

## Agenda tab - Add and edit DIY live webcast session

Last Modified on 07/06/2025 3:35 pm IDT

 This article is designated for all users.

### About

This article describes how to add and edit a DIY live webcast session.

DIY live webcasts give you the ability to broadcast/webcast a Kaltura live session directly from a Kaltura Studio room. Simply create a DIY live webcast session, then navigate to the Studio room and begin broadcasting.



Once the session is created, the studio is automatically created as well and is hidden from the general attendees. Moderators and speakers may access the studio via a direct private link. This way, they can begin preparing the studio ahead of the broadcast. The agenda, on the other hand, is available to all on the event site.

### Add DIY live webcast session


There are two ways to add a session to your event:

- On the Event Overview page, in the Agenda at a glance section, click **Add session**.

Agenda at a glance

Add session

Full agenda




Opening Keynote

Live webcast

Published

10:00 AM - 10:30 AM Tue, February 02




Marketing for Gen-Z: The right way

Pre-recorded

Published

10:00 AM - 10:30 AM Tue, February 02

LIVE



Knights in Marketing ArmorKnight...

Pre-recorded

Published

10:00 AM - 10:30 AM Tue, February 02

3 more sessions

- On the Event Agenda page, click **+ Add session**.

← All

Event site

Kaltura Marketing

Virtually Live!

Overview

Event details

Branding

Event site editor

Registration

Agenda

Media

People

Interactions

Analytics

Integrations

Settings























Agenda

All

4 Sessions

EST (GMT-5)

+ Add Session

Date and Time	Name	Speakers	Site visibility
10:00 AM - 10:30 AM Tue, September 20, 2024 LIVE	Opening Keynote Live Webcast	SN    +2	Published   
10:30 AM - 11:00 AM Tue, September 20, 2024	Marketing for Gen-Z: The right way Interactive Room	 	Published   
1:00 PM - 1:30 PM Tue, September 20, 2024	Demystifying Marketing Automation Pre-recorded	 	Published   
2:00 PM - 3:30 PM Tue, September 20, 2024	Video Experience Delivery DIY Live Broadcast	SN    +2	Published   

<

1

>

The Add session pop-up screen displays.

**Interactive room**

Speak with your attendees, maximize the conversation.  
Perfect for a small to medium size audience

**Live webcast**

Deliver a production-level presentation or session in real time  
to a very large audience.

**Pre-recorded**

Save time by pre-recording speaker presentations or simply  
present your session live to a very large audience.

**DIY live webcast**


Broadcast high quality live session directly from your browser,  
no production needed

Select **DIY live webcast**. The New session DIY live webcast screen displays.

## New session


DIY live webcast

Recommended size: 1920x1080 px

 **Upload thumbnail**



**Title (required)** 0/120

**Description**

**B** *i* U   

**Tags**

Add tags ▼

Date	Time	Duration (Minutes)
 08/16/23	 4:30 pm	30 <span style="float: right;">▲▼</span>

**Speakers**

Add speakers ▼

**Moderators (required)** 

Add moderators to monitor and support attendees' questions

Add moderators ▼

**Moderation & studio links to share with speakers and moderators**

Moderators can manage the session and support attendees via the moderation app. Speakers can prepare their session before it starts via the broadcast studio.


 **Go to app**
 **Copy app link**
 **Copy studio link**

 **AI assistant**

Boost audience engagement with actionable AI suggestions based on real-time data.

☐ **Activate**

**Visibility**

 **Published** ▼

This session is available on the event agenda

Cancel
Create

### 1. You may add the following information:

- **Header** - Click **Upload thumbnail** and choose the desired file. We recommend using an image size of 1920x1080 px.
- **Title** (required) - Type a title for your session (char limit is 120). Please note: Characters "<" and ">" are not supported.

- **Description** - Type a description for your session.
- **Tags** - Apply existing or create new useful, relevant tags for your session to help categorize it within the event. You may then filter your [Agenda page](#) and the [Agenda section of Page builder](#) based on these unique tags.
  - **To apply a tag** - Click in the Add tags field. Start typing the first few letters of a tag and a list of matching tags will populate for you. Click to select the checkbox next to the desired tag.

people's every day, anywhere on the customer journey.

Tags

Connect X Keynote X SEO Solutions ^

+ Create tag "SEO Solutions"

☒ Connect

☐ Enterprise


☒ Keynote

☐ Sales

☐ Strategy Showcase

☐ Social Media Insights

☐ Tech

 Published ▼ This session is available on the event agenda

- **To create a new tag** - Type your new tag in the Add tags field, then click **+Create tag "[tag name]"**.


people's every day, anywhere on the customer journey.

Tags

SEO Solutions ^

+ Create tag "SEO Solutions"

- **To detach a tag from a session**, simply click "X".

 Session tags are visible to event attendees.

- **Date** (required) - Choose the day your session will start.

- **Time** (required) - Choose the time your session will start.
  - **Duration** (required) - Choose the duration of your session (in minutes). Max duration is 1440 minutes (24 hours).
2. To add speakers to this session, click in the Speakers field and start typing the name of a user who has been assigned a Speaker role. The name is auto filled. Click to select the user.

**Speakers**

Connie ^

☐

**CP** **Connie Peters** connie.peters@ABCcompany.com

If no results are found, click **Invite speaker**. This re-directs you to the Speakers page where you can invite speakers to your event.

3. To add moderators (required) to this session, click in Moderators (required) field and start typing the name of a user who has been assigned a Moderator role. The name is auto filled. Click to select the user.

**Moderators (required)**

Add moderators to monitor and support attendees' questions

John ^

☐

**JB** **John Baker** john.baker@ABCcompany.com

If no results are found, click **Invite moderator**. This re-directs you to the Moderators page where you can invite moderators to your event.



Team members who created the event (AKA "Event organizers") are **automatically** assigned as Moderator to both the event they created (at the "Event Level") and the first session that was created as part of the event (at the "Session Level").

4. Moderation and studio links - Click **Go to app** to access the chat moderation app, which allows you and your moderators to organize, manage, and answer Q&A threads; publish polls and Q&As; and answer private chats during the session. Click **Copy app link** to share a link to the moderation app with your moderators.

#### Moderation & studio links to share with speakers and moderators

Moderators can manage the session and support attendees via the moderation app. Speakers can prepare their session before it starts via the broadcast studio.

