Schedule a session recording with Lecture Capture

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This article is designated for all users.

About

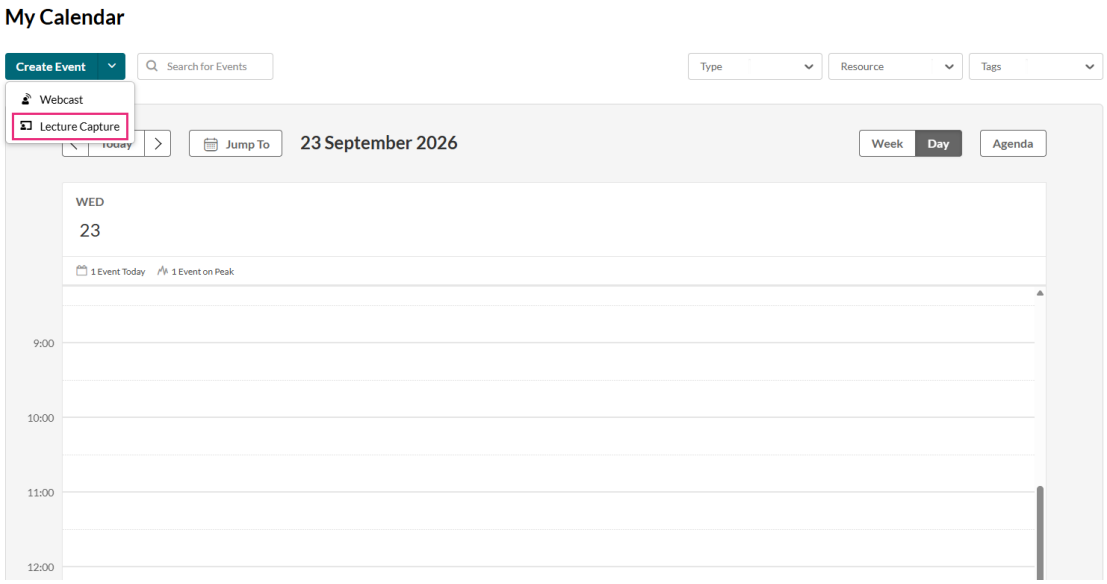
You can schedule a session recording with Lecture Capture from your calendar. When you create the recording, you set the date and time, select the Lecture Capture resource that will record the session, and configure details for the resulting recording.

In the calendar, a scheduled Lecture Capture recording is created as a **Lecture Capture Event**.

This feature requires the Recscheduling module to be enabled and configured for the appropriate user roles.

