

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:

<http://tiny.cc/convert-vlc-tutorial>

If you need help with this step, let us know at 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 & 4 Generate and download captions & clean up the file and edit discrepancies

To complete these steps, please follow the university guidance outlined on the following page: <https://blogs.brighton.ac.uk/teachingcontingency/microsoft-teams/microsoft-teams-for-research/> (Scroll down to **Transcripts from Recorded Interviews** section)

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 . We'll be happy to help!