

Manage media for your event

Last Modified on 08/20/2025 9:36 pm IDT

 This article is designated for all users.

About

The Media page allows you to:

- Upload media to the event site
- View media on the event site
- Create with AI
- Publish media to your video portal
- Download, delete, or edit media
- Copy the media link to share with others

Navigate to the Media page

From the Event page, click the Media tab.

Virtually Live!

Overview

Event details

Branding

Event site editor

Registration

Agenda

Media

People

Interactions

Analytics

Integrations

Settings

Overview

21 : 04 : 16 : 54
days hrs min sec

Virtually live!

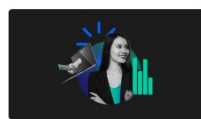
2/2/22 10:00 AM > 2/2/22 4:30 PM
EST (GMT-5)

It's no surprise that virtual events have prevailed over all other forms of business get-togethers since Covid-19 entered our lives. At Kaltura, we spent the past year videofying events, transforming the conventional into the extrao...

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


Knights in Marketing Armorknight...

Pre-recorded Published
10:00 AM - 10:30 AM Tue, February 02

3 more sessions

Speakers

Invite

See all



Julian Lang

Director of Marketing Strategy, Kaltura

Registered



Celine Garnier

Content marketing specialist personalizat...

Registered



Laura Steven

Head of Global Campaigns, Kaltura

Registered



Brian Dennis

Director of Marketing, Kaltura

Registered



James Li

Digital Marketing Manager, Kaltura

Registered

The Media page displays. If no media exists, the screen is empty. If media has been uploaded, that media displays in the list (as shown below).

Virtually Live!

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

















Media

All media types ▾

All publish statuses ▾

816 media

[Upload media](#)

| Name | Last updated | Name | Site visibility ▾ | Name |
|---|---------------------|-------|-------------------|---|
|  Productivity workshop.mov | Product +2 10/04/23 | Value | Private |  ... |
|  Kaltura Training.png | Product +2 10/04/23 | Value | Private |  ... |
|  Roadmap 2023.ppt / pptx | Product +2 10/04/23 | Value | Private |  ... |
|  Roadmap 2023.doc / docs | Product +2 10/04/23 | Value | Private |  ... |
|  Kaltura Security Training.csv / xls / dat / xml | Product +2 10/04/23 | Value | Private |  ... |
|  Productivity workshop.pdf | Product +2 10/04/23 | Value | Private |  ... |
|  Video data crash course.wav/mp4 | Product +2 10/04/23 | Value | Private |  ... |
|  Video data crash course.any file format | Product +2 10/04/23 | Value | Private |  ... |

< 1 2 3 4 >

Upload media to the event site

- On the Media page, click on the **Upload Media** button to upload media to your event site. If no media exists, you may also click the **+ Upload Media** button in the main body of the page.

[Upload media](#)

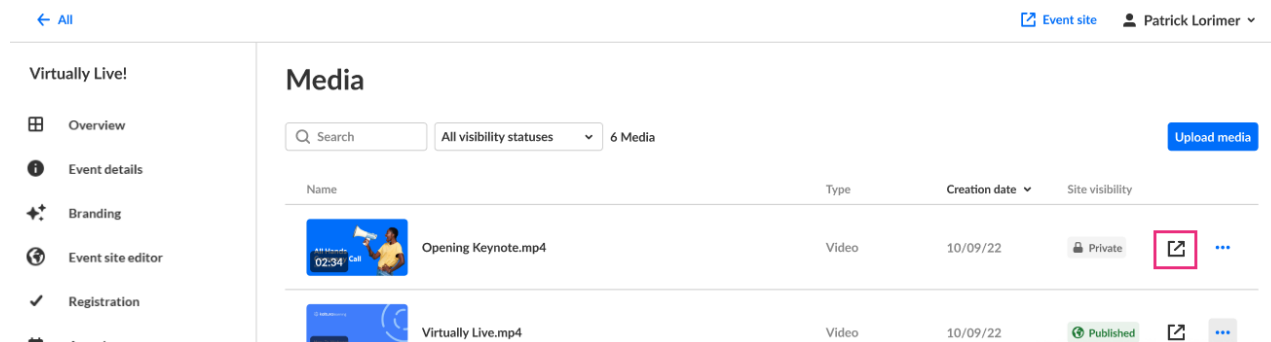
- Locate and choose a media to upload.



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.

View media on the event site





You may click the redirect icon to the right of a media to navigate directly to your event site to view the media.



