

Media tab - Manage media for your event

Last Modified on 09/09/2024 2:35 pm IDT

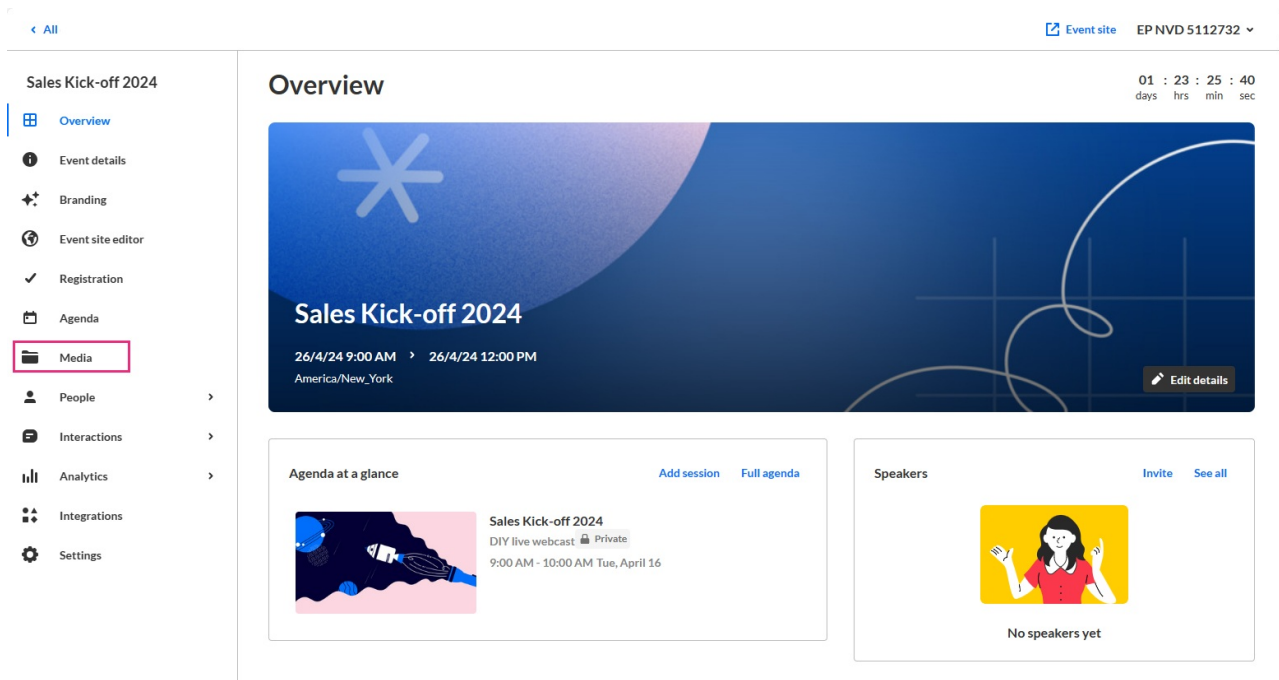
 This article is designated for all users.

About

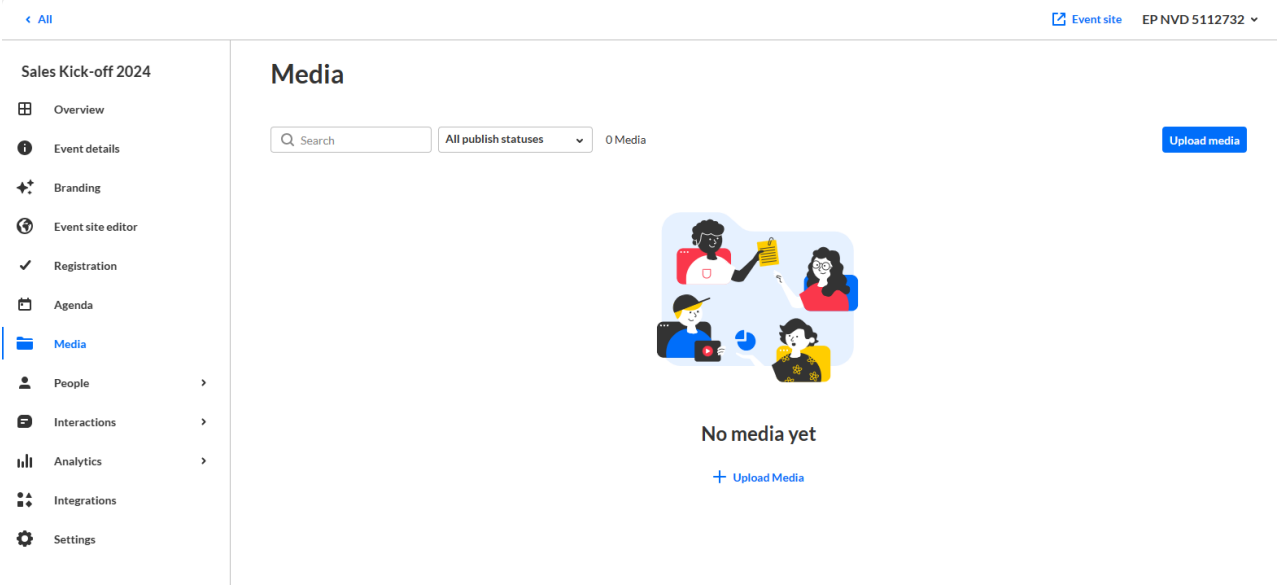
The Media page allows you to upload media to your event site and publish media to your video portal. It also allows you to edit, download, and delete that media.

Navigate to the Media page

From the Event page, click the Media tab.

