Edit a scheduled Lecture Capture session

Content updated: 02/20/2020

This article is designated for all users.

About

You can edit the schedule, recording details, and resources for a Lecture Capture session. For a recurring series, you can edit one session or the entire series. Changes to a series affect only future sessions and recordings.

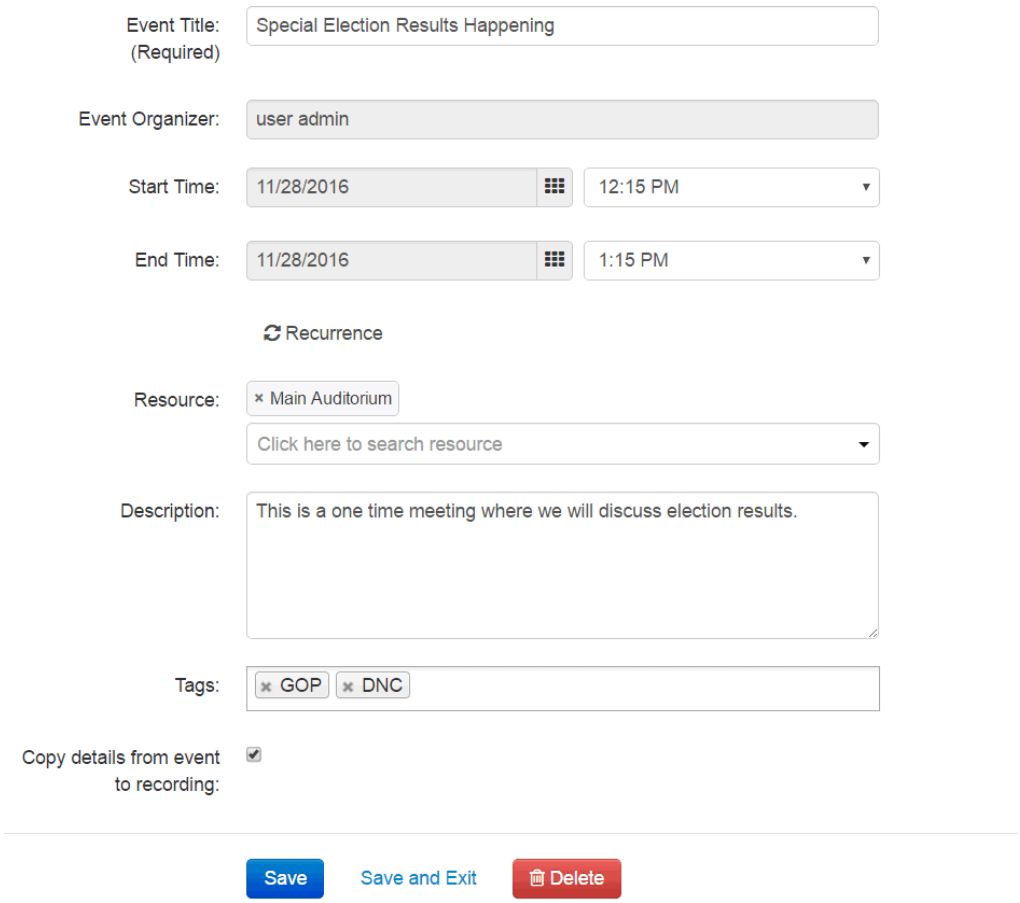
You can't change the **Event Organizer** after scheduling a session.

Edit a one-time session

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 title in the calendar.

   The edit event page opens.

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3. Change the session or recording details as needed.
4. Click **Save** to save your changes and continue editing.
5. Click **Save and Exit** to return to the calendar.

If you edit a session with **Live Event** selected, changes to its event details also update the live entry.