← All Event site Patrick Lorimer ▾

Media

Search All visibility statuses ▾ 6 Media Upload media

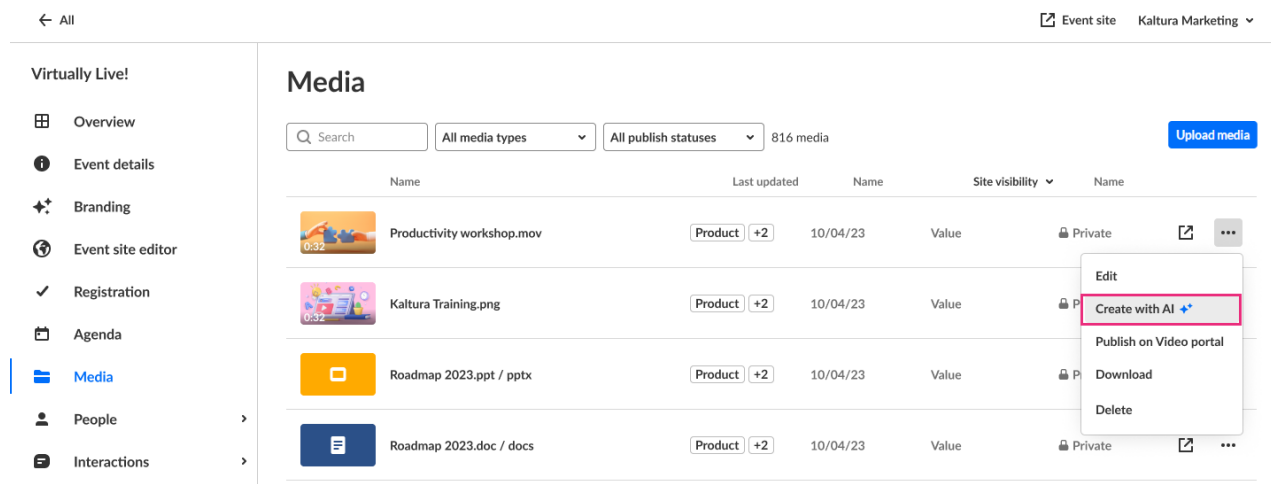
| Name | Type | Creation date ▾ | Site visibility |
|---|-------|-----------------|---|
|  Opening Keynote.mp4 | Video | 10/09/22 | Private  ... |
|  Virtually Live.mp4 | Video | 10/09/22 | Published  ... |

Create with AI

Enrich and repurpose your content into engaging, snackable experiences with Kaltura's AI-powered post-production assistant.

There are two ways to access Content Lab functionality - on the Media page, click the three dots and select **Create with AI**, or on the Edit Media page, click the **Create with AI** button.




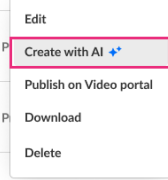




Media page example:



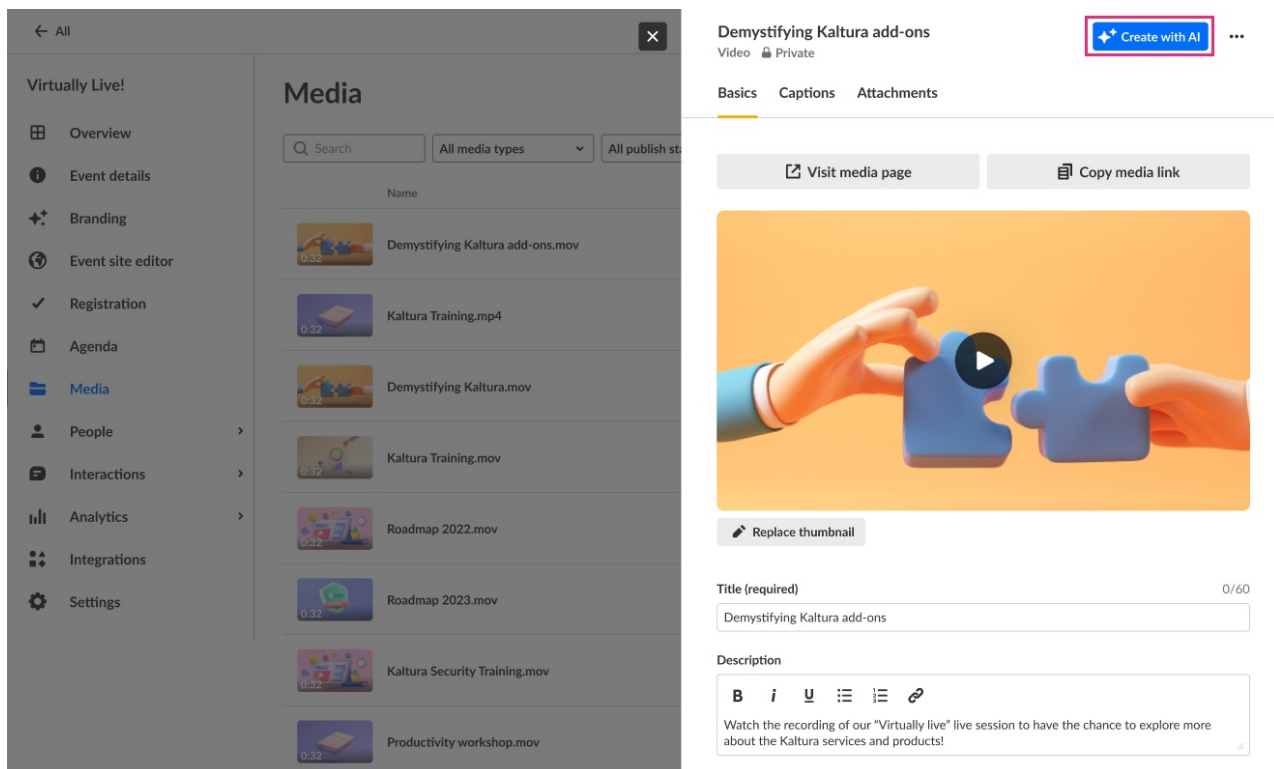
← All Event site Kaltura Marketing ▾

Media

Search All media types ▾ All publish statuses ▾ 816 media Upload media

| Name | Last updated | Name | Site visibility ▾ | Name |
|---|--------------|----------|-------------------|---|
|  Productivity workshop.mov | Product +2 | 10/04/23 | Value Private |  ... |
|  Kaltura Training.png | Product +2 | 10/04/23 | Value Private |  |
|  Roadmap 2023.ppt / pptx | Product +2 | 10/04/23 | Value Private |  ... |
|  Roadmap 2023.doc / docs | Product +2 | 10/04/23 | Value Private |  ... |

Edit Media page example:



[Content Lab](#) functionality will be active and enabled only on applicable media. See [Create highlight clips with AI](#) and [Create a summary and chapters with AI](#) for more information.