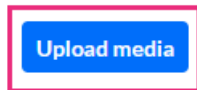



The Media page displays.



Upload media

On the Media page, click on the **Upload Media** button to upload media to your event site.



 All media is uploaded as "Private", meaning it is not discoverable/accessible by attendees and available only for team members. See the following section titled Edit Media for instructions on changing a media's visibility.

Media Publishing Capabilities


You may publish media to your Kaltura video portal(s) per channel and unpublish media from your Kaltura video portal(s) per channel.

Prerequisites and notes:

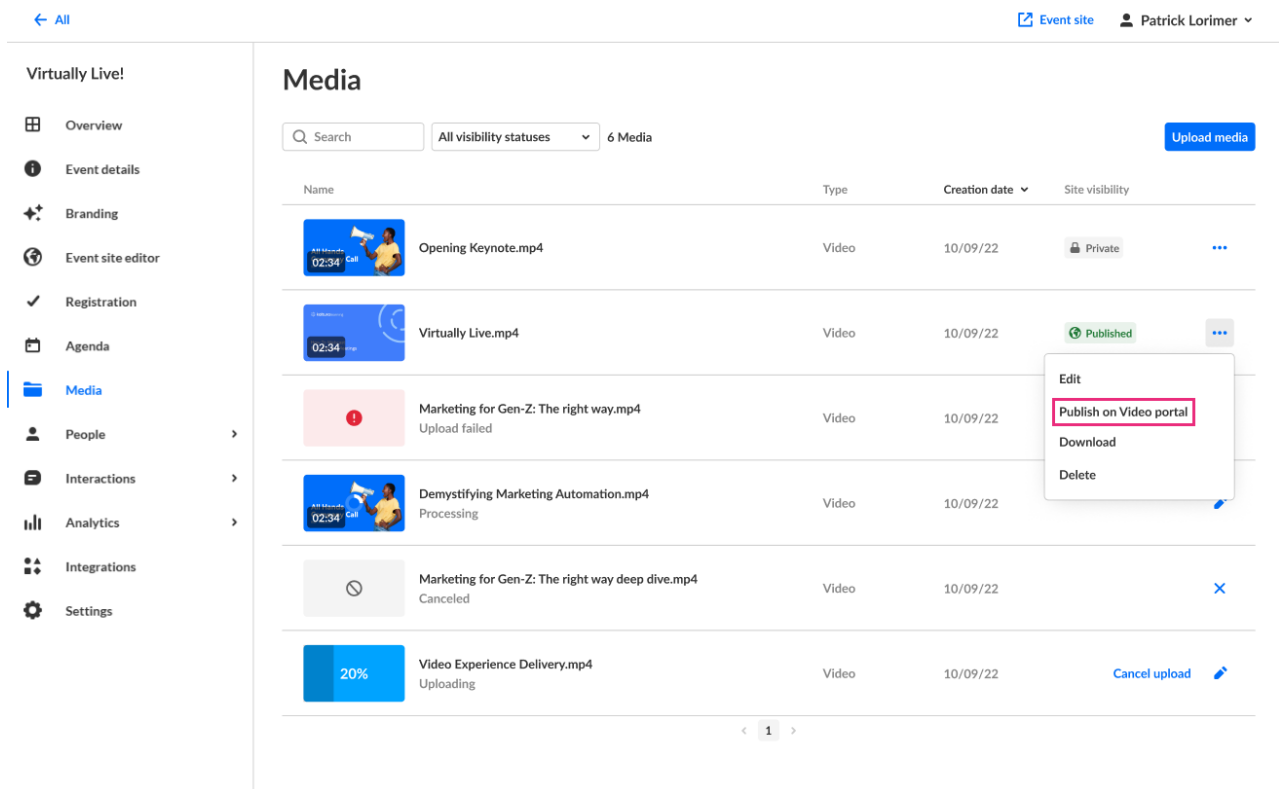
- Video portal(s) must be preconfigured by Kaltura.
- Video portal publishing entitlements apply.

- It may take up to 10 minutes for media to appear in a channel on the Kaltura video portal(s) after publishing.

There are two ways to reach media publishing capabilities - on the Media page, click the three dots and select the appropriate action, or on the Edit Media page, click the three dots and select the appropriate action.

 Menu items that display depend on the published state of the media. If the media is not published, the menu item is "Publish on Video portal". If the media is published, the menu item is "Change Video portal settings".

Media page example:






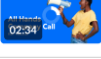
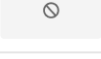
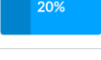
← All Event site Patrick Lorimer

Virtually Live!