 [Go to app](#)  [Copy app link](#)  [Copy studio link](#)



After you've saved your new session, one link becomes active and four additional links display via the [Edit Session](#) page.

**Copy studio link** - Let the moderators and speakers assigned to the session access the studio and begin preparing ahead of the broadcast. See [Share a direct private link to the Kaltura Studio room with moderators and speakers](#).

#### Moderators (required)

Add moderators to monitor and support attendees' questions

JH

×

Add moderators


▼

#### Moderation & studio links to share with speakers and moderators

Moderators can manage the session and support attendees via the moderation app. Speakers can prepare their session before it starts via the broadcast studio.

 [Go to app](#)  [Copy app link](#)  [Copy studio link](#)

#### Site visibility

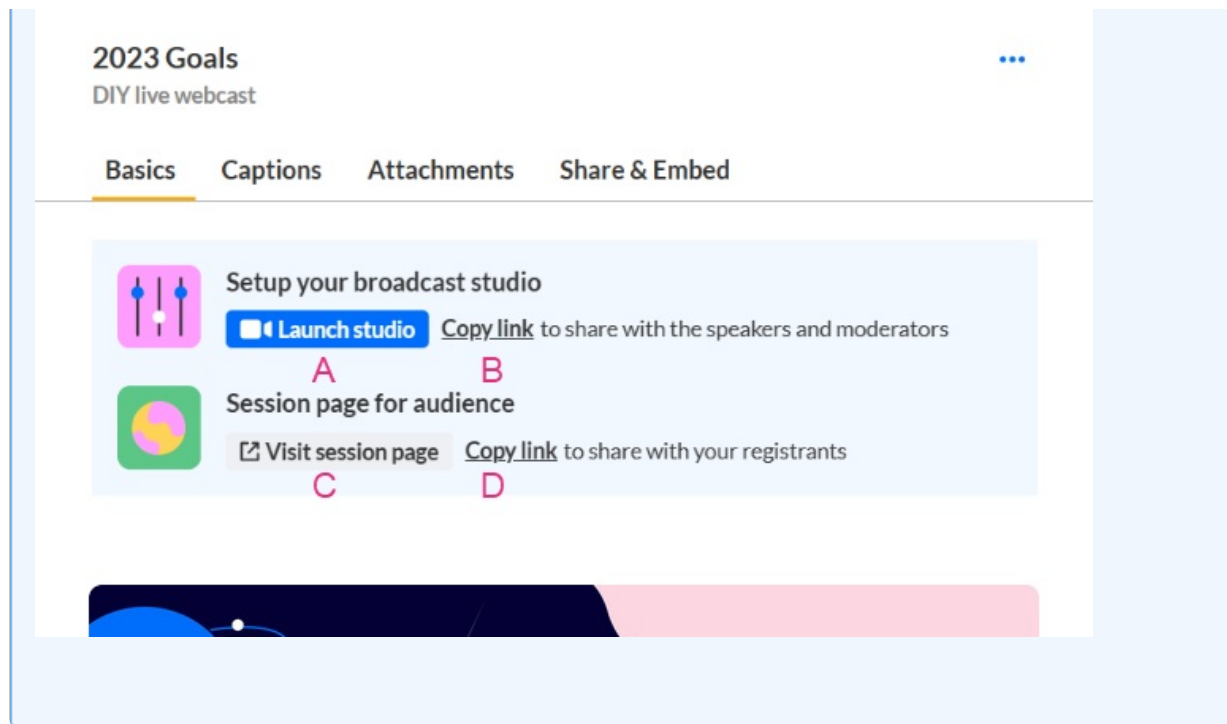
 [Published](#) ▼ This session is available on the event agenda

**A - Launch studio** - Activate your broadcast studio, add files to your playlist, and start broadcasting directly from a Kaltura room. See [Activate and prepare the studio ahead of the broadcast](#).

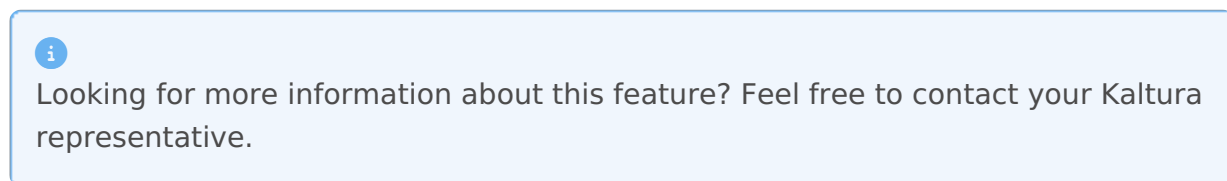
**B - Copy link** - Let the moderators and speakers assigned to the session access the studio and begin preparing ahead of the broadcast. See [Share a direct private link to the Kaltura Studio room with moderators and speakers](#).

**C - Visit session page** - Access the session directly from the Edit Session page.

**D - Copy link** - Copy a direct link to the session page for sharing purposes.



5. Click to activate Kaltura's AI assistant for this session.

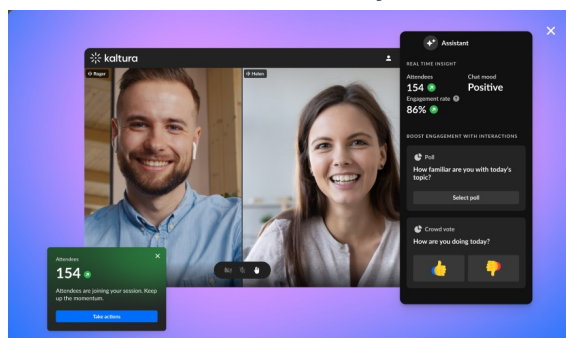


## AI assistant

Boost audience engagement with actionable AI suggestions based on real-time data.

☐ **Activate**

You are asked to confirm your action.



## Your AI session assistant

Take action based on your session data with one click. Get real-time suggestions for interactive content and track audience mood to boost engagement.

**Activate assistant**

Click **Activate assistant**. You may click the "X" button to cancel the action.



#### When *activated*

- The [Assistant tab](#) displays for moderators in the Chat and Collaboration widget. The Assistant tab provides information on attendee numbers, chat mood (results of sentiment analysis), engagement rate (viewers who watch in full screen or with the focus on the tab and sound on), and time to end.
- The [Live stage tab](#) of the Chat and Collaboration widget displays the same information for moderators.

