Lecture Capture Scheduling Management - Editing Events

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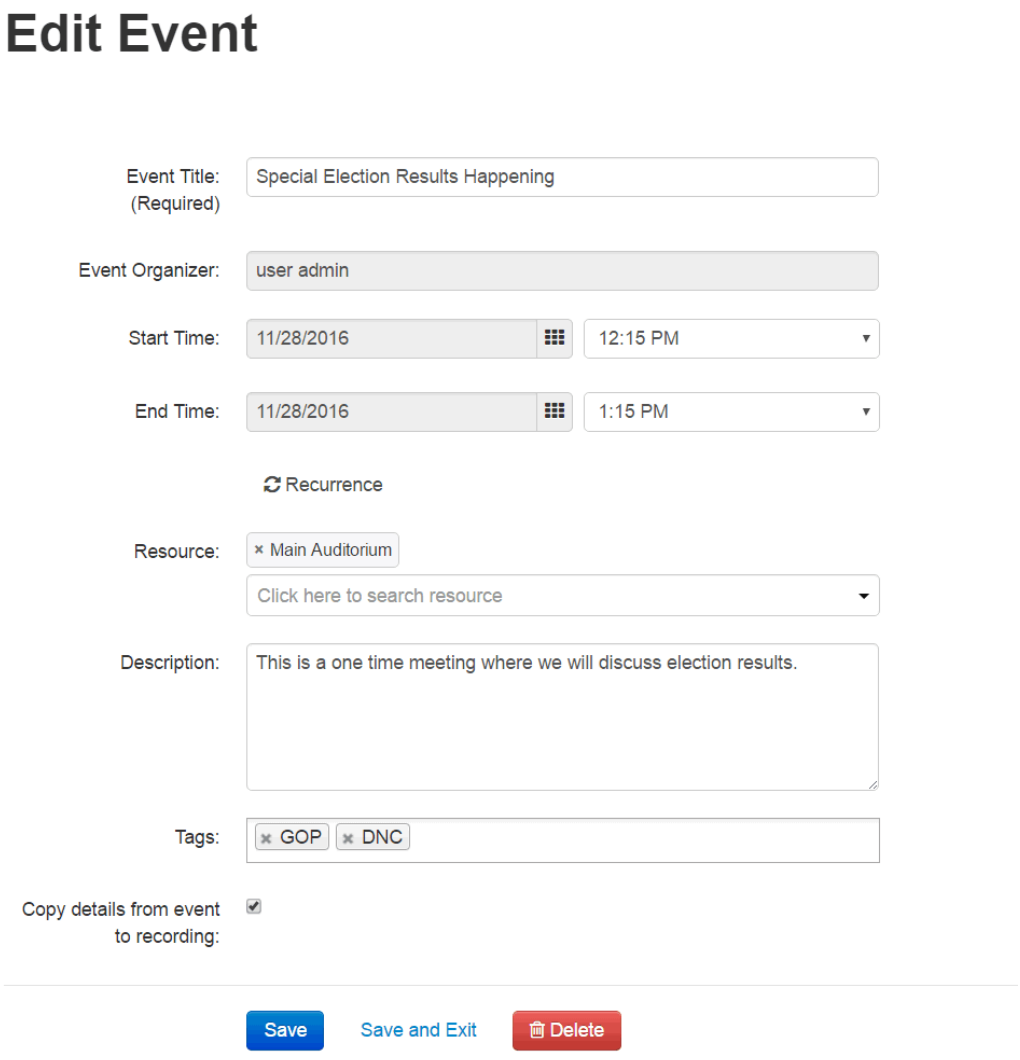
This article describes how to edit a scheduled event. You can modify the event details or the recording details. If editing a recurring event, only future events and recordings will be affected.

To edit a one time event

1. KMS - Select My Schedule from the user drop down menu.
   KAF - Select My Schedule from the My Media menu.
   The Calendar Page is displayed.
2. On the Calendar Page, click on the Event Title.
   The Edit Event page is displayed.