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

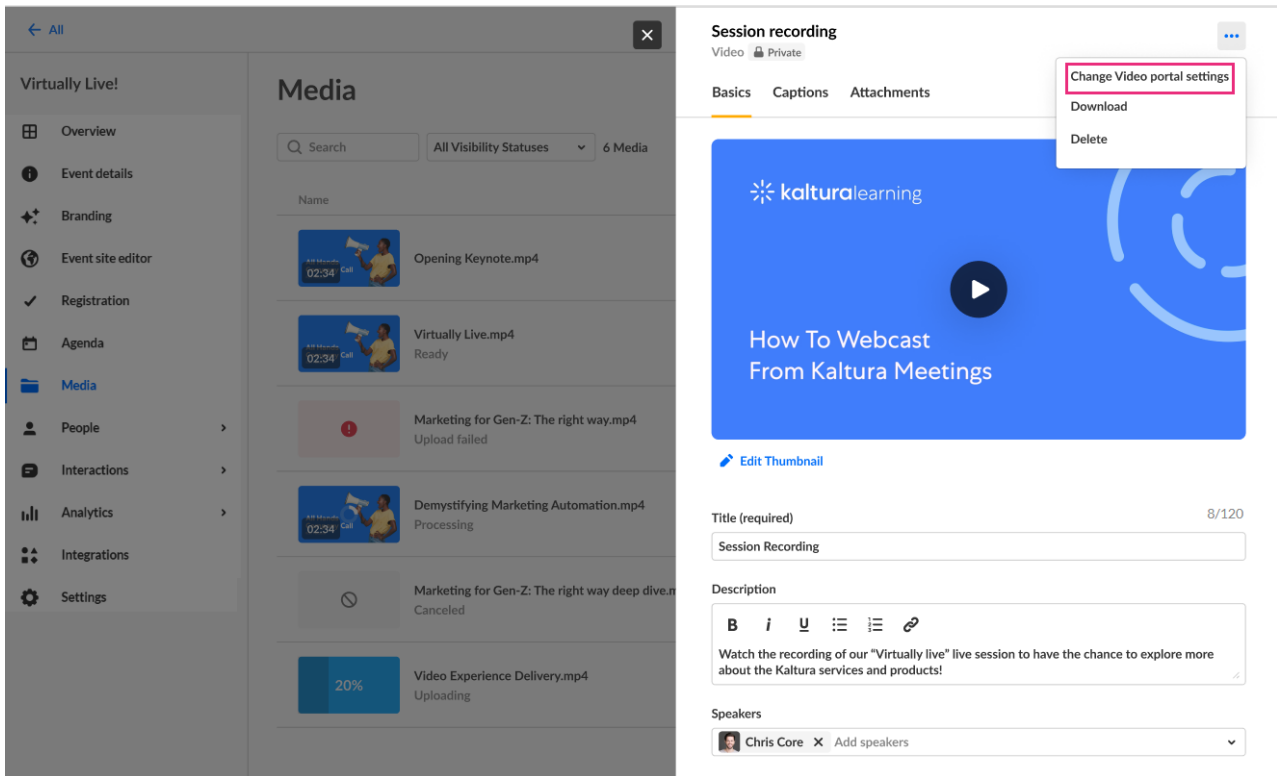
Media

Search All visibility statuses 6 Media Upload media

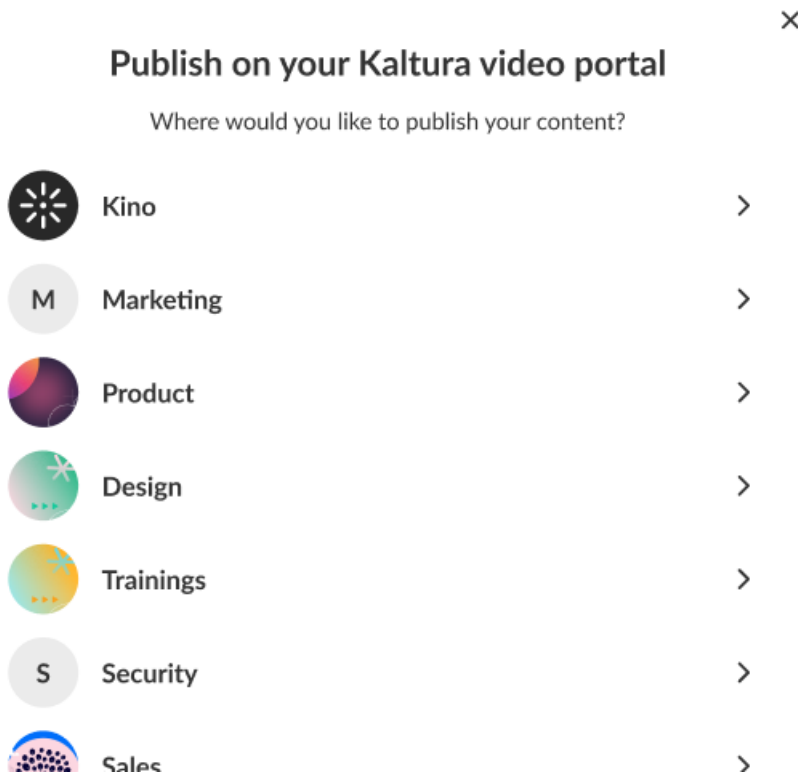
Name	Type	Creation date	Site visibility
 Opening Keynote.mp4	Video	10/09/22	Private
 Virtually Live.mp4	Video	10/09/22	Published
 Marketing for Gen-Z: The right way.mp4 Upload failed	Video	10/09/22	
 Demystifying Marketing Automation.mp4 Processing	Video	10/09/22	
 Marketing for Gen-Z: The right way deep dive.mp4 Canceled	Video	10/09/22	
 20% Video Experience Delivery.mp4 Uploading	Video	10/09/22	Cancel upload

< 1 >

Edit Media page example:





Regardless of if you chose Publish on Video portal or Change Video portal settings, the Publish on your Kaltura video portal screen displays. This screen lists all the Kaltura video portals to which you have access.

