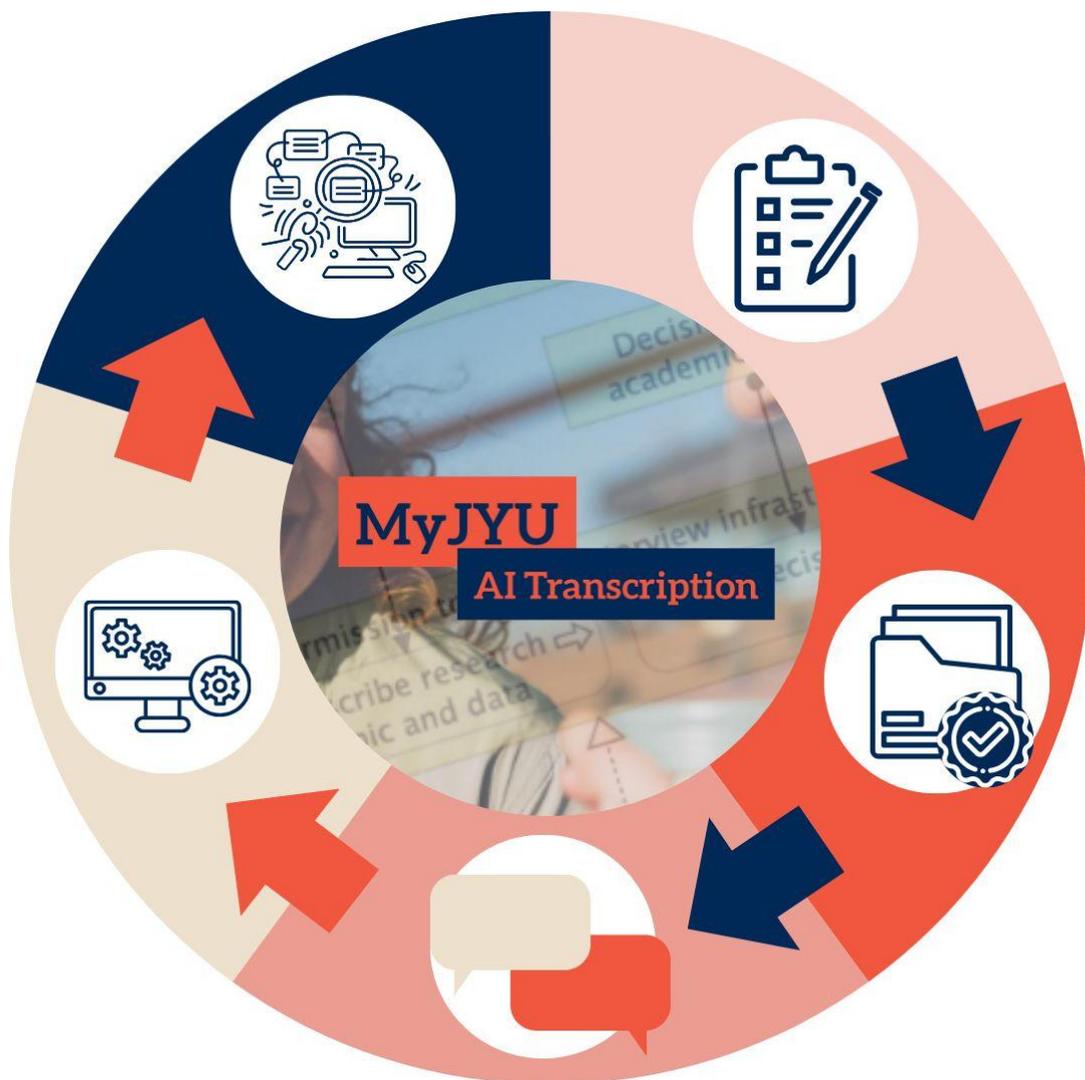


MyJYU AI Transcription User Guide

With MyJYU AI Transcription -service you can 1) record your interviews with your mobile phone, 2) send them to your Researchvideo My Media page, where 3) you can download the recordings and AI-formulated transcriptions of your interviews or get them moved under an existing Researchvideo project.



