Strategies for Taking Notes in Class

Guide to Recording Classes and Sharing Notes

This document guides you through the steps involved in publishing lecture notes generated by one of the university-supported lecture recording tools (Zoom, Teams, YuJa).

You will need to enable transcription before the lecture recording begins, extract the transcript at the end of the lecture, upload it to Copilot, copy and paste the lecture notes generated by Copilot into a Word document, review them, and then publish the document in Virtual Campus (Brightspace).

1. Extract the transcript from a Zoom, Teams or YuJa recording

1a. Transcribing a Zoom Recording

Steps:

1. Enable automatic transcription in **Settings > Meeting > In Meeting (Advanced) > Audio Transcription**. [support.zoom.com]
2. Record your class using Zoom Cloud Recording.
3. Once the class is over, Zoom will send you links to view the video and the transcript.
4. Log in to **the Zoom portal > Recordings**, select the session, and download the .vtt file (Audio transcript). [support.zoom.com]
5. Open the downloaded file and, if necessary, perform a quick review before using it in Microsoft Copilot to generate lecture notes for students.

See the next section, "Organizing the Transcript into Lecture Notes Using Copilot" for more information on how to convert the transcript into lecture notes.

Estimated time: ≈ 5 minutes after class to download and save.

1b. Transcribing a recording in MS Teams

Steps:

1. During the meeting: **Click More > Record and Transcribe > Start Recording**. [support.mi…rosoft.com]
2. Select the language and what to record.
3. After the meeting, access the event in the calendar by clicking it once.
4. Under **Transcripts**, click **Download (.docx)** or copy the text. [learn.microsoft.com]

5. Open the downloaded file and, if necessary, review it briefly in Microsoft Copilot to generate lecture notes for students.

See the next section, "Organizing the Transcript into Lecture Notes Using Copilot" for more information on how to convert the transcript into lecture notes.

Estimated time: ≈ 2 min to enable, then ≈ 3 min to download and save.

1c. Transcribing a recording in YuJa

Steps:

1. Record your class with **YuJa** using your institutional recording setup.
2. Once the recording has been processed in YuJa, check to see if **automatic captions (Auto-Captions)** have been generated. If not, open the video and enable automatic caption generation in the accessibility options. [support.blinn.edu]
3. In your **My Media** library, locate the recording, click More, then open the **Accessibility** tab. [support.blinn.edu]
4. To get higher-quality lecture notes in Copilot, choose to export in **text (TXT)** format— available in the caption file – rather than in SRT (Transcript) format with timestamps. [support.blinn.edu]
5. Open the downloaded file and, if necessary, review it briefly before using it in Microsoft Copilot to generate lecture notes for students.

See the following section, "Organizing the Transcript into Lecture Notes Using Copilot" for more information on how to convert the transcript into lecture notes.

Estimated time: ≈ 5 to 10 min after class (not including the time required for automatic video processing).

2. Create Class Notes from a Transcript Using Copilot

Steps:

1. **Open Copilot** (in Google, type "Copilot uOttawa," then enter your uOttawa username).
2. **Use a prompt to guide Copilot**. For example:
   - "Here is the transcript of the class. Organize it into structured notes, with topic headings, clear sections, key points, examples, and summarize the important definitions."
3. **Import** the transcript file into Copilot:
   - Add the .vtt (Zoom), .docx (Teams), or .txt (YuJa) file using the "paperclip" icon in Copilot. [wp.coventry.domains], [support.mi…rosoft.com]
4. **Copy and paste** Copilot's response into a MS Word document. [wp.coventry.domains], [support.mi…rosoft.com]

5. **Review** the generated structure and content, convert to PDF if necessary, then **publish** the notes in Virtual Campus (Brightspace).

Estimated time: ≈ 5 min to download/import + ≈ 2 min to write and post the assignment instructions + time to review (≈ 20 min) + 3 min to publish in Virtual Campus (Brightspace). Total: ≈ 30 min.



Overall Time Estimate

Step	Estimated Time
Generate the transcript	5 min
Import into Copilot	10 min
Review + Upload	30 min
Total	≈ 45 min

3. Learning Objectives and Theoretical Foundations

See also the webpage to learn more about the objectives and foundations of note-taking.

4. Conclusion

This information sheet aims to quickly equip instructors with the tools they need to enhance the educational support offered to students, while integrating technology in a simple and effective way.

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