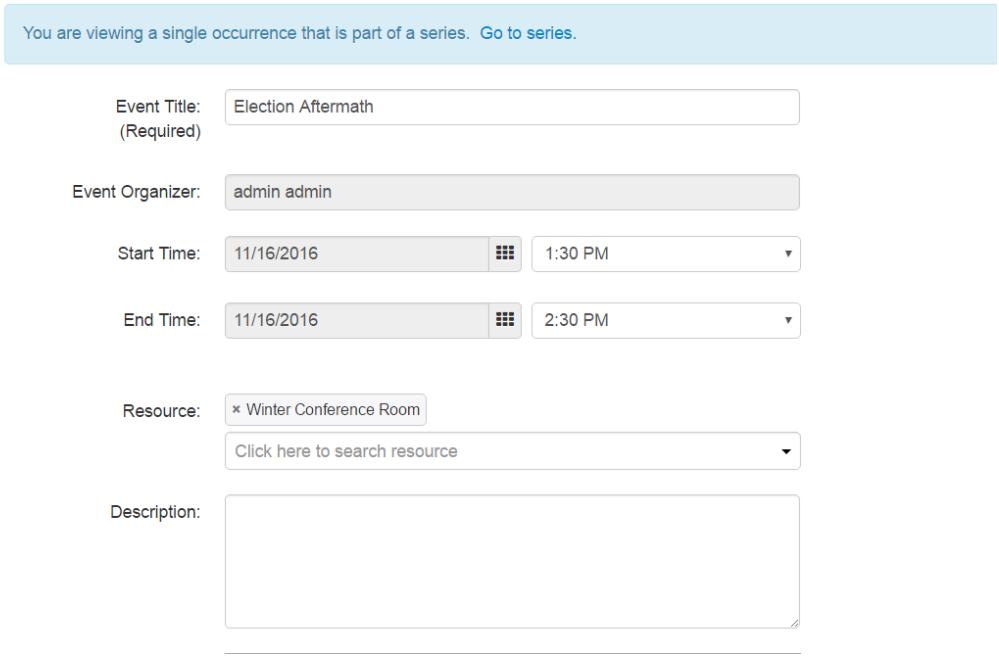
Edit one session in a recurring series

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



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

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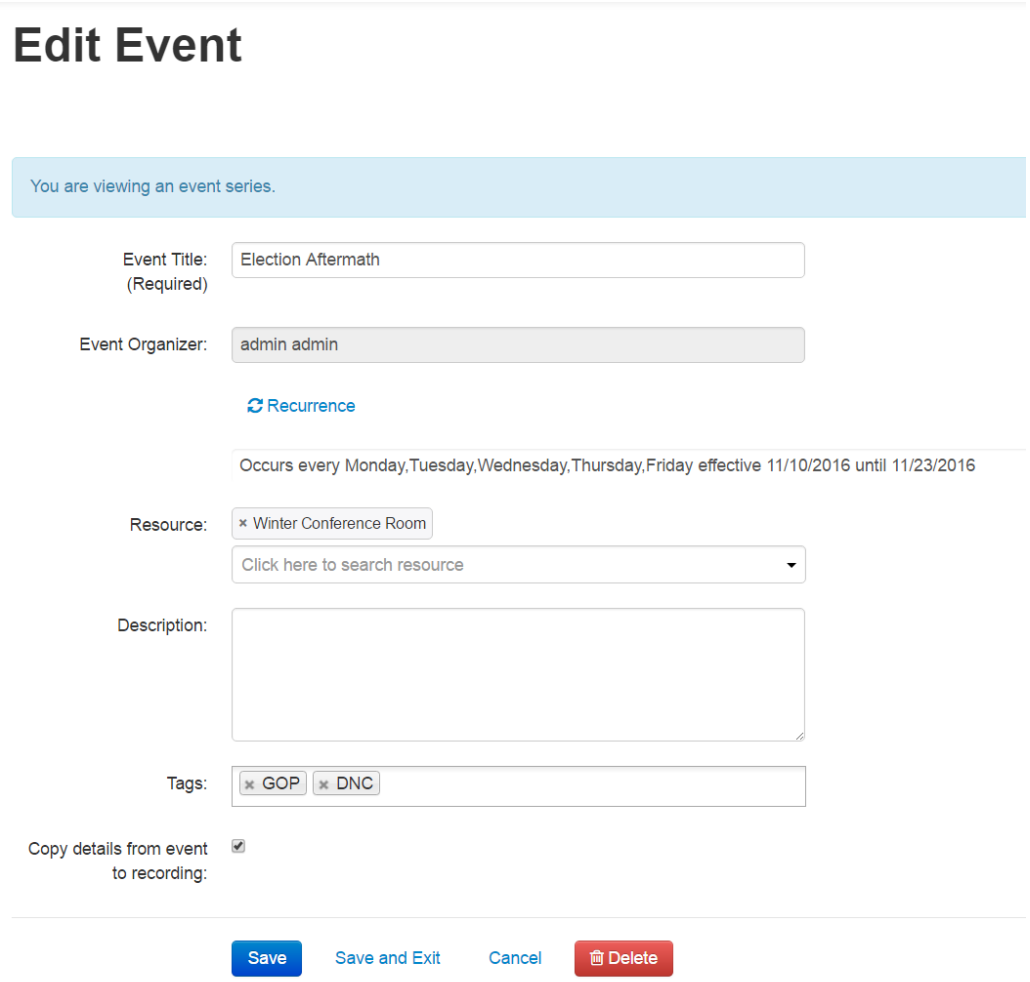
4. Change the details for that session.
5. Click **Save** to save your changes and continue editing.
6. Click **Save and Exit** to return to the calendar.

