

# Top tips for using Lecture Capture

**Add exceptions** to the booking form for weeks you are not teaching. Otherwise the empty room or private conversations will be recorded and made available to your students.

**Tell students that Lecture Capture is being used** and when recordings will be made available. Discuss your expectations on attendance and how Lecture Capture can be used effectively.

If you are teaching in a [DALI room](#), **Pause** the Lecture Capture if you are having conversations with students and during breaks.

**Review** Lecture Capture recordings after each session.

**Book Lecture Capture on Service Now**

If you move room, cancel a session at short notice, please **call 8181 to cancel** your Lecture Capture recording.

Let your students know whether you will be reviewing **confusion flags**.

If you are teaching in a [DALI room](#), **Stop** the recording if you finish early. Only click on this button once or you might cancel the next Lecture Capture.

If you need to **edit** a Lecture Capture, make the recording unavailable until you have completed the editing.

