

# Manage media for your event

Last Modified on 04/09/2026 7:07 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 Content Hub (formerly Video Portal)
- Download, delete, or edit media
- Copy the media link to share with others



The screens shown here represent a multi-session event. The same actions apply when working with single session.

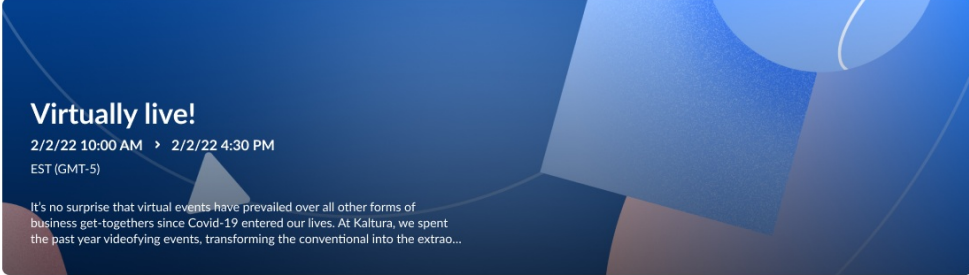
## Navigate to the Media page

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!

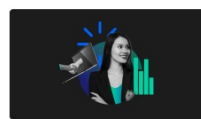
2/2/22 10:00 AM > 2/2/22 4:30 PM  
EST (GMT-5)

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  
**LIVE**



**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

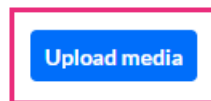
Upload media

	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

1. 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.



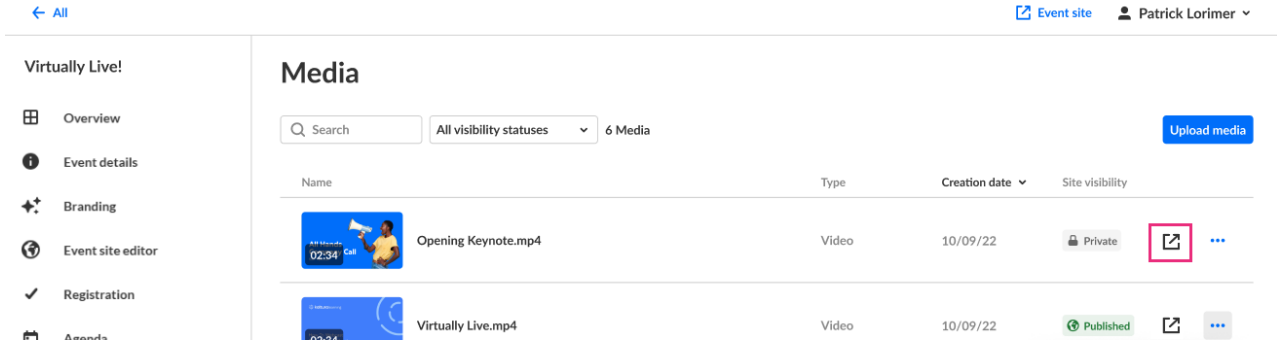
2. Locate and choose a media to upload.



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

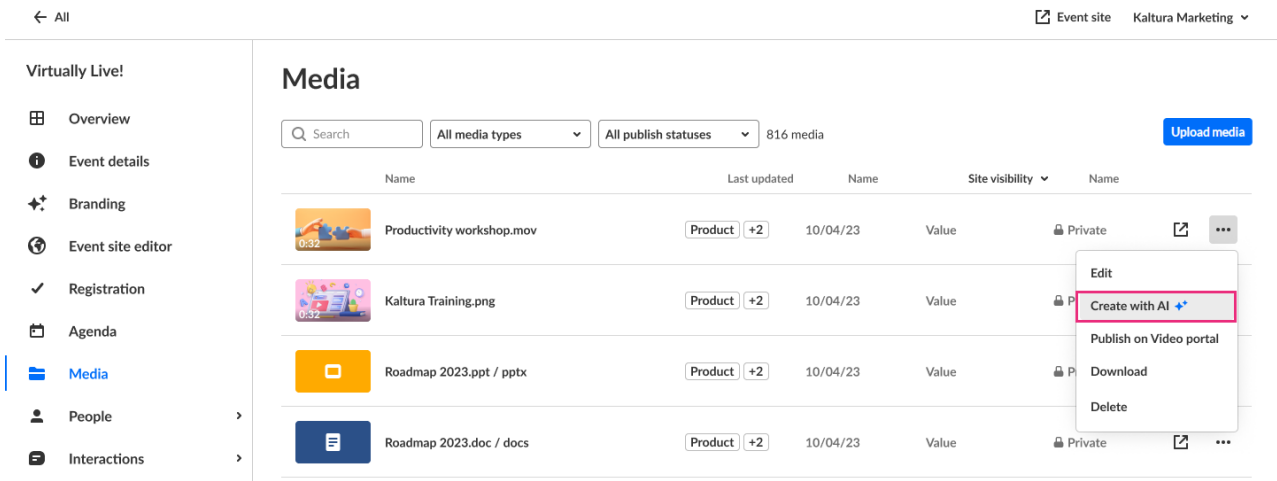
Name	Type	Creation date	Site visibility	
 Opening Keynote.mp4	Video	10/09/22	Private	 ...
 Virtually Live.mp4	Video	10/09/22	Published	 ...