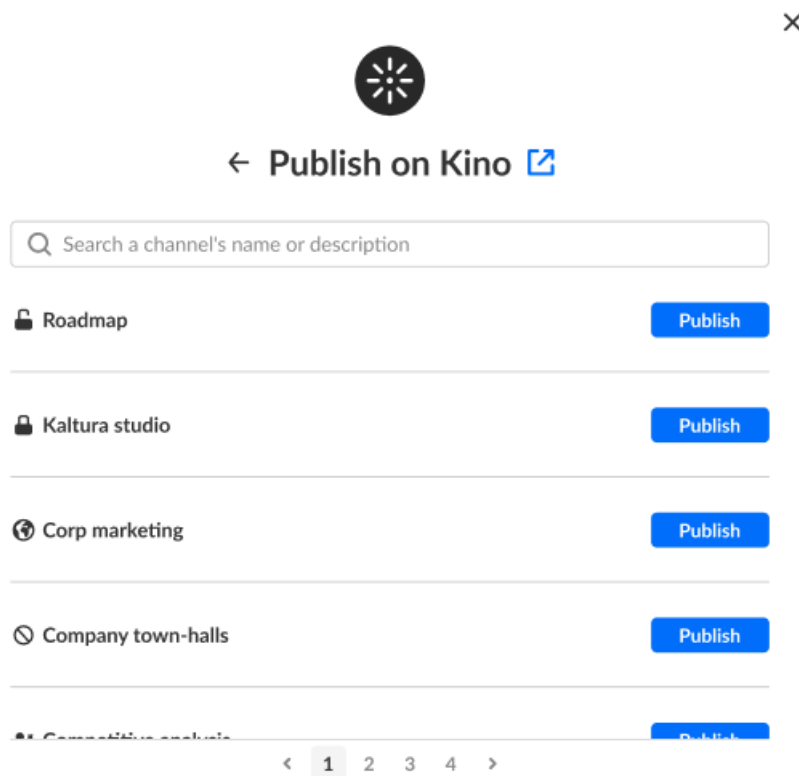


In our example above, the user has access to multiple Kaltura video portals.

Click on the appropriate video portal. The Publish on [video portal name] screen displays. This screen lists all the channels to which you have access in this Kaltura video portal.


 If you have access to only one Kaltura video portal, you are taken directly to the Publish on [video portal name] screen.


 If you do not have access to any Kaltura video portals, you are taken to a screen which allows you to check out Kaltura's video portal and explore its main features and functions.



In our example above, the user has access to multiple channels in this Kaltura video portal.

To publish media, click the **Publish** button next to the appropriate channels. You may search for a channel's name or description on this screen as well.

 If no channels exist in this Kaltura video portal, you receive a message instructing you to create a channel in this Kaltura video portal before proceeding.

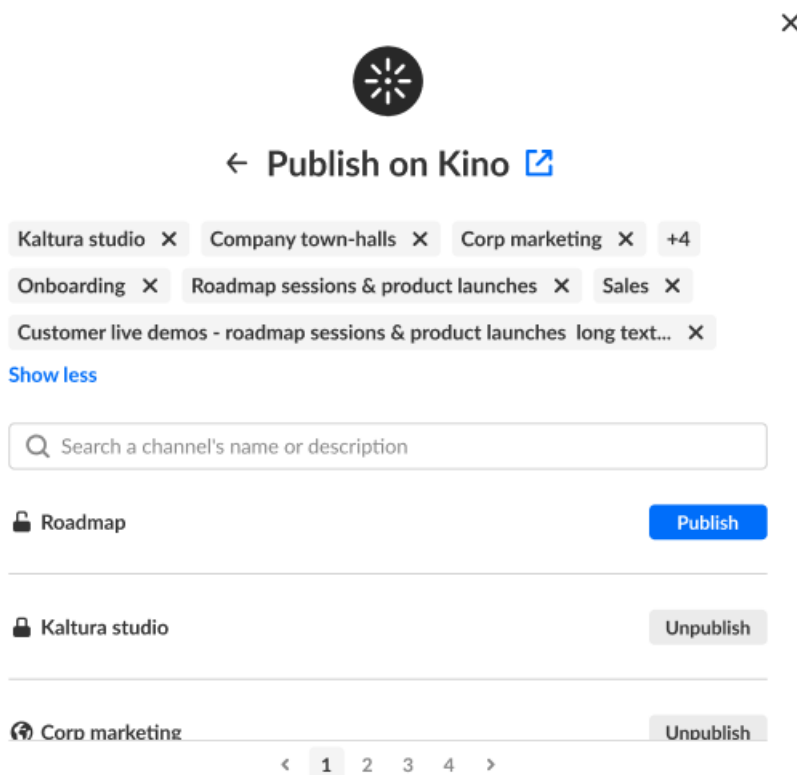
 A note on publishing entitlements:

- **Restricted - all logged in users can view content and only channel members can contribute content.**
- **Public, restricted - anyone can view content (including anonymous, not logged-in users),**

only channel members can contribute content according to their publishing entitlements.

- **Shared Repository** - only channel members can view and contribute content; content may be published to other channels, according to publishing entitlements.
- **Private** - only channel members can view and contribute content.
- **Open** - all logged in users can view and contribute content (contribution is not allowed for viewer-role users).
- **Public, open** - anyone can view content (including anonymous, not logged-in users) and all logged in users can contribute content.

As you click **Publish**, the channel(s) which this media is published display in a list directly below the name of the Kaltura video portal.



The screenshot shows a modal window titled "Publish on Kino" with a close button (X) in the top right. Below the title is a list of selected channels: "Kaltura studio", "Company town-halls", "Corp marketing", "Onboarding", "Roadmap sessions & product launches", "Sales", and "Customer live demos - roadmap sessions & product launches long text...". A "Show less" link is below the list. A search bar is present with the placeholder "Search a channel's name or description". Below the search bar is a list of channels with their respective "Publish" or "Unpublish" buttons:

Channel Name	Action
🔒 Roadmap	Publish
🔒 Kaltura studio	Unpublish
🌐 Corp marketing	Unpublish

At the bottom of the channel list is a pagination control showing page 1 of 4.

To unpublish media from a channel, click the "X" next to the channel name in the list directly below the name of the Kaltura video portal, or click the **Unpublish** button to the right of the channel name.

