

# Event controls for a single session Live webcast event

Last Modified on 11/17/2025 5:56 pm IST

28 This article is designated for all users.

## **About**

Event controls allow you to configure your single session Live webcast event.



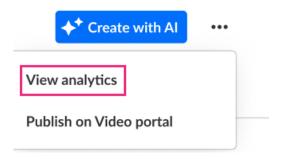
Looking for more information about single session events? Feel free to contact your Kaltura representative.

#### Create with Al

Enrich and repurpose your content into engaging, snackable experiences with Kaltura's Al-powered post-production assistant. Click to access Content Lab functionality. This button will be active and enabled only on sessions with applicable media uploaded. See Create highlight clips with Al and Create a summary and chapters with Al for more information.

# View analytics

Click the three-dot action menu then select View analytics.



You are redirected to the Analytics dashboard.

# Publish on Video portal

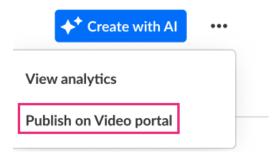
You may publish/unpublish event to your Kaltura video portal(s) per channel.

Prerequisites and notes:

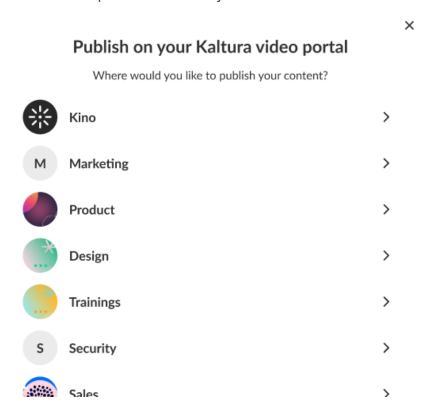
Your Video portal(s) must be preconfigured by Kaltura.



- 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.
- 1. Click the three-dot action menu then select Publish on Video portal.



The Publish on your Kaltura video portal screen displays. This screen lists all the Kaltura video portals to which you have access.



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

2. 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.

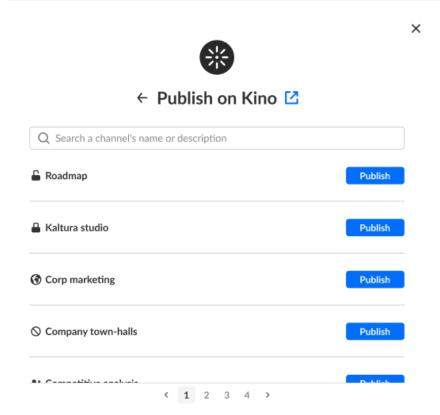


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If you have access to only one Kaltura video portal, you are taken directly to the Publish on [video portal name] screen.



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.

3. 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.

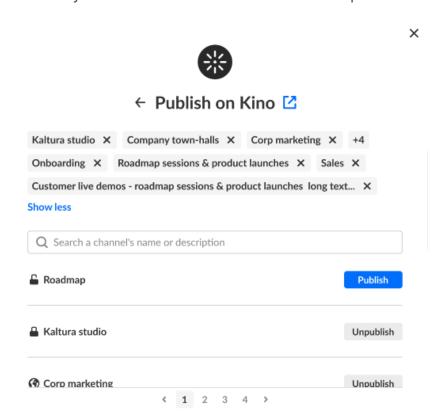


A note on video portal publishing entitlements:



- 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.
- o 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.