## 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.




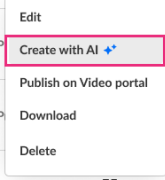




Media page example:



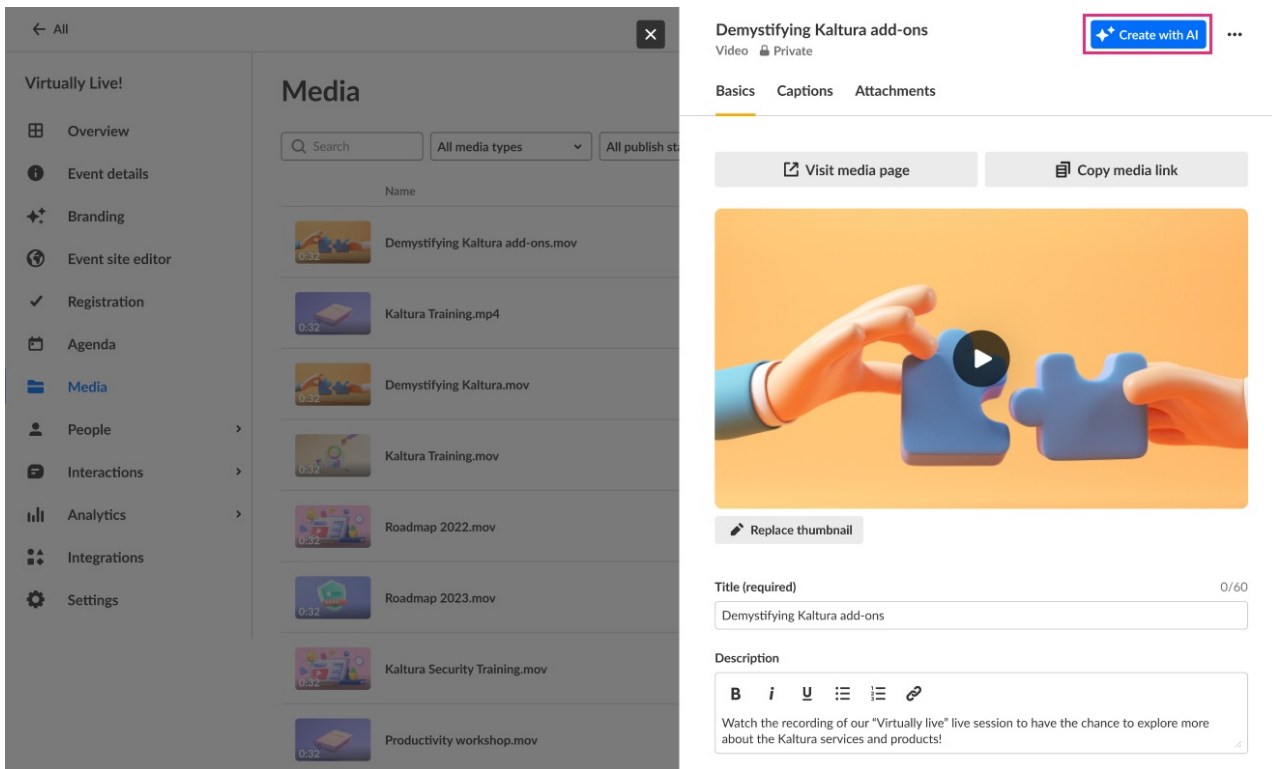
← All Event site Kaltura Marketing

**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 Content Hub(s) per channel and unpublish media from your Content Hub(s) per channel.

### Prerequisites and notes:

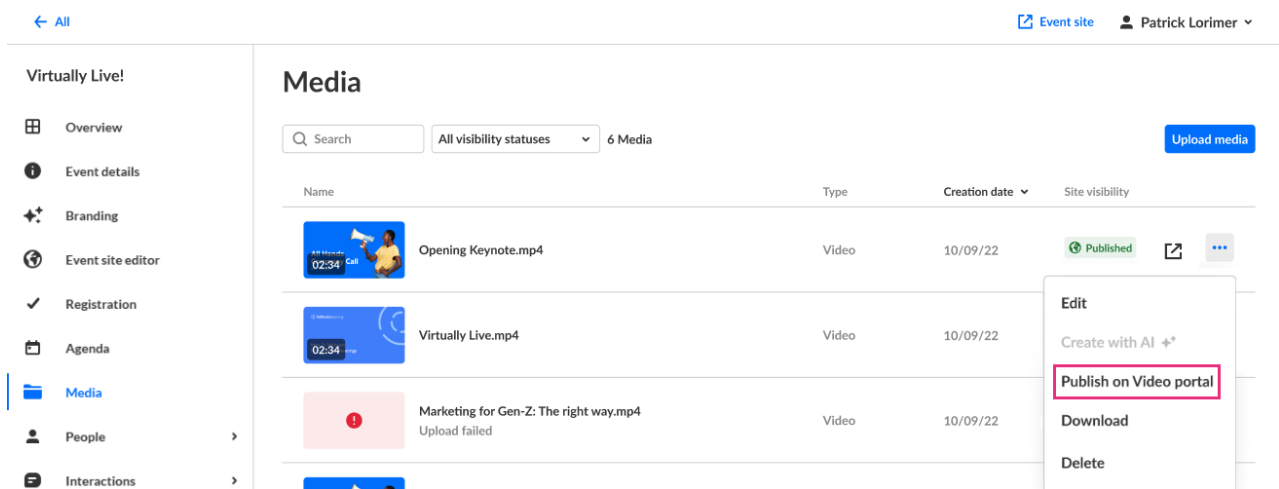
- Content Hub(s) must be preconfigured by Kaltura.
- Content Hub publishing entitlements apply.
- It may take up to 10 minutes for media to appear in a channel on the Content Hub(s) after publishing.

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.