Download or delete media

You may download media to your computer or delete media that has been uploaded to the site. Click the three blue dots and select the appropriate action.


Unlisted




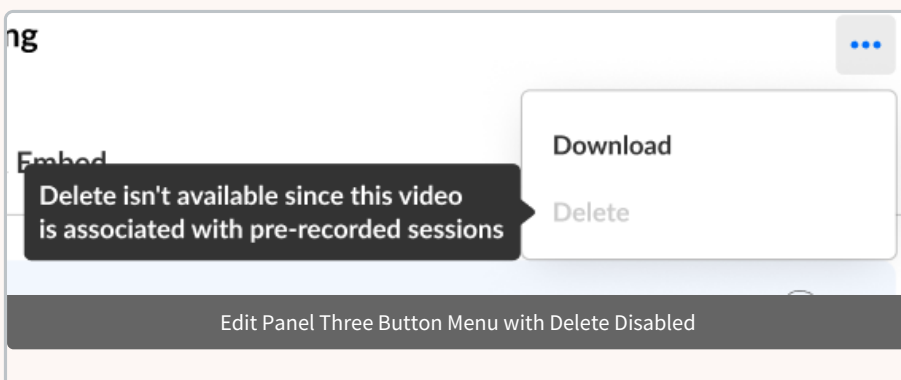
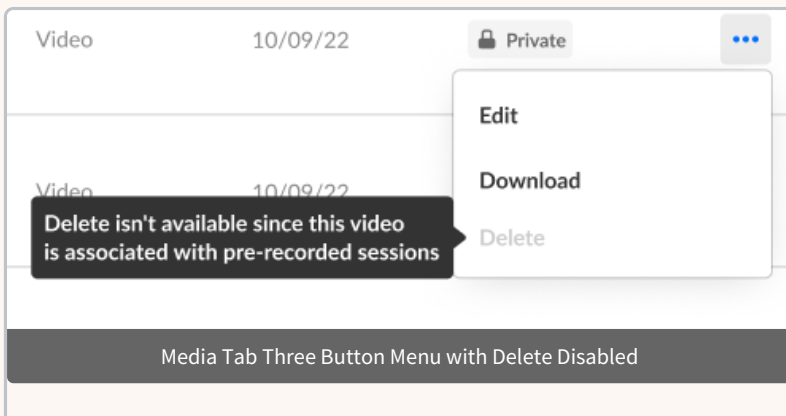
Edit

Download

Delete

 When deleting media, you will be asked to confirm your action.

 A media that is associated with a pre-recorded session cannot be deleted (i.e., the delete menu option is disabled); you must replace the source before deleting the media.



Edit media

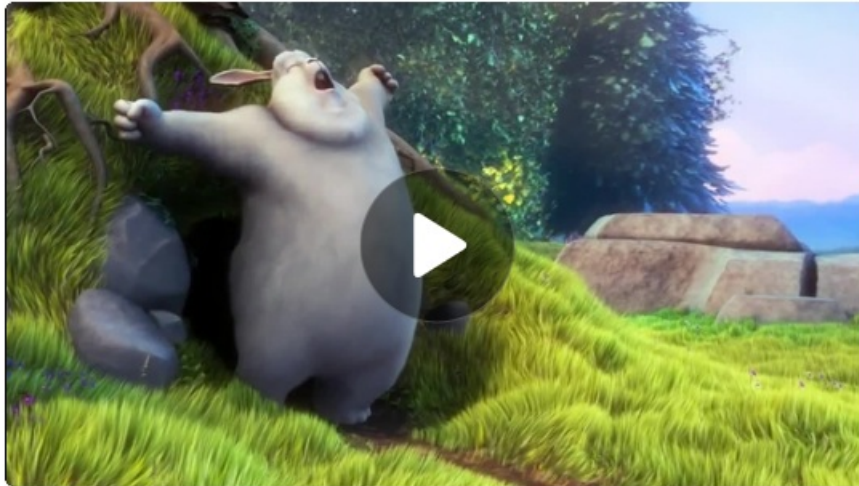
On the Media page, either click on the media you would like to edit or click the three blue dots to the right of the media you would like to edit and select Edit. The Edit panel displays with the Basics tab open by default.

SampleVideo_1280x720_1mb.mp4

Video  Unlisted



Basics Captions Attachments



 [Edit thumbnail](#)

Title (required)

8/120

SampleVideo_1280x720_1mb.mp4

Description

B *i* u   

Visibility

 Unlisted 

This video can be reached via direct link only

Entry ID: 

Type: mp4

Size: 1MB

Created: April 30, 2023 at 5:12 AM

Last updated: April 30, 2023 at 5:13 AM

Added by: 

Basics tab

The editable fields in the Basics tab are as follows:

Thumbnail - If you wish to insert a different thumbnail, click **Edit Thumbnail** and choose the desired file. We recommend 1920x1080 px.

Title - A title for your media (char limit is 120).


Description - A description of your media.

Visibility - Choose visibility of the media.


Private - This video will be available only for team members, not for attendees.

Unlisted - This video will be reachable via direct link only.

Published - This video will be available on the event site as part of the VOD gallery.


 If you attempt to publish a media that is associated with a pre-recorded session, a pop-up message similar to the following displays.

