

## Session publishing capabilities

Last Modified on 04/09/2026 7:23 pm IDT

 This article is designated for all users.

### About

You may publish/unpublish sessions from events to your Content Hub (formerly Video Portal) per channel. This article will walk you through that process.

### Prerequisites and notes:

- Your Content Hub(s) must be preconfigured by Kaltura.
- You may publish a session only after the session has ended.
- Content Hub publishing entitlements apply, you need to configure your Content Hub target channels to have permissions for the Kaltura Events user so they will be able to publish.
- It may take up to 10 minutes for a session to appear in a channel on the Content Hub(s) after publishing.



This article pertains only to multi-session events.

### Access session publishing capabilities

There are two ways to reach session publishing capabilities - on the Agenda page, click the three dots and select the appropriate action, or on the Edit Session page, click the three dots and select the appropriate action.



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

Agenda page example:

← All Event site Kaltura Marketing ▾

**Virtually Live!**

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

### Agenda

All 4 Sessions EST (GMT-5) [+ Add Session](#)

| Date and Time                                  | Name   | Speakers | Site visibility |
|--|--|----------|-----------------|
| 10:00 AM - 10:30 AM<br>Tue, September 20, 2024 | <b>Marketing for Gen-Z: The right way</b><br>Interactive session | SN  +2   | Published       |
| 10:30 AM - 11:00 AM<br>Tue, September 20, 2024 | <b>Product Updates</b><br>Interactive session                    |          |                 |
| 1:00 PM - 1:30 PM<br>Tue, September 20, 2024   | <b>Demystifying Marketing Automation</b><br>Pre-recorded         |          | Published       |
| 2:00 PM - 3:30 PM<br>Tue, September 20, 2024   | <b>Video Experience Delivery</b><br>DIY Live Broadcast           | SN  +2   | Published       |

< 1 >

Edit Session page example:

← All ✕

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

Interactive session

[Visit session page](#)

View analytics

**Change Video portal settings**

Delete

**Title (required)** 0/60

Marketing for Gen-Z: The right way

**Description**

**B i U**

With the rise of virtual events, the divide between business get-togethers and other marketing channels has become blurrier than ever, and a new digital marketing funnel has emerged. But it couldn't have happened without the creativity and smarts of all those marketers who wielded their events into immersive experiences and personal interactions that fit right into people's every day, anywhere on the customer journey.

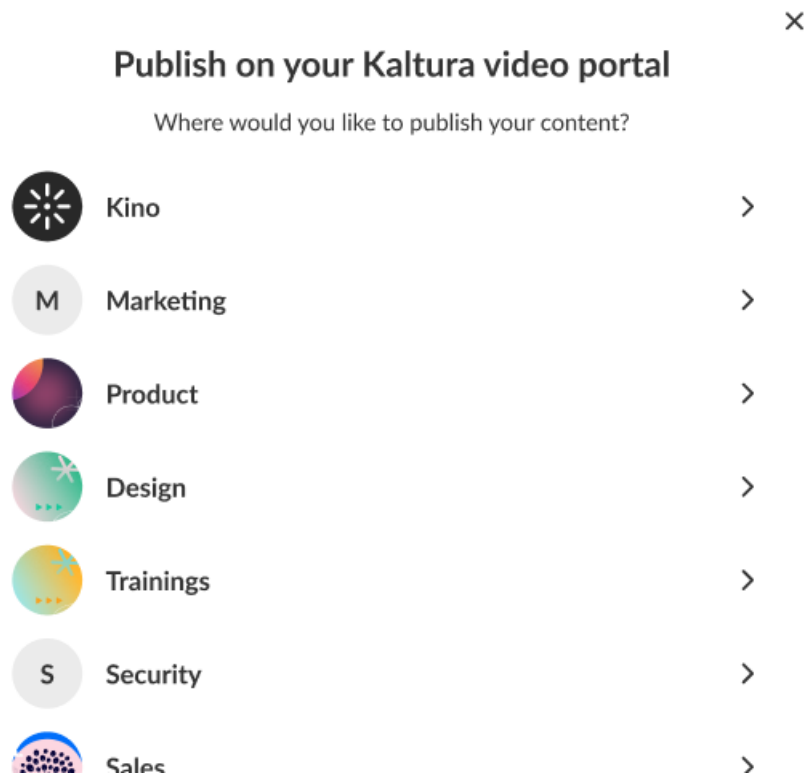
**Start Time**   → **End Time**

Event time zone EST (GMT-5)

**Speakers**


**Chris Core** ✕ [Add speakers](#)


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.