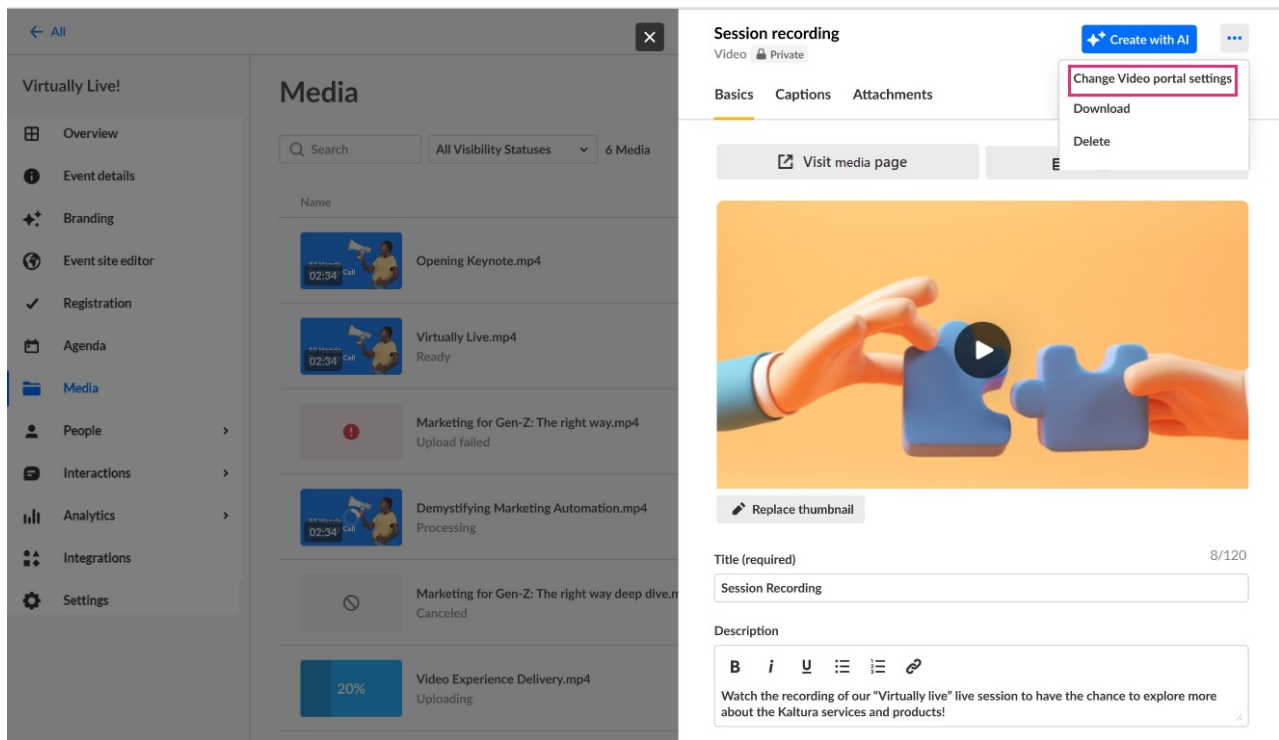


Menu items that display depend on the published state of the media. If the media is not published, the menu item is "Publish on Video portal". If the media is published, the menu item is "Change Video portal settings".

### Media page example:



### 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 Content Hubs to which you have access.

×


### Publish on your Kaltura video portal


Where would you like to publish your content?

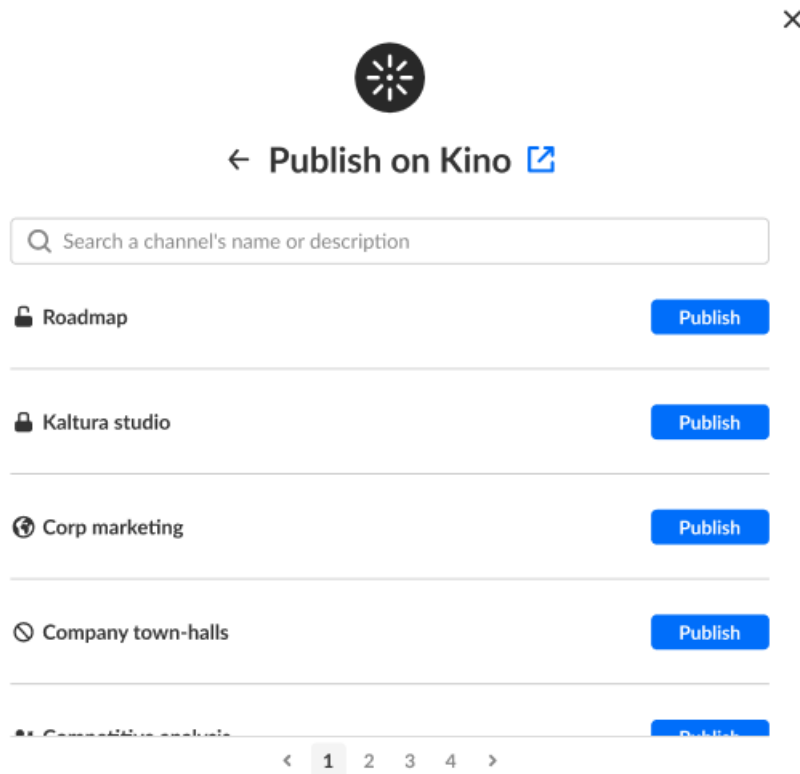
-  **Kino** >
-  **Marketing** >
-  **Product** >
-  **Design** >
-  **Trainings** >
-  **Security** >
-  **Sales** >

In our example above, the user has access to multiple Content Hub(s).

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

 If you have access to only one Content Hub, you are taken directly to the Publish on [Content Hub name] screen.

 If you do not have access to any Content Hubs, you are taken to a screen which allows you to check out Content Hub and explore its main features and functions.



In our example above, the user has access to multiple channels in this Content Hub.

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.