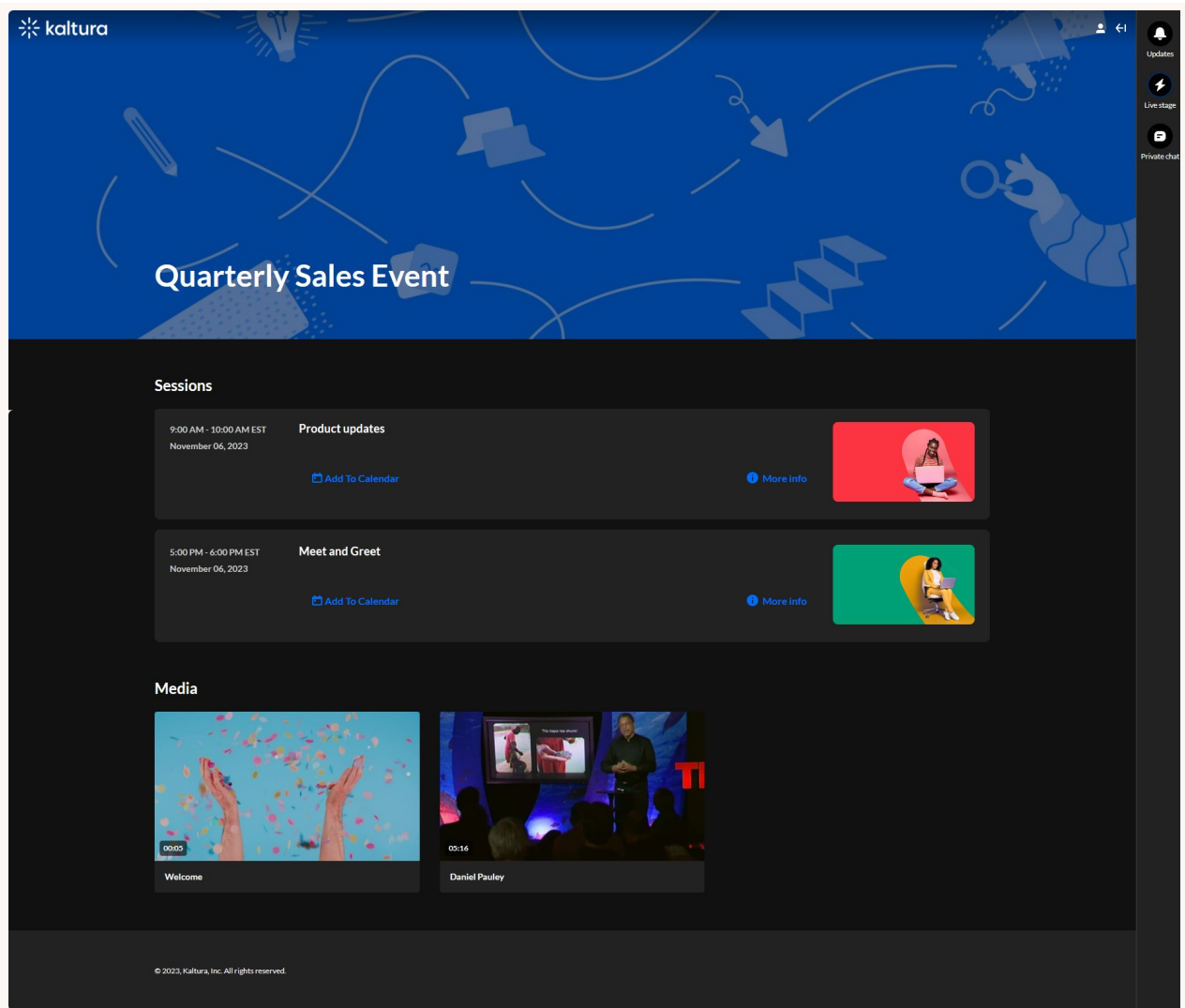
Publish to event site

 This video is associated with the following pre-recorded sessions: **Opening Keynote, Demystifying Marketing.**

In addition to being available in the pre-recorded sessions, this video will also be available in the event site's Media Gallery

[Cancel](#) [Publish](#)

 Video sources should remain "Private", otherwise, your attendees will see the video on the event site VOD gallery. Following is an example of an event site. In the example below, two media have been set to "Published" and display on the VOD gallery at the bottom of the page.



Captions tab

To order captions

1. Click on the **Captions** tab.
2. Under Order captions, click **Order**. The Order captions screen displays.

×

Order captions

Service:

Machine
▼

Source Media Language:

English
▼

Feature:

Captions
▼

Submit

3. Complete the fields in the Order captions screen.
 - **Service** - Select the type of Captioning service.
 - Machine - Automated captioning process. (Machine captions must be ordered at least 15 minutes ahead of your session.)
 - Professional - Human / professional captioning. When selecting Professional, you must select the turnaround time as well. **Please note - Kaltura recommends captions be ordered in advance.**
 - **Source Media Language** - Select the spoken language of the live stream. Currently only English is supported.
 - **Feature** - Select Captions.
4. Click **Submit**.


To upload captions

1. Click on the **Captions** tab.
2. 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 ▼

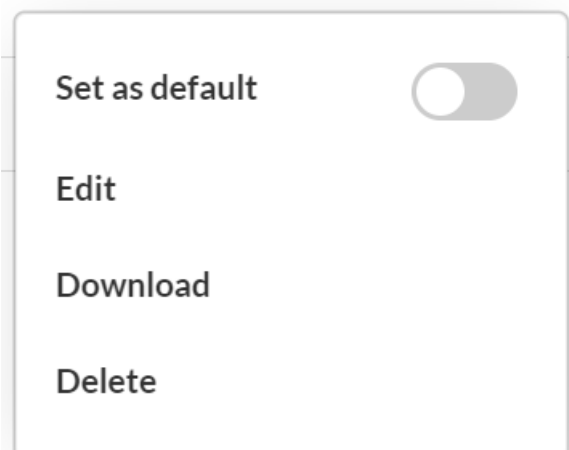
Add caption

3. Click **Upload** to choose the desired captions file from your computer, select the language, then click **Add captions**. 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