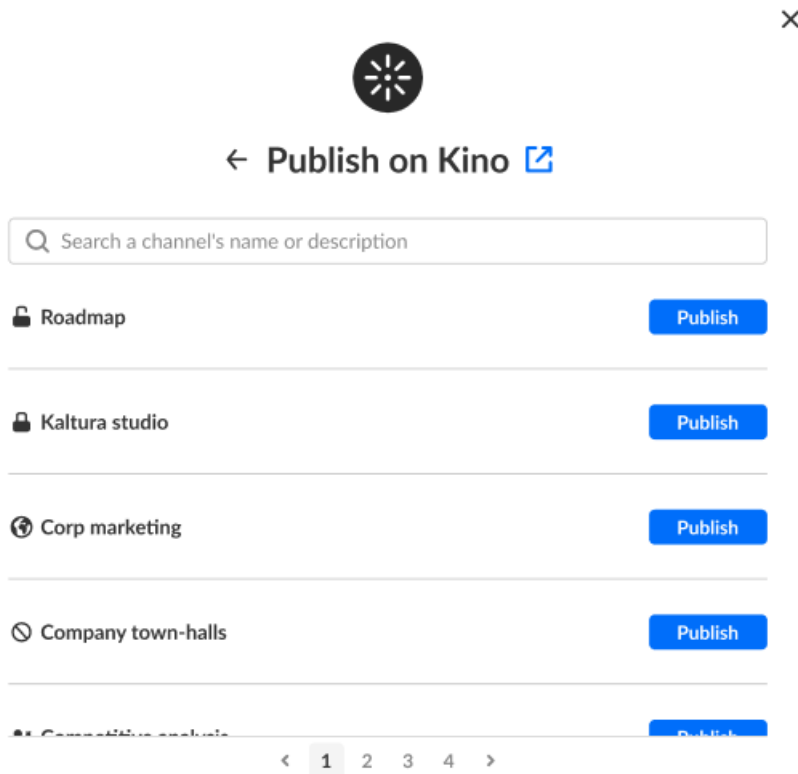


In our example above, the user has access to multiple Content Hubs.

1. 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.

2. To publish the session, click the **Publish** button next to the appropriate channels. You may search for a channel's name or description on this screen as well.



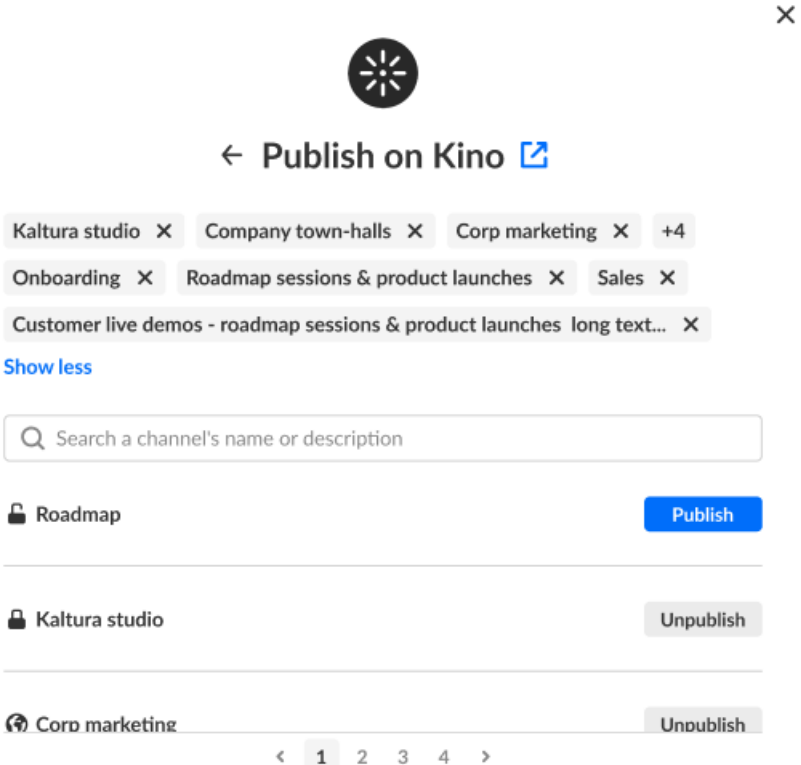
If no channels exist in this Content Hub, you receive a message instructing you to create a channel in this Content Hub before proceeding.



A note on Content Hub 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) to which this session is published display in a list directly below the name of the Content Hub.



3. To unpublish a session 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.