

Lecture Recording → Student Notes

This is the workflow I use after every lecture to give my students structured, professional notes the same day. The whole process takes about 10–15 minutes. The example below is from FNCE.201, but the prompt works for any course.

The Workflow

1. **Record the lecture audio** on your phone — any voice memo or recorder app works.
2. **Transcribe the audio.** Most phones do this automatically.
3. **Open Claude** and paste in the prompt below, followed by your transcript.
4. **Upload supporting materials** in the same conversation: the Excel file you solved in class, the slides you used, any handouts. The AI matches your style much better when it has these.
5. **Review the output carefully.** Fix typos, transcription errors, and any misinterpreted formulas.
6. **Post to Brightspace**

The Prompt

Copy this whole block. Replace the [BRACKETS] with your course information and paste your transcript at the bottom.

```
I am sharing a transcript from my recorded class lecture.
Please convert it into professional student notes with the
requirements below.

1. FORMAT
  - Output as a Word document (.docx) when supported.
  - Otherwise, structured text I can paste into Word.

2. STRUCTURE
  - Course title and module/chapter info at the top
  - Clear, numbered section headings
  - Logical flow following the lecture sequence

3. VISUAL ELEMENTS
  - Timelines for time-based concepts (T=0, T=1, T=2... with
arrows)
  - Tables for formulas, comparisons, and step-by-step procedures
```

- Color-coded callout boxes for key concepts, warnings, and notes

- Highlight key terms and definitions

4. CONTENT

- Extract every formula and present it clearly
- Include worked examples from the lecture
- Step-by-step instructions for calculator and software use
- A "Key Takeaways" summary section
- Upcoming assignments with due dates

5. STYLE

- Clean, professional formatting
- Easy to read and study from
- Minimal text walls – use bullets, tables, and visuals
- Student-friendly language

If I share Excel files, PowerPoints, or other course materials in this conversation, match their examples and formatting conventions.

If anything in the transcript is unclear or contradictory, list it at the end under "Items to verify" instead of guessing.

Course: [COURSE NAME]

Topic: [TOPIC / CHAPTER]

Here is the transcript:

[PASTE TRANSCRIPT]

Tips From Experience

- Always upload your slides or solved Excel along with the transcript. The AI matches your style and conventions much better when it has the source materials.
- The AI is excellent at structure but can drift on numbers. Double-check every worked example, especially the final answers.
- A 60-minute lecture transcript is usually enough context in one prompt. If your lecture runs longer than 75 minutes, split the transcript into two parts and ask the AI to merge them at the end.

- In the first few weeks of the semester, also upload your syllabus so the AI learns your terminology, abbreviations, and chapter numbering. After that, it remembers within the same conversation.
- If the AI's tone feels too corporate or not student-friendly enough, just say so in a follow-up message — "make this more conversational and student-friendly" — and it will rewrite.

What to Upload Alongside the Transcript

- The Excel file you solved in class (so the AI matches your formatting)
- The slides you used during the lecture
- Any handouts or articles you referenced
- Your syllabus, early in the semester
- A previous week's notes — the AI will match the structure