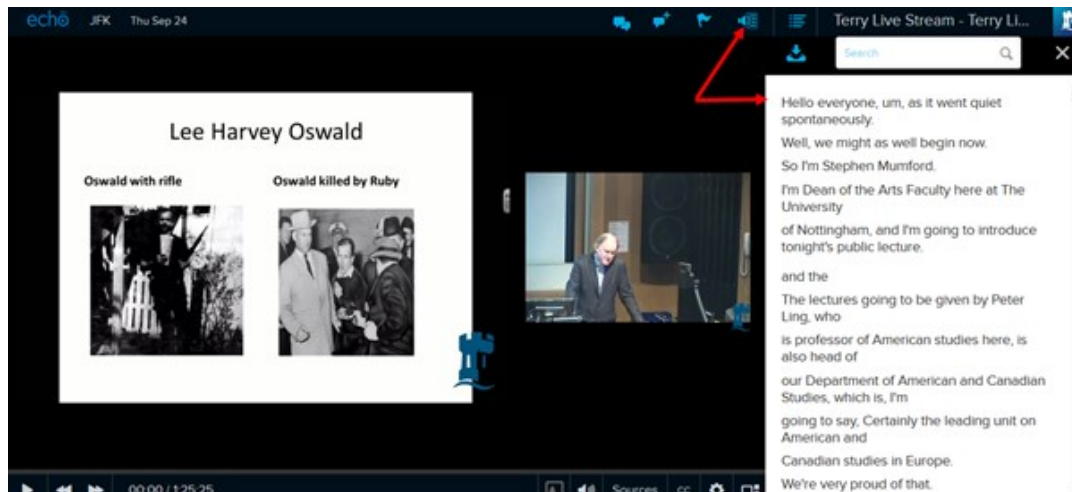




## Engage: Viewing Video Transcripts

### Accessing the Transcripts within Echo360 player

If your Video has transcription of the spoken text available for viewing, you can open the Transcription panel clicking the transcription button from the video toolbar, as shown in the below figure. Clicking the icon again closes the transcription panel



(<https://www.nottingham.ac.uk/toolkits/USER-FILES/25042-naztw-site/media/image-20200925103948-1.png>)

### Video and text syncing and skip to video location

**Select a different segment from within the currently displayed portion of the transcription, and the video will sync to that location and continue playing.**

**Scrolling through the transcription panel pauses the video.** This allows you to find the segment you are looking for without the transcription panel trying to re-locate back to the actively playing section, which would cause the panel to scroll back and forth.

**Click any segment** from anywhere in the transcription to sync the video to that location; click **Play** to begin playing at that point.

If you scroll through the transcription but want to return to the segment that was playing instead of selecting a different one, simply click **Play**. The video will resume playing and the transcription panel will return to the playback location. In addition, the segment that had been playing remains highlighted, so you can scroll back through the transcription to easily find it without needing to resume playback.

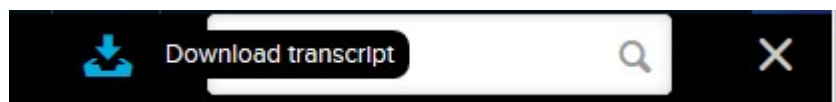
**Scrolling through the video** using the play bar or the FFWD and REV buttons also **move the transcription panel to the corresponding location** in the transcript.

### Downloading Transcriptions

You can be downloaded the transcript for offline review if necessary.

The file is downloaded as a \*.vtt file, but this is recognized by most programs as a type of text file and can be opened with any text file viewer, such as Notepad, WordPad, or TextEdit, or any other type of word processing program.

Click the Download icon in the transcription panel, located to the left of the search box, as identified in the below figure.