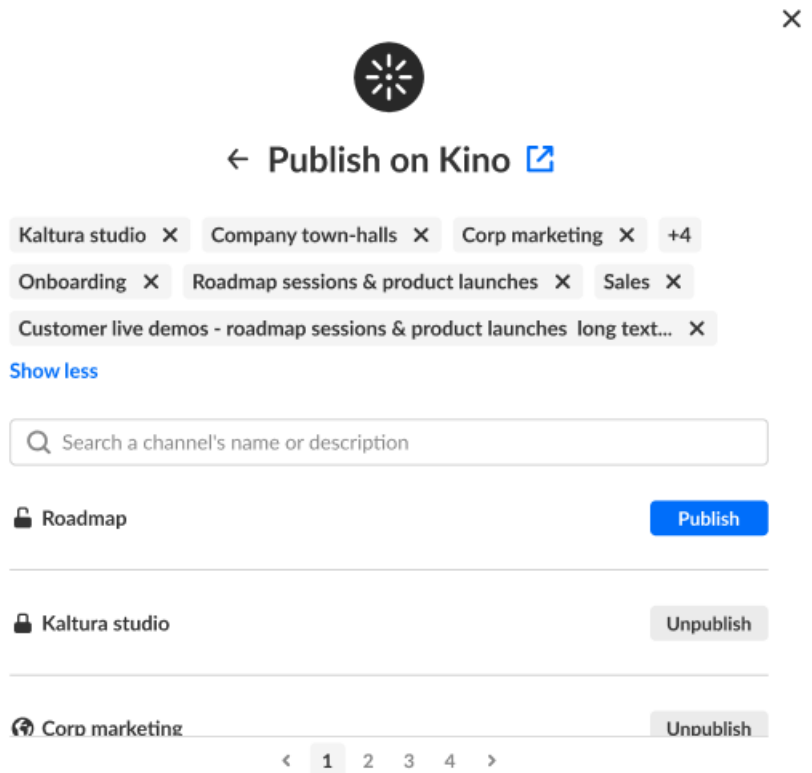
If no channels exist in this Content Hub, you receive a message instructing you to create a channel in this Content Hub before proceeding.



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.

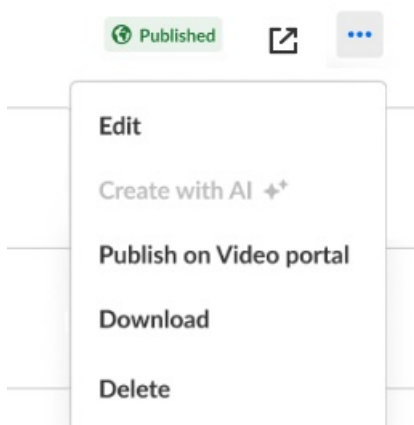
As you click **Publish**, the channel(s) in which this media is published display in a list directly below the name of the Content Hub.



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

## Download or delete media

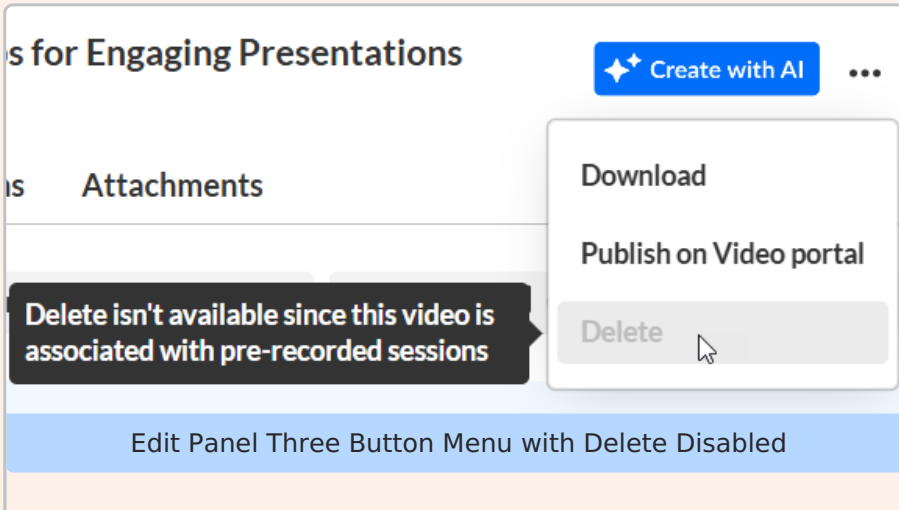
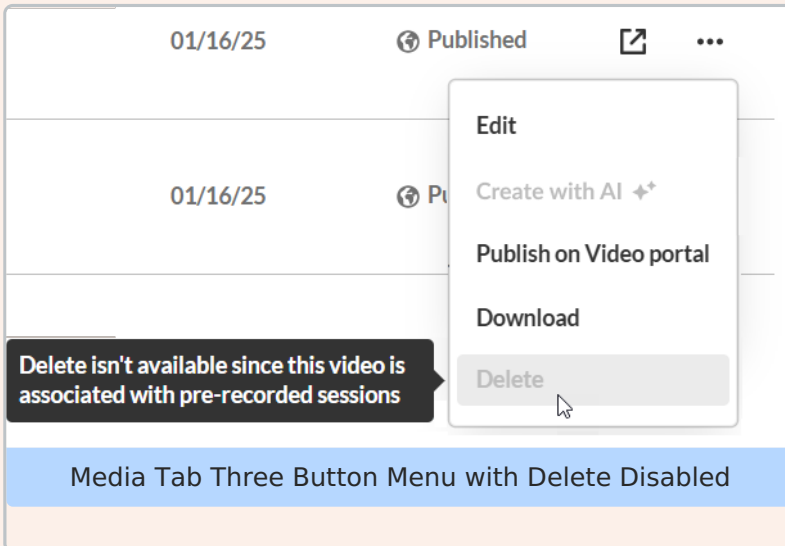
You may download media to your computer or delete media that has been uploaded to the site. Click the three blue dots and select the appropriate action.



