

Audio Notetaking with an Android and a Transcript

Before you record

Only record class when you have permission or an approved accommodation. Recordings and transcripts are for your personal educational use. Do not share, post, or distribute them.

Quick workflow

1. Record	2. Name	3. Upload	4. Transcribe
Use your Android phone's voice recorder app. On Pixel phones, Google Recorder may also create a transcript.	Rename the file right after class using the same naming format each time.	Save or upload the audio file to the correct OneDrive course folder.	Use Word Transcribe, Pixel Recorder transcript, or another approved tool to create and save the transcript.

Set up OneDrive folders first

Create one main folder in OneDrive for notes, then a folder for each course. This keeps your audio files and transcripts organized in the same place.

Folder level	Example
Main folder	Class Recordings and Transcripts
Semester folder	Fall 2026
Course folder	PSY 110, HIS 101, KNR 170
Inside each course folder	Audio Recordings, Transcripts, Study Notes

Use a consistent file name

Rename each recording before uploading or immediately after uploading. Include the course number or name and date.

During class: recording tips

- Place your phone on the desk with the microphone facing the instructor. If possible, sit closer to the front.
- Turn on Do Not Disturb or a Focus mode to reduce interruptions.

After class: the 5-minute routine

1. Rename the recording with the class name and date
2. Upload or save the recording to the correct OneDrive course folder.
3. Create the transcript using Word Transcribe, OneNote Transcribe, Otter, or another tool.
4. Save the transcript in the same course folder as the audio file.
5. After confirming the file is safely stored, you can delete old copies

How to upload an Android recording to OneDrive

Android phones vary by brand and recording app, so students may see slightly different button names. The two most common methods are below.

Method A: From the recorder app	Method B: From the OneDrive app
Open your recording app. Select the class recording. Select Share or Save. Choose OneDrive if it appears. Pick the correct course folder and save or upload the file.	Open OneDrive. Open the course folder. Select Add or +, then Upload. Choose the audio file from your phone and upload it to the folder you opened.

Option for Pixel phones: Google Recorder

- Google Recorder is available on Pixel devices and can automatically transcribe recordings.
- Students can use the transcript inside Recorder to search or review parts of the recording.
- If using Pixel Recorder, save or share the audio and/or transcript to OneDrive so class materials stay organized with the rest of the course files.

How to get a transcript in Word

6. Open Word in Microsoft 365.
7. Go to Home, open the Dictate menu, and choose Transcribe.
8. Choose Upload audio.
9. Select the audio file.
10. Review the transcript, edit key errors, and add the transcript to your document or save it as a separate transcript file.

Privacy and responsible use

- Use recordings and transcripts only for your own learning and studying.
- Do not share recordings or transcripts with classmates, post them online, or upload them to public tools unless you have permission.
- Store recordings in your university OneDrive or another approved secure location when possible.
- Delete recordings when you no longer need them.

Troubleshooting quick tips

Problem	Try this
Cannot find the recording file	Open the recording app and look for Share, Details, or Save to Files. You can also search your Files or My Files app for recent audio files.
Phone storage is low	Upload completed recordings to OneDrive, confirm they are there, then delete local copies you no longer need.
Too many recordings to manage	Use the same folders and file naming format every time, and schedule one weekly cleanup reminder.