

# Agenda tab - Add and edit Pre-recorded session

Last Modified on 11/05/2024 8:36 pm IST

 This article is designated for all users.

## About

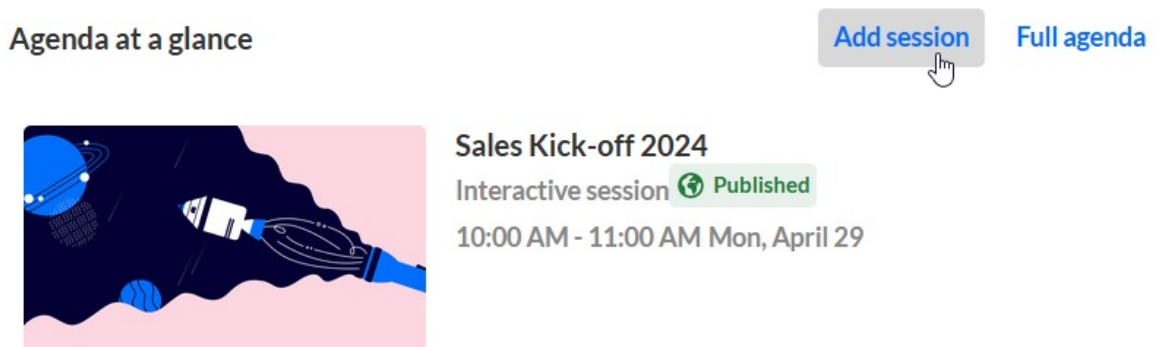
This article describes how to add and edit a Pre-recorded session.

Pre-recorded sessions are pre-recorded videos that are broadcasted as if they were live. They are considered as if they were a live broadcast from the system's point of view (player, analytics, etc.).

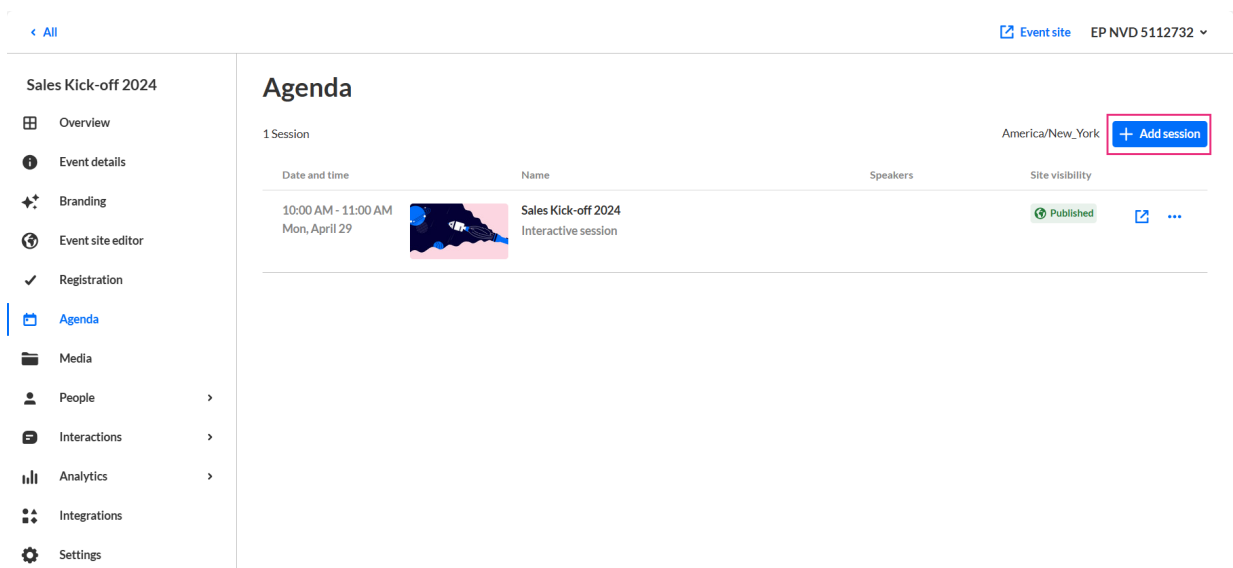
## Add a Pre-recorded session

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**.



