

## Agenda tab - Add and edit Pre-recorded session

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.

Select Pre-recorded. The New session screen displays.

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.

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.

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 "Event Managers") 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**.

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


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.
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.
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.
  - 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.

## 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.
3. Click on the **Upload** button and choose desired file(s).  
The progress of your upload is displayed.  
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.
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.
3. Click the three blue dots to the right of the attachment and choose Download.  
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.
3. Click the three blue dots to the right of the attachment and choose More info.  
Additional information displays about the attachment.
4. Click "X" to exit the screen.

### Delete attachments from your session


1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.
3. Click the three blue dots to the right of the attachment and choose Delete.  
You are asked to confirm your action.

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.

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.

[template("cat-subscribe")]