

Renaming Your Recorded Lectures

Editing Class and Group Details

Instructors can edit the name and description of classes and groups. They can also edit the date, time and duration of classes they created as well as of classes auto-created by scheduled captures if those classes have already occurred.

If you have your lectures planned for the upcoming term, you may want to edit the default titles and descriptions to the class entries, to let students know what to expect for each lecture.

IMPORTANT: DO NOT edit the date or time details for future classes created by a scheduled capture for the section. If necessary [create a new class](#) for the appropriate date/time, or create a class with no date or time (the class must have a name).

To edit class/group details

1. From the [DASHBOARD](#), find the course containing the class you want to edit.
2. In that course, click **ALL CLASSES**.
The class list appears.
3. **Click on the edit icon** located on the right side of the class or group row (it looks like a pencil), as shown in the below figure.

The screenshot shows the course management interface for ENG-300 - AmLit-MWF American Lit: 1800-1900. The interface includes a navigation bar with tabs for CLASSES, Q&A, ANALYTICS, SETTINGS, and SEARCH. Below the navigation bar, there are buttons for REORDER, Search Content, NEW GROUP, and NEW CLASS. The main content area displays a list of classes under the heading 'Kate Chopin Related Classes' with 2 item(s). The list includes three class entries: 'What was funny before Mark Twain?' (September 7, 2016 8:00am-8:15am), 'American Literature 1800-1900' (September 12, 2016 8:00am-8:15am), and 'American Literature 1800-1900' (September 16, 2016 8:00am-8:15am). Each class entry has an 'Edit details' button (pencil icon) and other action icons like a trash can and a plus sign. A mouse cursor is pointing at the 'Edit details' button for the first class entry.

4. In the Edit class/group dialog box, edit the name and description as needed. If it is an [instructor-created class](#), you can also edit or remove the date, time, and/or duration of the class.
Remember that classes/groups must have either a name or a date/time/duration. They can have both but they must have at least one or the other.
5. Click **SAVE**.
6. The Class List refreshes to include the changes you made.