([https://www.nottingham.ac.uk/toolkits/USER-FILES/25042-naztw-site/media/player\\_download.png](https://www.nottingham.ac.uk/toolkits/USER-FILES/25042-naztw-site/media/player_download.png))

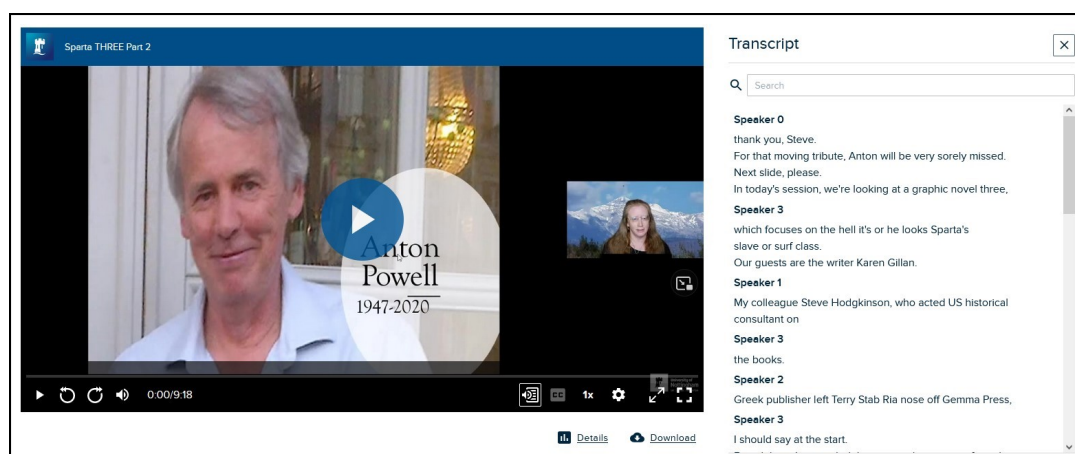
## Accessing the Transcripts within Moodle

The transcripts accessed by clicking the transcript button on the video player tool bar as highlighted in the image below



([https://www.nottingham.ac.uk/toolkits/USER-FILES/25042-naztw-site/media/transcription\\_button.jpg](https://www.nottingham.ac.uk/toolkits/USER-FILES/25042-naztw-site/media/transcription_button.jpg))

When the **TRANSCRIPT BUTTON** is clicked this will open a new page showing the video with the Transcript on the right-hand side of the page (shown below)



([https://www.nottingham.ac.uk/toolkits/USER-FILES/25042-naztw-site/media/Transcript\\_open\\_on\\_new\\_page.jpg](https://www.nottingham.ac.uk/toolkits/USER-FILES/25042-naztw-site/media/Transcript_open_on_new_page.jpg))

If you wish to hide the transcript (on either embed) this can be done by clicking transcription button or the X at the top right of the transcription panel

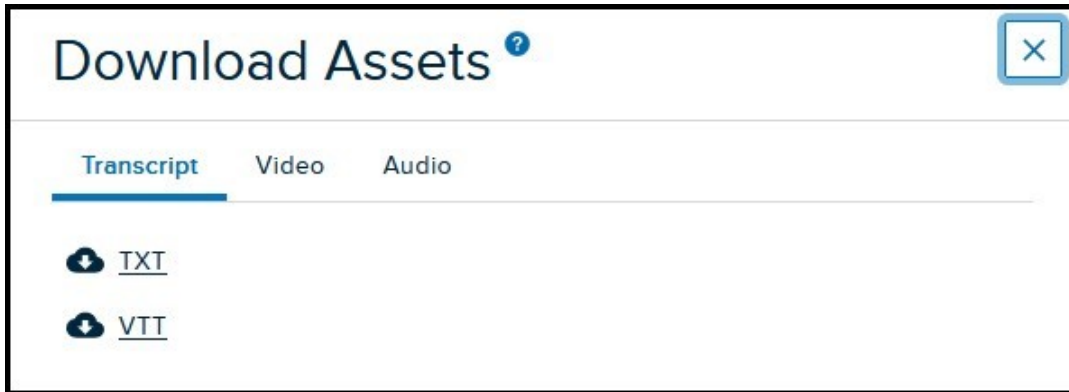
If you wish to reopen the the transcripts just click the **button** again

The transcripts are also available to download Click the Download Button



(<https://www.nottingham.ac.uk/toolkits/USER-FILES/25042-naztw-site/media/download1.jpg>)

The download options are either .vtt or .txt formats



([https://www.nottingham.ac.uk/toolkits/USER-FILES/25042-naztw-site/media/download\\_options.jpg](https://www.nottingham.ac.uk/toolkits/USER-FILES/25042-naztw-site/media/download_options.jpg))