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



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 Pre-recorded. The New session screen displays.

## New session

Pre-recorded

Recommended size: 1920x1080 px

[Upload thumbnail](#)

Title (required)

0/120

Description

**B** *i* u ☰ ☷ 🔗

Date

Time


Duration (Minutes)

<b>DATE</b>	<b>TIME</b>	<b>DURATION (minutes)</b>
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="hh:mm (a p)m"/>	<input type="text" value="60"/>

Event time zone America/New\_York

#### Video source

To ensure a seamless broadcast, upload your pre-recorded video ahead of the event.



Pre-recorded video source

Recommended file format: MP4, MOV

[Upload](#)

[Choose from Media](#)

#### Speakers

#### Moderators

Add moderators to monitor and support attendees' questions

#### Share chat moderation app with your moderators

Share a link with your moderators to manage and support attendees during the session through our chat moderation app.

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

#### Site visibility


 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) - A title for your session (char limit is 120). **Please note:** Characters "<" and ">" are not supported.
- **Description** - A description for your session.
- **Date** (required) - The day your session will start.
- **Time** (required) - The time your session will start.

- **Duration** (required) - The duration of your session (in minutes). Max duration is 1440 minutes (24 hours).
2. In the Video source section, click **Upload** and choose the desired media from your computer (we recommend MP4 and MOV file formats), or click **Choose from media** and select from media that has already been uploaded to the event site via the Media page (for more information on uploading media to the event site, see [Manage Media for your Event](#)). Media upload status is displayed in this window once video source has been selected and you may choose to cancel the action while processing. Upload status is also displayed on the Agenda.

 Media must be the same duration as the scheduled session time - no longer and no shorter. If the media is longer than the scheduled session time, a warning message displays. In addition, to avoid interruptions, media must complete uploading prior to the broadcast's start time. 30 minutes before broadcast start time, Upload functionality will be disabled and will remain disabled while the session is in progress. If the session is about to start, and you would like to upload media, consider postponing the start time of the broadcast.

3. 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**

  
 **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.

4. 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

  
 **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.

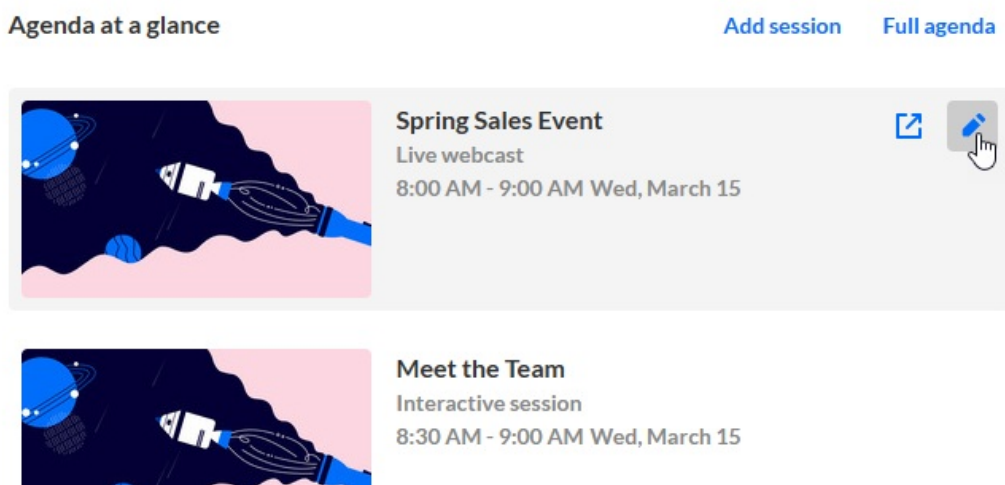
 Team members who created the event (AKA "Organizers") are **automatically** assigned as Moderator to both the event they created (at the "Event Level") and the first session that was created as part of the event (at the "Session Level").

5. Moderation 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.
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.
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. At the scheduled time, your pre-recorded session begins, playing the video you uploaded for your attendees.