Edit an entire recurring series

1. Open **My Calendar**.
2. Select the title of a session in the series.
3. Click **Go to Series**.

   The edit event page opens for the entire series.

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4. Change the series details as needed.
5. Click **Save** to save your changes and continue editing.
6. Click **Save and Exit** to return to the calendar.

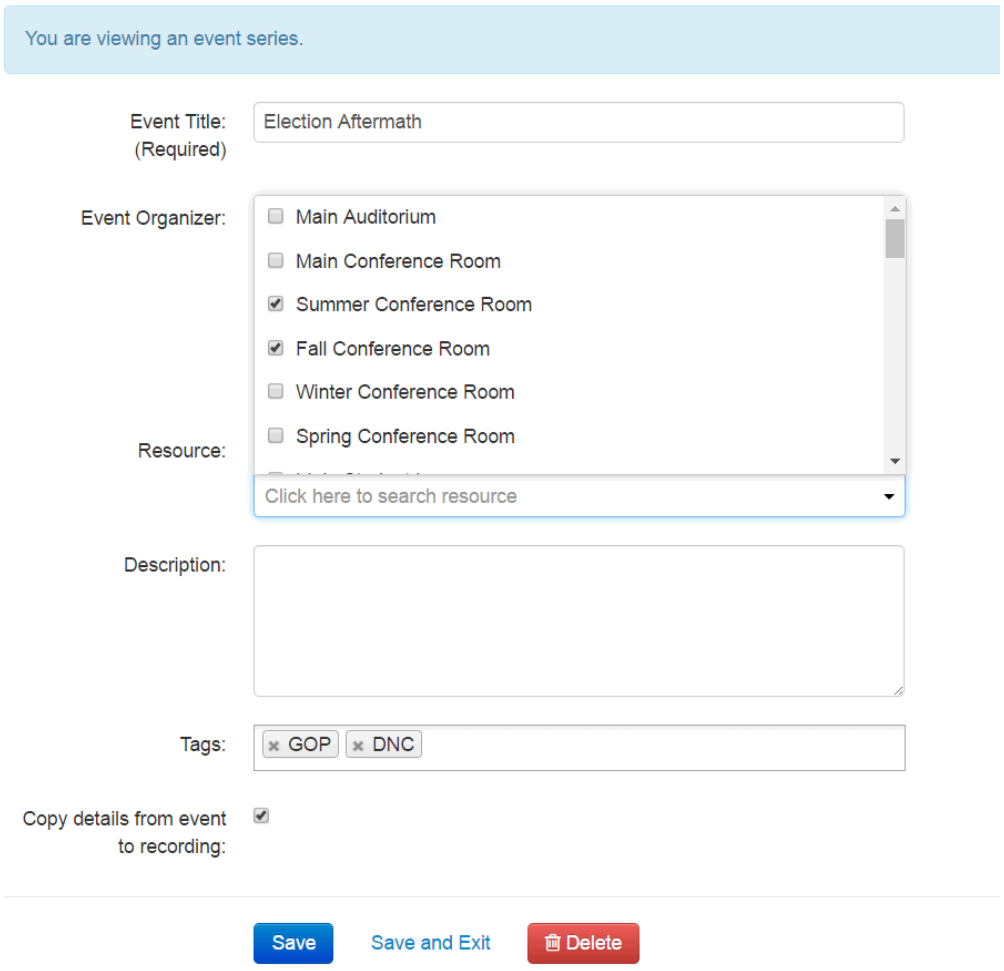
Changes to the series affect future sessions and recordings. If **Live Event** is selected, changes to the event details also update the live entry.

Change the recording resources

You can add, replace, or remove resources from a scheduled session or recurring series. A session can have more than one resource.

1. Open **My Calendar**.
2. Select the session title.
3. For a recurring series, choose the individual session or click **Go to Series**.
4. In **Resource**, type a resource name to find it, or open the list and select a resource. Add or remove resources as needed.

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5. Click **Save** to save your changes and continue editing.
6. Click **Save and Exit** to return to the calendar.

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