

## Agenda tab - Add and edit DIY live webcast session

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This article is designated for all users.

### About

This article describes how to add and edit a DIY live webcast session.

DIY live webcast give you the ability to broadcast/webcast a Kaltura live session directly from a Kaltura Studio room. Simply create a DIY live webcast session, then navigate to the Studio room and begin broadcasting.

Once the session is created, the studio is automatically created as well, and is hidden from the general attendees. Moderators and speakers may access the studio via a direct private link. This way, they can begin preparing the studio ahead of the broadcast. The agenda, on the other hand, is available to all on the event site.

### Add DIY live webcast 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 DIY live webcast. 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. 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.

3. 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").

4. Moderation and studio links - Click **Launch moderation 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.

The **Copy studio link** is accessible via the [Edit Session](#) page after you've saved your new session. This is for sharing the studio access with moderators and speakers.

5. 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.

The Session recording area is accessible via the [Edit Session](#) page once the live session is finished.

6. 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.

## Edit DIY live webcast 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 recordings

DIY live sessions include automated transition from live to VOD (meaning, once the live session is finished, the recording is automatically published). In some cases, Event managers may not want a VOD available after the session, or they may want to take down the recording, go through some post-production, and then re-upload the recording.

To unpublish or download a recording:

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Scroll down to the Session recording section.

Click **Unpublish** to unpublish the recording. You are prompted to confirm your action. Once the recording is unpublished, it will display on the Media page.


Click **Download** to download the recording. It is downloaded to your local machine.

To upload a new recording:

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Scroll down to the Session recording section.
4. Click **Choose from Media**. The Media page displays.
5. Click **Select** next to the media you would like to upload to the session. You receive confirmation that the recording was published to the session page and removed from the Media page.

## Manage captions for your session

The ability to order captions must be enabled and configured on your account. If it is not, please contact 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 live captions on future sessions only. You may not order live captions on sessions that have already started. If you did not order live captions for the session, and you have a recording of the session, you may order and/or upload captions for that recording.

### To order live captions for a session

Live captions must be ordered before the session starts, as early as possible,

1. Access the [Edit Session](#) page.
2. Click on the **Captions** tab.
3. Click **Order captions**. The Order captions screen displays.
4. Complete the fields in the Order captions screen.
  - **Service** - Select the type of Live Captioning service.
    - Machine - Automated captioning process. (Machine captions must be ordered at least 15 minutes ahead of your session.)
  - **Source Media Language** - Select the spoken language of the live stream (currently only English is supported).
  - **Feature** - Select Live Captions.
  - **Live Captions Start Time** - Select a time interval in case you'd like the captions service to start before the scheduled start time of your event.
  - **Live Captions End Time** - Select a time interval in case you'd like to keep the captions service running if the event runs longer than expected.
5. Click **Submit**.

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

### To order captions for a session recording

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


All fields are pre-populated for you.

4. Click **Submit**.

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

## To upload captions for a session recording

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.

## To set as default, edit, download, and delete captions for a session recording

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',

'oxt', '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.

Addition 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 and embed

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

 You may share (restream) and 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.

To share (restream) your live webcast on a social media channel:

1. Click **+ Add stream**. The Add a social stream window displays.
2. In the Social channel (required) field, type the name of the social channel (i.e., Facebook, Twitter, etc.).
3. In the Stream URL (required) field, paste in the stream URL provided by the social channel.
4. In the Stream key (required) field, paste in the stream key provided by the social channel.
5. Click **Add**. As you add social channels, they display on the Share & Embed tab under Social media streams.

 When sessions are embedded or shared (restreamed) on social media, some viewership data will be lost because viewers accessing events via embed or restream are not required to register for the event and will appear anonymously on the session analytics.

To edit an existing stream:

1. Click the three blue dots to the right of the desired stream. Additional options display.

2. Click **Edit**. The Edit social stream window displays where you can make your edits, then click **Save**.

To delete an existing stream:

1. Click the three blue dots to the right of the desired stream. Additional options display.
2. Click **Delete**. You are asked to confirm your action.

## Launch DIY live webcast

You may activate your broadcast studio, add files to your playlist, and start broadcasting directly from a Kaltura room.

1. Navigate to the [Edit Session](#) page.
2. Click the **Launch studio** button. The session displays.

If you are logged into the account and are a speaker or a moderator, the **Start Meeting** button is displayed. The **Start Meeting** button is not displayed for attendees.

3. Click the **Start Meeting** button to launch the session. The Kaltura Studio room displays.

See the [Meeting room category](#) of the Kaltura Knowledge Center for complete information on using Kaltura rooms.

[template("cat-subscribe")]

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