

## Session publishing capabilities

Last Modified on 11/09/2025 3:35 pm IST

 This article is designated for all users.

### About

You may publish/unpublish sessions from events to your Kaltura video portal(s) per channel. This article will walk you through that process.

#### Prerequisites and notes:

- Your Video portal(s) must be preconfigured by Kaltura.
- You may publish a session only after the session has ended.
- Video portal publishing entitlements apply, you need to configure your video portal 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 Kaltura video portal(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 Tue, September 20, 2024	 <b>Marketing for Gen-Z: The right way</b> Interactive session	SN    +2	Published   <span style="border: 1px solid #ccc; padding: 2px;">⋮</span>
10:30 AM - 11:00 AM Tue, September 20, 2024	 <b>Product Updates</b> Interactive session	 	<span style="border: 1px solid #ccc; padding: 2px;">Edit</span> <span style="border: 1px solid #ccc; padding: 2px;">Publish on Video portal</span> <span style="border: 1px solid #ccc; padding: 2px;">Delete</span>
1:00 PM - 1:30 PM Tue, September 20, 2024	 <b>Demystifying Marketing Automation</b> Pre-recorded	 	Published   <span style="border: 1px solid #ccc; padding: 2px;">⋮</span>
2:00 PM - 3:30 PM Tue, September 20, 2024	 <b>Video Experience Delivery</b> DIY Live Broadcast	SN    +2	Published   <span style="border: 1px solid #ccc; padding: 2px;">⋮</span>





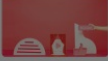

Edit Session page example:

**Virtually Live!**

- Overview
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## Agenda

5 Sessions

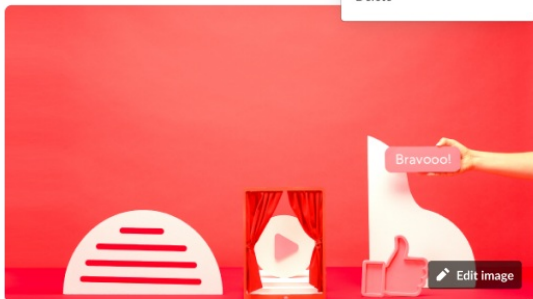
10:00 AM - 10:30 AM September 20, 2021	 <b>Opening Keynote</b> Pre-recorded
10:30 AM - 11:00 AM September 20, 2021	 <b>Virtually Live</b> Interactive Room
1:00 PM - 1:30 PM September 20, 2021	 <b>Marketing for Gen-Z: The right way</b> Pre-recorded
2:00 PM - 3:30 PM September 20, 2021	 <b>Demystifying Marketing Automation</b> Live Webcast
3:00 PM - 4:30 PM September 20, 2021	 <b>Marketing for Gen-Z: The right way</b> Live Webcast
5:00 PM - 6:30 PM September 20, 2021	 <b>Video Experience Delivery</b> Live Webcast

### 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**

20/09/21

10:00 am


→

20/09/21

11:00 am

Event time zone EST (GMT-5)