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:

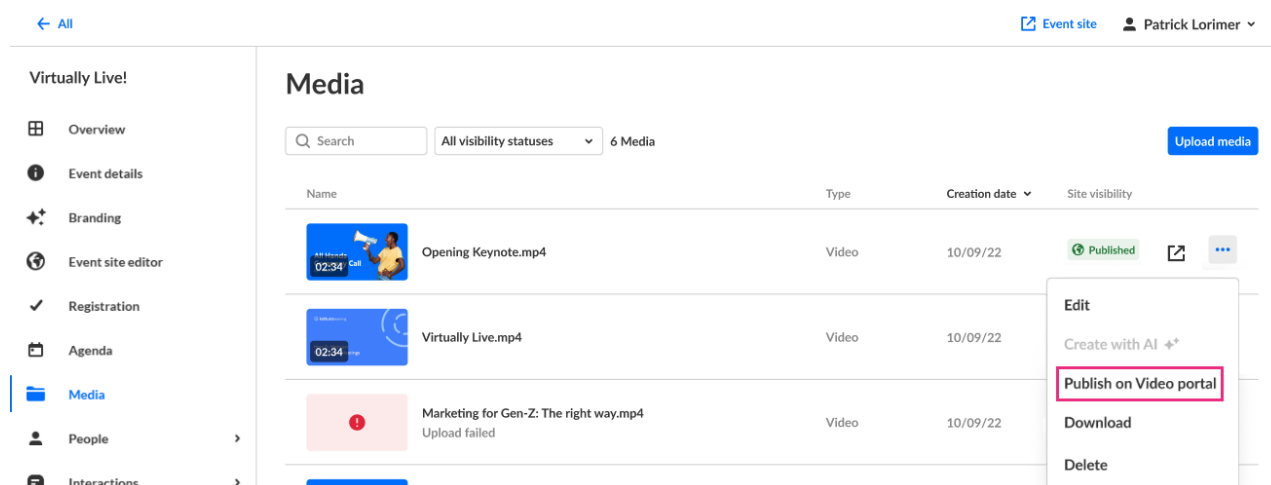
- Video portal(s) must be preconfigured by Kaltura.
- Video portal publishing entitlements apply.
- It may take up to 10 minutes for media to appear in a channel on the Kaltura video portal(s) after publishing.

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:





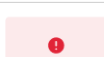
← All Event site Patrick Lorimer

Virtually Live!

- Overview
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- Agenda
- Media**
- People
- Interactions

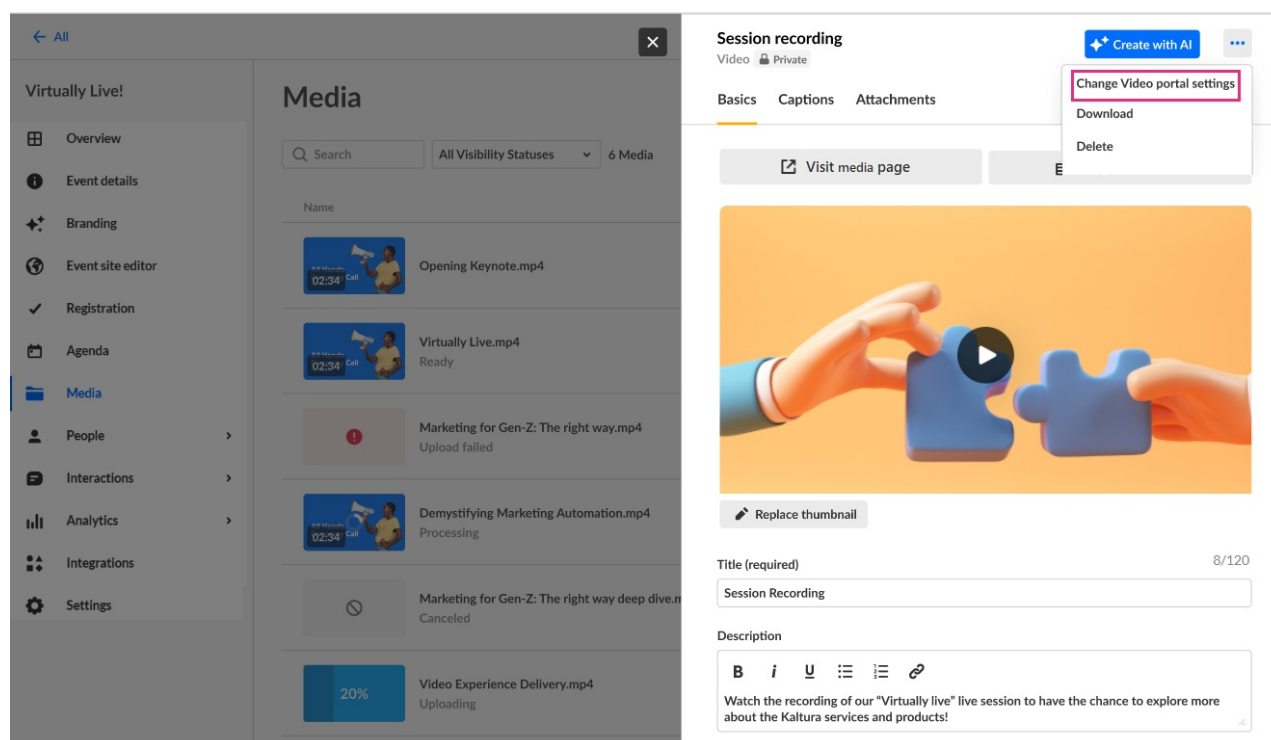
Media

Search All visibility statuses 6 Media Upload media

| Name | Type | Creation date | Site visibility |
|---|-------|---------------|------------------------|
|  Opening Keynote.mp4 | Video | 10/09/22 | Published |
|  Virtually Live.mp4 | Video | 10/09/22 | |
|  Marketing for Gen-Z: The right way.mp4 Upload failed | Video | 10/09/22 | |

Edit
 Create with AI
Publish on Video portal
 Download
 Delete

Edit Media page example:



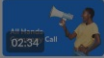
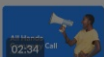

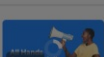


← All ×

Virtually Live!