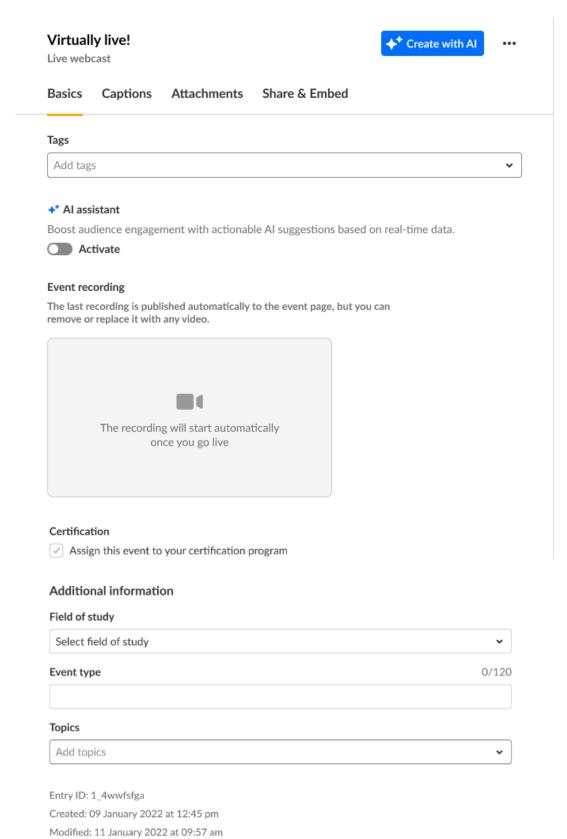


4. To unpublish a session from a channel, click the "X" next to the channel name in the list directly below the name of the Kaltura video portal, or click the **Unpublish** button to the right of the channel name.

#### Basics tab

The Basics tab allows you to enrich and repurpose your content, add tags, activate the Al assistant, and manage the event recording after the event is finished.



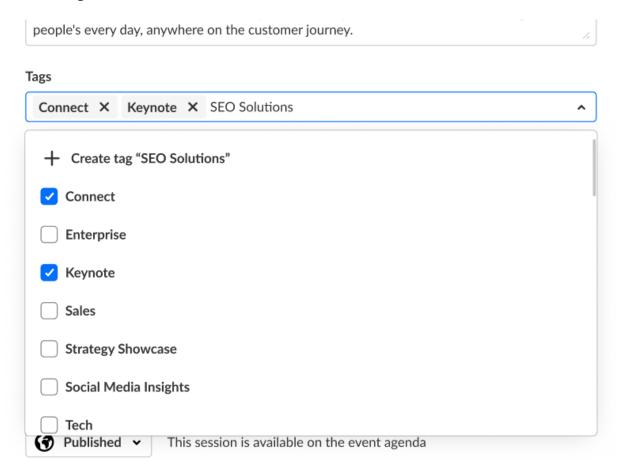


## **Tags**

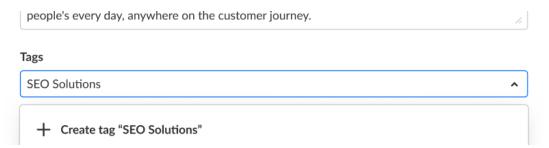
Apply existing or create new useful, relevant tags for your event to help categorize it.



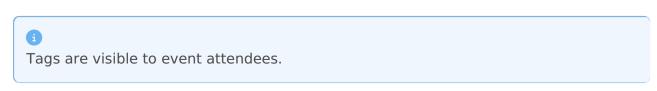
**To apply a tag** - Click in the Add tags field. Start typing the first few letters of a tag and a list of matching tags will populate for you. Click to select the checkbox next to the desired tag.



**To create a new tag** - Type your new tag in the Add tags field, then click **+Create tag** "[tag name]".



To detach a tag from a session, simply click "X".



## Al Assistant



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Looking for more information about this feature? Feel free to contact your Kaltura representative.

- 1. Click to activate Kaltura's Al assistant for this session.
  - ◆ Al assistant

Boost audience engagement with actionable AI suggestions based on real-time data.

Activate

You are asked to confirm your action.



Your AI session assistant

Take action based on your session data with one click. Get real-time suggestions for interactive content and track audience mood to boost engagement.

Activate assistant

2. Click **Activate assistant**. You may click the "X" button to cancel the action.

## When activated

- The Assistant tab displays for moderators in the Chat and Collaboration widget. The Assistant tab provides information on attendee numbers, chat mood (results of sentiment analysis), engagement rate (viewers who watch in full screen or with the focus on the tab and sound on), and time to end.
- The Live stage tab of the Chat and Collaboration widget displays the same information for moderators.

#### When deactivated

- The Assistant tab does not display for moderators in the Chat and Collaboration widget.
- The Live stage tab of the Chat and Collaboration widget displays information on attendee numbers, turnout (percentage of those registered who are actually logged into the session), engagement rate (viewers who watch in full screen or with the focus on the tab and sound on), and time to end.