## Edit a Pre-recorded 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.



- 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
- Analytics
- Integrations
- Settings

## Agenda

5 Sessions EST (GMT-5) [+ Add Session](#)

Date and Time	Name	Speakers	Site visibility
10:00 AM - 10:30 AM September 20, 2021	<b>Opening Keynote</b> Pre-recorded	SN    +2	<span style="color: green;">Published</span> <a href="#">↗</a> <a href="#">⋮</a>
10:30 AM - 11:00 AM September 20, 2021	<b>Virtually Live</b> Interactive Room	SN    +2	<a href="#">↗</a> <a href="#">⋮</a>
1:00 PM - 1:30 PM September 20, 2021	<b>Marketing for Gen-Z: The right way</b> Pre-recorded	SN	<span style="color: green;">Published</span> <a href="#">↗</a> <a href="#">⋮</a>
2:00 PM - 3:30 PM September 20, 2021	<b>Demystifying Marketing Automation</b> Live Webcast		Private <a href="#">↗</a> <a href="#">⋮</a>
3:00 PM - 4:30 PM September 20, 2021	<b>Marketing for Gen-Z: The right way deep dive</b> Live Webcast		Private <a href="#">↗</a> <a href="#">⋮</a>
5:00 PM - 6:30 PM September 20, 2021	<b>Video Experience Delivery</b> Live Webcast	SN	Private <a href="#">↗</a> <a href="#">⋮</a>

< 1 >

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

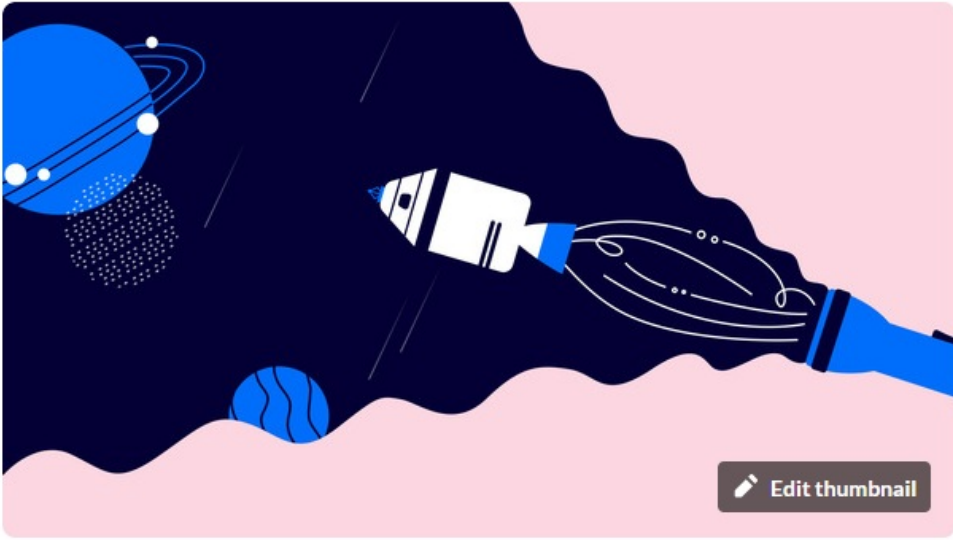
### Message to the Team ⋮

Pre-recorded

Basics
Captions
Attachments
Share & Embed

[Visit session page](#)

[Copy session link](#)



✎ Edit thumbnail

**Title (required)** 19/60

Message to the Team

### Description

**B** *i* u ☰ ☷ 🔗

### Date

📅 03/12/2024

### Time

🕒 11:39 AM

### Duration (Minutes)

60

Event time zone America/New\_York

### Video source

To ensure a seamless broadcast, upload your pre-recorded video ahead of the event.



Daniel Pauley.mp4

Last updated 18 seconds ago

Duration 05:16

 Upload

 Choose from Media

### Speakers

Add speakers

### Moderators

Add moderators to monitor and support attendees' questions

### Share chat moderation app with your moderators

Share a link with your moderators to manage and support attendees during the session through our chat moderation app.