Contents

Before getting started	3
1. Begin by activating the service	4
1.1 Describe your dataset in the Vasara system	4
1.2 Grant access	5

2. Record interviews by MyJYU	5
2.1 Install and login to the MyJYU	5
2.2. Recording interviews by using the MyJYU app	5
3. Use the dataset in Researchvideo	7
3.1 Log in to Researchvideo service	7
3.2. Download the audio and/or transcription from My Media -page.....	7
3.3. Notification regarding sensitive data	7
3.4. Moving data from My Media page under a Researchvideo project.....	7

Before getting started

Familiarize yourself with OSC's instructions regarding the use of MyJYU AI Transcription and Researchvideo services: [Recording and transcribing surveys and interviews | University of Jyväskylä](#).

IMPORTANT INFORMATION:

MyJYU AI Transcription requires device-level biometric recognition (fingerprint or face). Before recording, check that 1) you have the latest version of the MyJYU app installed on your phone and 3) that the biometric recognition is in use.

MyJYU AI Transcription is suitable also for recording of sensitive data if your phone's operating system has been updated to the latest version and supports the latest updates. The app will also give you a notification if a recent enough system version has not been installed on your device. Remember to also encrypt your data if you download it out of Researchvideo (see page 7 of this document).

If you need to record and transcribe sensitive data, but your device does not support the latest system updates or biometric recognition, data can be recorded with Zoom when following JYU's security instructions: [link to the Zoom instructions](#).

Data falling under secondary use of health and social data should not be processed in the MyJYU AI Transcription and Researchvideo systems.

The files recorded and transcribed by using MyJYU will be stored for a maximum of 6 months. Please, store your data in a secure JYU storage service as soon as possible after recording and downloading transcriptions. Remove the data from the app when it is no longer needed there.

Having questions or problems using the service? You can contact OSC Research Data Services via email at researchsupport-osc@jyu.fi, or via HelpJYU form: [Link to the MyJYU AI Transcription HelpJYU form](#).

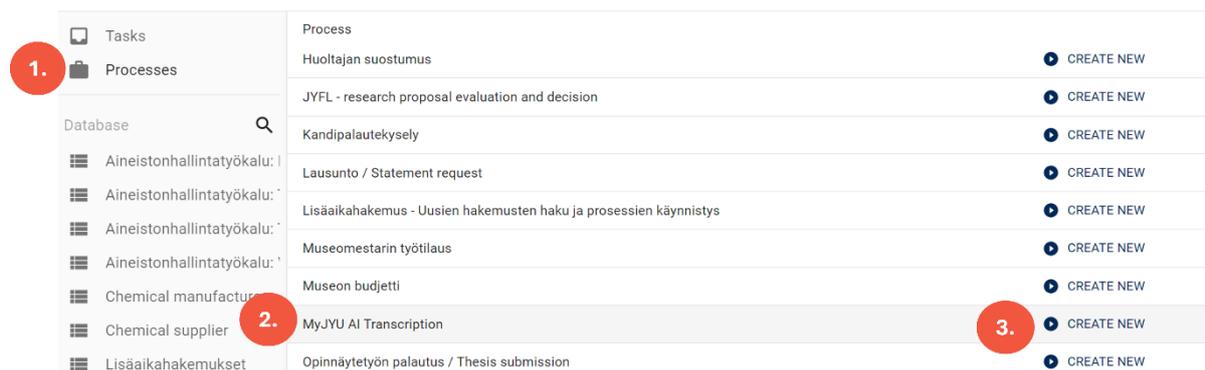
1. Begin by activating the service

1.1 Describe your dataset in the Vasara system

Get started by filling in the information for the dataset to be recorded and transcribed in [JYU's Vasara system](#).

First, log in with JYU credentials.

You'll find the MyJYU AI Transcription -service order form here:



Tasks	Process	
Processes	Huoltajan suostumus	CREATE NEW
	JYFL - research proposal evaluation and decision	CREATE NEW
Database	Kandipalautekysely	CREATE NEW
	Lausunto / Statement request	CREATE NEW
Aineistohallintatyökalu:	Lisäaikahakemus - Uusien hakemusten haku ja prosessien käynnistys	CREATE NEW
Aineistohallintatyökalu:	Museomestarin työtilaus	CREATE NEW
Aineistohallintatyökalu:	Museon budjetti	CREATE NEW
Chemical manufacturer	MyJYU AI Transcription	CREATE NEW
Chemical supplier	Opinnäytetyön palautus / Thesis submission	CREATE NEW
Lisäaikahakemukset		

1. Choose tab '**Processes**'
2. Find '**MyJYU AI Transcription**' from the process list
3. Choose '**CREATE NEW**'
4. Fill in the required information. Remember to fill in carefully how many interviews the dataset contains.
5. In case you are a student or a grant researcher: choose your supervisor, course teacher or project PI from the list provided on the form.
6. After filling in the information, press the '**SUBMIT FORWARD**' button
7. You can also cancel the process by pressing the button '**CANCEL THIS APPLICATION**' in case you do not need to use the MyJYU AI Transcription - service after all.

