# How to Use Educational Workspace

## 🎓 Introduction

AI educational transcription uses artificial intelligence to convert lectures, classroom discussions, and student presentations into accurate written text. It helps teachers and students save time by turning spoken lessons into notes and captions automatically. These tools recognize subject-specific terms, create searchable transcripts, and generate subtitles for videos. Transcripts make studying easier, support accessibility for students with hearing difficulties, and help teachers review class participation. With AI, educators can focus more on teaching and less on typing. Schools can store and organize lesson records securely, improving learning outcomes and ensuring important information is easy to find.

## 1. 📁 Upload / Source

**Upload audio/video**

- **Purpose**: Upload classroom recordings, lectures, or student presentations in formats like MP3, MP4, WAV, M4A, MKV, AAC, FLAC.

- **Example**: Upload a lecture file like `biology_class.mp4` to generate study notes and flashcards.

**Paste a media URL**

- **Purpose**: Use a direct link to an online video or audio file.

- **Example**: Paste a YouTube link of a guest lecture to transcribe and summarize.

## 2. 🔐 Security & Compliance

**You have to Enable FERPA Mode to "Start Processing" a file.**

- **Purpose**: Ensures student data is handled with strict privacy standards.

- **Benefit**: Complies with educational data protection laws and minimizes retention.

- **Example**: Enable FERPA mode when processing classroom discussions involving student participation.

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# 3. 🛠️ Education Options

- **Auto paragraph breaks**: Improves readability by structuring long speech into clear paragraphs.

- **Strict verbatim**: Captures every word exactly as spoken—ideal for detailed review.

- **Include in-topic quiz**: Automatically generates quiz questions based on transcript content.

- **Study outputs**:

  - ✅ Study Notes (bullets)

  - ✅ Q&A Study Guide

  - ✅ Flashcards

  - ✅ Cornell Notes

## Notes (optional)

- **Purpose**: Add focus areas or keywords to guide the transcription.

- **Example**: "Focus on climate change discussion and key definitions."

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# 4. 🚀 Process

## Start Processing

- **Purpose**: Begin transcription and study material generation.

- **Output Formats**: PDF, DOCX, TXT, SRT/VTT (for captions).

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## 5. 📤 Exports

- **TXT**: Raw transcript for editing.

- **PDF**: Printable study guide.

- **DOCX**: Editable document for annotations.

- **SRT/VTT**: Subtitle files for video playback.

- **PPTX**: Auto-generated slides from lecture content.

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## 🔄 Quick Usage Flow

1. Upload or paste your lecture audio/video.

2. Enable FERPA mode for privacy.

3. Choose transcription settings like speaker separation and quiz generation.

4. Add optional notes to guide focus.

5. Click **Start Processing** to generate transcripts and study materials.

6. Export in your preferred format.

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