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 <u>lecture capture-enabled</u> and that you have checked their names in the echo360 system.

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. *Term Name Academic year – 2023-24; 2024-25 etc. *Course Identifier Module code or Echo360 Course ID. *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 but will usually be AT101 (2023/24). 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 *Input options vary by room. A safe default is Display. *Input Quality Default: high (we recommend changing this to highest if recording blackboards). Stream Quality Default: high (if streaming live)	Field	Content
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	Capture Quality	
	Stream Quality	Default: high (if streaming live)

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