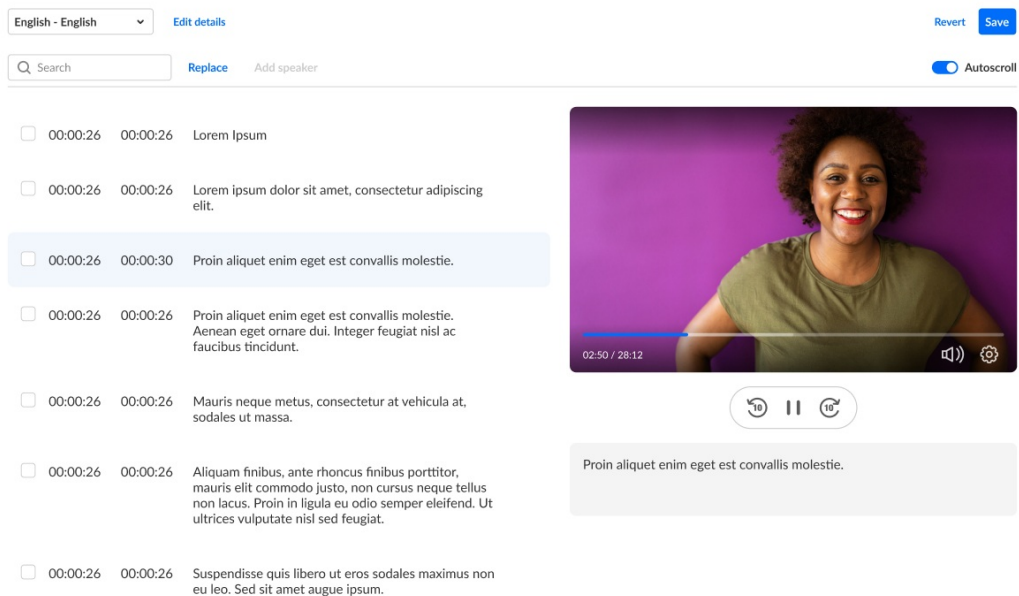
1. Click on the **Captions** tab.
2. Click the three blue dots to the right of each caption file for additional functionality.



- 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.

✕ Edit captions




The screenshot shows the 'Edit captions' interface. At the top, there is a language dropdown set to 'English - English', a search bar, and buttons for 'Revert' and 'Save'. Below the search bar are 'Replace' and 'Add speaker' options. The main area contains a list of caption segments, each with a checkbox, a start/end time, and the caption text. The third segment is highlighted. To the right is a video player showing a woman speaking, with a caption overlaid on the video. Below the video player are playback controls and a caption box.

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

! Adding/removing captions from a video source will affect *all* sessions with which it is associated. Following is an example of a pop-up message that displays when attempting to delete a caption file from a video source.

Delete caption file

 This video is associated with the following pre-recorded sessions: Opening Keynote, Demystifying Marketing.

You are about to delete the caption file "English.SRT".
It will affect all attached sessions, rooms and published media. Are you sure?

Cancel

Delete

Attachments tab

Provide your audience a greater immersive experience and more value by enriching your media with downloadable content, like videos, images, and documents.

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', 'oxt', 'swf', 'pdf'
- Image files - 'jpg', 'jpeg', 'bmp', 'png', 'gif', 'tif', 'tiff'

Upload attachments to your media

1. Click on the **Attachments** tab.

SampleVideo_1280x720_1mb.mp4 ...
Video [Unlisted](#)

Basics Captions **Attachments**

Attach downloadable content to the session.

Upload

File name	Creation date ▼
-----------	-----------------

No attachments yet

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

SampleVideo_1280x720_1mb.mp4 ...
Video [Unlisted](#)

Basics Captions **Attachments**

Attach downloadable content to the session.

Upload

File name	Creation date ▼
<div style="display: flex; align-items: center;"><div style="width: 20px; height: 20px; background-color: #007bff; margin-right: 5px;"></div><div style="background-color: #007bff; color: white; padding: 2px 5px; font-weight: bold;">20%</div><div style="margin-left: 10px;">Name Uploading</div><div style="margin-left: auto; color: #007bff; font-size: 1.2em;">×</div></div>	

When complete, you receive notification of successful upload.