#### When *deactivated*

- The [Assistant tab](#) does not display for moderators in the Chat and Collaboration widget.
- The [Live stage tab](#) of the Chat and Collaboration widget displays information on attendee numbers, turnout (percentage of those registered who are actually logged into the session), engagement rate (viewers who watch in full screen or with the focus on the tab and sound on), and time to end.

#### 6. Choose visibility of the session.

Private - The session will be available only for team members, not for attendees.

Unlisted - The session will be reachable via direct link only.

Published - The session will be available on the event agenda.



The Session recording area is accessible via the [Edit Session](#) page once the live session is finished.

7. Once you are finished completing the fields, click **Create**. (The **Create** button is enabled only after you've begun filling in the fields.) The new session is now added to your event.


## Edit DIY live webcast session

There are two ways to reach session editing capabilities:

- On the Event Overview page, in the Agenda at a glance section, hover over the session you would like to edit, then click the blue pencil (edit) icon.

Agenda at a glance




Add session
Full agenda




### 2023 Goals

DIY live webcast Published

10:00 AM - 10:30 AM Tue, February 02







### Marketing for Gen-Z: The right way

Pre-recorded Published

10:00 AM - 10:30 AM Tue, February 02

**LIVE**










### Knights in Marketing ArmorKnight...

Pre-recorded Published

10:00 AM - 10:30 AM Tue, February 02

3 more sessions

- On the Event Agenda page, click the name of the session, or the three blue dots to the right of the session and choose **Edit**.

← All





























Event site
Kaltura Marketing

Virtually Live!

Overview
Event details
Branding
Event site editor
Registration
**Agenda**
Media
People
Interactions
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Settings

## Agenda

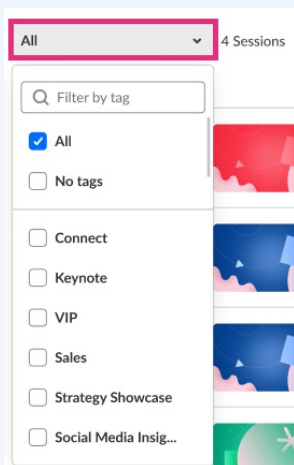
All
4 Sessions
EST (GMT-5)
+ Add Session

Date and Time	Name	Speakers	Site visibility
10:00 AM - 10:30 AM Tue, September 20, 2024	 <b>2023 Goals</b> DIY live webcast	    +2	Published    <div> Edit Publish on Video portal Delete </div>
10:30 AM - 11:00 AM Tue, September 20, 2024	 <b>Marketing for Gen-Z</b> Interactive session	 	Published   
1:00 PM - 1:30 PM Tue, September 20, 2024	 <b>Demystifying Marketing Automation</b> Pre-recorded	 	Published   
2:00 PM - 3:30 PM Tue, September 20, 2024	 <b>Video Experience Delivery</b> DIY Live Broadcast	    +2	Published   

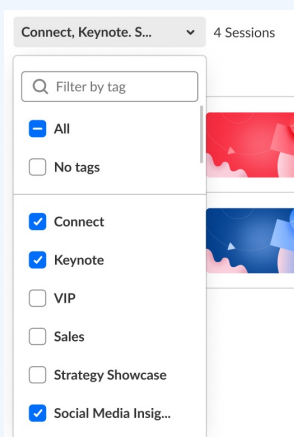
1

**Filter Agenda page by tags** - You may filter and search for sessions by tag(s).

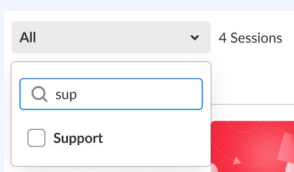
Click in the All field. A list of available tags display.



In our example below, we have clicked the checkboxes to filter the agenda by the tags "Connect", "Keynote", and "Social Media Insight".



You may also start typing the first few letters of a tag and a list of matching tags will populate for you. You may then click the checkbox to filter by that tag.



The Edit session page displays with the Basics tab open by default.


**Marketing for Gen-Z: The right way**  
DIY live webcast


✦ Create with AI ...

**Basics** Captions Attachments Share & Embed



**Setup your broadcast studio**

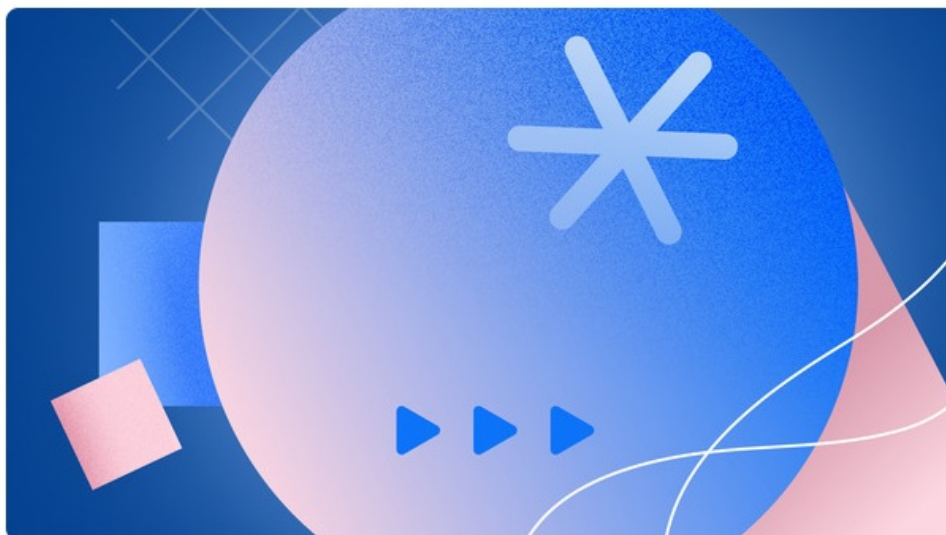

[Launch studio](#)
[Copy link](#) to share with the speakers and moderators



**Session page for audience**

[visit session page](#)
[Copy link](#) to share with your registrants


[Visit session page](#)


[Copy session link](#)



 [Edit thumbnail](#)

Title (required) 43/120

Marketing for Gen-Z: The right way

Description

**B**
*i*
u
 $\frac{1}{2}$ 
 $\frac{2}{3}$ 


With the rise of virtual events, the divide between business get-togethers and other marketing channels has become blurrier than ever, and a new digital marketing funnel has emerged. But it couldn't have happened without the creativity and smarts of all those marketers who wielded their events into immersive experiences and personal interactions that fit right into people's every day, anywhere on the customer journey.