3. Modify the event parameters. The Event Organizer cannot be changed.

   Note: If the event is a Live Event, modifying the event parameters will change the live event entry as well.

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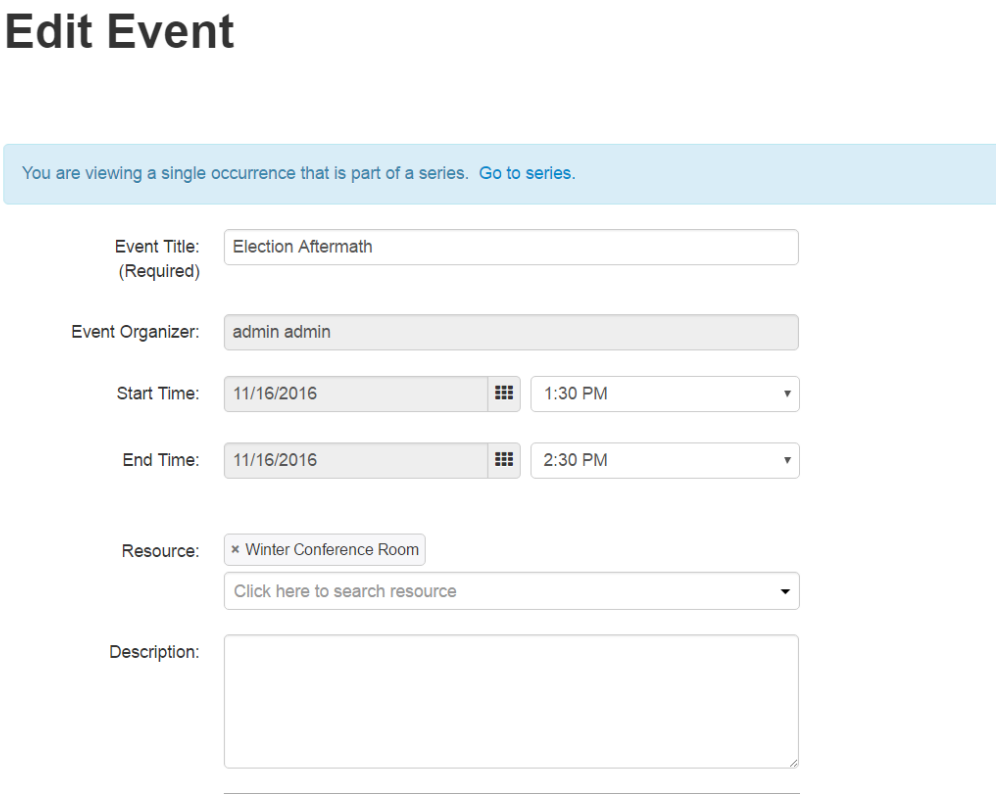
4. Click Save to save the details on the Edit Event page.
5. Click Save and Exit to save the changes and return back to the calendar view.

To edit information for a specific event in a recurring series of events

1. Go to the Calendar Page.
2. Scroll to the date that the event is taking place and click on the Event Title.

   Recurring events are marked with the calendar icon.

   A note is displayed stating that this is a single event that is part of a series.



3. Modify the event parameters. The Event Organizer cannot be changed.
4. Click Save to save the details on the Edit Event page.
5. Click Save and Exit to save the changes and return back to the calendar view.
6. Click Cancel to return back to the calendar view.

To edit information for all events in a recurring series of events

1. Go to the Calendar Page.
2. Scroll to a recurring event and click on the Event Title. Recurring events are marked with the calendar icon.

   A note is displayed stating that this is a single event that is part of a series. Click on Go to Series.