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.

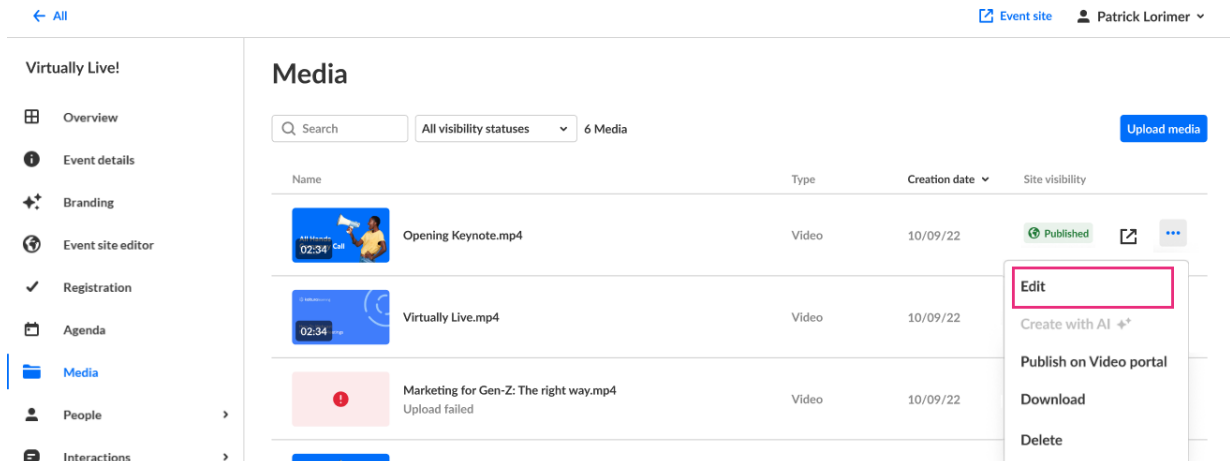


## Edit media

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**.

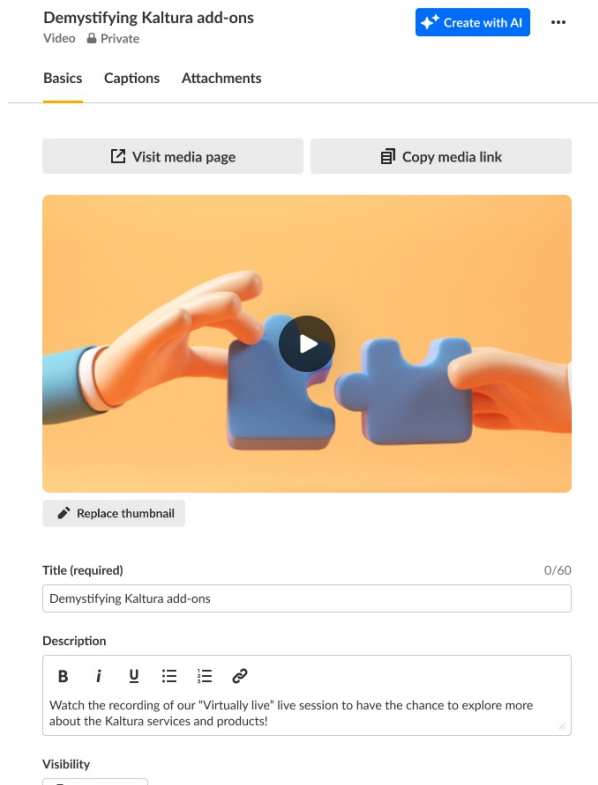


The screenshot shows the 'Media' section of the Kaltura interface. On the left is a navigation sidebar with options like Overview, Event details, Branding, Event site editor, Registration, Agenda, Media (selected), People, and Interactions. The main area displays a table of media items:

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	

An 'Edit' menu is open for the 'Virtually Live.mp4' item, showing options: Edit, Create with AI, Publish on Video portal, Download, and Delete.

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



The screenshot shows the 'Edit' panel for a video titled 'Demystifying Kaltura add-ons'. The 'Basics' tab is selected, with other tabs for Captions and Attachments. At the top, there are buttons for 'Visit media page' and 'Copy media link'. Below is a video player with a play button and a 'Replace thumbnail' button. The form includes:

- Title (required):** Demystifying Kaltura add-ons (0/60 characters)
- Description:** Watch the recording of our "Virtually live" live session to have the chance to explore more about the Kaltura services and products!
- Visibility:** (Dropdown menu)

