

Lecture Capture Scheduling Spreadsheet

The spreadsheet method should (preferably) be used only for events that are not booked via the Central Timetabling Room Bookings system. Whilst every effort is made to ensure that recordings are set up correctly, this is reliant on the person completing the spreadsheet to provide accurate data – errors will mean that they either cannot be scheduled, or could be recorded in the wrong location or at the wrong time.

Basic Spreadsheet

You must complete the mandatory fields, as marked using an * below. It is essential that all data is correct. As prerequisites for submitting the form, you must have checked and confirmed:

- 1) That the Presenters have completed the online LC Consent form.
- 2) That there is no clash with any events in these locations in Central Timetabling.
- 3) That all the data is accurate and reflects the information recorded in the Echo360 system (course identifiers, section names etc).
- 4) That the rooms you have listed are [lecture capture-enabled](#) and that you have checked their names in the echo360 system.

Field	Content
External Id	Must be unique. Manually add module code – date – start time (i.e. AT101-010318-1000). You can also use =CONCATENATE(L2,"-",TEXT(C2,"yyyymmdd"),"-",(TEXT(D2,"hhmm"))) in the cell.
*Name	The name of the individual class / session
*Start Date	In yyyy-mm-dd format
*Start Time	24HH format. Allow for 1 minute at the start of a session i.e. 13:01; 15:31 etc.
*End Time	24HH format. Allow for 1 minute at the end of a session i.e. 13:59; 10:29 etc.
End Date	Not required
Days Of Week	Not required
Exclusion Dates	Not required
*Campus Name	As per Echo360 (e.g. Gibbet Hill, Business School, Central Campus, Westwood). See Room name.
*Building Name	As per Echo360 (e.g. WBS Scarman, Medical School, Sciences). See Room name.
*Room Name	As per Echo360 (and Tabula) - usually the room door label. Choose this from the drop down list to autocomplete building and campus.
*Presenter	Warwick email address. Presenter must have completed Consent form or the recording cannot be scheduled.
Guest Presenter	Optional. Warwick email address. Guest presenters must have completed Consent form or the recording cannot be scheduled.
*Term Name	Academic year – 2021-22; 2022-23 etc.
*Course Identifier	Module code or Echo360 Course ID.
*Section Name	Echo360 section name. If this does not already exist in Echo360, please note this on the booking form so that we can manually create it. Modules will normally already have a section, please check the exact format in Echo360.
Availability	By default this is immediate ; if you wish an item to be published at a later date, please set this to unavailable . The recording will need to be manually made available when ready.
Should Caption	Default: TRUE . However captioning is NOT available at Warwick, recordings will be transcribed.
Should Stream Live	Default: FALSE
*Input1	Input options vary by room. A safe default is Display .
*Input2	Input options vary by room. A safe default is Display . If you want to record the camera, input 2 can be set to Video . Depends on the room equipment available.
Capture Quality	Default: high (we recommend changing this to highest if recording blackboards).
Stream Quality	Default: high (if streaming live)

Contact lecturecapture@warwick.ac.uk if you are unsure how to complete any of the fields and we can run through a short tutorial with you.