 Go to app  Copy app link

### Visibility

 Published

This session is available on the event agenda

### Additional information

#### Field of study

Accounting

#### Topic


0/120

Entry ID: 1\_drsp643h

Created: October 4, 2023 2:13 PM


Modified: October 4, 2023 2:13 PM


Make appropriate edits on the Basics tab.

 The Save changes button displays *only after* you make an edit to the information.

Once you are finished editing the session details, click **Save changes**. The session is now updated with the new information.

## Manage captions for your session

 The ability to order captions must be enabled and configured on your account. If it is not, please get in touch with your Kaltura representative to enquire about adding it. If captions 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 captions on future sessions only. You may not order captions on past sessions or on sessions that have already started.

## Order captions

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

×

### Order captions

Service:

Source Media Language:

Feature:


4. 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.

5. Click **Submit**.

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


## Upload captions

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▼

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.

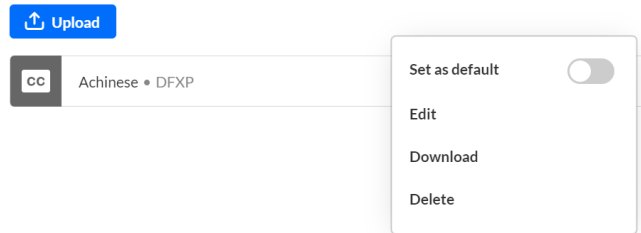
 Please note - You may upload only one file per language.

## Set as default, edit, download, and delete captions

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.

### Upload captions

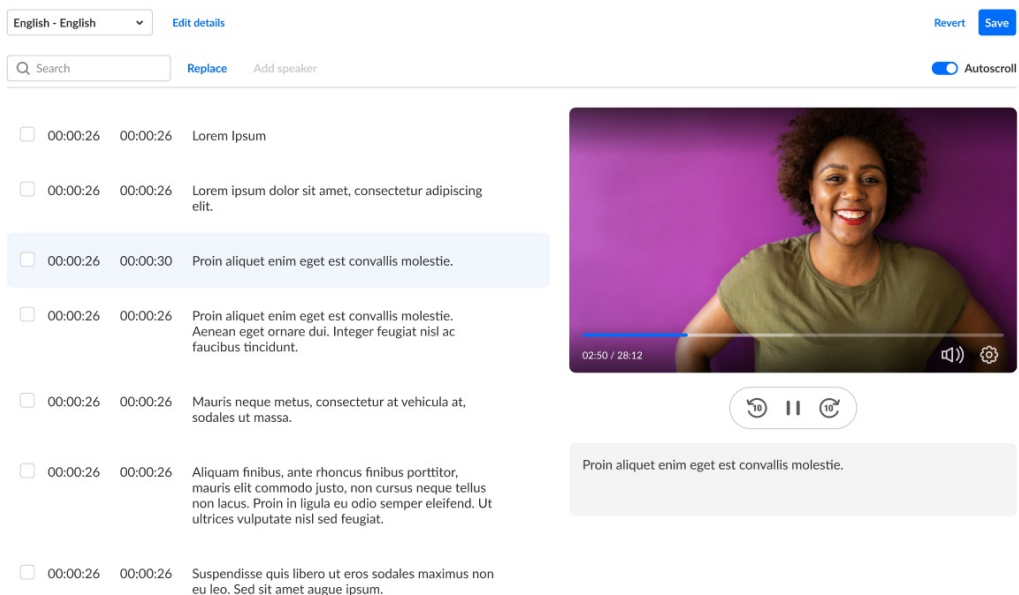
The attached captions will be displayed in the session.



