

Virtual classrooms recordings and media

Last Modified on 09/30/2024 2:49 pm IDT

 This article is designated for all users.

About

This article describes how to record a virtual classroom session. It also describes how to access those recordings and additional functionality available to you.

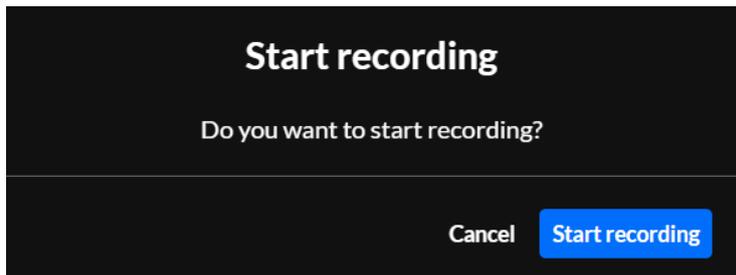
 Looking for more information about these features? Feel free to contact your Kaltura representative.

Start recording

1. Click **Start recording** or click the three dots button and choose **Record**.



You are asked to confirm your action.



2. Click **Start recording**.

Note the red "record" light in the lower left corner of the screen that indicates you are currently recording.

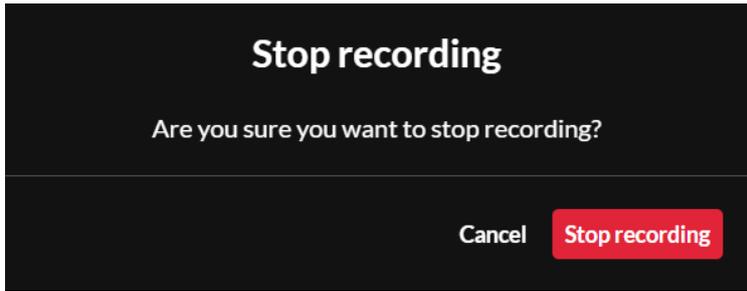


Stop recording

1. Click the Stop Recording (square icon) button or click on the three dots button and choose **Stop Recording**.



You are asked to confirm your action.



2. Click **Stop recording**.

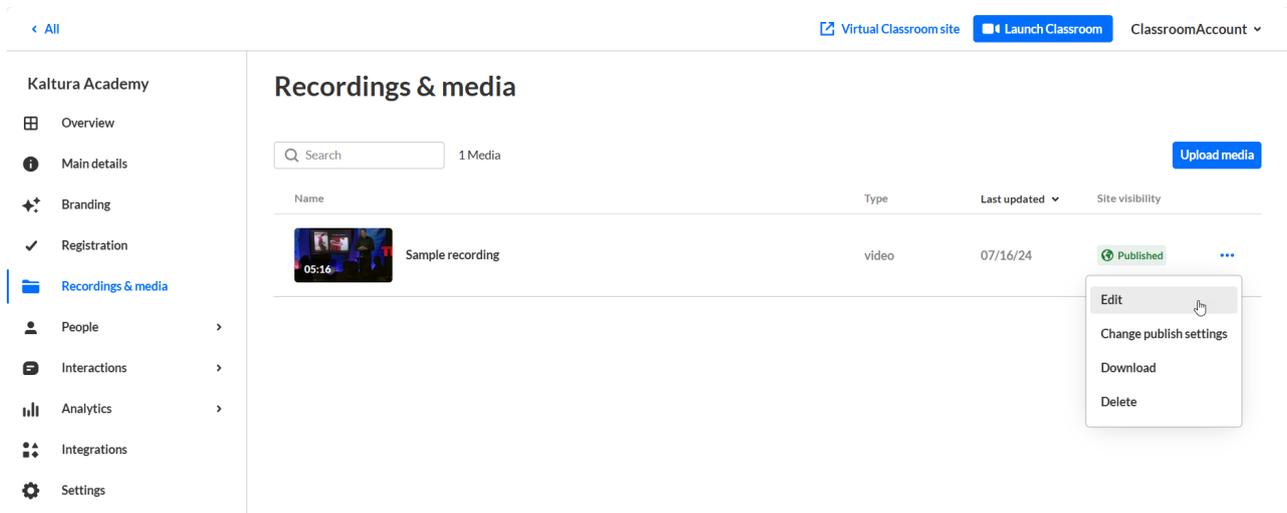
Once you stop recording, a toast message displays asking you to wait for the recording to be uploaded. Another toast message displays informing you once it has been uploaded successfully. The classroom recording is now published.

You can find the file on the Recordings & media tab. See the following section for additional functionality.

Additional functionality on the Recordings & media tab

Edit recording

On the Recordings & media tab, click on the recording, or click the blue dots button and select Edit.



The Basics tab of the Editing screen displays.

Sample recording

Video 🌐 Published



Basics



 [Edit thumbnail](#)

Title (required)

16/120

Sample recording

Description

B *i* u ☰ ☷ 🔗

Entry ID:

Type: mp4

Size: 19 MB

Created: July 16, 2024 at 2:29 PM

Last updated: July 16, 2024 at 2:30 PM

Added by:

[Cancel](#)

[Save changes](#)

The editable fields in the Basics tab are as follows:

Thumbnail - If you wish to insert a different thumbnail, click **Edit Thumbnail** and choose the desired file. We recommend 1920x1080 px.

