# kaltura

# Webcasting Essentials & Admin Agenda

Last Modified on 02/07/2021 12:58 pm IST

> ## OVERVIEW
>
> This session is intended for admin users and provides a walk through of the Webcast application.

Upon completion of this learning session, the participants will be able to:

- Understand how to configure the Webcast application.
- Learn how to prepare and conduct a dry test run.
- Run, publish, and manage their Webcast event.
- Learn how to monitor the Webcast announcements, polls and Q&A functions.
- Understand webcast analytics.
- Learn about the additional webcast options such as self-serve, VCI integration and Outlook/Google integration.

## Agenda

| Topic | Instruction: |
|---|---|
| Greeting/ Introduction | |
| Kaltura Webcasting | - Introduction to Webcasting overview, how to use and what is its purpose? |
| Additional Webcast Options<br><br>- Self- Serve<br>- VCI Integration<br>- Outlook/Google integration | - Learn about the different types of webcasts and integrations you can conduct. |
| Webcast Configuration<br><br>- Application Name<br>- Application Logo URL<br>- DVR Enabled<br>- Transcoding Profile<br>- Live Broadcaster Role | - Learn how to enable your Webcast application and set up your user setting preferences. |

kaltura

| | |
|---|---|
| • Live Broadcaster Role<br>• Win Producer App UI Conf ID<br>• Mac Producer App UI Conf ID<br>• Support Self-Serve<br>• Plater UI Conf ID<br>• Enable Q&A<br>• Enable Polls<br>• Show in Search<br>• Auto Start Event on Broadcast<br>• Live Scheduling enabled<br>• Admins<br>• Export Resources<br>• Manage Resources | |
| **Preparing for an Event**<br><br>• Best Practices<br>• Key participants | • Overview of the webcasting best practices and the key participants that are needed to conduct a successful event. |
| **Creating a Webcasting event**<br><br>• Name<br>• Description<br>• Tags<br>• Projected audience<br>• Location<br>• Start &End Times<br>• Publishing Schedule<br>• Collaboration<br>• Privacy settings | • Learn where and how to create a Webcast event. |
| **Edit Webcasting event**<br><br>• Options<br>• Collaboration<br>• Thumbnails<br>• Presenters<br>• Downloads | • Tips and tricks to enrich your Webcast by taking it a step further and conducting additional actions. |

| | |
|---|---|
| • Captions<br>• Attachments<br>• Live Stream Details<br>• Display<br>• Registration | |
| **Launch Application**<br><br>• Header<br>• Stage<br>• Details<br>• Monitoring | • Overview of the Webcasting application. |
| **Live Stream**<br><br>• Q&A<br>• Notes<br>• Timeline<br>• Polls | • See how end-users view and interact with your Webcast. |
| **Registration** | • Have your participants register for your event by learning how to configure and create a registration profile. |
| **Real-Time Analytics**<br><br>• Engagement<br>• QoS<br>• Upstream<br>• Geolocation<br>• Active Users Per Devices<br>• Explore<br>• User Dimension | • Overview of the analytical data from your Webcast events. |
| **Getting Help / Questions** | |