Note: Is the MyJYU AI Transcription process missing from the Vasara process list? Then contact JYU digital services via [HelpJYU portal](#). Describe the issue in detail so that we can help you with it as soon as possible.

1.2 Grant access

If you are a student or a grant researcher, your form will first be sent to the supervisor, project PI or course teacher you have filled in as the person who will check your order form. They can also return the form for further editing. You will be informed of this via email. You will also be notified via email when the controller has accepted the use of the transcription service.

2. Record interviews by MyJYU

2.1 Install and login to the MyJYU

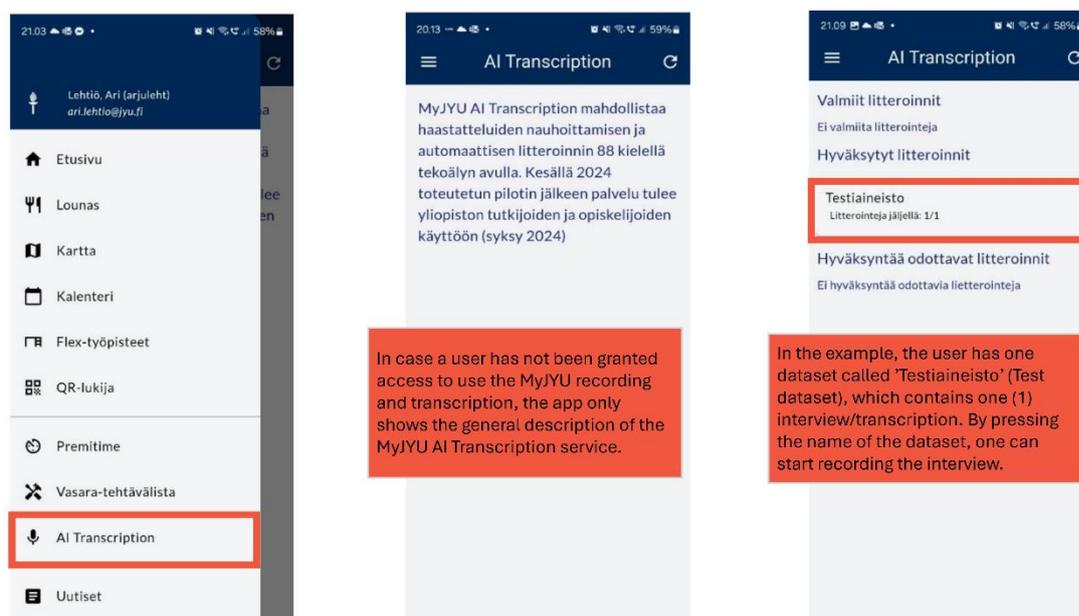
In order to record and transcribe your interviews with the MyJYU AI Transcription - service, you need to have JYU credentials and download the MyJYU app on your phone. Remember to also update your MyJYU app before interviewing.

You can download the app via your phone's app store and via the following links:

- [MyJYU download page for Apple iPhone](#)
- [MyJYU download page for Google Android](#)

2.2. Recording interviews by using the MyJYU app

Open the MyJYU app and select 'AI Transcription' from the left side navigation menu.



After you have selected the dataset for recording, the recording view will open. In case there are existing recordings within this dataset, they will be listed in this view.