Edit attachments on your media



1. Click on the **Attachments** tab.

SampleVideo_1280x720_1mb.mp4 ...
Video [🔗](#) Unlisted

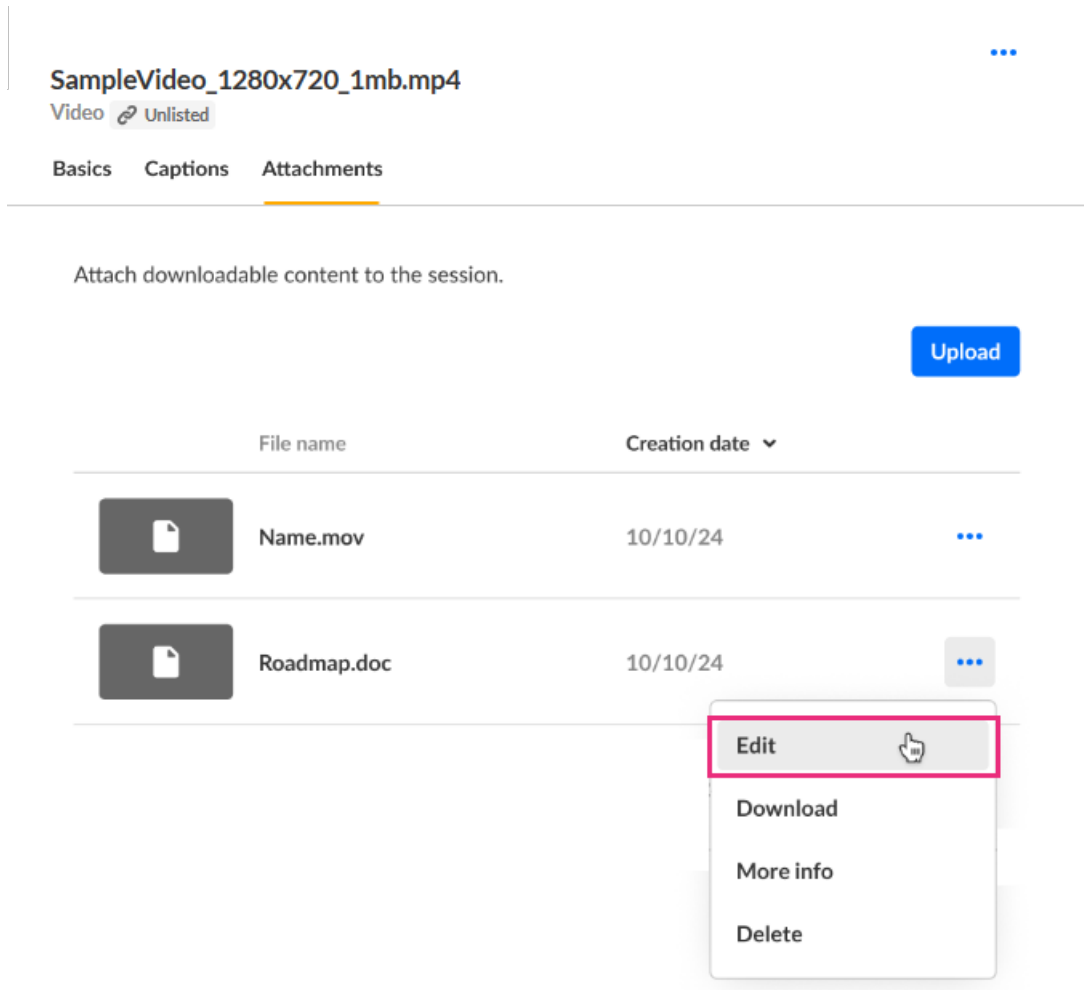
Basics Captions **Attachments**

Attach downloadable content to the session.

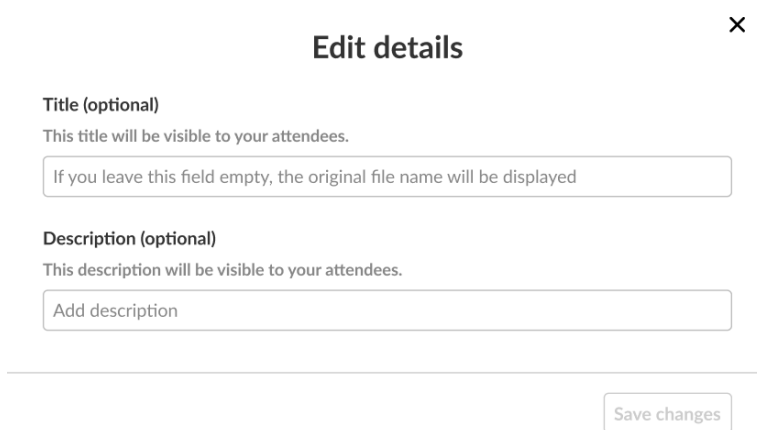
[Upload](#)

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

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



The Edit details screen displays.



3. 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.
4. Click **Save changes**.

Download attachments from your media



1. Click on the **Attachments** tab.

SampleVideo_1280x720_1mb.mp4 ...

Video [Unlisted](#)

Basics Captions Attachments

Attach downloadable content to the session. Upload

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

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

SampleVideo_1280x720_1mb.mp4 ...
Video [Unlisted](#)

Basics Captions **Attachments**

Attach downloadable content to the session.

[Upload](#)

File name	Creation date	
<div style="display: flex; align-items: center;"><div style="background-color: #007bff; color: white; padding: 2px 5px; margin-right: 5px;">20%</div><div>Name Uploading</div></div>		×
<div style="display: flex; align-items: center;"><div style="background-color: #666; color: white; padding: 2px 5px; margin-right: 5px;"></div><div>Name.mov</div></div>	10/10/24	...
<div style="display: flex; align-items: center;"><div style="background-color: #666; color: white; padding: 2px 5px; margin-right: 5px;"></div><div>Roadmap.doc</div></div>	10/10/24	...

Edit

Download

More info

Delete

The attachment is downloaded to your machine.

Get information on attachments in your media



1. Click on the **Attachments** tab.

SampleVideo_1280x720_1mb.mp4 ...
Video [🔗](#) Unlisted

Basics Captions **Attachments**

Attach downloadable content to the session.

[Upload](#)



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

2. Click the three blue dots to the right of the attachment and choose More Info.

SampleVideo_1280x720_1mb.mp4 ...
Video [Unlisted](#)


Basics Captions **Attachments**

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.

×

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

3. Click "X" to exit the screen.

Delete attachments from your media



1. Click on the **Attachments** tab.

SampleVideo_1280x720_1mb.mp4 ...
Video [🔗](#) Unlisted

Basics Captions **Attachments**

Attach downloadable content to the session.

[Upload](#)

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



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

SampleVideo_1280x720_1mb.mp4 ...
Video [Unlisted](#)

Basics Captions **Attachments**

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](#)

3. Click **Delete**.

When complete, you receive notification of successful deletion.

[template("cat-subscribe")]