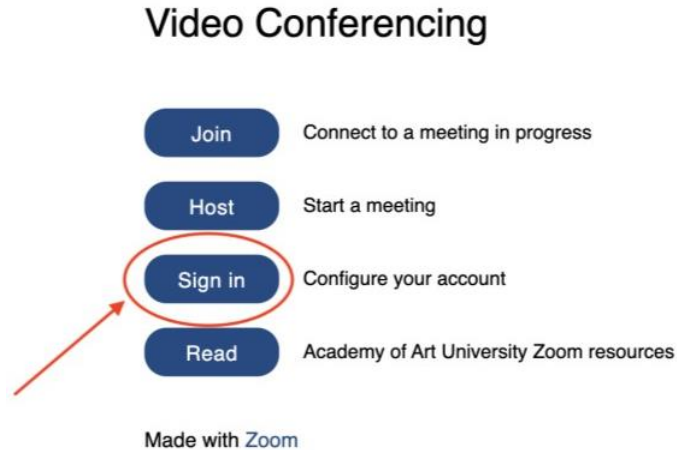


## Editing your Recording Transcript in Zoom

**Step 1:** Open a new browser window and go to [art.zoom.us](https://art.zoom.us). Click the **Sign in** button.



You will then be taken to the Academy of Art University log in page. Enter your Academy email address and password.

*\*Additional Notes:*

- This is the same email address and password that you use to log in to your Outlook and Workday.
- *academyart.edu* for full-time faculty, *i.art.edu* for part-time faculty.
- For *academyart.edu* password help/reset, contact IT Help Desk: (415) 618-6400 or [itservicesdesk@academyart.edu](mailto:itservicesdesk@academyart.edu)
- For *i.art.edu* password help/reset, please contact the Online Help Desk: (415) 618-3545 or [online@academyart.edu](mailto:online@academyart.edu)

**Step 2:** Click the **Recordings** tab and select the name of the recording that you would like to edit.

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings**
- Settings

ADMIN

- Dashboard
- User Management

Cloud Recordings Local Recordings

From mm/dd/yyyy To 03/09/2021 All Status

Search by ID Search Export

Delete Selected Delete All

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Scheduling Tutorials	656 399 0912	Feb 23, 2021 12:59 PM	6 Files (40 MB)	Share... More

**Step 3:** Select the recording you'd like to edit.

[My Recordings](#) > [Scheduling Tutorials](#)

### Scheduling Tutorials

 Share

Feb 23, 2021 12:59 PM Pacific Time (US and Canada) ID: 656 399 0912

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#### Scheduling a Meeting in Zoom

3 files 22 MB

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 Shared screen with speaker view

14 MB

 Audio only


8 MB

 Audio transcript

10 KB


**Step 4:** On the right side of your screen you will see the Audio Transcript. Hover over a section of the transcript and click the pencil icon to edit.

### Audio Transcript

 Search transcript

going to use your academy email address and password to log into your academies zoom license.

01:15 The academy email that you use will likely be an Ai r.edu email that's our part time faculty email address it may also be an academy art.edu, especially for our workshop instructors this semester.



**Step 5:** Type to edit the wording in that section. When you are done, click the blue check mark. Your edits to the transcript will now be updated and saved.

01:15

you use will likely be  
an i.art.edu email  
that's our part time  
faculty email address  
it may also be an  
academy art.edu,  
especially for our  
workshop instructors  
this semester.

