Schedule a recurring Lecture Capture session

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This article is designated for all users.

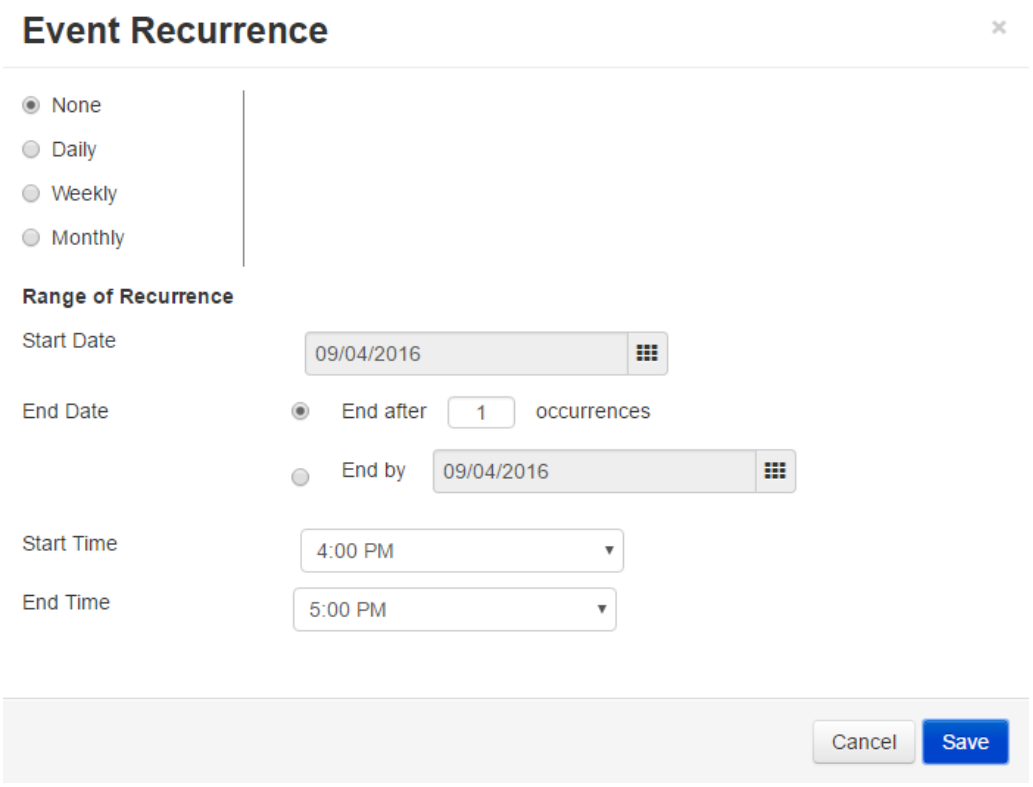
About

You can set a Lecture Capture session to repeat daily, weekly, or monthly. Choose how often it repeats and when the series ends.

Schedule a recurring event

1. Create a Lecture Capture event. For the initial steps, see Schedule a session recording.
2. On the create event page, click **Recurrence**.

   The event recurrence page opens.



