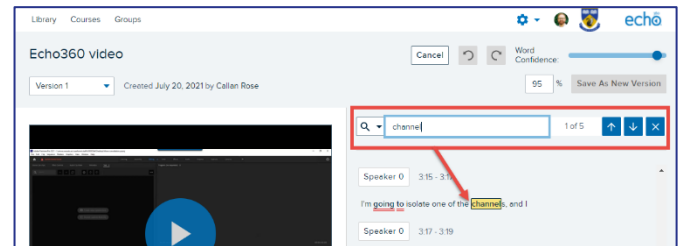
2. Once in edit mode you can simply click on a line of text and start typing to add/remove/replace the existing text.




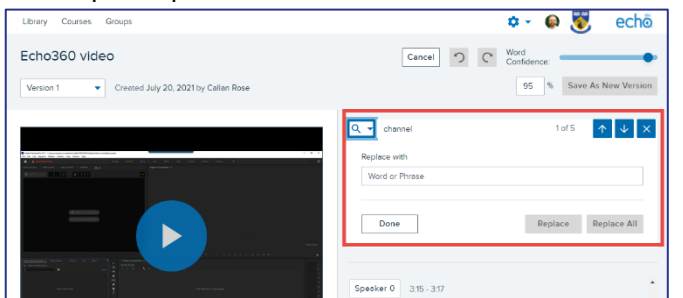
3. Use the 'Undo' or 'Redo' as required.



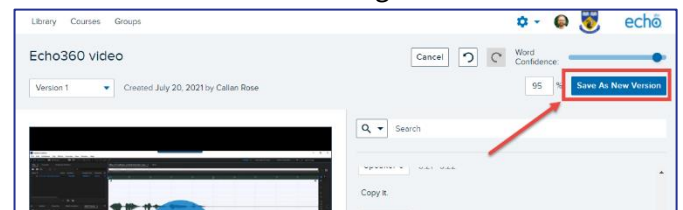
4. Use the 'Search' field find key words within the transcript.



5. Click on the  to open the 'Find and Replace' panel.



6. Click the 'Save As New Version' when you have made all the desired changes.



For more information about editing transcripts please refer to [this Echo360 support page](#).