Scheduling GW Lecture Capture in Blackboard

Schedule GW Lecture Capture for your course and host the lecture recordings in Blackboard. To begin, navigate to your Blackboard course and follow the steps below.

1. Under the **Control Panel**, click **Course Tools** and select **More Tools (GW)**.

2. On the **More Tools** page, click **Request GW Lecture Capture**.

3. Select the course building and room.

4. Select the desired date range (i.e., one week, one month, entire semester).

5. Click the check boxes for the days of the week the course meets.

6. Select the class start and end times.

7. Click **Submit**. The Academic Technologies Solutions Center (202-994-7900) will be notified of your request.

8. A Content Area entitled **Course Capture** will be created and will appear at the bottom of your Blackboard course menu. This Content Area will act as the repository for GW Lecture Captures for your course.