Handout-Transcribing video files

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# Why we do transcription:

Transcription is important for making videos accessible and for data analysis. Accuracy is important to both, ensuring that the right things are being “said” at the right time.

# Common transcription mistakes:

## Misspelling

* + It could be anything from a simple word to a complex sentence; also, make sure that you spell people’s names correctly and, when necessary, do phonetic pronunciations correctly.

## Mishearing

* + Not hearing something that could have been mistaken for something else. A word is mistaken for a noise or vice versa.

## Missed time

* + Nothing is being said, yet things are still going on screen that must be described in the description section.

# Materials:

## A computer *for each student and one for the instructor*

* + For students doing the work

## Headphones for each student

* + For the students doing the work not to interrupt other students

## *Adobe Premiere Pro:*

* + Software to help with transcription

## *Excel/Google Sheets:*

* + For transcription on the worksheet

# Instructions with tips:

1.0 Give students the goal that each student will be able to transcribe at least a four-minute video with 85 % accuracy, then provide meaningful descriptions of at least four words or more with the transcription.

2.0 Introduce the students to the video that they will transcribe.

(The video will be the Big Block of Cheese Day)

2.1 Let the students watch the short video once to see what they are transcribing.

3.0 Start the transcription sheet with the students

3.1 Open a blank Excel/Google Sheet sheet

(Title the sheet Big Block of Cheese Day Transcription)

3.2 At the top of the Excel/Google sheet, enter the terms “Onset/Offset,” “Speaker,” “Turn,” and “Description” in separate rows.

3.3 Explain what each term means as you are putting them in.

3.3.1. Onset/Offset- Timings on and off that the speaker will talk will be done by hour, minute, second format like hr:min:sec-hr:min: sec

3.3.2. Speaker- Who is speaking currently in the video? Identify them by name.

3.3.3. Turn- The words the speaker is speaking during their turn.

3.3.4. Description- What is happening in the video at that time that is notable is not words.

3.4 Explain that with each speaker comes a new line that needs to be time-stamped correctly down to the second.

4.0 Have students open Adobe Premiere Pro, explaining that this will be the tool to help them transcribe the video.

4.1 Have students upload the video as a new “Example Video” project to Adobe Premiere Pro.

4.1.2 Premiere Pro will automatically start transcribing the video; letting it do this will help with transcribing.

4.2 From there, students will use Premiere Pro to transcribe the video onto the Excel sheet, with the onset offset beginning at 00:00:00.

4.3 Students will listen to the video, type out what is being spoken, and then listen to the video again to refresh.

4.4 Once students are done transcribing the video, double-check the transcription by listening to the video again.

5.0 The instructor will check the transcript for accuracy and give feedback where improvement is needed.