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Help Save & Exit

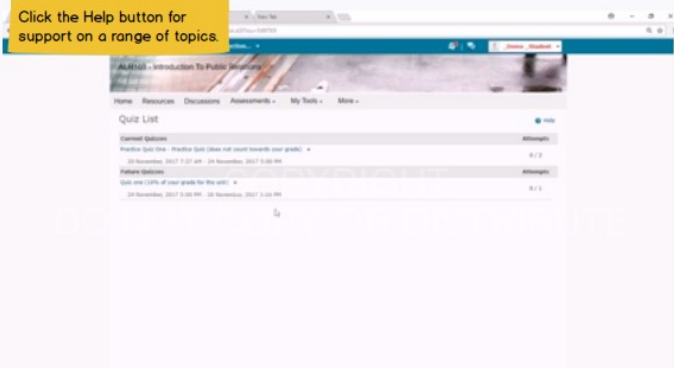
Allows you to save your job in progress and return to the portal.

The bar at the top contains formatting options, including font, styles and alignment. You do not need to use these unless instructed in the Special Instructions for your job.

Once you have finished transcribing, press Submit to complete your job.

File will auto save every 10 seconds

Click the Help button for support on a range of topics.

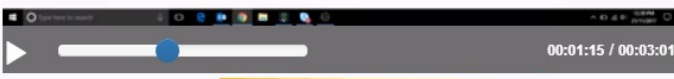


Paragraph B I S [Alignment icons] [Undo] [Redo] Ix

LECTURER:

Hi, everyone. Just a quick video to show you how you can access the quizzes for this unit. The first assessed quiz is coming up soon, but there is a practice quiz available now. To access these quizzes, you need to be on the ALR103 Cloud site. You go to Assessments and then click on Quizzes. Now, you'll see there's a place here for current quizzes and for future quizzes. The current quiz that is open is a practice quiz. It is not assessed and you have two attempts at this particular quiz. You'll see here that the assessed quiz opens at 5pm on 24 November. It stays open for 48 hours and closes 26 November at 5pm. So you need to find a 20-minute block within those two days, or within that 48-hour period in order to sit down and complete the assessed quiz. You do only get one attempt at the assessed quiz and it all has to be done in one sitting. You can only move forward through the questions as well, so that's something to be aware of.]

The dialogue box is where you type the speaker names and dialogue of your transcript. You can type and edit your transcript in much the same as you would in Microsoft Word.



Your video controls indicate playback options and shortcuts. They are the same controls as in the Simple Caption Editor.

Video Controls

Play/Pause **Tab**

Jump back 2 secs **Shift Tab**

Jump forward 2 secs **Shift Alt**

Pause when typing after 1 sec **Tab**

Playback at 1.00 Speed

You can set the autopause controls for when you're typing. If you want to turn off this feature and control the video start/stop manually, uncheck the box.