Editing Recording Information

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In the Kaltura Classroom Application there are two types of recordings:

- Ad hoc - also known as manual recording
- Scheduled – all inputs are predefined. The recording information is view only and not editable for scheduled recordings
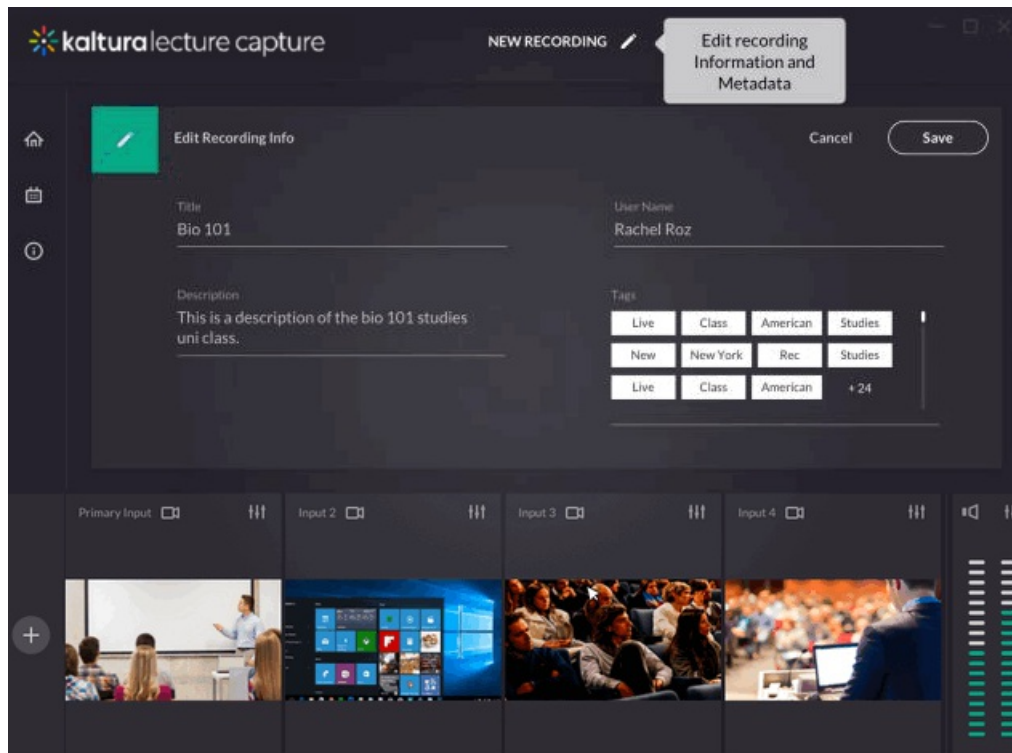
NOTE: This article pertains to ad hoc (manual) recordings only.

Recording Info

You can set the recording details at any time: before, during or after the recording.

⊞ To access the Recording Info screen

- Click on the Pencil icon near the recording name on the top of your main recording screen.

You can add the following information:

- Title of the recording – A default title will be used otherwise.
- Description – A description of your recording.
- Tags – Tags are searchable after the recording is uploaded to Kaltura. Press Enter after each tag you add.
- User Name – The User Name is the owner of the recording and will be able to view it in My Media in KMS and KAF applications.