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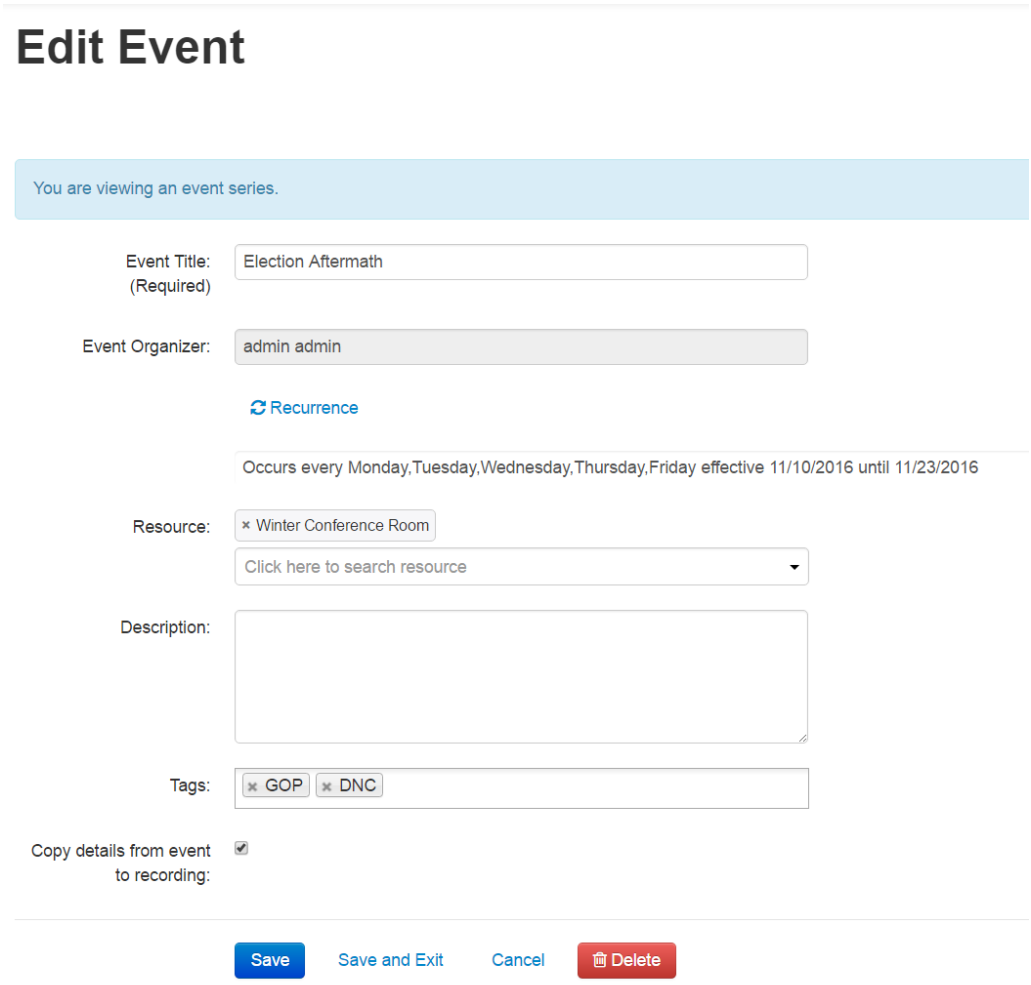
A note is displayed stating that you are viewing an event series. The Edit Event page pertains to the entire series.



3. Modify the event parameters. The Event Organizer cannot be changed.

   Note: If the event is a Live Event, modifying the event parameters will change the live event entry as well.
4. Click Save to save the details on the page.
5. Click Save and Exit to save the changes and return back to the calendar view.
6. Click Cancel to return back to the calendar view.

1. Go to the Calendar Page.
2. Scroll to an event and click on the Event Title.
3. Select the specific occurrence or click on Go to series.
4. Change the resource of the event by either manually typing the resource name (auto complete) or selecting the icon and having a pop up with the pre-defined list of resources (defined by the admin in the KAF/KMS admin) appear and select from the list.

