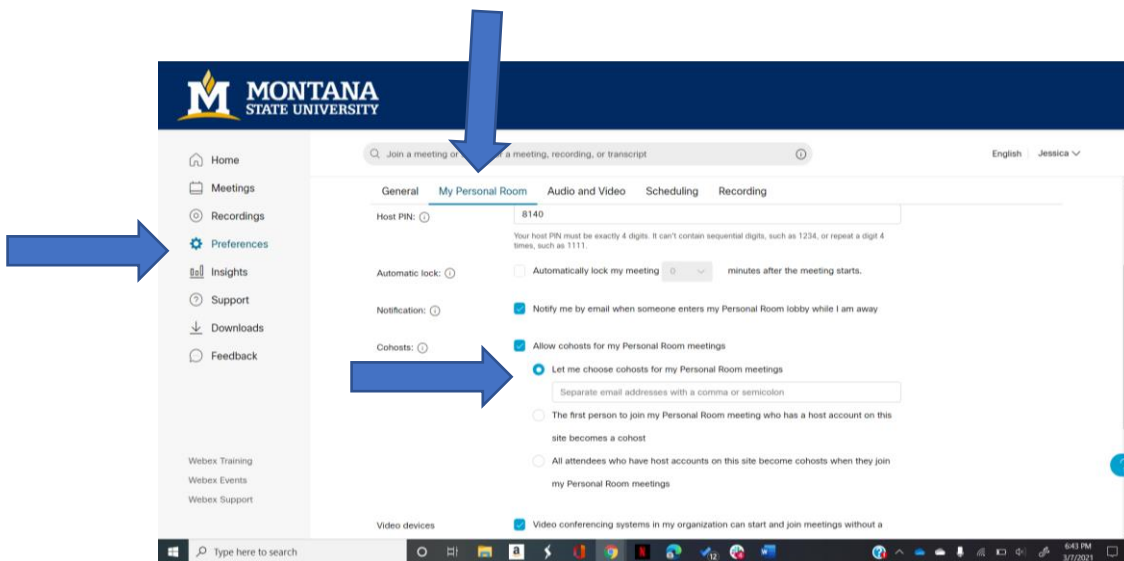


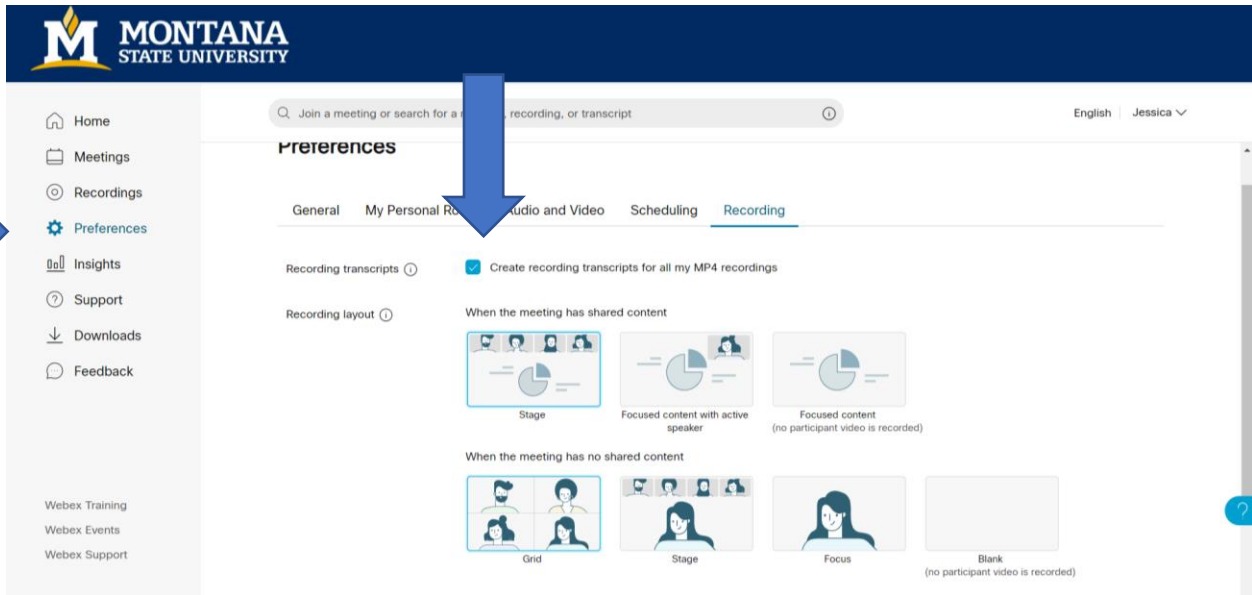
Interview Recording and Transcribing Guide