## 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.**

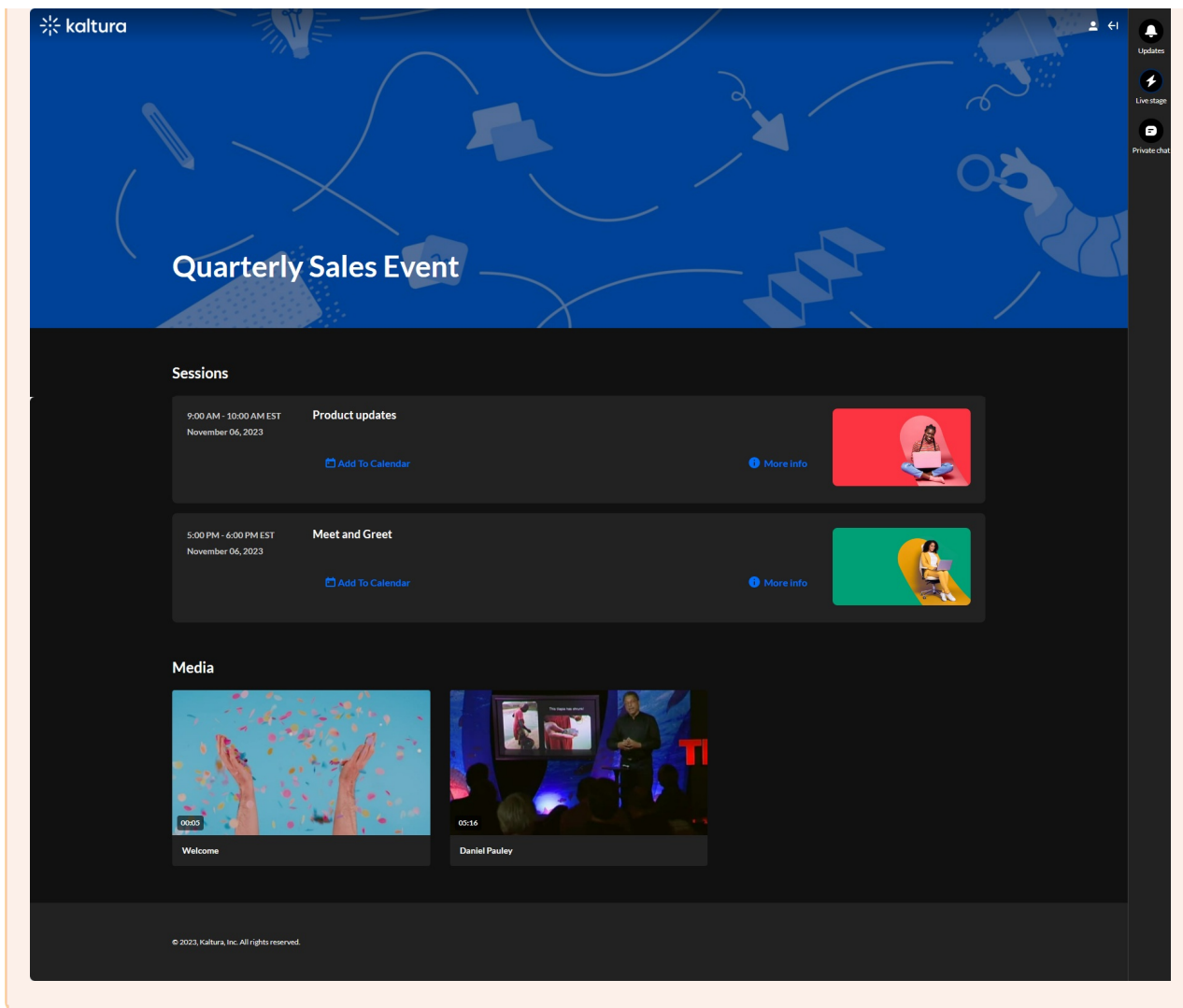
In addition to being available in the pre-recorded sessions, this video will also be available in the event site's Media Gallery

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

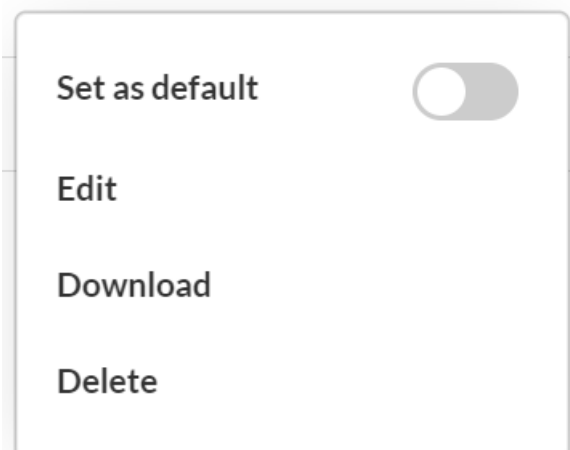
3. Click **Upload** to choose the desired captions file from your computer, select the language, then click **Add captions**. As you add captions, they display on the Captions tab under Upload captions.



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

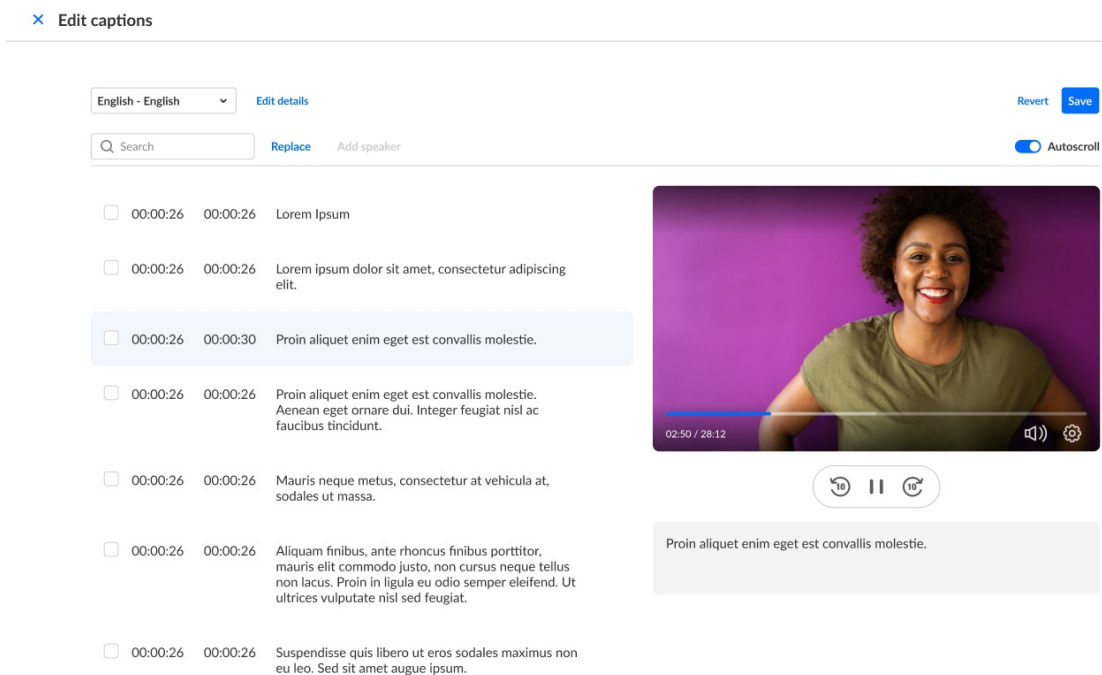
#### To set as default, edit, download, and delete captions

