How to Schedule GW Lecture Capture

Automatically record your classroom lectures and make them available to students using GW Lecture Capture. All lecture capture classrooms record instructor audio and presentation materials; however, some classrooms are also equipped with a camera to record video of the instructor. Check your classroom's technology for the most up-to-date information.

1. Log in to Blackboard and click on the name of your course to open it.

2. Scroll down to the Control Panel, click on Course Tools, and then select More Tools (GW).

3. On the More Tools page, click on Schedule an Echo360 Lecture Capture.

4. Enter your course meeting details:
   - Select a Location for the Capture from the drop-down menu.
   - Select the Date Range for the Capture (i.e., entire semester, one day, one month).
   - Select the Day(s) of the Week for the Capture.
   - Set the Times for the Capture.

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.