



# Using Microsoft Stream as a Transcription Service

Providing transcripts or closed-captioning as accessible alternate formats of videos being shared with a class is in accordance with University-wide guidelines: all course materials must be digitally accessible. This applies to all resources created by faculty on or after January 1, 2021. Students should also be encouraged to include a transcript or captioning when sharing their videos as part of an assignment, especially when shared with classmates.

For videos shared using a direct link to Panopto, the Zoom cloud portal, or Microsoft Stream, the single hyperlink to the video will allow for automatic, interactive captioning. Learn more:

- [Panopto: Turning on ASR \(Automatic Speech Recognition\)](#)
- [Zoom: Using Audio Transcription for Cloud Recordings](#)
- [Microsoft Stream: How to Manage Captions and Transcripts for Your Video](#)

However, when a video is *not* being shared directly through one of those cloud portals, it is up to the individual to obtain the transcript (or captions file). It is usually shared as a separate file, accompanying the video. A plain text (\*.txt) version of a transcript is easiest for most people to open, but other common versions include the video text track (\*.vtt) and sub – or subtitle – rip (\*.srt). These other file types are used by technologies including video players with captioning, subtitles and/or timed, synchronous transcripts. And while the \*.vtt and \*.srt files can be opened with most text editors, a computer isn't going to necessarily going to be able to do this without explicit instruction by the person trying to read the file. As a precaution, it is usually best to first rename these types of transcript files by changing their file extension before sharing. For example, *MyTranscript.vtt* can be renamed to *MyTranscript.txt* before uploading it to a course site.

- For videos that are able to first be created or uploaded to Panopto, after the ASR is done processing the [captions can be downloaded as a separate file from the Panopto video's Settings menu.](#)
- If a Zoom meeting is recorded to the cloud, [transcripts for Zoom cloud recordings](#) can be downloaded from the meetings portal (where the video can also be downloaded).

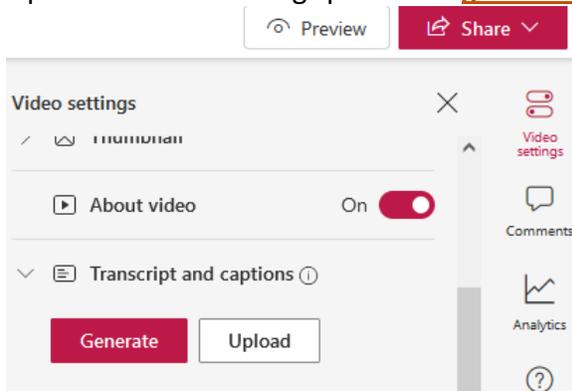
For any video that does *not* have automatic transcription available, including Zoom meetings that are recorded locally (to your computer), the transcript must be obtained by a third-party service. One option is to use [Microsoft Stream](#). This web app is a part of Microsoft 365. All Johns Hopkins affiliates with access to Office 365 are able to use this service for free!

## Here's how to get a video's transcript using Microsoft Stream:

1. **Launch the Microsoft Stream web app** directly or by using the "tile launcher" when you're logged into Microsoft 365, OneDrive, Teams, or SharePoint in your web browser. If you're prompted to sign in, select to "sign in to an organization" from the options. (Enter **jh.edu** as the domain name before using your JHED login.)
2. **Navigate to any video file** saved to your personal OneDrive, Teams, or other SharePoint account. (If you haven't yet, first **upload your video**.)
3. **Turn on the Editing mode** for the video by selecting "Edit" next to the pencil icon.



4. Open the Video Settings panel and **generate automatic captions**.



5. Once your file has been generated, read through and **edit the captions for accuracy**. (The recommended approach is to edit directly in the transcript window of the Stream video player.)
6. Lastly, **download the transcript from the Video Settings menu by clicking on "Download file"**. You will find this by clicking the "options" (dot-dot-dot) menu for your Transcript.

