

Scheduling Events - Viewing the Recording Schedule

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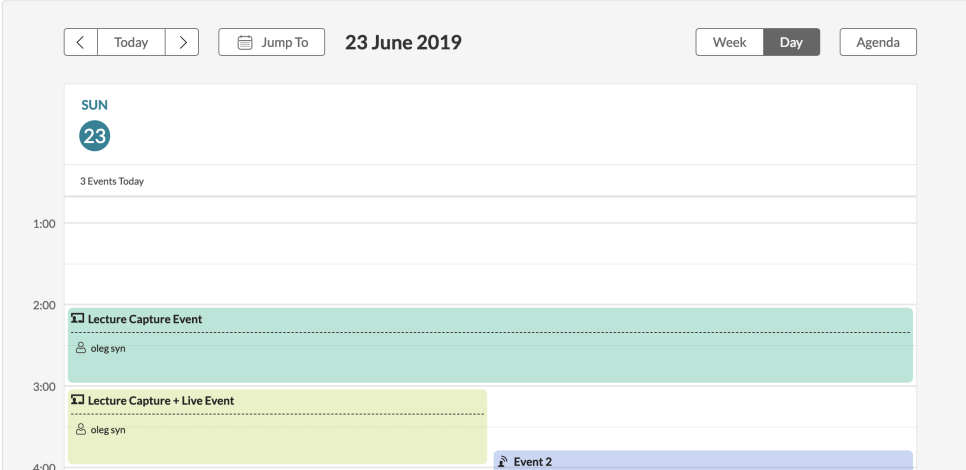
i Legacy notice

If you're setting up a new event, we recommend using **Live Studio**, our modernized live event experience. See [Introduction to Live Studio](#) for more information. If your organization is still using the legacy webcasting product, this article still applies.

- In MediaSpace, select My Calendar from the user drop down.
- In KAF, select My Calendar from the My Media page.
The Calendar Page is displayed.

The Calendar Page displays all of the scheduled events on your Agenda. Use the Calendar Page to create, edit, or delete a scheduled event.

My Calendar



Filters > Create Event

< Today > Jump To 23 June 2019 Week Day Agenda

SUN 23

3 Events Today

1:00

2:00 **Lecture Capture Event** oleg syn

3:00 **Lecture Capture + Live Event** oleg syn

4:00 Event 2

Calendar Views

Each date has aggregated information for day and week views. There are three calendar views:

1. Day view - All the scheduled events for the current day
2. Week view - All the scheduled events for the current week
3. Agenda view - displays all the scheduled events in a list view

- Click on the Previous and Next arrows to scroll to the Previous or Next day.
- Click on Today to return to the current day.
- Click on Jump To to open a monthly calendar.

- Click on the Previous or Next buttons to scroll to the month you are looking for.
- Click on the day in the monthly calendar to view the specific events for that day.
- See [Scheduling Management - Adding Events](#).

To Create a Recurring Event

- See [Scheduling Management - Adding Recurring Events](#).
 - See [Scheduling Management - Editing Events](#).
 - See [Scheduling Management - Deleting Events](#).
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