Tags

Add tags

Date

 08/16/23

Time


 4:30 pm

Duration (Minutes)

30

Speakers

 **Chris Core**  [Add speakers](#)

Moderators (required) 

Add moderators to monitor and support attendees' questions






[Add moderators](#)


 Celine Garnier  Brian Dennis  +13 Add moderators

#### Moderation & studio links to share with speakers and moderators

Moderators can manage the session and support attendees via the moderation app. Speakers can prepare their session before it starts via the broadcast studio.

 [Go to app](#)

 [Copy app link](#)

 [Copy studio link](#)

#### AI assistant

Boost audience engagement with actionable AI suggestions based on real-time data.

☐ **Activate**

#### Visibility



**Published** ▼

This session is available on the event agenda

#### Session media

The last recording is published automatically to the session page, but you can remove or replace it with any video.



The recording will start automatically  
once you go live

Entry ID: 1\_4wwfsfga

Created: 09 January 2022 at 12:45 pm

Modified: 11 January 2022 at 09:57 am

## Create with AI

Enrich and repurpose your content into engaging, snackable experiences with Kaltura's AI-powered post-production assistant. Click to access [Content Lab](#) functionality. This button will be active and enabled only on sessions with applicable media uploaded. See [Create highlight clips with AI](#), [Create a summary and chapters with AI](#), and [Enrich metadata with AI](#) for more information.

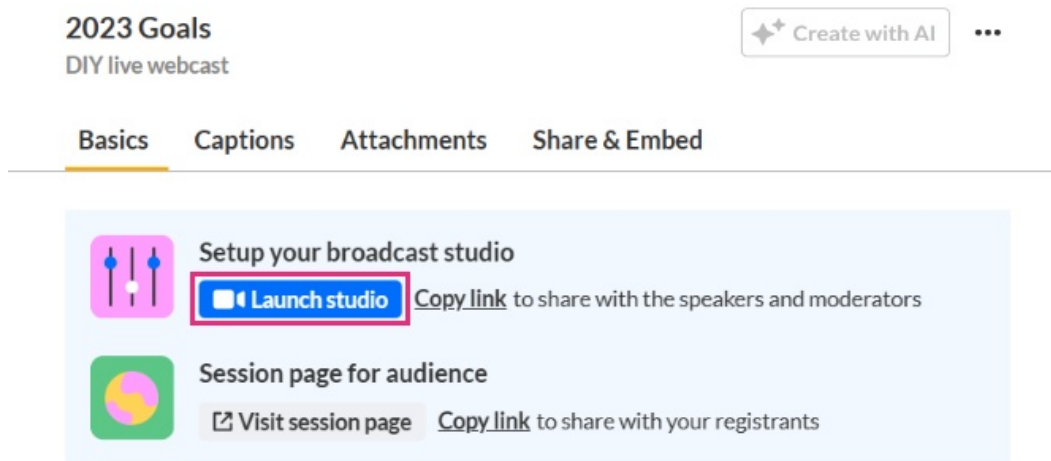
## Basics tab

### Activate and prepare the studio ahead of the broadcast

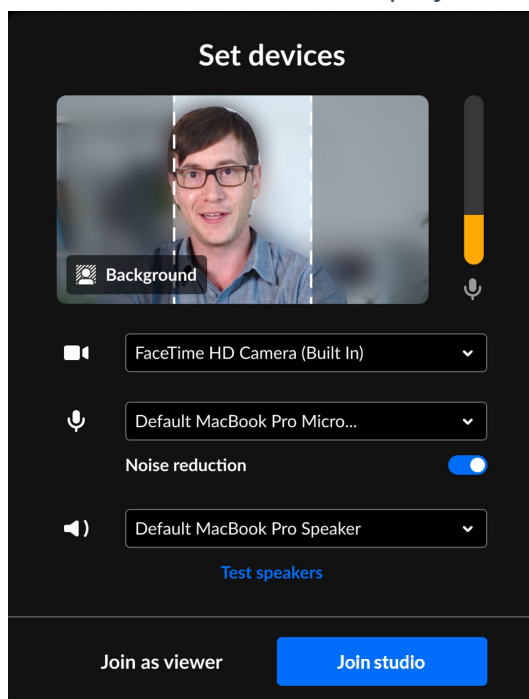
You may activate your broadcast studio, add files to your playlist, and start broadcasting

directly from a Kaltura room.

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Click the **Launch studio** button.

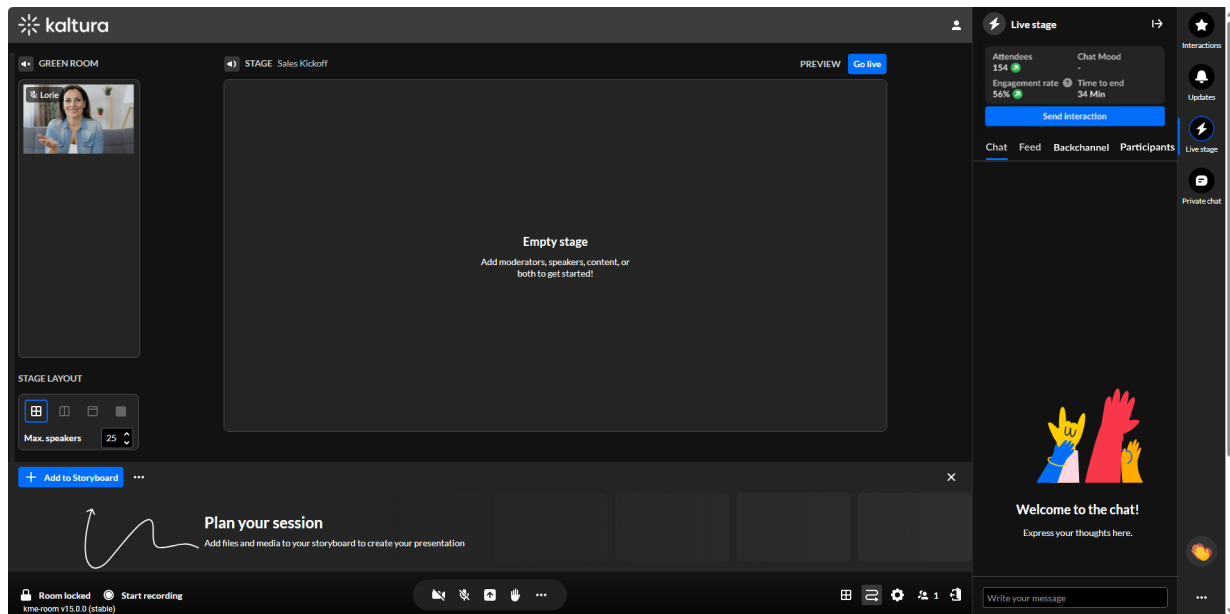


The Set devices screen displays.