RECORDING –

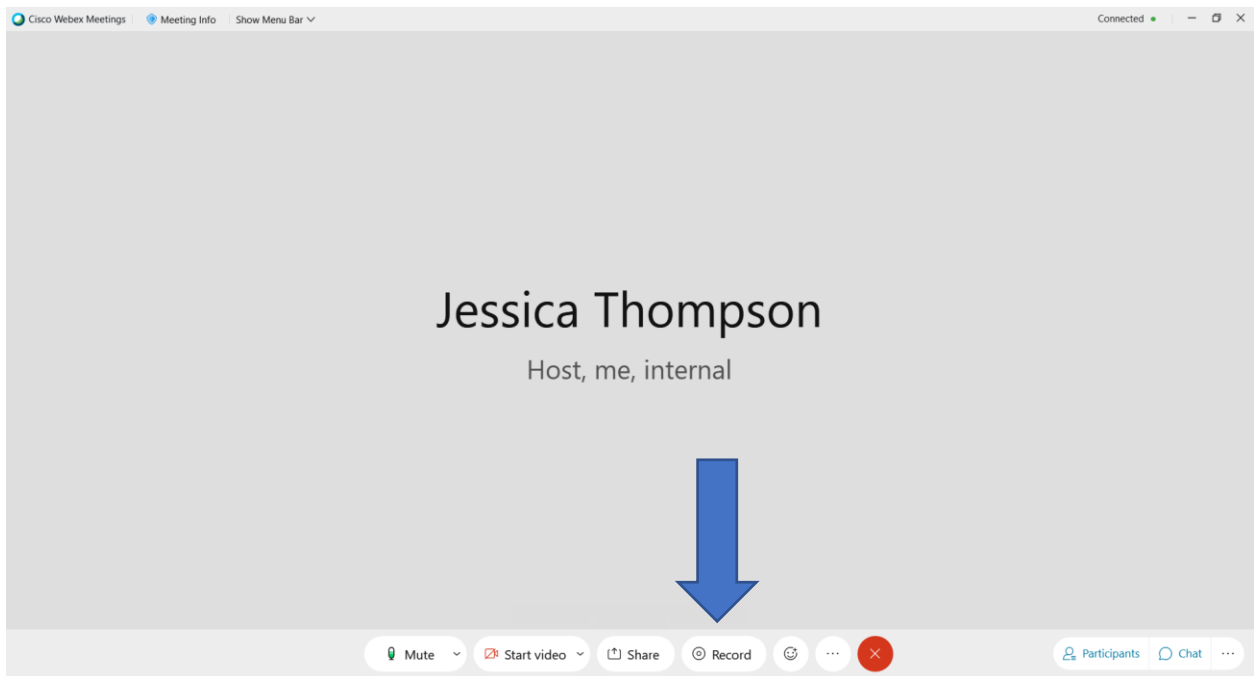
- 1) Make sure that you will be the host of the meeting
 - a. Log into WebEx
 - b. Go to preferences on the left-hand side
 - c. Click on my personal room from the tabs across the top
 - d. Make sure that the option for cohosts is either unchecked or the first option (let me choose cohosts for my Personal Room meetings) is selected