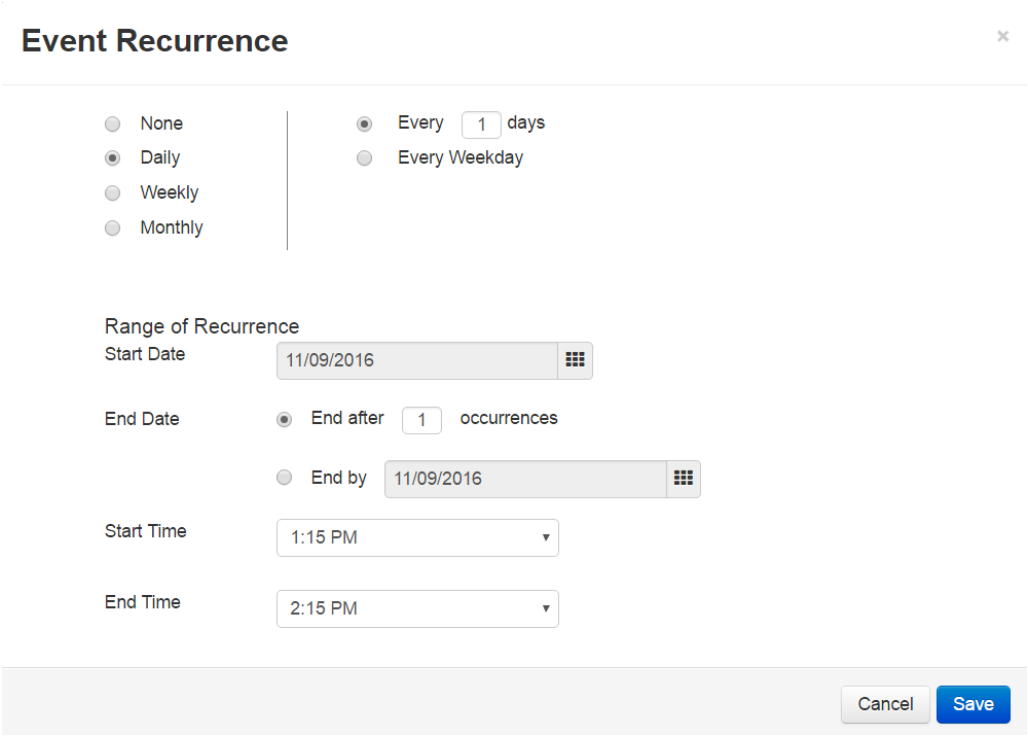
3. Select how often the event repeats:
   - **Daily**: Set the number of days between sessions, or select every weekday.
   - **Weekly**: Set the number of weeks between sessions and select the days of the week.

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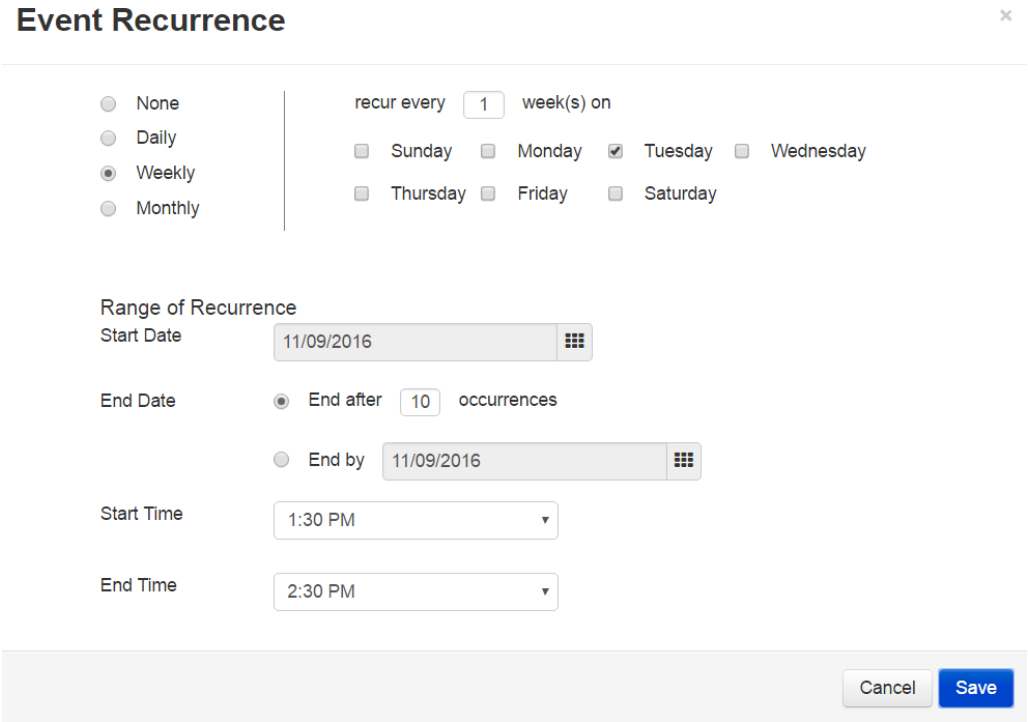
- **Monthly**: Select a day of the month, or choose a week and weekday, such as the first Tuesday.

None is selected by default and creates an event that doesn't repeat.

Daily recurrence options.