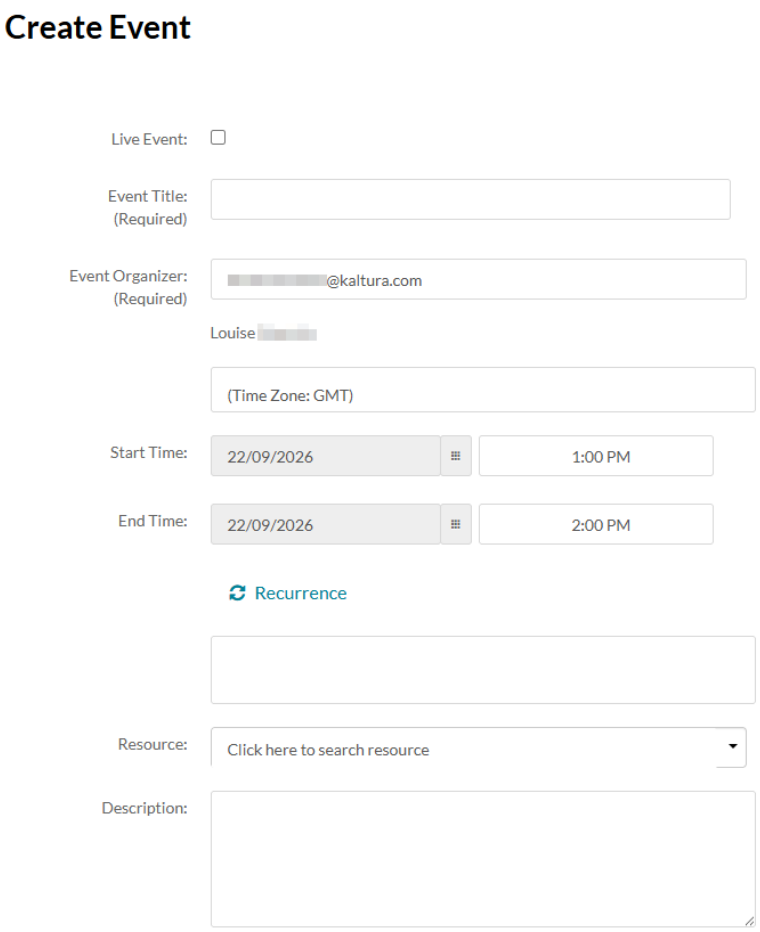
Schedule a session recording

1. Open your calendar:
   - In Content Hubs, select **My Calendar** from the user menu.
   - In LMS Extensions, select **My Calendar** from the **My Media** menu.
2. Click **Create Event**, then select **Lecture Capture**.



The create event page opens.

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3. Configure the recording settings.

Setting	Description
Live Event	Select this checkbox to broadcast the Lecture Capture recording live. Make sure the selected capture resource supports live broadcasting.
Event Title	Enter a title for the session. This field is required.
Event Organizer	Select the organizer. The current user is selected by default. This information can be used to set the owner of the resulting recording.
Start Time	Set the date and time when the recording starts. By default, the current date is selected and the time is rounded up to the next full hour.

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Setting	Description
End Time	Set the date and time when the recording ends. By default, the end time is one hour after the start time. The minimum recording time is 15 minutes.
Resource	Select the Lecture Capture resource that will record the session. Start typing to find a resource, or select one from the dropdown list. You can select multiple resources.
Recurrence	Set the recording to repeat. The default is **No**. Click **Recurrence** to configure a recurring schedule.
Description	Enter a description of the session.
Tags	Add tags to describe the session and make the resulting recording easier to find.
Copy details from event to recording	Selected by default. The resulting recording uses the event title, description, and tags. Clear this checkbox to configure different information for the recording.

If you select **Live Event**, a live broadcast entry is created in **My Media**. You can publish the entry to a course or channel, or embed it on a website. When the scheduled event starts, Lecture Capture broadcasts to that entry.

Configure the recording information

By default, **Copy details from event to recording** is selected. The resulting recording uses the information entered for the scheduled session.

To use different information for the recording, clear **Copy details from event to recording**. Additional recording settings appear.

Setting	Description
Name	Enter a name for the resulting recording. The event title is used by default. This field is required.

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Setting	Description
Description	Enter a description for the resulting recording. The event description is used by default.
Tags	Add tags to the resulting recording. The event tags are used by default.
Co-editors and co-publishers	Add collaborators to the resulting recording. This option only appears if the MediaCollaboration module is enabled. Only event organizers can add collaborators.

If custom metadata is configured for your site, you can enter it when scheduling the recording. The information is added to the recording after it finishes uploading. For more information, see Introduction to custom data.

Set the recording's visibility

In Content Hubs, you can choose who can view the resulting recording:

- **Private**: Only the content owner can view the recording. This is the default.
- **Published**: People with access to the selected categories or channels can view the recording. Select where to publish it.
- **Unlisted**: Anyone with a link to the recording page can view it.

These visibility options don't appear when scheduling from LMS Extensions. Your administrator can also configure additional root categories for publishing.

Add collaborators

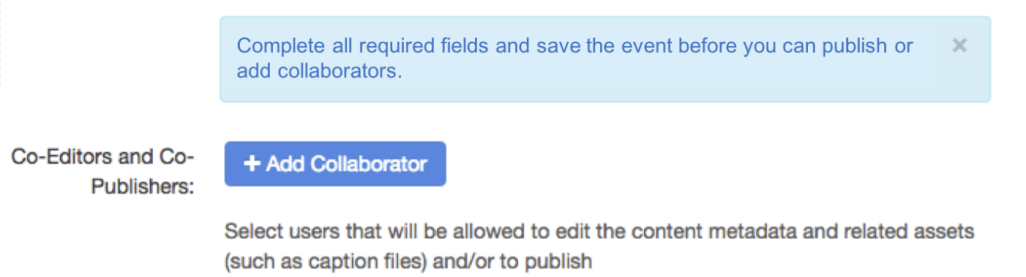
Event organizers can add co-editors and co-publishers to the resulting recording. This feature requires the MediaCollaboration module to be enabled.

