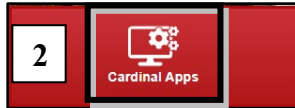


Edit your Stream Transcript

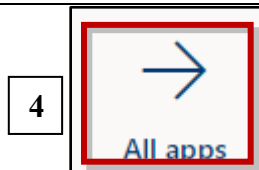
The transcript window makes it easy for viewers to read a video's transcript while watching. If you are the owner of a video, you can use the transcript window to edit the words in the transcript.



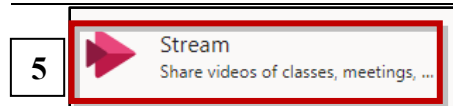
1. Open <https://my.uiw.edu/faculty/index.html>
2. Log in and click **Cardinal Apps**



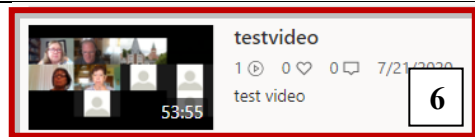
3. Click **Office 365**



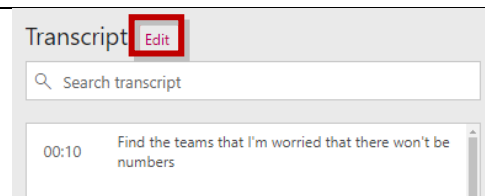
4. Locate and click **All Apps**



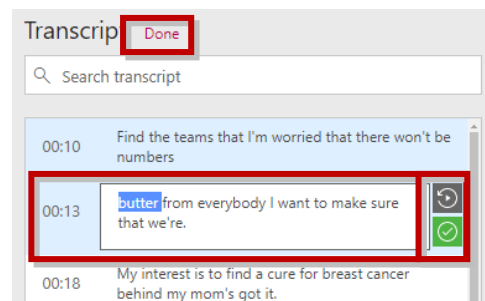
5. Locate and click **Stream**



6. Click on a **video** to open it



7. In the transcript window, click **Edit**.



8. When you're in *edit mode*, you can select **one segment** for editing.
9. There are *two buttons* that appear next to the active segment.
 - Use the **gray** button to replay the current segment, to confirm edits by relistening to the audio.
 - Use the **green** second button to deselect the current segment when you are finished editing.
10. *Changes are saved automatically*. After you are finished with your edits, click **Done**.



11. Once *Permissions* and *Options* are edited, click **Publish**