See [Entering the Kaltura Studio room - device setup](#).

4. Click the **Join studio** button. The Kaltura Studio room displays.

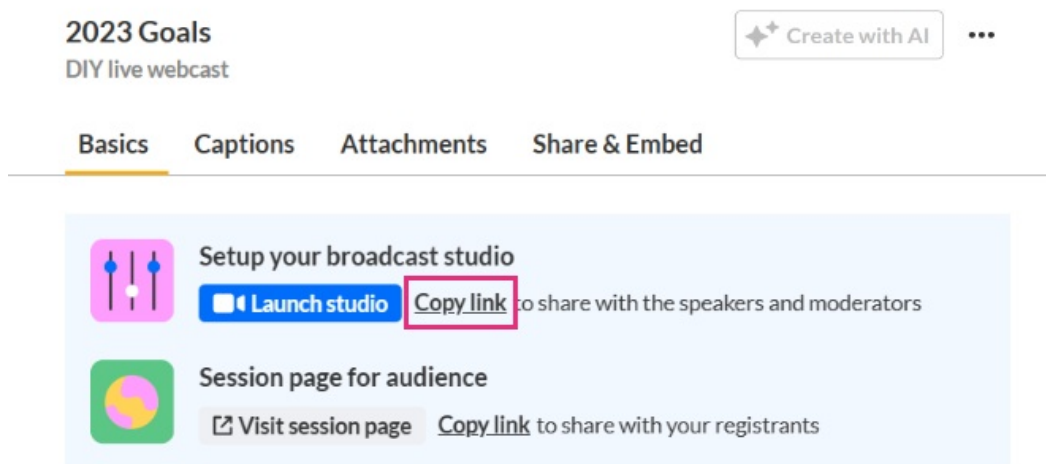


See the [Kaltura Studio room](#) of the Kaltura Knowledge Center for complete information.

Share a direct private link to the studio with moderators and speakers

Let the moderators and speakers assigned to the session access the studio and begin preparing ahead of the broadcast.

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Click **Copy link**.



4. Share this link with moderators and speakers of the session.



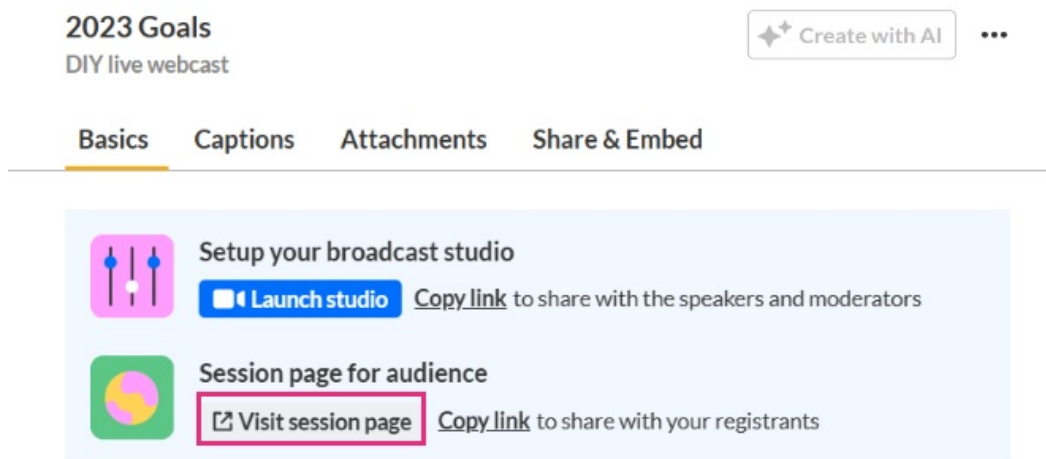
Speakers cannot enter the room and begin preparing until the moderator clicks the

**Start Meeting** button on the session page.

## Visit the session page

You may access the session directly from the Edit Session page.

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Click **Visit session page**.




You are redirected to the session page.

## Share a direct link to the session page


You may copy a direct link to the session page for sharing purposes.


1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Click **Copy link**.



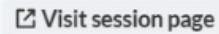


Setup your broadcast studio

 **Launch studio** [Copy link](#) to share with the speakers and moderators



Session page for audience

 **Visit session page** [Copy link](#) to share with your registrants

4. Share this link with attendees

## Edit your session details

Edit details like your session's title and description; change the date, start time, or duration of your session; add or remove speakers and moderators, etc.

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Make appropriate edits. Click [here](#) for a refresher on any of the editable fields on this page. They're the same ones you completed when you created the new DIY session.
4. Click **Save changes**.

The session is now updated with the new information.

DIY live sessions include automated transition from live to VOD (meaning, once the live session is finished, the recording is automatically published). Your session recording is displayed in the Session recording section of the Edit Session page > Basics tab.

The last recording is published automatically to the session page, but you can remove or replace it with any video.

18



The session recording displays here **only after** the session and stream has been ended for everyone. If you are not seeing a session recording, it means that the session and stream has not yet been ended for everyone.

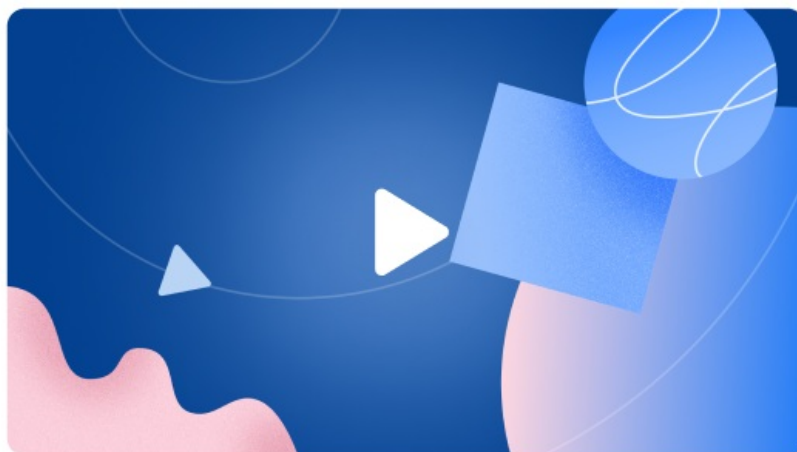
In some cases, Event organizers may not want a VOD available after the session, or they may want to take down the recording, go through some post-production, and then re-upload the recording.