- Overview
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- Settings

Media

Search All Visibility Statuses 6 Media

| Name | Type | Creation date | Site visibility |
|--|-------|---------------|-----------------|
|  Opening Keynote.mp4 | Video | 10/09/22 | |
|  Virtually Live.mp4 Ready | Video | 10/09/22 | |
|  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 | |
|  Video Experience Delivery.mp4 Uploading | Video | 10/09/22 | |

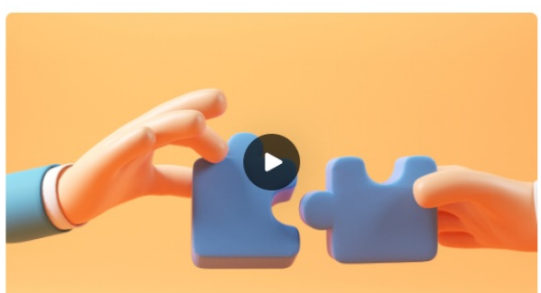
Session recording Create with AI

Video Private

Basics Captions Attachments

Visit media page

Change Video portal settings
 Download
 Delete

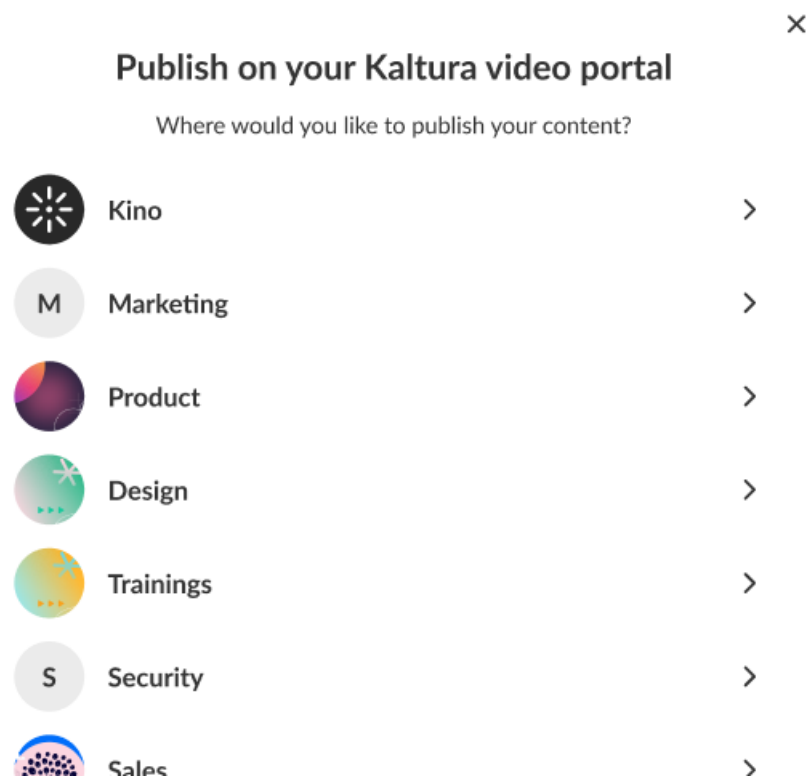


Replace thumbnail

Title (required) 8/120
 Session Recording

Description
 Watch the recording of our "Virtually live" live session to have the chance to explore more about the Kaltura services and products!

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.

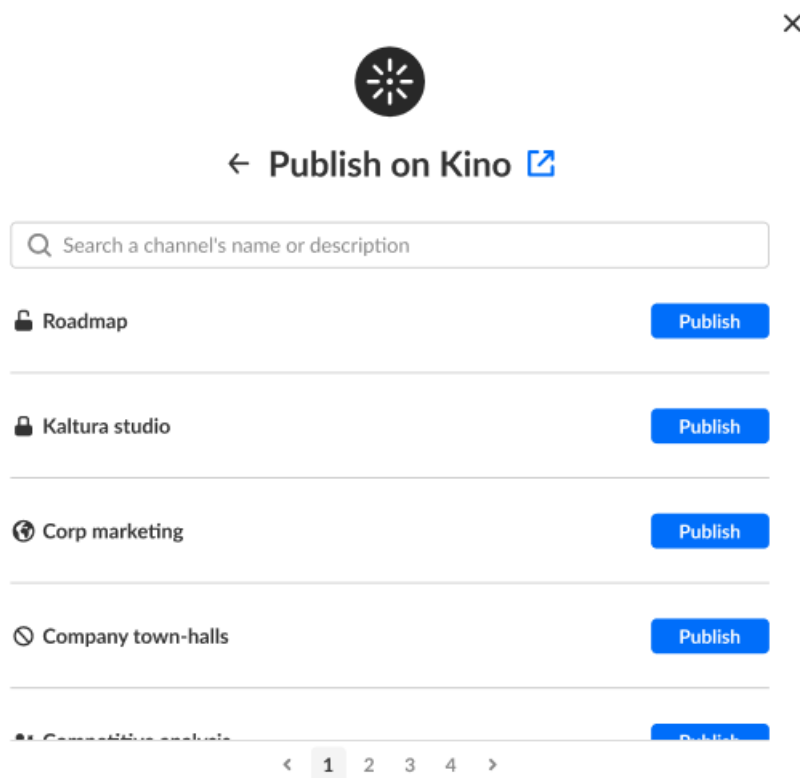
Click on the appropriate video portal. The Publish on [video portal name] screen displays. This screen lists all the channels to which you have access in this Kaltura video portal.



