

# Using automatic transcription with Microsoft Stream

MS Stream offers a way to transcribe data using automatic captions. Here are the basics steps:

1. Convert the recording into a video format
2. Upload your file to MS Stream
3. Generate and download captions
4. Clean up the file and edit discrepancies

## 1. Convert the recording into a video format

MS stream only accepts video file formats, so if your file is in an MP3 or a WMV format, you will need to convert it into MP4 or similar. You can do this using a VLC player, which is a media player supported by the university.

You can download VLC here: <https://www.videolan.org>

And follow the steps in this video to convert the file into an MP4:

<https://mediastream.brighton.ac.uk/Player/ChelB4dd>

If you need help with this step, let us know at [sasspsychlab@brighton.ac.uk](mailto:sasspsychlab@brighton.ac.uk) . We can also convert the file for you, provided you are happy to share it with us.

## 2. Upload the file to MS Stream

**You can skip to Step 6 if your recording was made with the MS Teams recording function. If that's the case you will need to wait for the recording to finish processing and then locate it in "My content"**

1. Got to <https://www.microsoft.com/en-us/microsoft-365/microsoft-stream> and click on "Sign in"
2. Sign in with your usual Brighton log in details.
3. Click on "**Create**" tab on top of the screen, then "**Upload content**" and "**Browse**", and locate the file on your computer.
4. **IMPORTANT:** In the windows that pops up after you've selected your file, navigate to Permissions and **UNTICK** the option "Allow everyone in the company to view this video". Otherwise everyone with Brighton account will be able to access your file.
5. Go to **Options**, and make sure that "**Autogenerate captions**" is selected. Click "**Publish**"
6. Navigate to "**My content > Videos**". The file will be there. Click on the file to open it.

### 3. Generate and download captions

If you cannot see the video or the captions on the right side of the video in the “Transcript” window, your file is still processing. The longer the recording, the longer it will take for everything to be fully processed, so please allow time for this.

**Once you can see the captions, you have two options.**

- (1) You can edit the captions within MS Stream and then download them. To do this, click on the pencil symbol in the top right of the **Transcript** window, play the video and edit the subtitles.
- (2) You can download the captions first and then edit them offline.

**To download the captions:**

1. Click on “...” under the video on the right side of the “**Like**” button. Navigate to “**Update video details**”
2. In the Options panel on the right, find “**Captions**”, and select “**Download file.**”

### 4. Clean up the file and edit discrepancies

1. Located the file - usually in your downloads folder - and open it with either **TextEdit** (Mac) or **Notebook** (Windows). You can copy and paste the text into a Word document and edit it while playing the recording.
2. **Optional step:** you will notice that the file has quite a lot of unnecessary lines that you might not want in your transcript. To clean up the file, go to:

<https://amsglob0cdnstream13.azureedge.net/vttcleaner/CleanVTT.html>

Click on “Choose a file”, select the original VVT file from your computer, and upload it. The clean text will be generated at the bottom of the page. Click on “Copy transcript” and paste it into a word document to edit it.

**If you have any questions about automatic transcription, or would like to book a video chat with a psychology technician to go through the process, please let us know at [sasspsychlab@brighton.ac.uk](mailto:sasspsychlab@brighton.ac.uk) . We'll be happy to help!**

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