Delete a scheduled Lecture Capture session

Content updated: 02/20/2020

This article is designated for all users.

About

You can delete a one-time Lecture Capture session, one occurrence of a recurring session, or an entire recurring series from your calendar.

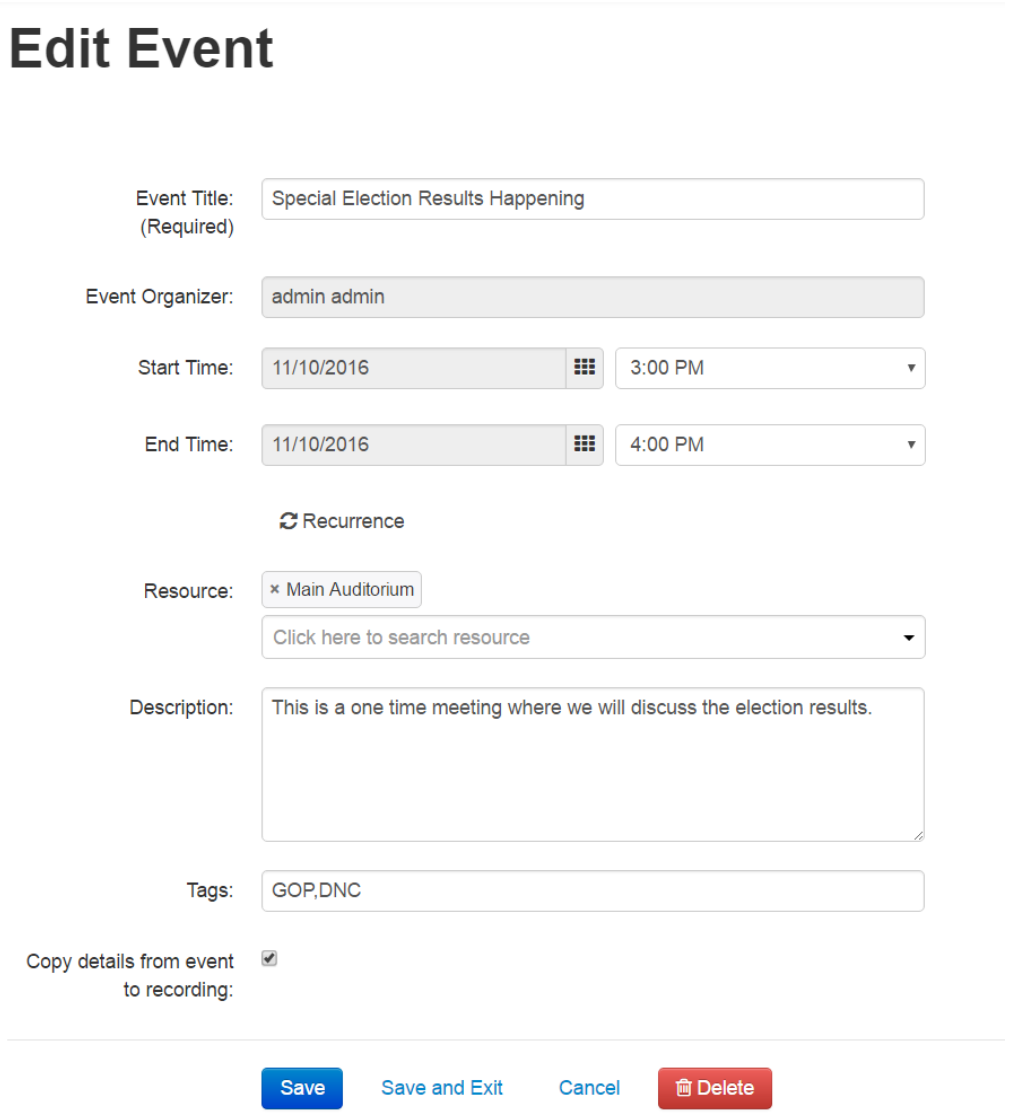
Deleting a one-time live session or an entire recurring live series also deletes its live entry.

Delete a one-time event

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. Select the session in the calendar.
3. Select **Edit event**.

   The edit event page opens.

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4. Click **Delete**.

   A confirmation message appears.

