

Topic: How to Create a Transcript

Providing accessible content to students with disabilities is a legal requirement and should be included with every video presentation. To address ADA compliance guidelines, you can include a transcript, add captioning, or both. This page provides instructions on how to create a transcript using PowerPoint.

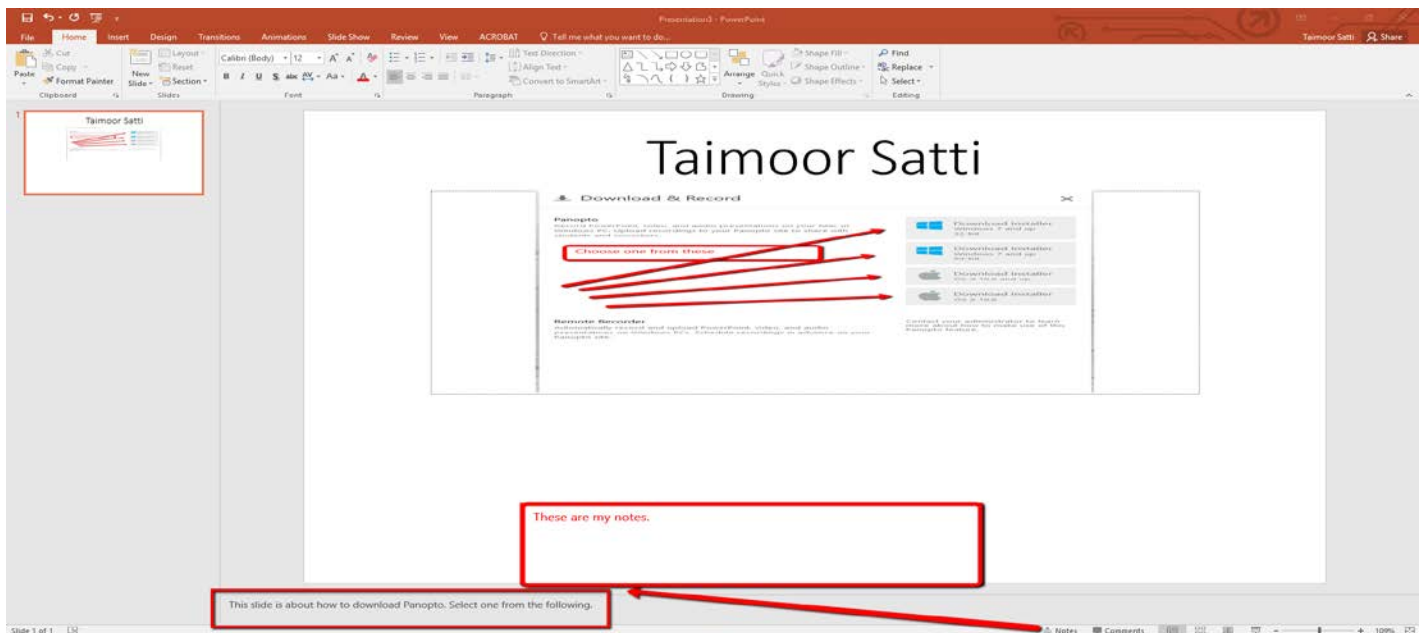
Advantages of Creating a Transcript

There are advantages to creating a transcript before you begin recording your video. For instance, creating a script can help you organize your thoughts ahead of time and increase the effectiveness of your video. You are less likely to forget a key idea if you script out your presentation ahead of time.