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.



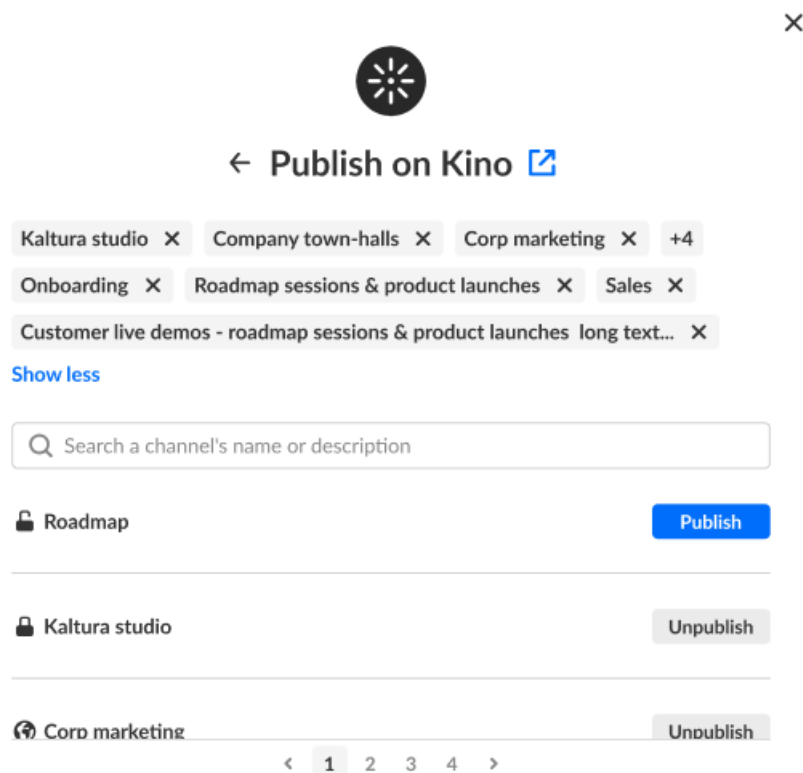
If no channels exist in this Kaltura video portal, you receive a message instructing you to create a channel in this Kaltura video portal before proceeding.



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.

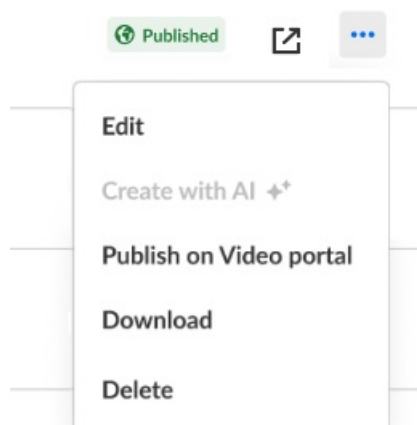
As you click **Publish**, the channel(s) which this media is published display in a list directly below the name of the Kaltura video portal.



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.

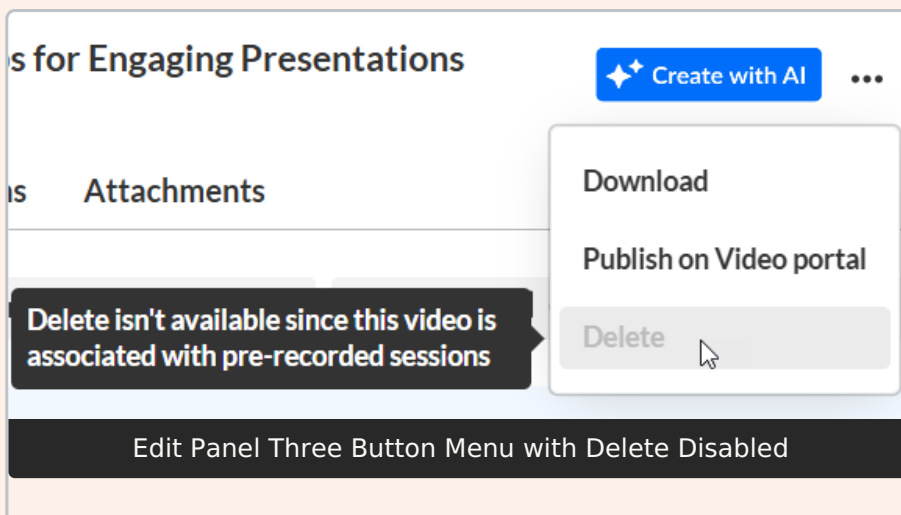
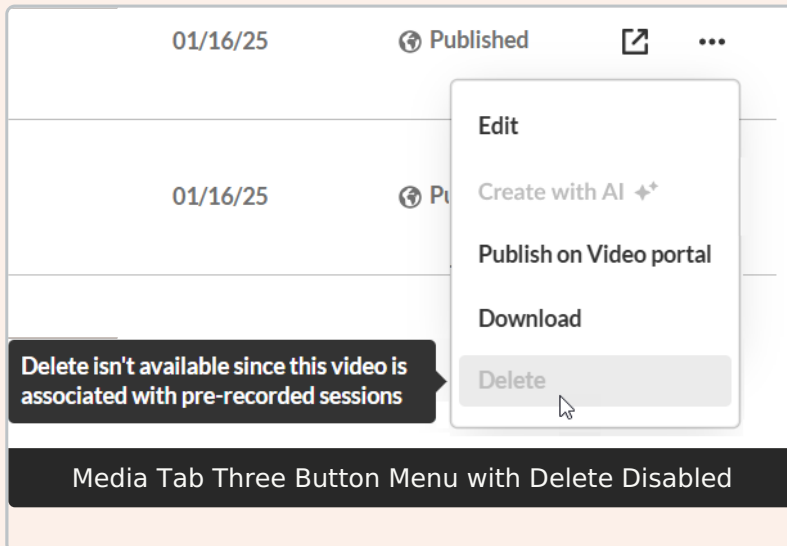




When deleting media, you will be asked to confirm your action.



