

Organising Notes with Assistive Technology

	Echo 360 lecture transcripts	Microsoft OneNote	Live Transcribe
Online Use	✓	✓	✓
Offline Use	Export offline	✓	✓
Compatibility	Mac (10.14+) and Windows (10+)	Microsoft 365	Android

Feeling overwhelmed with needing to organise your notes?

Organising notes with assistive technology can help to structure information more efficiently. Below you can find a list of note-taking assistive technology that could be helpful during your studies.



Echo360 lecture transcripts

Macquarie University students can download Echo360 lecture transcripts through Automatic Speech Recognition (ASR).

- As a student you might benefit from reading the transcript whilst listening and watching the lecture at the same time.
- You can also download the lecture and/or cut and paste the text into, for example, Word or OneNote.
- It is good to know that you can review a particular part of a lecture by searching the transcript for specific words/terminology and re-play that section.
- Echo360 transcripts are automatically generated, and the accuracy might vary. It is recommended to check the transcript against the lecture for accuracy.



Microsoft OneNote

OneNote allows you to create a comprehensive digital notebook which might be helpful when collating your course material including lecture notes, readings and research.

In OneNote you can:

- Create different sections and pages.
- Type, write and draw.
- Microsoft dictation and transcribe are available in OneNote.
- Import PDFs, emails, slides, and photos, as well as software for drawing graphs and solving maths questions.
- Search and share notes.
- OneNote has a consistent interface that works the same on Windows, iOS, and Android.
- MQ students have [free access to the Microsoft 365 suite](#)

Video on [how to collate your notes via OneNote](#)



Live transcribe

Live Transcribe can transcribe conversations live and provide the ability to respond in text within the app. It allows easier access to meetings, discussions and interactions in everyday life. Important to note is that this app is only available on **Android** devices.

Video on [how Live Transcribe works](#)

For more digital note-taking resources,

- Review the Writing Centre [StudyWISE Note-taking Tools, Apps and Resources](#).
- To learn more about note-taking skills explore the Writing Centre [recorded workshops](#).

Need troubleshooting support?

If you would like more detailed guides and support for engaging with assistive technology, reading, writing and organising your notes, please register for the Accessibility [Insight Skillshop](#).

If you are a student with assistive technology requirements due to the impact of your health condition, for example low vision or are hard of hearing, please register with the [Accessibility Service](#) or use the QR code below.

