
Written transcripts are necessary to ensure equal access to audio content for students with disabilities, such as deaf, hard of hearing, and blind. Although professional transcription agencies can be used for creating course transcripts quickly, it can be cost effective to use campus resources such as student staff to create them.

PREPARATION FOR TRANSCRIPTIONISTS

Before creating a transcript, the transcriptionist will need to have access to the following:

- Audio files.
- Course syllabus and calendar.
- Content specific vocabulary such as a copy of the textbook.

ORGANIZATION OF TRANSCRIPTS

When creating a transcript, consider the following tips to help keep your project organized:

- Develop file naming conventions for your folders and files ahead of time. Consistent naming provides for better organization, especially if more than one person may be transcribing. Example file name: Socio 100 – Lecture 4.
- Keep track of your progress. See the [Sample progress form](#) for an example.
- Plan in advance to ensure you have enough time to complete the transcript by the time you need it. One hour of audio may take six hours to transcribe. Typing in all caps may be faster for some typists.
- Place an identifying place marker, such as a time stamp, when leaving a transcript file partially completed. Place this marker at the point in the document where you stopped.
- If you are using multiple transcriptionists, assign one transcriptionist to each lecture.

FORMATTING TRANSCRIPTS

- Save your documents as .rtf (rich text format) files.
- Use Verdana, size 12 font.
- Structure information with proper punctuation and paragraph breaks.
- On the first page of each lecture, create a heading with as much identifying information as possible. See [example transcript](#).

Example:

Lecture # 1 - Juvenile Delinquency
Introduction to Sociology - Socio 100
Dr. Mary Smith
Spring Semester 2008

- For lectures with more than one speaker, start a new paragraph when speakers change. Whenever possible, include the speakers title, such as INSTRUCTOR;, STUDENT;, GUEST SPEAKER;.

FINALIZING TRANSCRIPTS

- Review all transcripts for accuracy.
- It is recommended that transcripts be uploaded to a general folder in K-State Online so that all students have access.