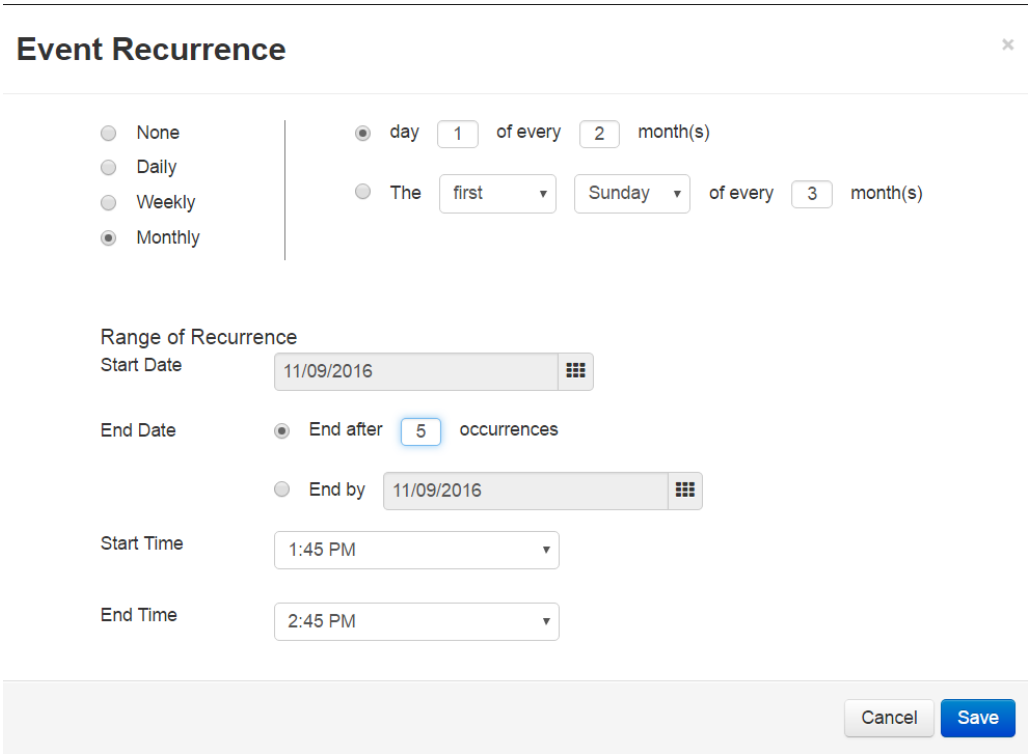


Weekly recurrence options.

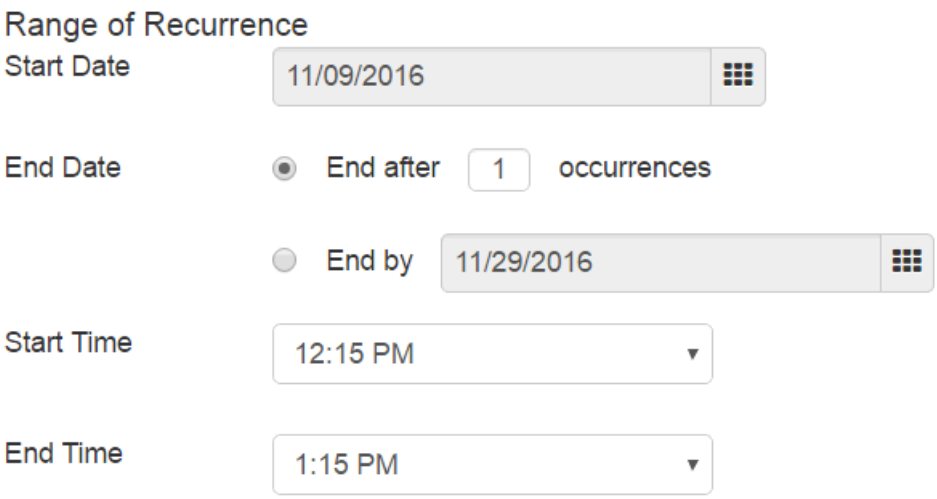


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Monthly recurrence options.



4. Set when the series ends. Select either a number of occurrences, up to 999, or an end date. The recurrence period can't exceed two years.
5. Review the event's start and end times.



6. Click **Save**.

   The create event page opens with your recurrence settings.

7. Click **Save and Exit** to save the event and return to your calendar.

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Recurring live events

If you select **Live Event**, the series uses one live entry for all broadcasts. Each session creates a separate entry for its recording.

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