To unpublish or download a recording:

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Scroll down to the Session recording section.

### Session recording

The last recording is published automatically to the session page, but you can remove or replace it with any video.



Duration 1:00:00

 **Unpublish**

 **Download**

 **Choose from Media**

Click **Unpublish** to unpublish the recording. You are prompted to confirm your action. Once the recording is unpublished, it will display on the Media page.

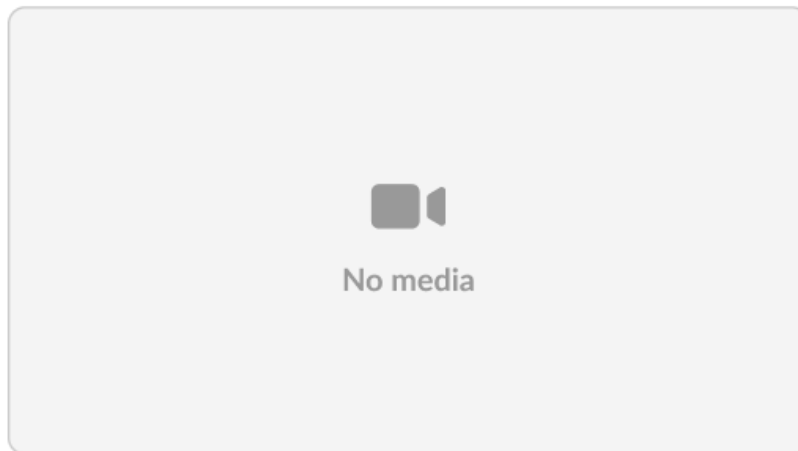
Click **Download** to download the recording. It is downloaded to your local machine.

To upload a new recording:


1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Scroll down to the Session recording section.

### Session recording

The last recording is published automatically to the session page, but you can remove or replace it with any video.



 **Choose from Media**

4. Click **Choose from Media**. The Media page displays.  

5. Click **Select** next to the media you would like to upload to the session. You receive confirmation that the recording was published to the session page and removed from the Media page.

## Captions tab - Manage captions and translation for your session



The ability to order captions and translation must be enabled and configured on your account. If they are not, please contact your Kaltura representative to enquire about adding them. If captions and translation are enabled and configured on your account, you may order them only after creating your session and accessing the Captions tab of the [Edit Session](#) page.



You may order live captions and translation on future sessions only. You may not order live captions or translation on sessions that have already started. If you did not order live captions for the session, and you have a recording of the session, you may order and/or upload captions for that recording.

### To order live captions for a session

1. Access the [Edit Session](#) page.
2. Click on the **Captions** tab.

3. Click **Order captions**. The Order captions screen displays.

X

### Order captions

Service:

Machine

Source Media Language:

English

Feature:

Live Captions

Live Captions Start Time:

At the beginning of the event

Live Captions End Time:

At the end of the event

i We recommend to extend the live captions scheduling to avoid disconnections before the event ends

Submit

4. Complete the fields in the Order captions screen.

- **Feature** - Select Live Captions.
- **Live Captions Start Time** - Choose when the captioning service should start:
  - at the beginning of the event
  - 15 minutes before the event starts (recommended)
  - 30 minutes before the event starts
  - 60 minutes before the event starts
- **Live Captions End Time** - Choose how long captions should run after the scheduled end time:
  - at the end of the event
  - 15 minutes after the event ends
  - 30 minutes after the event ends
  - 60 minutes after the event ends
- **Service** - Select the type of Live Captioning service.
  - Machine - Automated captioning process. (Machine captions must be ordered at least 15 minutes ahead of your session.)
- **Source Media Language** - Select the spoken language of the live stream.

i Multiple languages are supported. Don't see yours? Contact your Kaltura representative to request it.

5. Click **Submit**.



Once captions have been ordered, you may view existing caption requests in the [Edit Session](#) page.



Please note that if you reschedule the event, the original order won't update automatically. You will have to cancel it and place a new order.

## To order live translation for a session

1. Access the [Edit Session](#) page.
2. Click on the **Captions** tab.
3. Click **Order captions**. The Order captions screen displays.

X

### Order captions

Service:

Machine

Source Media Language:

English

Feature:

Live Captions

Live Captions Start Time:

At the beginning of the event

Live Captions End Time:

At the end of the event

*We recommend to extend the live captions scheduling to avoid disconnections before the event ends*

Submit

4. Complete the fields in the Order captions screen.

- **Feature** - Select Translation.

X

### Order captions

Service:

Machine

Source Media Language:

English

Feature:

Translation

Target Translation Language:

Select...

Live Captions Start Time:

At the beginning of the event

Live Captions End Time:

At the end of the event

*We recommend to extend the live captions scheduling to avoid disconnections before the event ends*

Submit

- **Live Captions Start Time** - Choose when the captioning service should start:
  - at the beginning of the event
  - 15 minutes before the event starts (recommended)
  - 30 minutes before the event starts
  - 60 minutes before the event starts
- **Live Captions End Time** - Choose how long captions should run after the scheduled end time:
  - at the end of the event
  - 15 minutes before the event ends (recommended)
  - 30 minutes before the event ends
  - 60 minutes before the event ends
- **Service** - Select the type of Live Translation service.
  - **Machine** - Automated translation process. (Translations must be ordered at least 15 minutes ahead of your session.)
- **Source Media Language** - Select the spoken language of the live stream.



Multiple languages are supported. Don't see yours? Contact your Kaltura representative to request it.

- **Target translation language** - Select one or more languages from the dropdown. Captions can be ordered in parallel for multiple target languages.

5. Click **Submit**.



Once captions have been ordered, you may view existing caption requests in the [Edit Session](#) page.



Please note that if you reschedule the event, the original order won't update automatically. You will have to cancel it and place a new order.