## **Event recording**



Live events include the automated transition from live to VOD (meaning, once the live event is finished, the recording is automatically published to the event site). In some cases, Event organizers may not want a VOD available after the event, 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:

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

#### **Event recording**

The last recording is published automatically to the event page, but you can remove or replace it with any video.



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



## **Event recording**

The last recording is published automatically to the event page, but you can remove or replace it with any video.

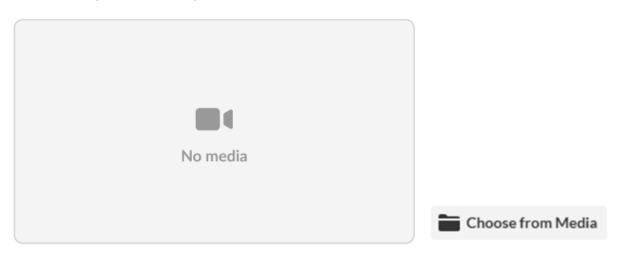


To publish a new recording:

#### 1. Click Choose from Media.

## Session recording

The last recording is published automatically to the session page, but you can remove or replace it with any video.

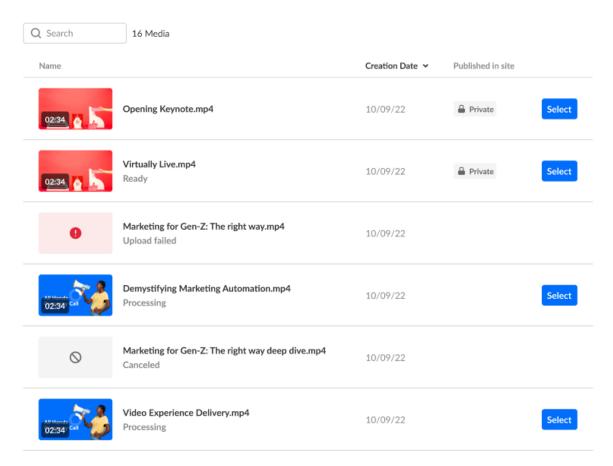


The Media page displays (if you need to upload a new file, upload it first to the media page).





#### Media



2. Click **Select** next to the media you would like to upload to the session. You receive confirmation that the recording was published on the session page and removed from the Media page.

#### Certification

Click the check box if you would like to assign this event to your Continuing Professional Education (CPE) program.

#### Certification



Assign this event to your certification program

#### Additional information

The Additional information section appears only if your account includes custom metadata. The fields in the Additional information section will help you capture extra details about your event. For example, sometimes values in specific fields are required

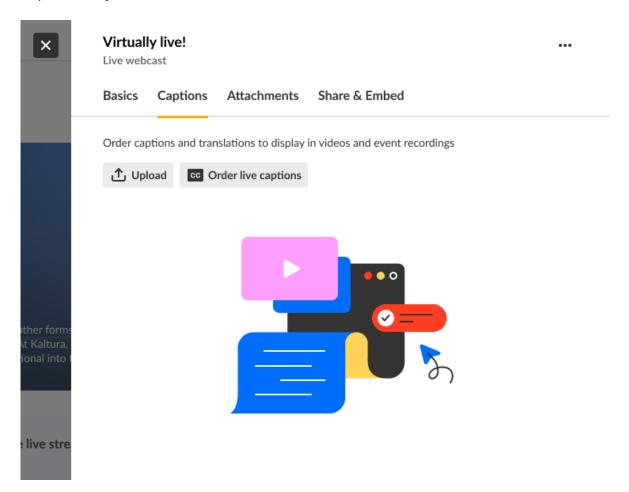


to generate a certificate for your CPE program.



# Captions tab

The Captions tab allows you to order live captions for streaming events or order/add captions to your on-demand content.





The ability to order captions and translation must be enabled and configured on your account. If they are not, please contact your Kaltura representative to enquire about adding them. If captions and translation are enabled and configured on your



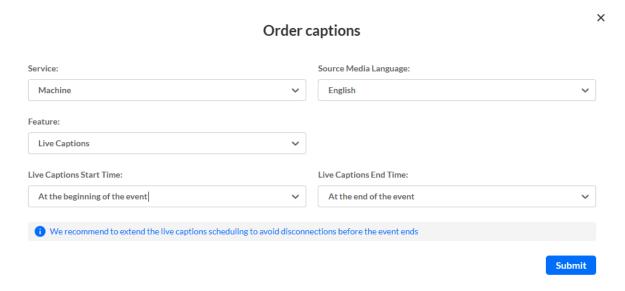
account, you may order them only after creating your event and accessing the Captions tab.