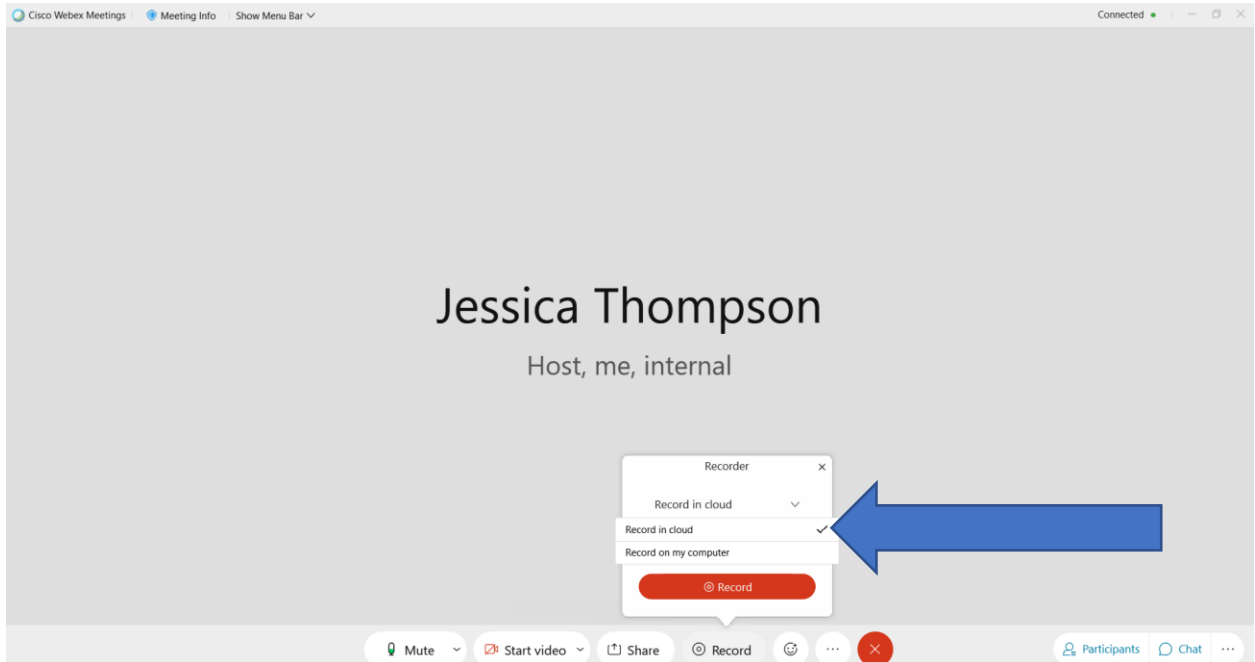
- 2) BEFORE YOU START THE MEETING make sure that you have the correct setting to transcribe the meeting
 - a. Go to preferences on the left (same place as before)
 - b. Click on recording in the tabs across the top
 - c. Make sure the option to ‘Create recording transcripts for all my MP4 recordings’ is selected



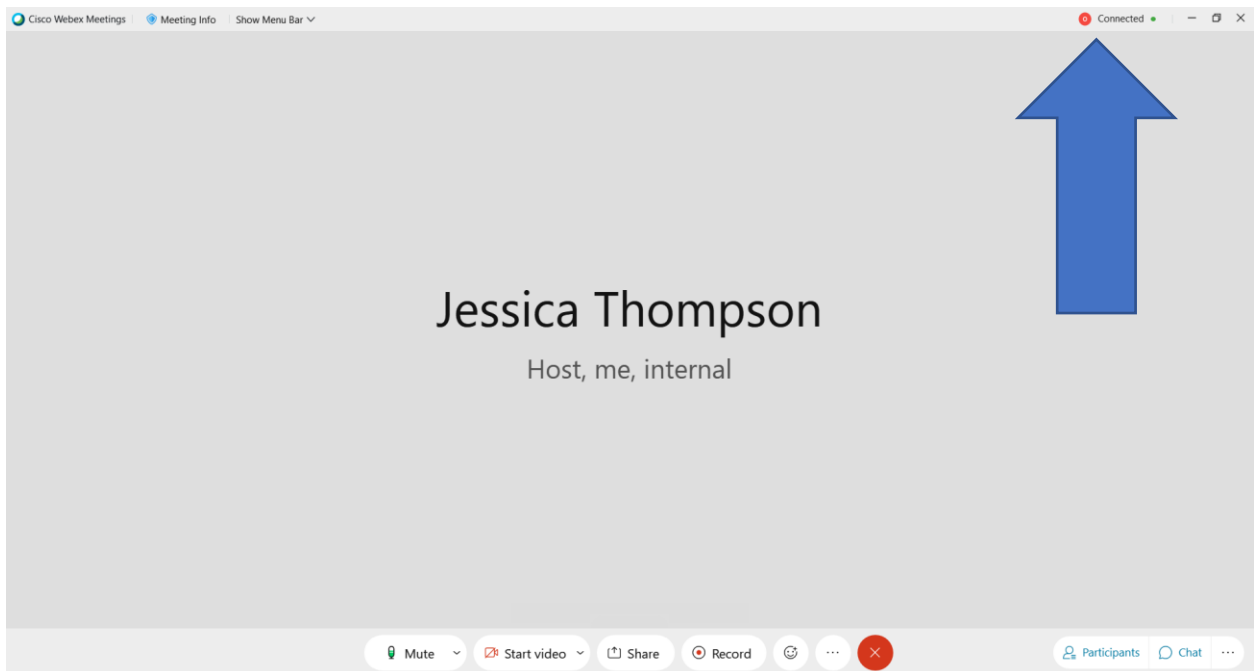
3) Once you have started the meeting, click record at the bottom of your screen (near the mute/unmute button)



- 4) Make sure the cloud recording option is selected (if the computer recording option is selected, it will not create a transcript)



- 5) You can tell that the meeting is being recorded by the red dot that shows up in the upper right corner






- 6) At the end of the interview you can either click stop record or just end the meeting, the recording will save either way

TRANSCRIBING –

- 1) After you recorded your interview, it will take while for the recording to show up in your account, be patient.
- 2) You'll get an email from WebEx once the recording and transcription are ready. You can access the recording by clicking on recordings on the left menu of your screen.