- **Co-editors** can edit the recording's details and metadata and view its analytics. They can't delete the recording or add collaborators.
- **Co-publishers** can publish the recording to categories or channels they have permission to use.

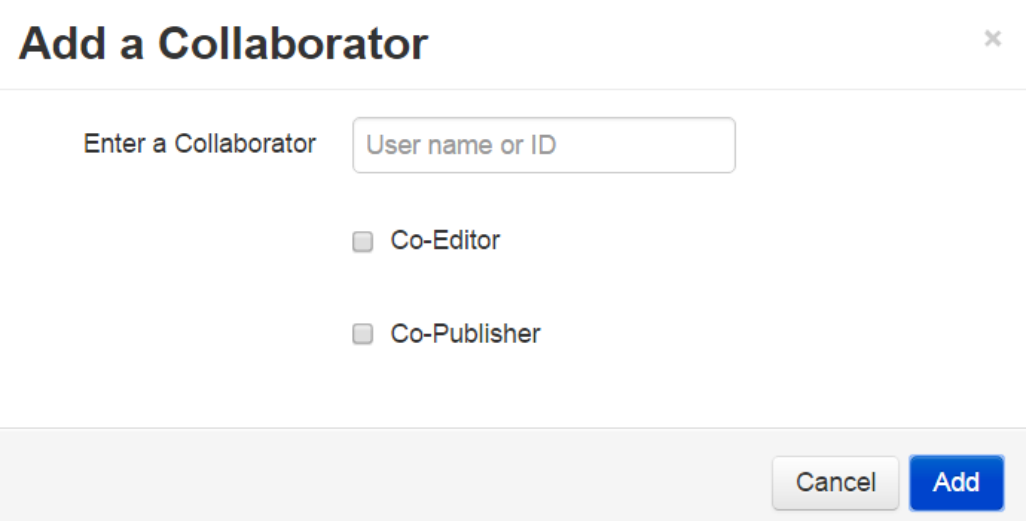
If your administrator has enabled group support for media collaboration, you can also assign groups as co-editors or co-publishers.

1. Click **Add Collaborator**.

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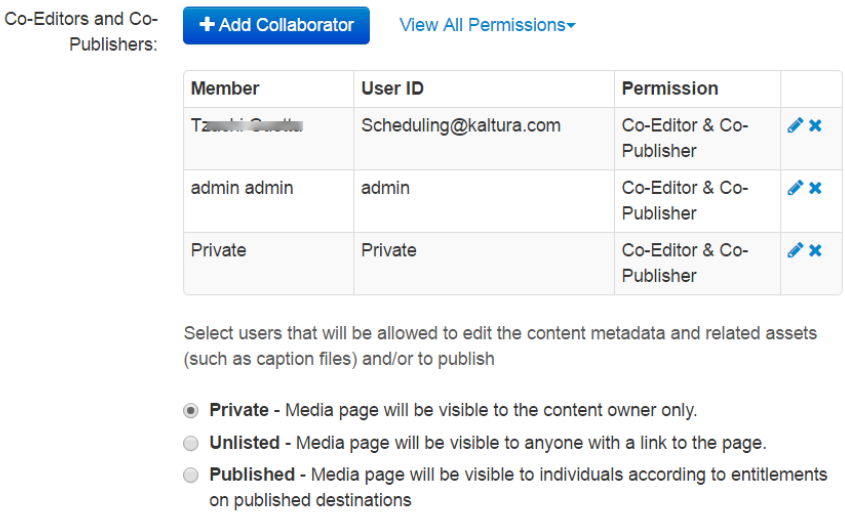


The add collaborator window opens.



2. Enter the collaborator's user name or ID. Autocomplete starts after you enter the third character. You can add only users available on your site.
3. Select the collaborator's permissions.
4. Click **Add**.

   The collaborator appears in the collaboration table.



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To review a collaborator's permissions, click **View all Permissions** and select the collaborator type. To change or remove a collaborator, use the controls in the **Actions** column.

Save the event

1. Click **Save** to save the recording information and continue editing the scheduled event.
2. Click **Save and Exit** to save the event and return to the calendar.

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