Modifying Your Classroom Lecture Capture Schedule

Instructors can edit or delete their lecture capture recording schedule in Blackboard. This function is located in the Blackboard course where the instructor originally scheduled the recording.

1. In your Blackboard course, navigate to the Control Panel and select: Course Tools -> More Tools (GW).

2. On the subsequent page, click Manage Echo360 Classroom Lecture Capture Schedules.

3. Next to the name of the schedule you wish to modify, select the downward arrow. When the contextual menu appears, make the appropriate selections:
   - Click Update to modify the building, room, or start/end time of your upcoming lecture captures.
   - Click Cancel Upcoming Captures to delete specific future captures.
   - Click Delete to delete all upcoming captures.

Note: This does not affect previous recordings. This only modifies the recording schedule moving forward.