The screenshot shows the WebEx interface for Montana State University. The left-hand navigation menu includes options like Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. A blue arrow points to the 'Recordings' option. The main content area is titled 'My Recorded Meetings' and features a search bar, a filter dropdown set to 'All', and an 'Add' button. Below this is a table with columns for Name, Security, Date, Duration, Size, and Format. One recording is listed: 'Interview w/ Kristin -20210303 2301-1' with a duration of 1:00:43 and a size of 219.4 MB. The recording is currently in a 'Generating...' state.

- 3) Click on the recording (the blue link not the check box to open it). You should see the transcript pop up on the left.

Interview w/ Kristin -20210303 2301-1   




The screenshot shows a transcript viewer interface. The main area is a large grey rectangle with a play button icon in the center. On the right side, there is a list of transcript entries with timestamps and text. A blue arrow points to a pencil icon next to the first entry, indicating that the transcript can be edited.

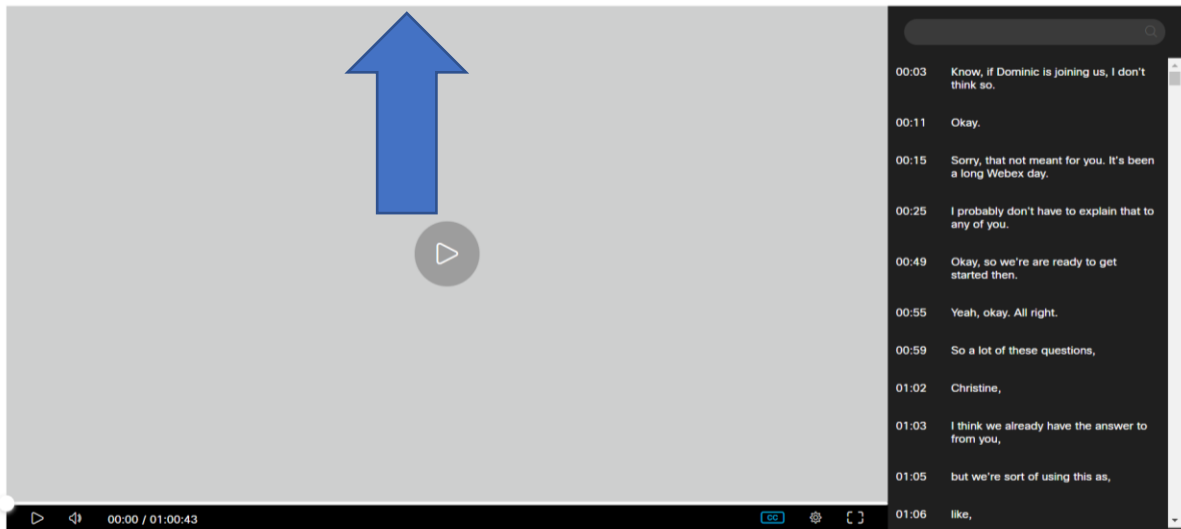
Timestamp	Text
00:03	Know, if Dominic is going to think so.
00:11	Okay.
00:15	Sorry, that not meant for you. It's been a long Webex day.
00:25	I probably don't have to explain that to any of you.
00:49	Okay, so we're are ready to get started then.
00:55	Yeah, okay. All right.
00:59	So a lot of these questions,
01:02	Christine,
01:03	I think we already have the answer to from you,
01:05	but we're sort of using this as,

- 4) You can edit the transcript by clicking the pencil icon on each text box

CONVERTING THE TRANSCRIPT TO A PDF –

- 1) Once you've edited the transcript you can download it by clicking the arrow button

Interview w/ Kristin -20210303 2301-1   



- 2) Once you click the download button an option will pop-up to download the video and the transcript, only the transcript needs to be downloaded
- 3) Webex downloads the file as (.vtt) file which is useless and needs to be converted
- 4) So far the best way that I have found to do this is through this website:
<https://www.happyscribe.com/subtitle-tools/subtitle-converter> (if anyone knows a better way please let me/ the group know)
- 5) Once you're on the website it's pretty self explanatory:
 - a. Just upload the (.vtt) file you just downloaded, and select the output format
 - b. Click on 'convert subtitles' and the document will be automatically downloaded to your computer where it can then be uploaded to box/ the interview spreadsheet

