



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
	Other	

*Please see www.lectopia-service.uwa.edu.au/guidelines/webct for instructions on using Lectopia with WebCT.

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 the Lectopia Support Team, 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
				Y
				Y