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.

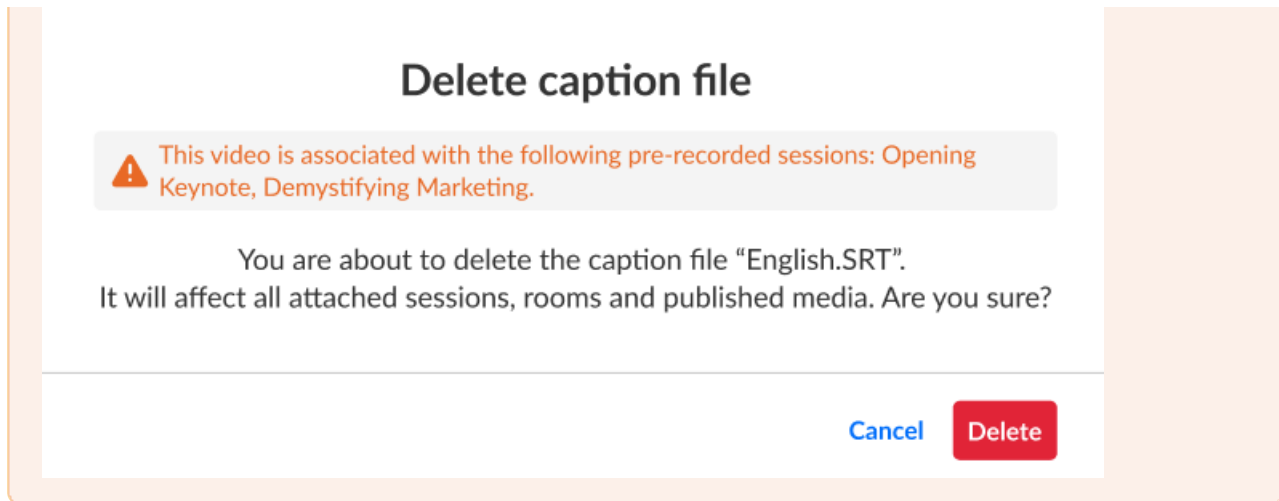
The Edit Captions page displays. See [Editing Captions](#) for more information.



- 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.



## Attachments tab

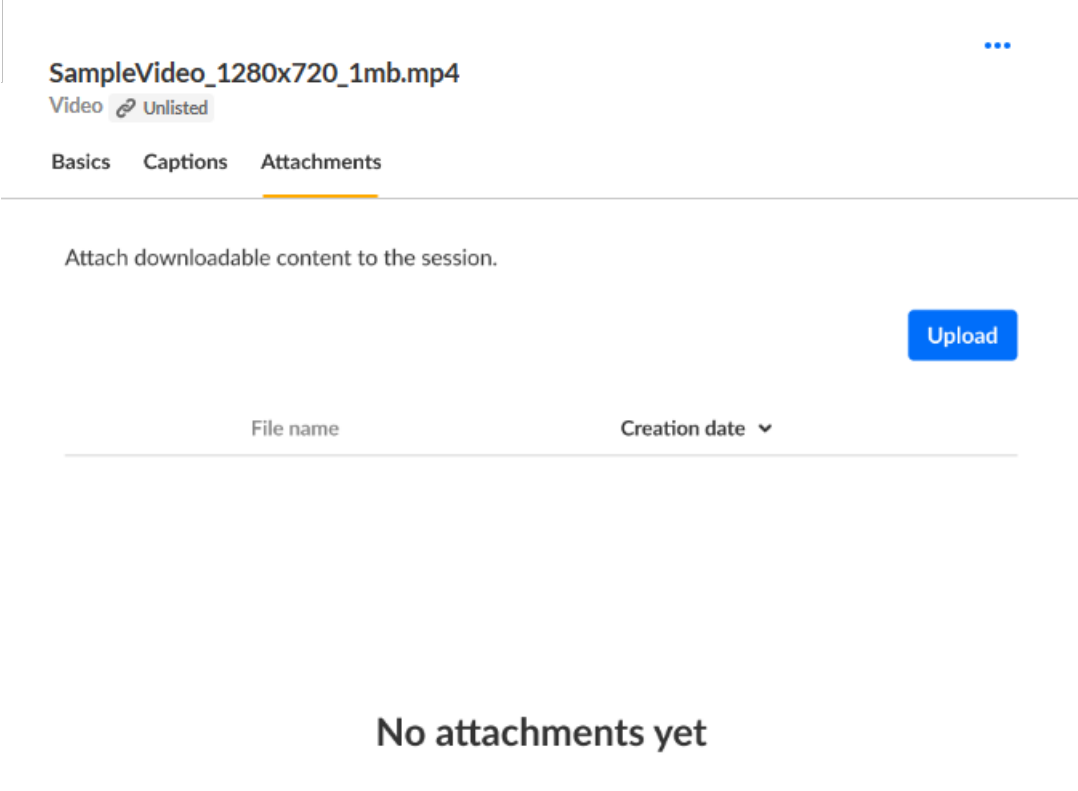
Provide your audience a greater immersive experience and more value by enriching your media with downloadable content, like videos, images, and documents.