**Speakers**



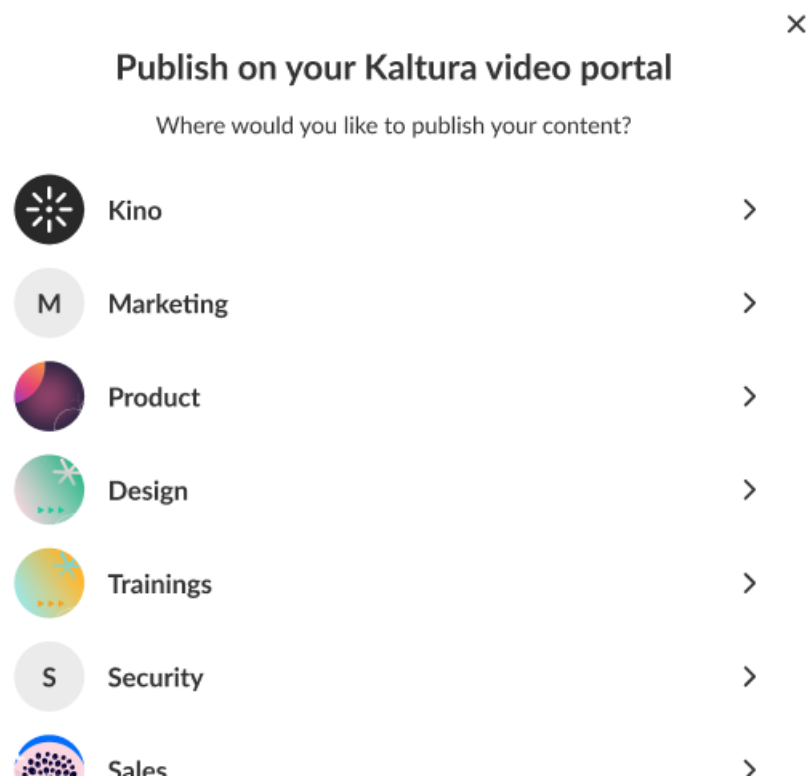
Chris Core

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 Kaltura video portals to which you have access.

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2



In our example above, the user has access to multiple Kaltura video portals.

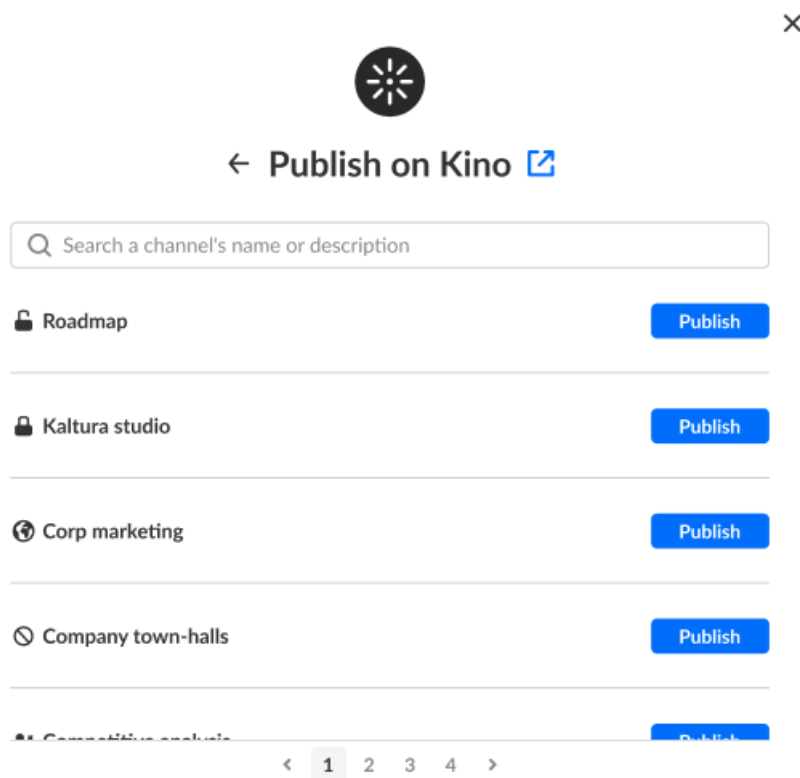
1. Click on the appropriate video portal. The Publish on [video portal name] screen displays. This screen lists all the channels to which you have access in this Kaltura video portal.



If you have access to only one Kaltura video portal, you are taken directly to the Publish on [video portal name] screen.



If you do not have access to any Kaltura video portals, you are taken to a screen which allows you to check out Kaltura's video portal and explore its main features and functions.



In our example above, the user has access to multiple channels in this Kaltura video portal.

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 Kaltura video portal, you receive a message instructing you to create a channel in this Kaltura video portal before proceeding.




A note on video portal 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 Kaltura video portal.

×



← **Publish on Kino** [↗](#)

Kaltura studio ×
Company town-halls ×
Corp marketing ×
+4

Onboarding ×
Roadmap sessions & product launches ×
Sales ×

Customer live demos - roadmap sessions & product launches long text... ×

[Show less](#)

🔒	Roadmap	Publish
<hr/>		
🔒	Kaltura studio	Unpublish
<hr/>		
🌐	Corp marketing	Unpublish

< 1 2 3 4 >

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 Kaltura video portal, or click the **Unpublish** button to the right of the channel name.