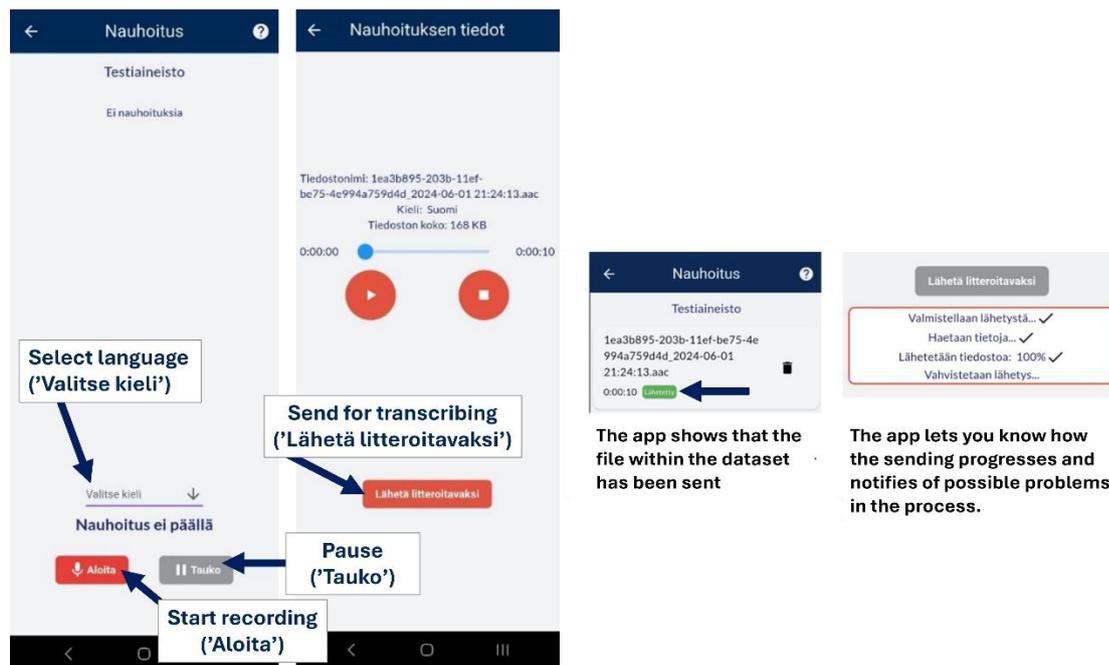
Additional guidance on how to use the app can be viewed from the question mark symbol in the top right corner.

To record:

1. Select the main language for the interview.
2. Start recording by pressing 'Start'.

After the interview is finished, you have the possibility to listen to the recording. You can then decide if you want to send the recording to be transcribed.

Note: It is recommended that you do a short test recording and listen it before the actual interview (the test recording will not be sent for transcribing). This is how you can make sure that the device is working and the microphone used for recording is directed well in the interview situation. For example, place the phone on a table or use the phone 'like a microphone'. Notice that the quality of recording effects also the quality of transcription.



A recording belonging to a dataset should be sent for transcribing as soon as possible. Sending the file ensures that the audio file is safe even if your phone would disappear or break.

After sending, the audio file remains on your phone. Remember to remove the file from the app when it is no longer needed.

3. Use the dataset in Researchvideo

3.1 Log in to Researchvideo service

The original interview audio and AI generated transcription will be available in JYU's [Researchvideo service](#). The transcription happens fast by using an AI model.

Log in to the Researchvideo service via the 'Log in' button available in the top right corner of the web page. It is recommended to use Researchvideo on computer instead of a mobile device to ensure better user experience.

You need Duo Mobile application in order to login to the service. If you do not yet have it, [here are instructions on how to get started](#).

When logging in, select the option '**JYU MFA**'.

3.2. Download the audio and/or transcription from My Media -page

After logging in, the audio and transcription can be downloaded from '**MY MEDIA**' page available in the navigation menu in the top part of the page. The audio files are processed in order of arrival. The system will automatically send the user an email notification when the transcription is ready. This might take a moment.

You can find more instructions on Researchvideo from the '[GUIDE](#)' page.

3.3. Notification regarding sensitive data

Before downloading the data, check from your browser settings that you are downloading it to a safe location (e.g. NextCloud, JYU U Drive or locally on your JYU work computer). If your data is sensitive, remember to encrypt it. For this purpose, create a vault with Cryptomator and open it before downloading the data from Researchvideo to the encrypted location (the download location chosen in your browser settings). See the following instructions regarding encryption: [Instructions on Encrypting Nextcloud folders with Cryptomator](#).

3.4. Moving data from My Media page under a Researchvideo project

If you have an existing Researchvideo project, you can move your data from My Media page under an existing Researchvideo project. In case this is needed, contact researchvideo-osc@jyu.fi.