5. Click **Delete** to confirm.

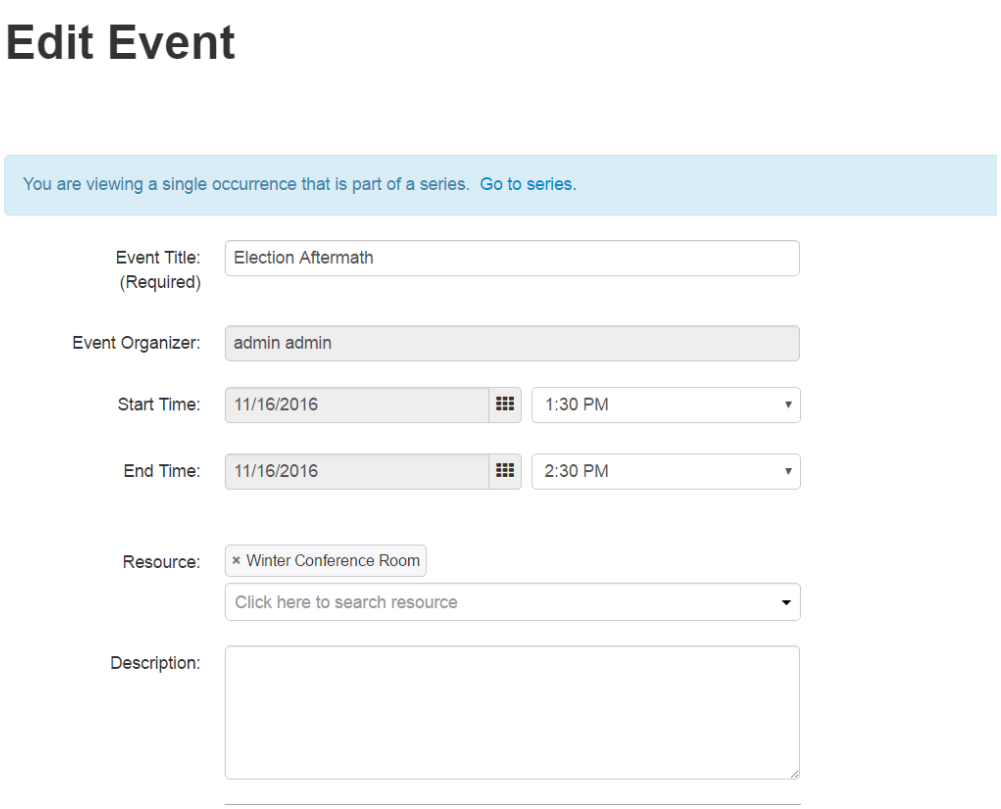
   The session is deleted, and the calendar opens. If this was a live session, its live entry is also deleted.

Delete one occurrence of a recurring session

1. Open **My Calendar**.
2. Go to the date of the occurrence you want to delete.
3. Select the session title. Recurring events have a calendar icon.

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A message identifies the event as one occurrence in a series.



4. Click **Delete**.

   The selected occurrence is deleted, and the calendar opens.

To leave the occurrence unchanged, click **Cancel** to return to the edit event page.

Delete an entire recurring series

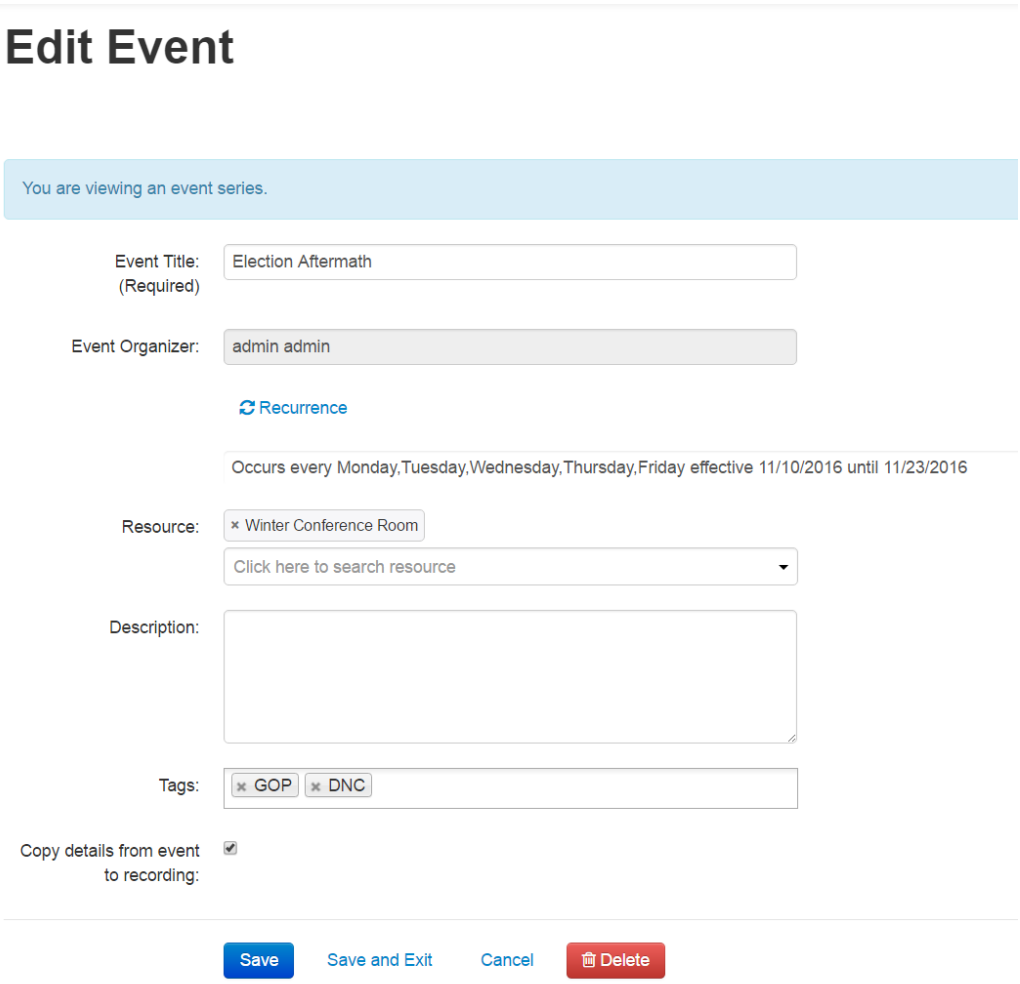
1. Open **My Calendar**.
2. Select the title of a session in the series. Recurring sessions have a calendar icon.

   A message identifies the session as one occurrence in a series.

3. Click **Go to Series**.

   The edit event page opens for the entire series.

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4. Click **Delete**.

   The series is deleted, and the calendar opens. If this was a live series, its live entry is also deleted.

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