Lecture Capture Quick Guide – Booking a lecture recording

Booking a lecture capture

Follow these easy steps to book and record a lecture for a ‘lecture enabled’ room in the SAB.

Log In

1. Open an internet browser window and enter http://emedia.rmit.edu.au/support/lectopiabooking
2. Type in your RMIT username and password
3. Log in to display the booking form

Check Details

1. The form will automatically complete some details, including your name and contact telephone number
2. Check that these details are correct and make adjustments as necessary

Complete Your Details

1. Identify the presenter for the session
2. Identify the course co-ordinator
3. Ensure all mandatory fields are completed. These are identified by an *

Complete Session Details

1. Select the venue from the drop down list
2. Enter the course details
3. Enter details about any other presenters if there are any
4. Ensure all mandatory fields are completed. These are identified by an *
Lecture Capture Quick Guide – Booking a lecture recording

How do I know it has been booked?

Booking Confirmation

1. After the form is submitted you will receive an email, detailing the information that you have submitted
2. The IT Service Desk will process the request and send you confirmation of your booking
3. Ensure that the booking details are correct
4. If the details are not correct follow up with the IT Service Desk

Complete Recording Details

There are two recording types to choose from, Audio and video screen capture or Audio only. Selecting Audio and video screen capture will capture anything that is being projected from the desktop machine, including the desktop and PowerPoint presentations.

1. Select the recording type you require, identify whether this will be a single or repeat recording
2. If it is a repeat recording, identify the frequency
3. If you are recording once per week, identify the start date and time
4. Ensure all mandatory fields are completed. These are identified by an *
5. Select Submit