## Status definitions

- **Pending** - The vendor has not yet opened the request
- **Scheduled** - The request has been accepted and is being processed
- **Completed** - The captioning job was completed successfully



Only start streaming when all caption orders show **Scheduled**. If the status is **Pending**, wait and refresh the list manually.

## Best practices for live captioning

- Start streaming a few minutes early to ensure full caption coverage.
- Machine captions must be ordered at least 15 minutes before the event.
- You can cancel machine orders any time before the event.
- Captions apply to the primary stream only - backup streams aren't supported.
- Events must be at least 10 minutes long (600 seconds minimum).
- Captions can last up to 8 hours per session

## To order captions for a session recording

1. Access the [Edit Session](#) page.
2. Click on the **Captions** tab.
3. Click **Order captions**. The Order captions screen displays.

Order captions

Service:

Machine

Source Media Language:

English

Feature:

Captions

Submit

4. From the Feature pull-down list, choose **Captions**.
5. Click **Submit**.



Once captions have been ordered, you may view existing caption requests in the [Edit Session](#) page.

## To upload captions for a session recording

1. Access the [Edit Session](#) page.
2. Click on the **Captions** tab.
3. Under Upload captions, click **Upload**. The Upload captions screen displays.



✕

### Upload captions

Captions file

Upload
We support SRT, DFXP, CAP, SCC and WEBVTT file types

Language

Select ▼

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Add caption

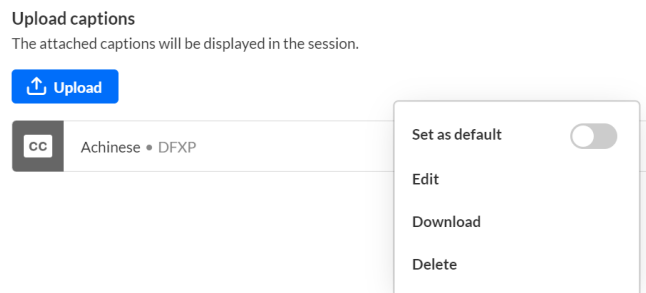
4. Click **Upload** to choose the desired captions file from your computer, select the language, then click **Add caption**. As you add captions, they display on the Captions tab under Upload captions.



Please note - You may upload only one file per language.

To set as default, edit, download, and delete captions for a session recording

1. Access the [Edit Session](#) page.
2. Click on the **Captions** tab.
3. Click the three blue dots to the right of each caption file for additional functionality.



- Choose **Set as default** to set the caption file as the default.
- Choose **Edit** to edit the caption file.

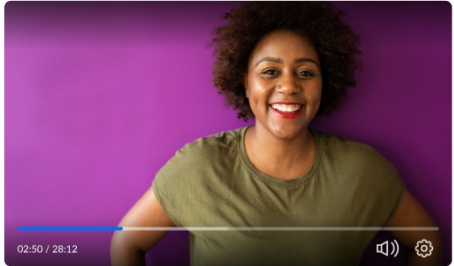
The Edit Captions page displays. See [Editing Captions](#) for more information.

English - English
Edit details

Revert
Save

Q Search
Replace
Add speaker
Autoscroll

<input type="checkbox"/>	00:00:26	00:00:26	Lorem Ipsum
<input type="checkbox"/>	00:00:26	00:00:26	Lorem ipsum dolor sit amet, consectetur adipiscing elit.
<input type="checkbox"/>	00:00:26	00:00:30	Proin aliquet enim eget est convallis molestie.
<input type="checkbox"/>	00:00:26	00:00:26	Proin aliquet enim eget est convallis molestie. Aenean eget ornare dui. Integer feugiat nisl ac faucibus tincidunt.
<input type="checkbox"/>	00:00:26	00:00:26	Mauris neque metus, consectetur at vehicula at, sodales ut massa.
<input type="checkbox"/>	00:00:26	00:00:26	Aliquam finibus, ante rhoncus finibus porttitor, mauris elit commodo justo, non cursus neque tellus non lacus. Proin in ligula eu odio semper eleifend. Ut ultrices vulputate nisl sed feugiat.
<input type="checkbox"/>	00:00:26	00:00:26	Suspendisse quis libero ut eros sodales maximus non eu leo. Sed sit amet augue ipsum.


02:50 / 28:12

Proin aliquet enim eget est convallis molestie.

- Choose **Download** to download the captions file to your machine.
- Choose **Delete** to delete the caption file

## Attachments tab - Manage attachments for your session

Provide your audience a greater immersive experience and more value by enriching your session with downloadable content. Manage content like documents, spreadsheets, presentations, audio/video files, and images for your session on the Attachments tab.

Supported file types consist of the following:

- Media files - \*.mts;\*.MTS;\*.qt;\*.QT;\*.mov;\*.MOV;\*.mpeg;\*.MPEG; \*.avi;\*.AVI;\*.mp4; \*.MP4; \*.vob;\*.VOB;\*.flv; \*.FLV; \*.f4v; \*.F4V; \*.asf;\*.ASF; \*.wmv;\*.WMV;\*.m4v;\*.M4V;\*.3gp;\*.3GP; \*.mkv;\*.MKV;\*.arf;\*.ARF; \*.webm;\*.WEBM; \*.mxf;\*.MXF
- Document files - 'doc', 'docx', 'docm', 'dotx', 'dotm', 'xls', 'xlsx', 'xlsm', 'xltx', 'xltm', 'xlsb', 'xlam', 'ppt', 'pptx', 'pptm', 'potx', 'potm', 'ppam', 'ppsm', 'odb', 'odc', 'odf', 'odg', 'odi', 'odm', 'odp', 'ods', 'odt', 'otc', 'otf', 'otg', 'oth', 'oti', 'otp', 'ots', 'ott', 'oxf', 'swf', 'pdf'
- Image files - 'jpg', 'jpeg', 'bmp', 'png', 'gif', 'tif', 'tiff'

## Upload attachments to your session

1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.

2023 Goals

DIY live webcast

Create with AI ...

BasicsCaptions**Attachments**Share & Embed

Attach downloadable content to the session.

Upload

File nameCreation date ▾

No attachments yet

- Click on the **Upload** button and choose desired file(s).  
The progress of your upload is displayed.

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BasicsCaptions**Attachments**Share & Embed

Attach downloadable content to the session.