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.

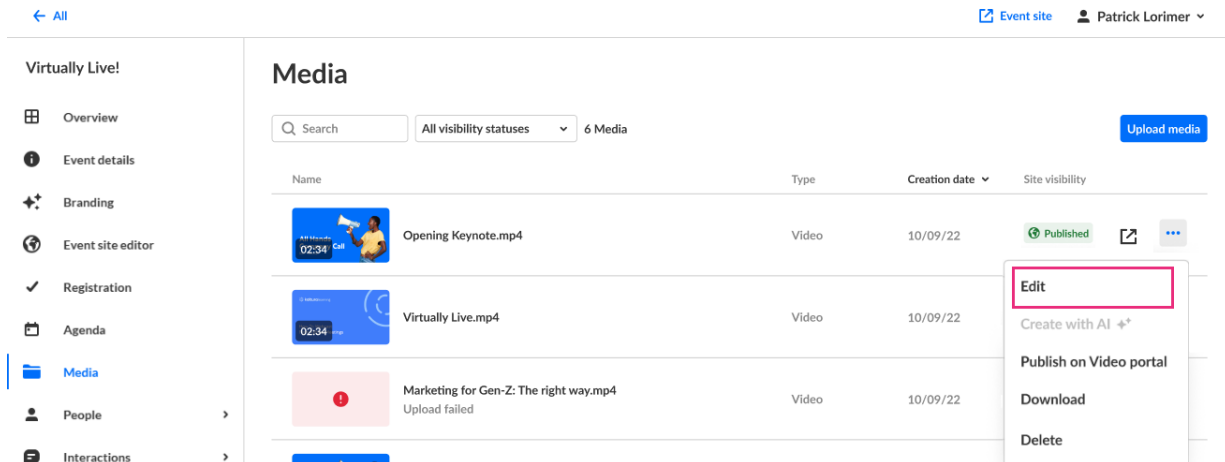


Edit media

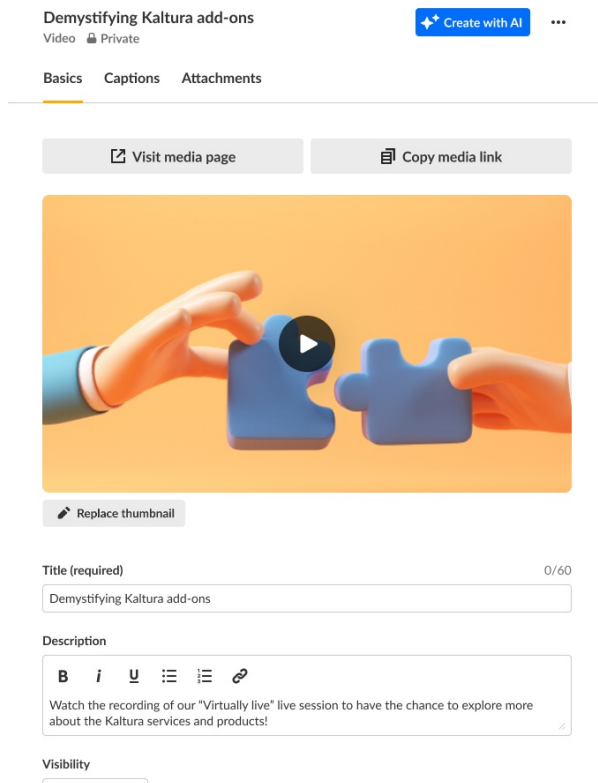
There are two ways to reach media editing capabilities:

- On the Media page, click on the media you would like to edit

- On the Media page click the three blue dots to the right of the media you would like to edit and choose **Edit**.



The Edit panel displays with the Basics tab open by default.



Basics tab

Create with AI button - 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 applicable media. See [Create highlight clips with AI](#), [Create a summary and chapters with AI](#), and [Enrich metadata with AI](#) for more information.

Visit media page - View media on the event site.

Copy media link - Copy the media link to share with others.

The editable fields in the Basics tab are as follows:

Thumbnail - If you wish to insert a different thumbnail, click **Replace 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.**