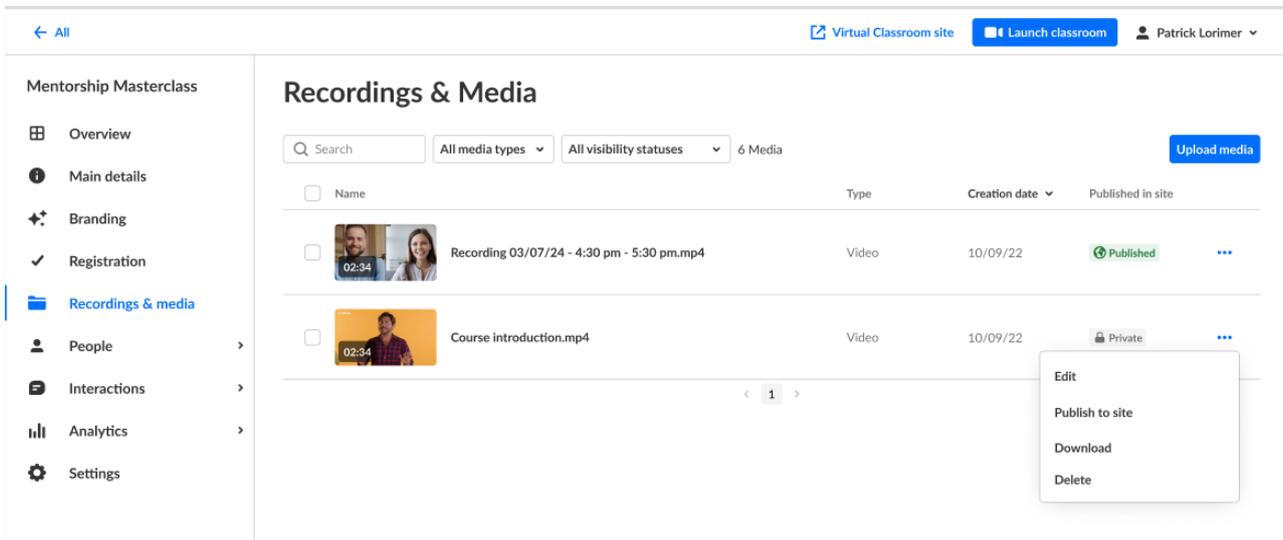
Title - A title for your media (char limit is 120).

Description - A description of your media.

Publish to site or change publish settings

To publish media:

On the Recordings & media tab, click the blue dots button and select Publish to site.



The Publish to site screen displays.

Publish to site

Publish The video will appear on your classroom site

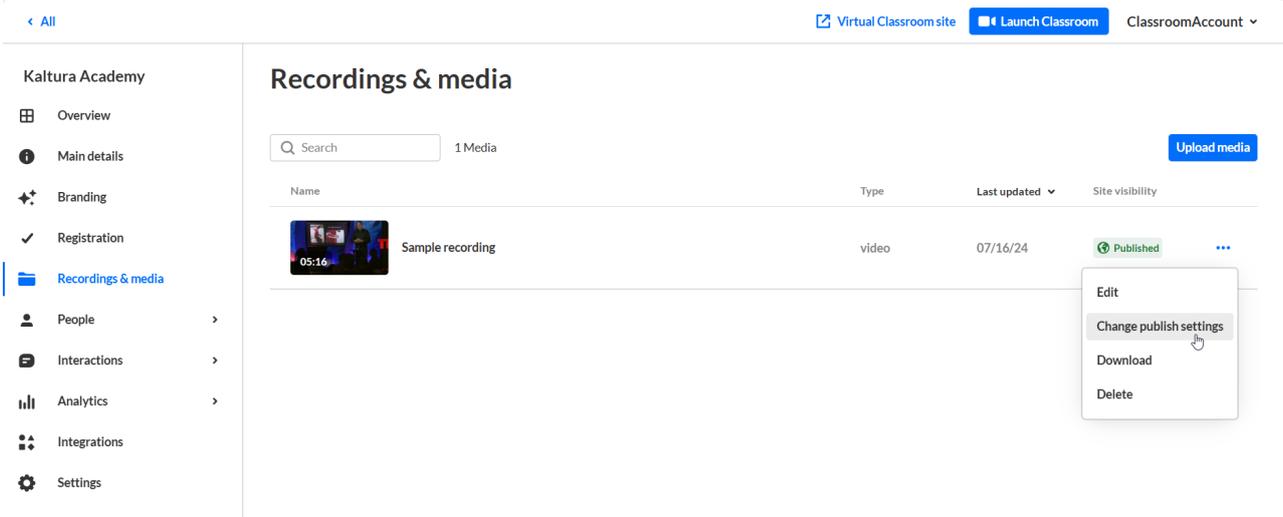
Cancel

Save changes

Move the toggle to the right, then click **Save changes**.

To unpublish media:

On the Recordings & media tab, click the blue dots button and select Change publish settings.



The Publish to site screen displays.

Publish to site

Publish The video will appear on your classroom site

Cancel

Save changes

Move the toggle to the left, then click **Save changes**.

Download recording

On the Recordings & media tab, click the three-dots button and select Download. The media is downloaded to your computer.

Delete recording

On the Recordings & media tab, click the three-dots button and select Delete. When deleting a recording, you are asked to confirm your action.

Upload additional media

Click on the **Upload media** button to upload additional media.