

How to Edit Transcripts

Last Modified on 02/05/2025 12:17 pm PST


How to Edit Transcripts

1. If you would like to edit your transcripts, please either click the following link or copy/paste the url into your browser to go to your Responses page:

<https://www.focusing.com/live/sci-ui/responses>

2. On the Responses page, click the View Details button on the Response with the transcript you are editing.

Responses




response-5984


Author: bobbycollegenet

✓ Is Public: No

🕒 Length: 00:00

📅 Created: 03/19/2024, 6:12 PM






response-5983


Author: bobbycollegenet

✓ Is Public: No

🕒 Length: 00:56

📅 Created: 03/19/2024, 6:09 PM






response-5982


Author: bobbycollegenet


✓ Is Public: No

🕒 Length: 00:53


📅 Created: 03/19/2024, 6:07 PM






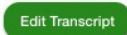


3. On the Response details page, you can watch your Response using the play button.





Response Details





Video Response

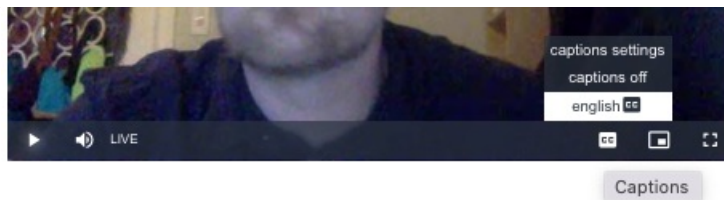
Size: 00:00

Create Date: 03/19/2024, 6:12 PM

Created By: bobbycollegenet



You can review the current transcript by pressing the Closed Captioning icon () when the Response video plays.



4. If you are satisfied with the Closed Captioning, move on to the next Response you would like to review. If you would like to edit the Closed Captioning for this response, click the Edit Transcript button.

5. The Edit Transcript section allows you to a) add an additional entry to your transcript b) sync your transcript with your Response video, c) manually edit your response transcript, and d) delete different entries throughout your Response.

Edit Transcript

Back to Details

+ Add Entry
Sync with Video

From: 00:02.080
To: 00:10.199

Entry 1

uh i am proud again after being here many years there's a lot we coi

Delete Entry

From: 00:10.199
To: 00:18.399

Entry 2

training especially around evaluations and getting all that in there uh

Delete Entry

Entries are short snippets of Closed Captioning which coordinate with your Response. Add, Delete, and Edit your entries as you see fit.

6. Once you have edited your transcript, click the Sync with Video button and review your changes.

7. If you are satisfied with your transcript, click the Back to Details button to review your Response as described in step 3, or click the Back to List button.

8. Complete steps 2-7 for all Response transcripts you would like to edit.

Congratulations you have reviewed and edited your transcript(s)!