- 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



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

## 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.

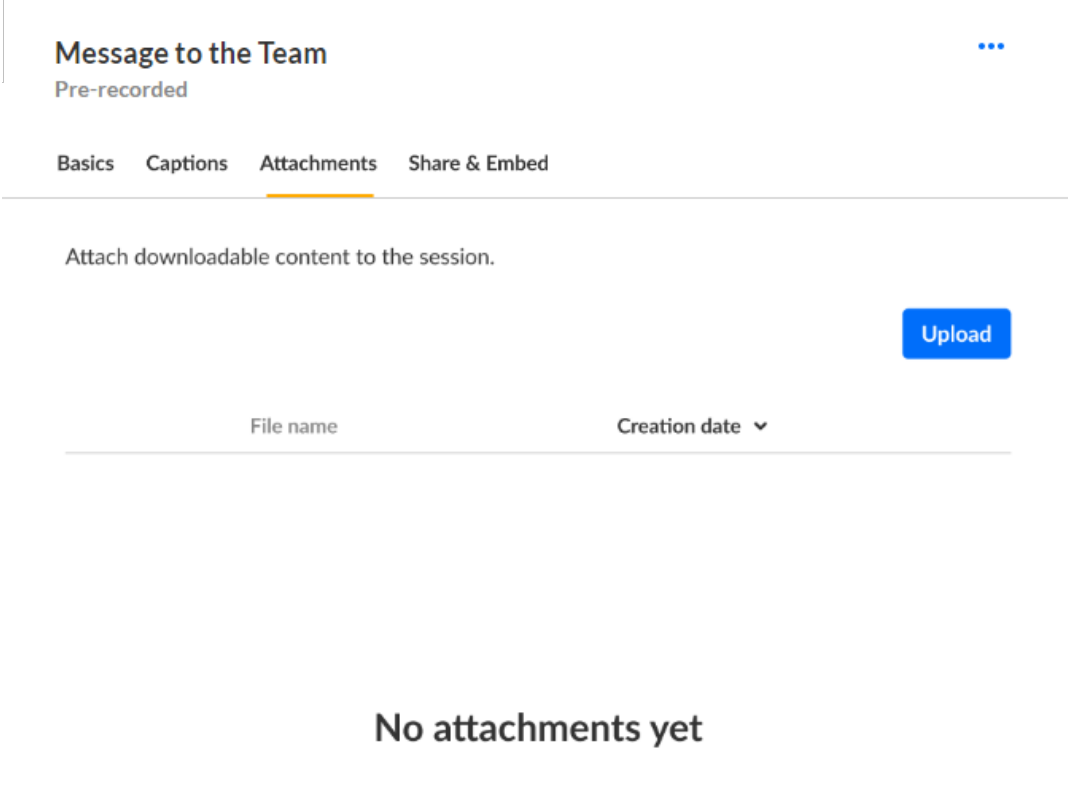
Supported file types consist of the following:

- 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.



The screenshot shows the 'Attachments' tab of a session editor. At the top, the session title 'Message to the Team' is displayed with a 'Pre-recorded' status and a three-dot menu icon. Below the title are four tabs: 'Basics', 'Captions', 'Attachments' (which is selected and highlighted with a yellow underline), and 'Share & Embed'. The main content area contains the instruction 'Attach downloadable content to the session.' and a blue 'Upload' button. Below this is a table header with two columns: 'File name' and 'Creation date' with a dropdown arrow. The table is currently empty, and the text 'No attachments yet' is centered below the header.

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


**Message to the Team** ...  
Pre-recorded

Basics Captions **Attachments** Share & Embed

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Attach downloadable content to the session.

[Upload](#)

File name	Creation date	
 <b>Name</b> Uploading		<a href="#">X</a>

When complete, you receive notification of successful upload.