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**

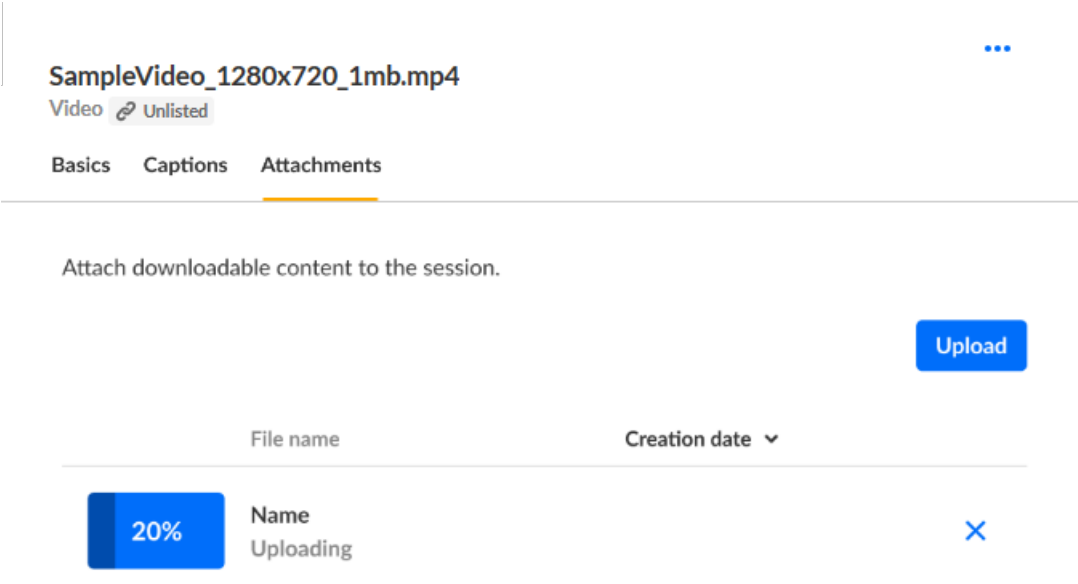
Attach downloadable content to the session.

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

20%	Name	Uploading	X
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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.



SampleVideo\_1280x720\_1mb.mp4 ...  
Video [🔗](#) Unlisted


Basics Captions Attachments

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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.

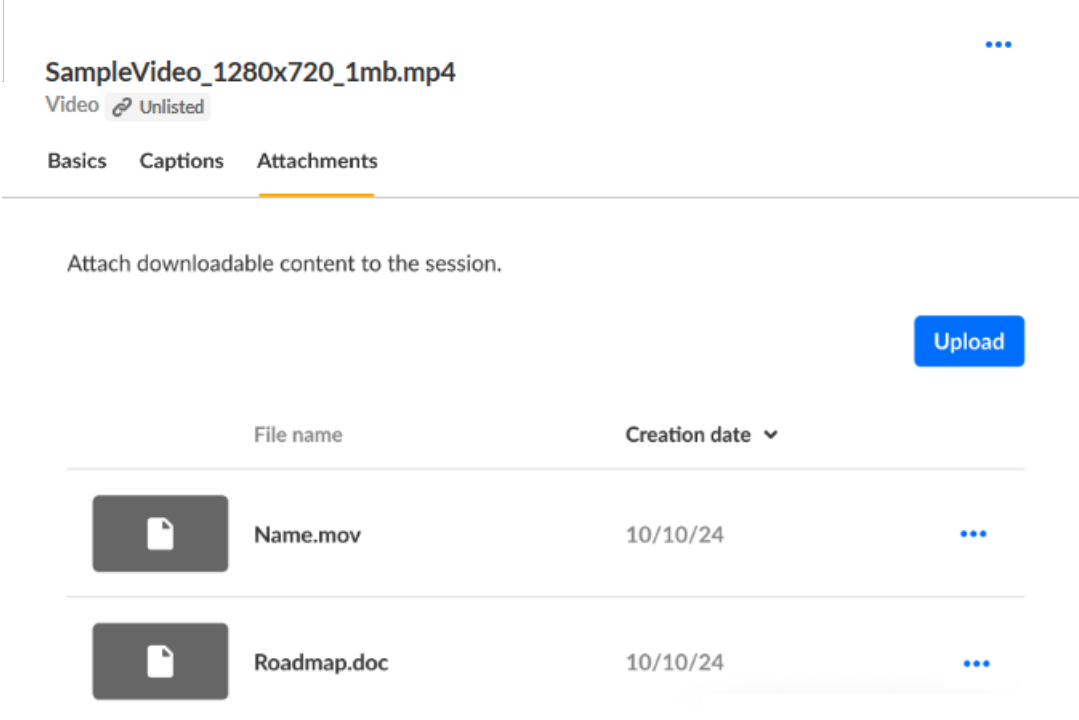
**Description (optional)**  
This description will be visible to your attendees.

[Save changes](#)



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.



The screenshot shows the 'Attachments' tab for a video session titled 'SampleVideo\_1280x720\_1mb.mp4'. The video is marked as 'Unlisted'. Below the video title are tabs for 'Basics', 'Captions', and 'Attachments', with 'Attachments' being the active tab. A message says 'Attach downloadable content to the session.' and there is an 'Upload' button. Below this is a table of attachments:

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	
 <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 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.