

Lecture Capture Scheduling Management - Editing Events

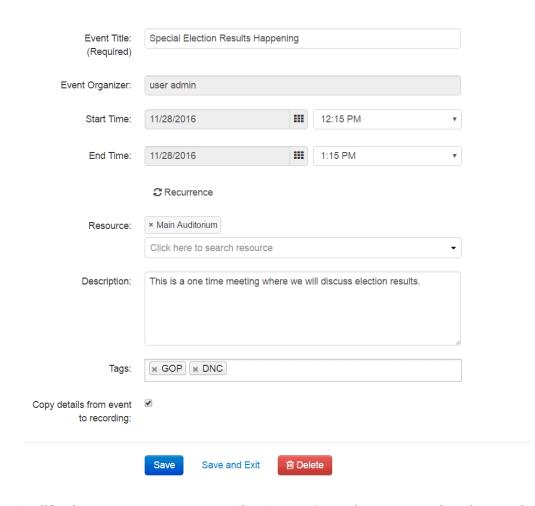
Last Modified on 08/30/2023 4:17 pm IDT

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.

Edit Event



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

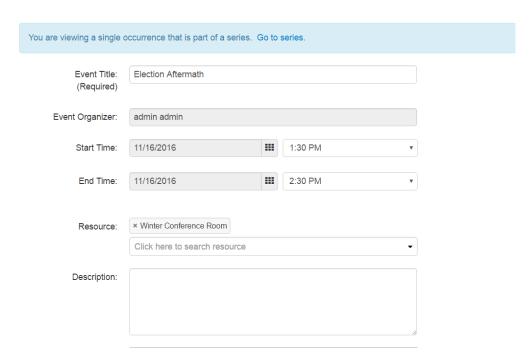
To edit information for a specific event in a recurring series of events

- 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.

Edit Event



- 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.

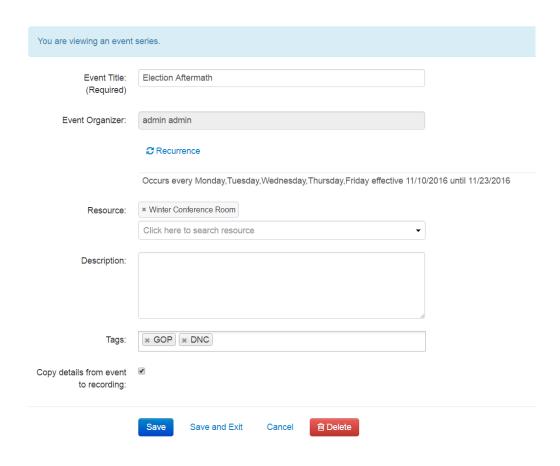
A note is displayed stating that this is a single event that is part of a series. Click on Go to Series.

A note is displayed stating that you are viewing an event series. The Edit Event



page pertains to the entire series.

Edit Event



- 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.

To edit the resource information

- 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



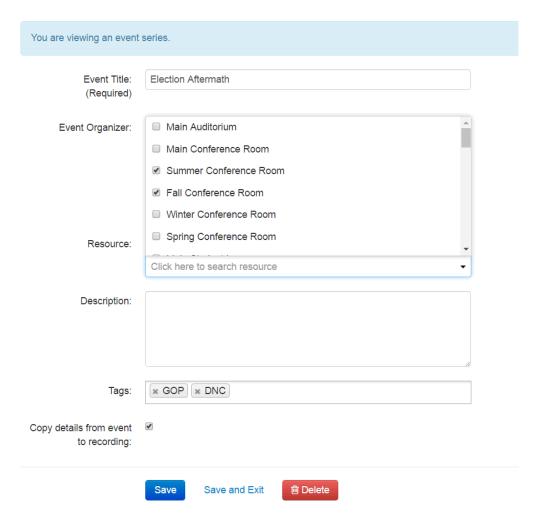
the list.

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

Edit 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.