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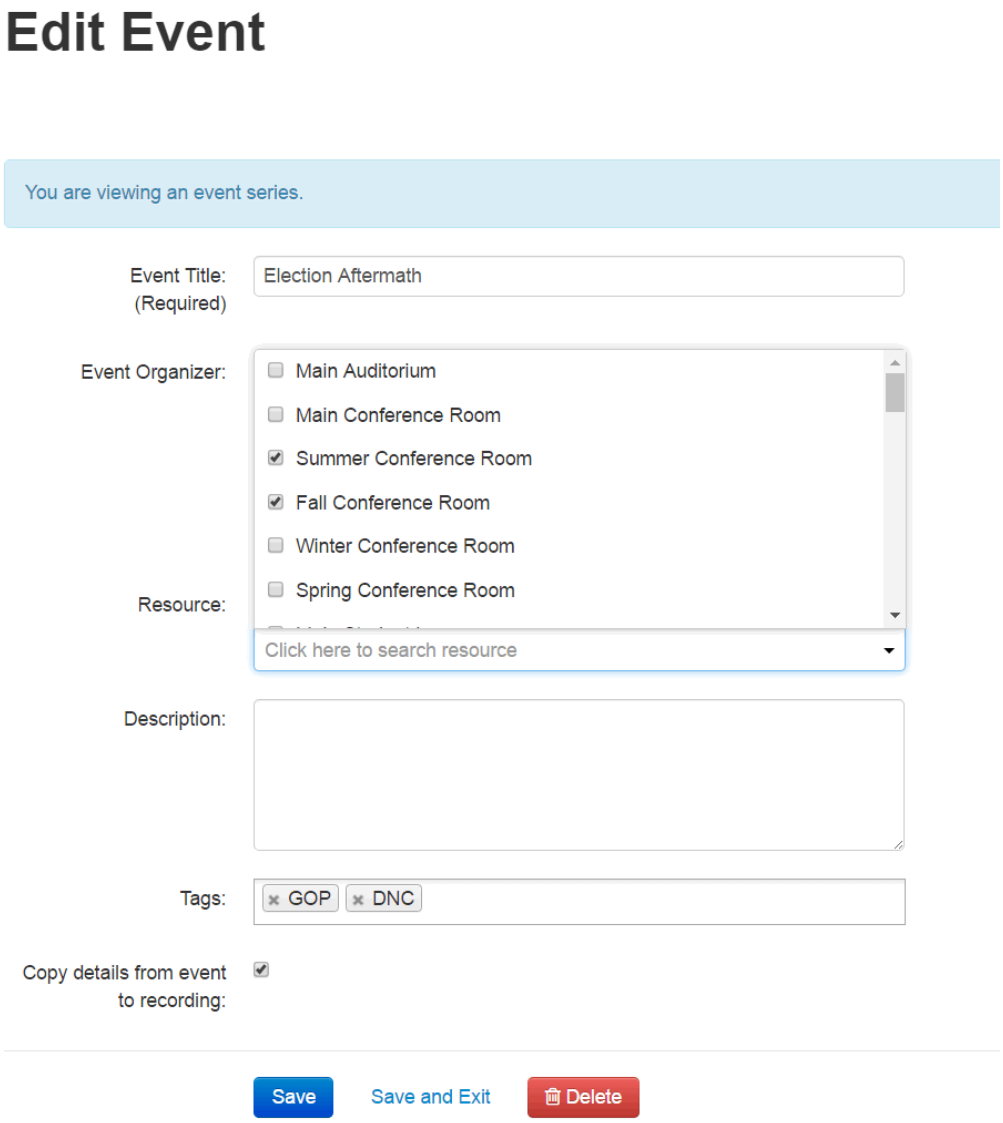
Multiple resources per event are allowed.

You can:

a. Add a resource to an event that didn't have any resources defined
b. Remove all resources
c. Change resource/s
d. Add an additional resource to an existing event



5. Click Save to save the details on the page.
6. Click Save and Exit to save the changes and return back to the calendar view.

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