

Audio Notetaking with Voice Memos and a Transcript

(using iPhone)

Before you record

Only record class when you have permission or an approved accommodation. Keep recordings for your personal educational use only. Do not share, post, or distribute recordings or transcripts.

Quick workflow

1. Record	2. Rename	3. Upload	4. Transcribe
Use Voice Memos during class. Place the phone close enough to pick up the instructor, but not in the way.	Rename right after class using a consistent format so you can find it later.	Save the audio file to your OneDrive course folder as soon as possible.	Use Word Transcribe or another approved transcription tool to create the transcript.

Set up One Drive 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 move a Voice Memo to OneDrive

The exact button names can vary slightly by iPhone version, but the general process is:

6. Open Voice Memos and choose the recording.
7. Select Share.
8. Choose your OneDrive course folder, then select Save. If OneDrive is not listed, install the OneDrive app, sign in, and turn on OneDrive in the iPhone Files app.
9. Open OneDrive and check that the file appears before deleting the local copy from your phone.

Important note about “automatic uploads”

For Voice Memos, the most reliable routine is to save the recording to OneDrive through Share or Save to Files after class. If you use Apple devices, iCloud can sync Voice Memos across devices signed in with the same Apple Account, but that is separate from saving the file to OneDrive.

How to get a transcript in Word

10. Open Word in Microsoft 365.
11. Go to Home, then open the Dictate menu and choose Transcribe.
12. Choose Upload audio.
13. Select your audio file.
14. Review the transcript, edit obvious errors, and add the transcript to your document or save it as a separate file.

Privacy and responsible use

- Recordings and transcripts can only be used 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.

If something goes wrong

Problem	Try this
Transcript is inaccurate	Move closer to the speaker next time, reduce background noise, and edit key terms after transcription.
File will not upload	Check Wi-Fi, OneDrive storage, and whether you are signed in to the correct account.
Phone storage is low	Upload finished recordings, verify they are in OneDrive, then delete local copies you no longer need.
Too many recordings to manage	Set aside one weekly cleanup time to rename files, move transcripts, and delete old local copies.