### Edit attachments on your session

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



**Message to the Team** ...  
Pre-recorded

Basics Captions **Attachments** Share & Embed

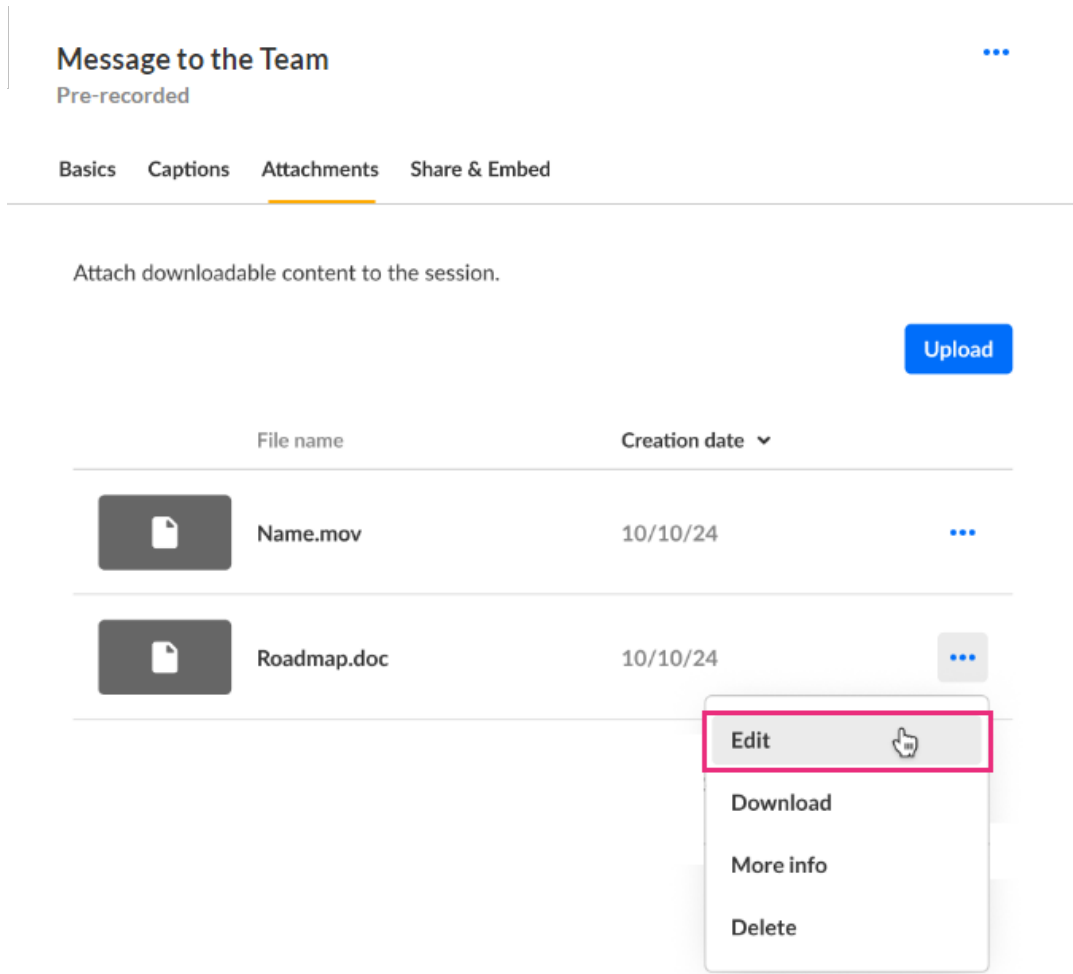
---

Attach downloadable content to the session.

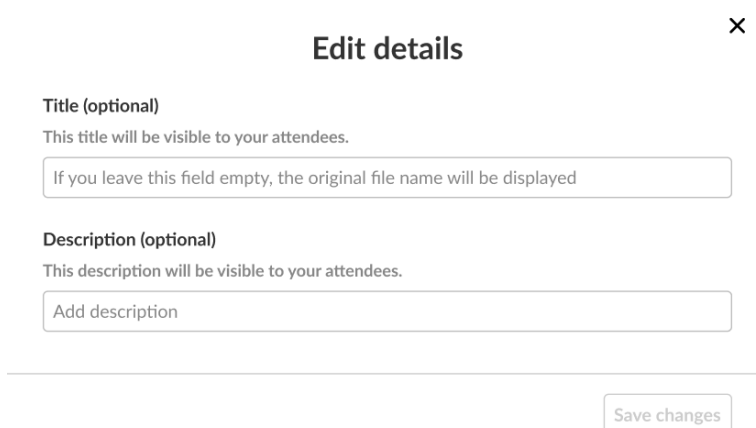
[Upload](#)

File name	Creation date	
 <b>Name.mov</b>	10/10/24	<a href="#">...</a>
 <b>Roadmap.doc</b>	10/10/24	<a href="#">...</a>

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



The Edit details screen displays.