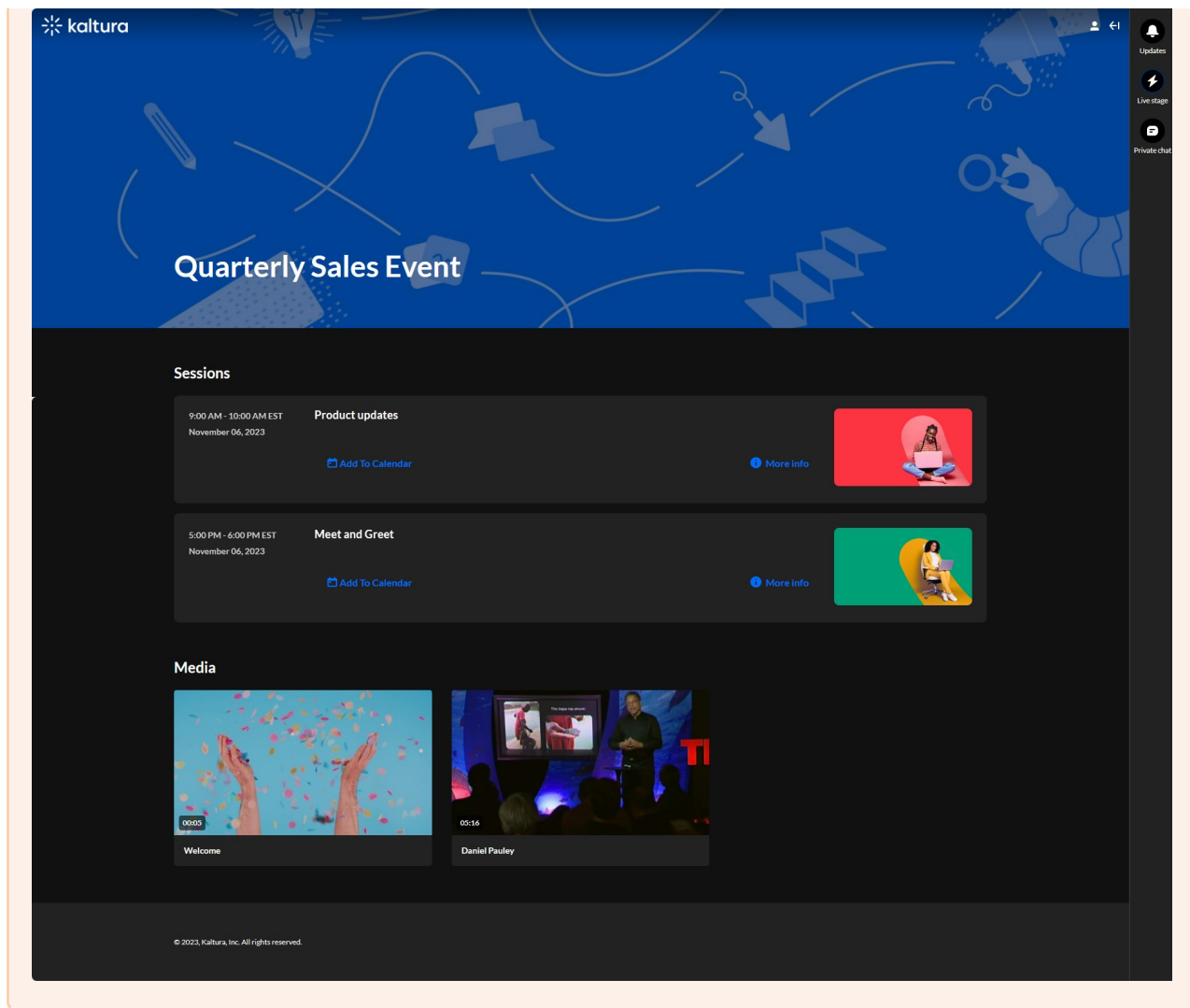
In addition to being available in the pre-recorded sessions, this video will also be available in the event site's Media Gallery

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

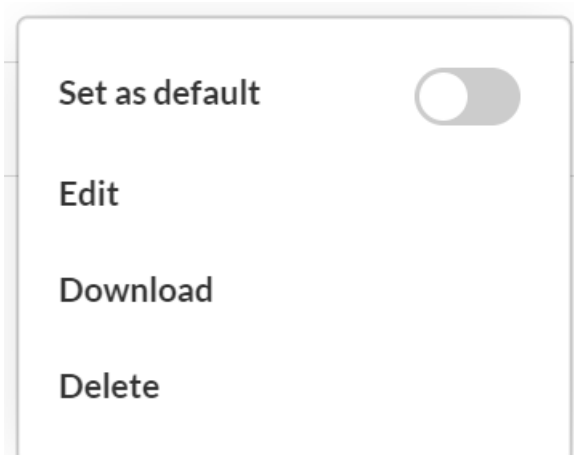
3. Click **Upload** to choose the desired captions file from your computer, select the language, then click **Add captions**. As you add captions, they display on the Captions tab under Upload captions.



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

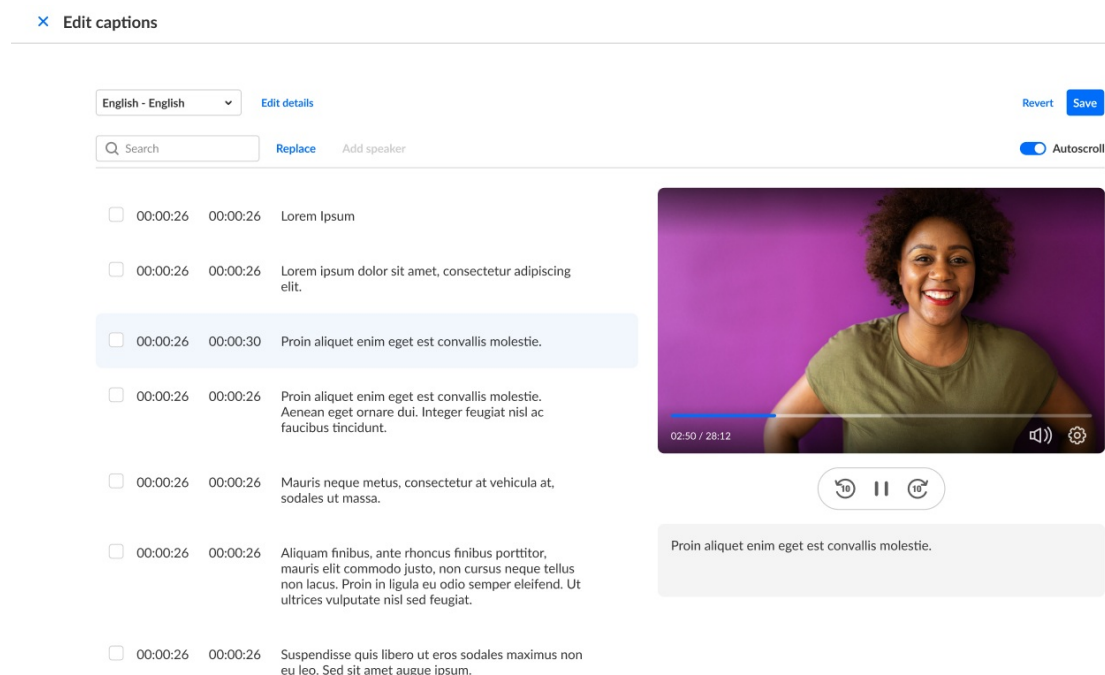
To set as default, edit, download, and delete captions

