



For assistance with this form please contact the Lectopia Support Team:

Email: lectopia@uwa.edu.au
 Phone: 08 6488 8757 or 4679
 Fax: 08 6488 8750
 Mailbag: M206

Please complete, sign, date and send this form via internal mail or fax to the Lectopia Support Team.

Unit Details

Unit Name			
Unit Code			
Duration	Semester 1	Semester 2	Other
Campuses	Nedlands	Albany	Other
	Hong Kong	Singapore	

Delivery Details

Delivered via	WebCT 6	Unit Web Page
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*Please see www.lectopia-service.uwa.edu.au/guidelines/webct for instructions on using Lectopia with WebCT.

Delivery Options

Download	Yes	No
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Please see www.lectopia-service.uwa.edu.au/faq for an explanation of delivery options.

Unit Lecturer

Name	
Phone	
Email	
Staff Number	
Faculty	
Section / School	

Unit Administrator* – enter “As Above” if same as Unit Lecturer

Name	
Phone	
Email	
Staff Number	
Faculty	
Section / School	

Note: The Unit Administrator is the primary contact for Lectopia, and will receive email notifications relevant to the unit recordings.

Staff Access

Please provide a list of staff requiring access to administer the unit details within Lectopia, and/or add Lectopia links in WebCT. Refer to the following URL for details - www.lectopia-service.uwa.edu.au/guidelines/stafftool

Name	Staff number	Phone	Email	Receive Email Notification
				Y
				Y
				Y
				Y
				Y
				Y
				Y

Portable Capture Devices

If you are delivering a lecture in a venue that is not supported, Lectopia@UWA are providing a limited number of portable capture devices for staff to borrow. These devices will allow staff to record and upload their own recordings via a very simple process. Please indicate below if you would like to use this feature.

Portable Capture Device	Yes
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Lecture Schedule - please provide details for repeat lectures (if any) so they may be recorded for backup purposes

Venue Name	Day of Week	Start Time	End Time	Recording Format** (Screen Capture, Visualiser, Video, Audio-only)	Is This A Repeat Lecture?

**Please see www.lectopia-service.uwa.edu.au/faq for an explanation of recording format options. Please ensure that your chosen recording format is supported in the lecture venue by checking www.lectopia-service.uwa.edu.au/venues.

Self-service upload	Yes	No
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Self-service upload allows staff to upload their own audio or video media files for delivery through the Lectopia system. Please see <http://www.lectopia-service.uwa.edu.au/guidelines/stafftool#self-service> for a detailed explanation of the Self-Service Upload facility.

Special Notes

COPYRIGHT: I confirm that the individuals involved with the teaching of these lectures have read and agree to comply with the relevant UWA Copyright regulations - www.legalservices.uwa.edu.au/iso/copyright

Signature		Date	
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NOTE: FOLLOWING SECTION FOR LECTOPIA SUPPORT USE ONLY

Date Received	
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	Scheduled	Confirmation Sent
Entered By		
Verified By		