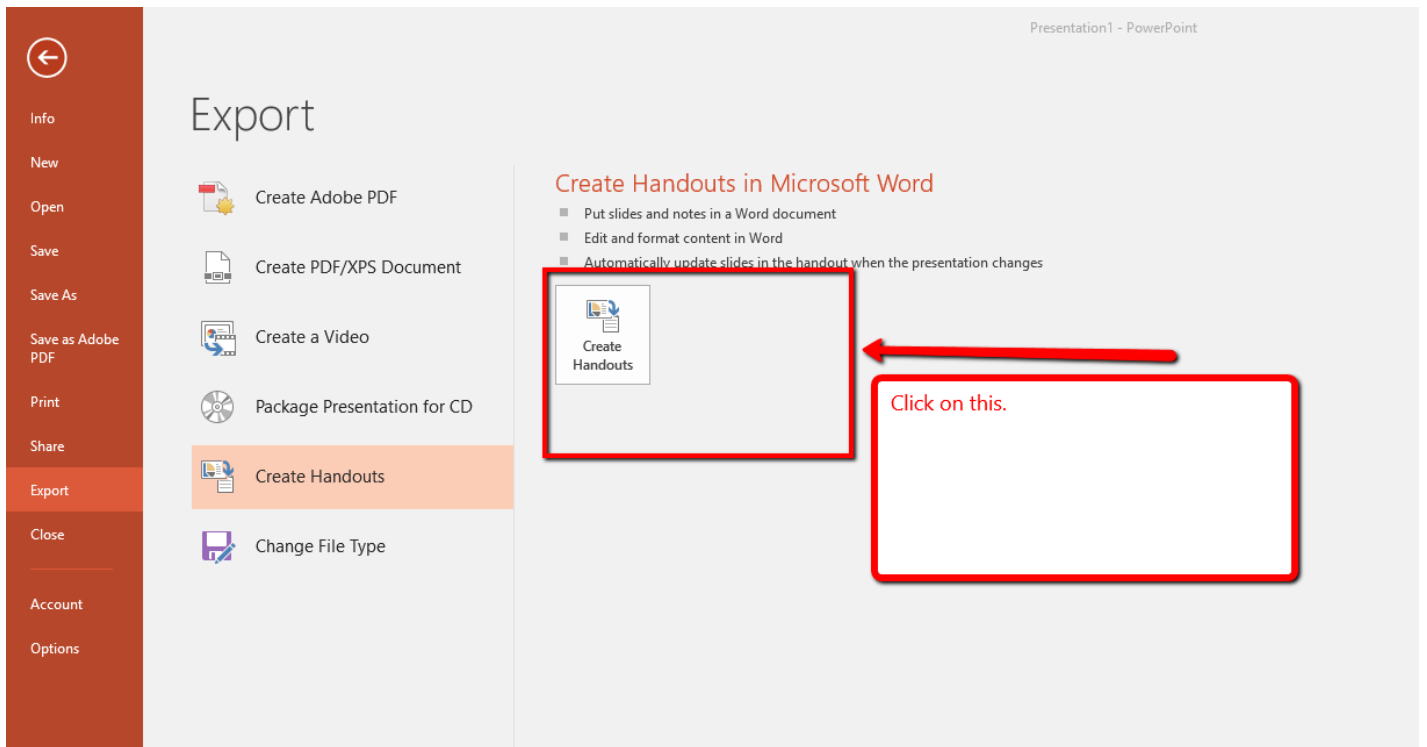
If using a PowerPoint presentation during your Panopto session, creating a transcript can be a fairly easy, yet somewhat time consuming process.

Creating a Transcript Using PowerPoint

1. Launch PowerPoint and create your slide presentation.
2. Enter what you will be saying as you speak in the **Notes** area for each slide. (See the image below)

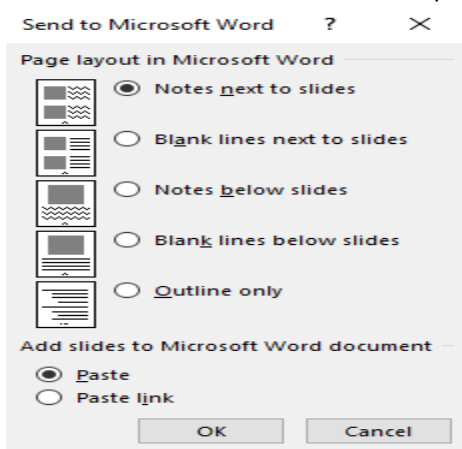


3. Once you have completed adding your notes, create a handout of your PowerPoint presentation by completing the next steps:
 - a. Open the **File** menu and click **Save**
 - b. After saving, open file again and go to **Export** and select **Create Handouts**.



A pop-up window displays similar to the example below.

4. Select the desired option (for example, "Notes next to slides").



Your notes will appear similar to the example below.

Slide 1



This slide is about how to download Panopto. Select one from the following.

6. Convert the notes Word document to a PDF.

For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.