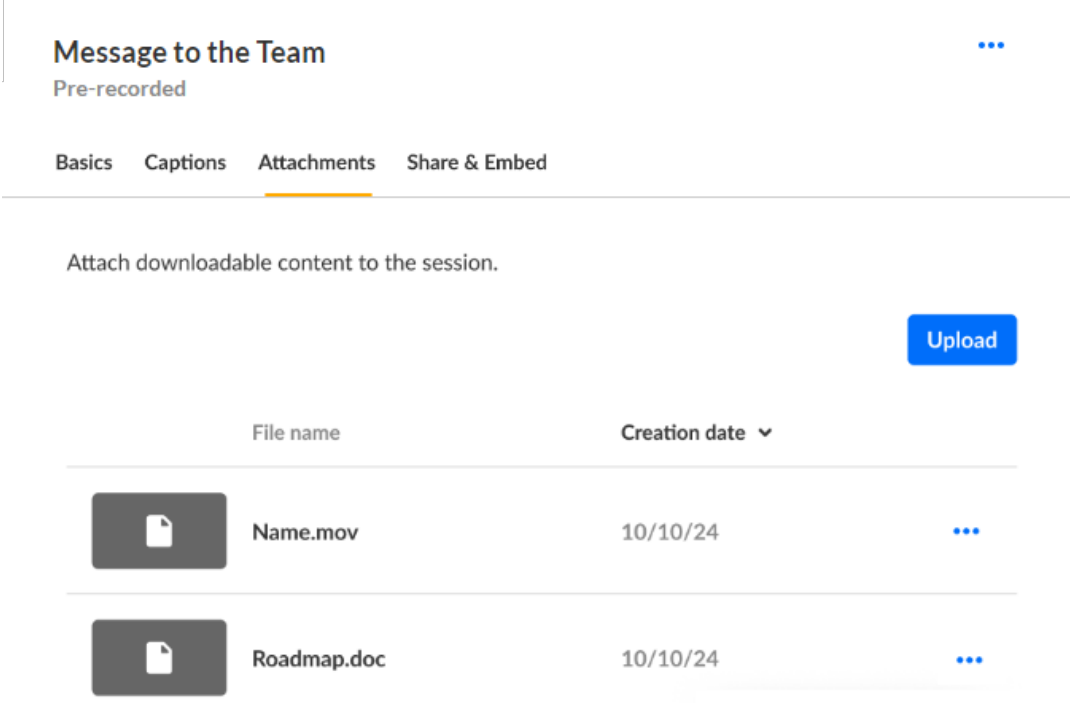


4. Type the title and description (optional). The title should be a more descriptive name for this file. The description should provide context on the file's content. Both will be visible to your attendees.



5. Click **Save changes**.

## Download attachments from your session

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



The screenshot shows the 'Attachments' tab of a session titled 'Message to the Team'. The session is 'Pre-recorded'. The 'Attachments' tab is selected, with other tabs being 'Basics', 'Captions', and 'Share & Embed'. Below the tabs, there is a text prompt: 'Attach downloadable content to the session.' To the right of this prompt is a blue 'Upload' button. Below the prompt is a table of attachments:

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.

## Message to the Team







Pre-recorded




Basics Captions **Attachments** Share & Embed

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.

**Message to the Team** ...  
Pre-recorded

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 More info.



## Message to the Team



Pre-recorded




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

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

4. Click "X" to exit the screen.

## Delete attachments from your session



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

**Message to the Team** ...  
Pre-recorded

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 Delete.

**Message to the Team** ...  
Pre-recorded

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 your session

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

 You may embed future sessions only.

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

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

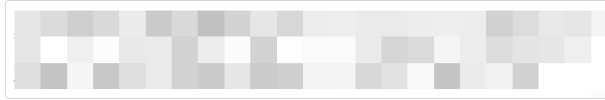
Pre-recorded



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

To embed the player on an external site:

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

 When sessions are embedded, some viewership data will be lost because viewers accessing events via embed are not required to register for the event and will appear anonymously on the session analytics.