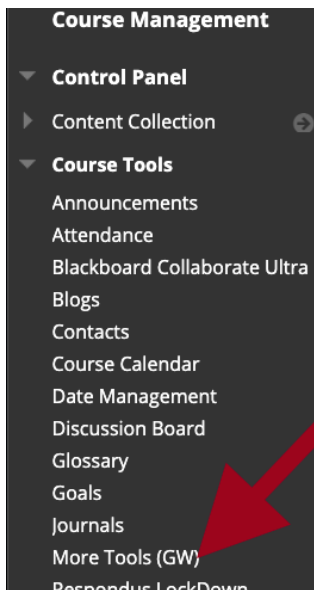


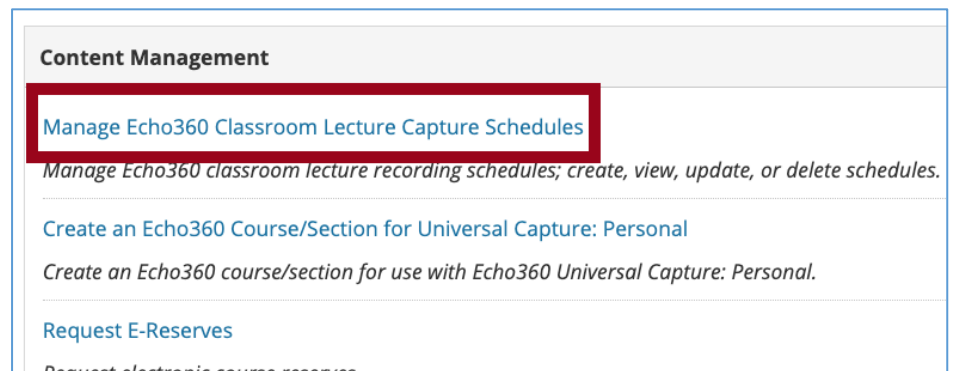
## Echo360: Schedule GW Classroom Lecture Capture in Blackboard

Instructors can use the Echo360 lecture capture tool to record classroom lectures and make them available to students on Blackboard. All lecture capture classrooms can record the instructor's audio and presentation materials; however, some classrooms are also equipped with a camera to record a video of the instructor.

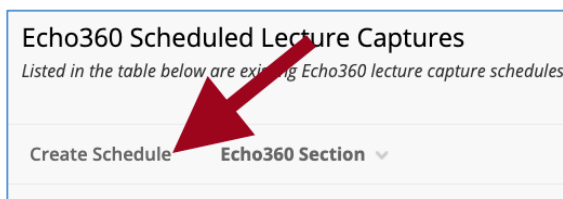
1. Open the Blackboard course for which you want to schedule the Lecture Capture, scroll down to the **Control Panel**, click on **Course Tools**, and **select More Tools (GW)**.



2. Click **Manage Echo360 Classroom Lecture Capture Schedules**.



3. Click on **Create Schedule**.



4. Enter your **Course Meeting Details**:

- **Location of Capture:** Select your classroom from the drop-down menu.
- **Recurring Capture:** Select if this scheduled lecture capture should occur more than once.
- **Start Date and End Date of Capture:** Set the date range in which you want to record your classes.
- **Day(s) of the Week of Capture:** Select the days of the week you will be recording your class.
- **Start and End Time of Capture:** Set the length of each class.
- **Auto-Publish Capture:** Select if the recording should automatically be made available to students.

5. Click **Submit**. A *GWU Lecture Capture* link will be added to your Blackboard Course Menu, through which you and your students can access recorded lectures.