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.



- 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 | |

- 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>20%</div> <div>Name</div> <div>Uploading</div> <div>×</div> | |

When complete, you receive notification of successful upload.

Edit attachments on your media

- 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.

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

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.

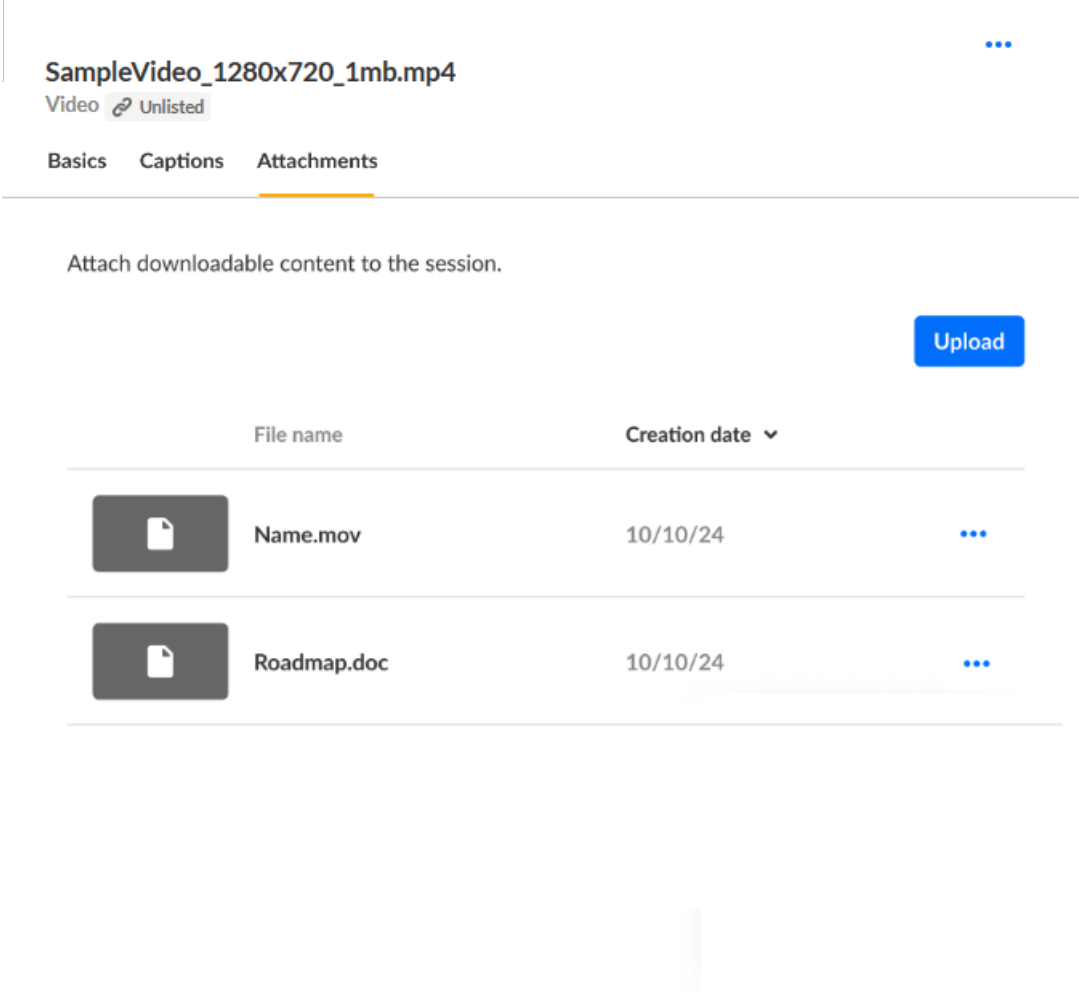
Add description

Save changes

- 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.
- Click **Save changes**.


Download attachments from your media

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



The screenshot shows the Kaltura interface for a video titled "SampleVideo_1280x720_1mb.mp4". Below the video title, there are tabs for "Basics", "Captions", and "Attachments", with "Attachments" being the active tab. Below the tabs, there is a section titled "Attach downloadable content to the session." with an "Upload" button. Below this, there is a table with two columns: "File name" and "Creation date". The table contains two rows of attachments: "Name.mov" and "Roadmap.doc", both with a creation date of "10/10/24". Each row has a three-dot menu icon to its right.





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>20%</div> <div>Name</div> <div>Uploading</div> <div>×</div> | | |
| <div></div> <div>Name.mov</div> <div>10/10/24</div> <div>...</div> | | |
| <div></div> <div>Roadmap.doc</div> <div>10/10/24</div> <div>...</div> | | <div> <div>Edit</div> <div>Download </div> <div>More info</div> <div>Delete</div> </div> |

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

X

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 | ... |

- 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.