Upload

File nameCreation date ▾

20%

Name  
Uploading

×

When complete, you receive notification of successful upload.

## Edit attachments on your session

- Access the [Edit Session](#) page.
- Click on the **Attachments** tab.

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 Create with AI



Basics Captions **Attachments** Share & Embed

Attach downloadable content to the session.

Upload

File name	Creation date ▾	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

3. Click the three blue dots to the right of the attachment and choose Edit.

## 2023 Goals

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 Create with AI



Basics Captions **Attachments** Share & Embed

Attach downloadable content to the session.

Upload

File name	Creation date ▾	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

Edit



Download

More info

Delete

The Edit details screen displays.

×

### Edit details

**Title (optional)**  
This title will be visible to your attendees.

If you leave this field empty, the original file name will be displayed

**Description (optional)**  
This description will be visible to your attendees.

Add description

---

Save changes

4. Type the title and description (optional). The title should be a more descriptive name for this file. The description should provide context on the file's content. Both will be visible to your attendees.
5. Click **Save changes**.

## Download attachments from your session

1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.

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✦ Create with AI

⋮

Basics
Captions
Attachments
Share & Embed

Attach downloadable content to the session.







Upload

	File name	Creation date ▼	
	Name.mov	10/10/24	⋮
	Roadmap.doc	10/10/24	⋮


3. Click the three blue dots to the right of the attachment and choose Download.

Attach downloadable content to the session.

**Upload**

File name	Creation date	
 <b>Name</b> Uploading		
 <b>Name.mov</b>	10/10/24	
 <b>Roadmap.doc</b>	10/10/24	

Edit

 Download

More info


Delete

The attachment is downloaded to your machine.

## Get information on attachments in your session

1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.



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**Attachments**
Share & Embed


Attach downloadable content to the session.

Upload

File name	Creation date ▼	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

3. Click the three blue dots to the right of the attachment and choose More info.



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**Attachments**
Share & Embed

Attach downloadable content to the session.

Upload

File name	Creation date ▼	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

Edit
Download
More info
Delete

Addition information displays about the attachment.

X

**Roadmap.doc**

**Title:** Roadmap internal

**Description:** We're thrilled to share the latest enhancements to our Virtual Classroom platform, designed to elevate your online learning experience.

**File type:** doc document

**Size:** 870 KB


**Creation date:** 10/10/24

4. Click "X" to exit the screen.

## Delete attachments from your session

1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.



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...

**Basics**   **Captions**   **Attachments**   **Share & Embed**

Attach downloadable content to the session.

Upload

File name	Creation date ▼	
 <b>Name.mov</b>	10/10/24	...
 <b>Roadmap.doc</b>	10/10/24	...

3. Click the three blue dots to the right of the attachment and choose Delete.



2023 Goals  
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Create with AI ...

Basics



Captions

Attachments

Share & Embed

Attach downloadable content to the session.

Upload

File name	Creation date	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

Edit  
Download  
More info  
Delete

You are asked to confirm your action.

### Delete attachment

You're about to permanently delete "Roadmap". You cannot undo this action.

Cancel Delete

#### 4. Click **Delete**.

When complete, you receive notification of successful deletion.

## Share & Embed tab



Looking for more information about this feature? Feel free to contact your Kaltura representative.

When using Kaltura's Live Broadcasting services, you can choose to share (re-stream) your scheduled live event to any RTMP based live broadcasting service. When re-stream

is set, Kaltura will take care of replicating your live stream and concurrently stream it to additional live broadcasting services such as social media live streaming.



You may share (restream) and embed only after creating your session and accessing the Share & Embed tab of the [Edit Session](#) page.



You may share (restream) and embed future sessions only.

1. Access the [Edit Session](#) page.
2. Click on the Share & embed tab.

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Basics

Captions

Attachments

**Share & Embed**

**Embed code**

Broadcast your session on any site where anyone can watch without registering. Note that all viewers will appear anonymously on the session analytics.

Copy

**Social media streams**

Share your live webcast on social media channels.

+ Add stream



To embed the player on an external site:

Click **Copy** to copy the embed code, then paste the embed code into your external site.

To share (restream) your live webcast on a social media channel:

1. Click **+ Add stream**. The Add a social stream window displays.

**Add a social stream**

Social channel (required)

Stream URL (required)

Stream key (required)

Your chosen social channel will provide you with a stream key

[Cancel](#) [Add](#)

2. In the Social channel (required) field, type the name of the social channel (i.e., Facebook, Twitter, etc.).
3. In the Stream URL (required) field, paste in the stream URL provided by the social channel.
4. In the Stream key (required) field, paste in the stream key provided by the social channel.
5. Click **Add**. As you add social channels, they display on the Share & Embed tab under Social media streams.



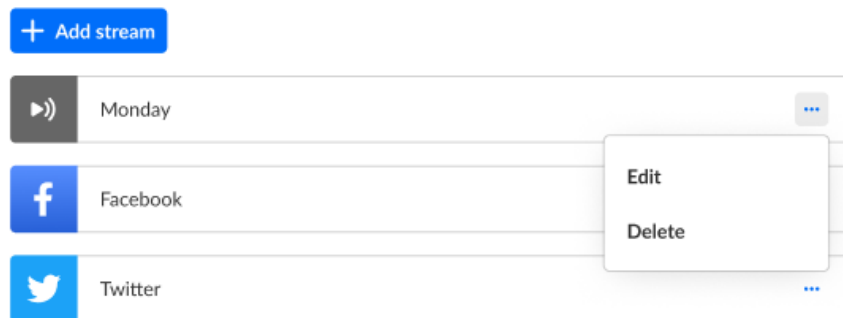
When sessions are embedded or shared (restreamed) on social media, some viewership data will be lost because viewers accessing events via embed or restream are not required to register for the event and will appear anonymously on the session analytics.

#### To edit an existing stream:

1. Click the three blue dots to the right of the desired stream. Additional options display.

### Social media streams

Share your live webcast on social media channels.



2. Click **Edit**. The Edit social stream window displays where you can make your edits, then click **Save**.

### Edit social stream

Social channel (required)

Facebook

Stream URL (required)

Stream key (required)

Your chosen social channel will provide you with a stream key

Cancel

Save

To delete an existing stream:

1. Click the three blue dots to the right of the desired stream. Additional options display.

### Social media streams

Share your live webcast on social media channels.



2. Click **Delete**. You are asked to confirm your action.