You may order live captions and translation on future events only. You may not order live captions or translation on events that have already started. If you did not order live captions for the event, and you have a recording of the event, you may order and/or upload captions for that recording.

## To order live captions for an event

1. Click **Order live captions**. The Order captions screen displays.



- 2. 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.



Multiple languages are supported. Don't see yours? Contact your Kaltura representative to request it.

- Feature Select Live Captions.
- **Live Captions Start Time -** Choose when the captioning service should start:
  - at the beginning of the event
  - 15 minutes before the event starts (recommended)
  - 30 minutes before the event starts



- 60 minutes before the event starts
- Live Captions End Time Choose how long captions should run after the scheduled end time:
  - at the end of the event
  - 15 minutes after the event ends
  - 30 minutes after the event ends
  - 60 minutes after the event ends
- 3. Click Submit.



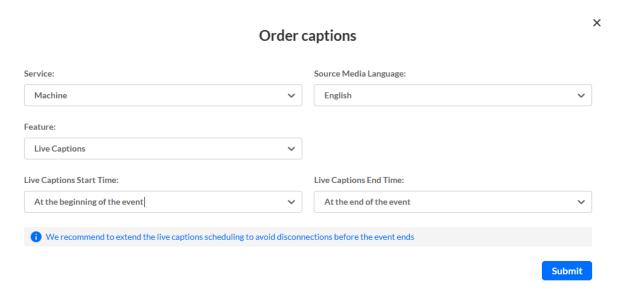
Once captions have been ordered, you may view existing caption requests in the Captions tab.



Please note that if you reschedule the event, the original order won't update automatically. You will have to cancel it and place a new order.

#### To order live translation for a event

1. Click **Order live captions**. The Order captions screen displays.



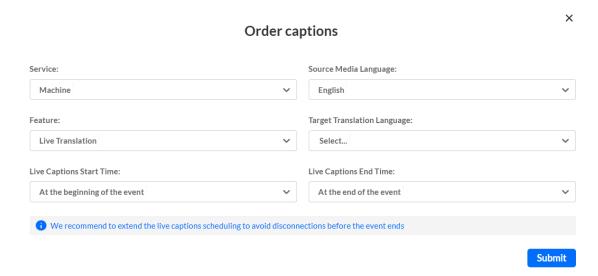
- 2. Complete the fields in the Order captions screen.
  - **Service -** Select the type of Live Translation service.
    - Machine Automated translation process. (Translations must be ordered at least 15 minutes ahead of your session.)
  - Source Media Language Select the spoken language of the live stream.





Multiple languages are supported. Don't see yours? Contact your Kaltura representative to request it.

• Feature - Select Live Translation.



- **Target Translation Language -** Choose desired language.
- **Live Captions Start Time -** Choose when the captioning service should start:
  - at the beginning of the event
  - 15 minutes before the event starts (recommended)
  - 30 minutes before the event starts
  - 60 minutes before the event starts
- Live Captions End Time Choose how long captions should run after the scheduled end time:
  - at the end of the event
  - 15 minutes before the event ends (recommended)
  - 30 minutes before the event ends
  - 60 minutes before the event ends
- 3. Click Submit.



Once captions have been ordered, you may view existing caption requests in the Captions tab.



Please note that if you reschedule the event, <u>the original order won't update</u> <u>automatically</u>. You will have to cancel it and place a new order.



#### Status definitions

- Pending The vendor has not yet opened the request
- Scheduled The request has been accepted and is being processed
- Completed The captioning job was completed successfully



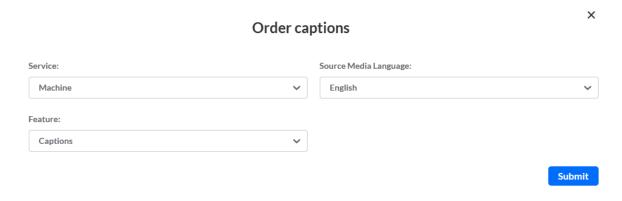
Only start streaming when all caption orders show **Scheduled**. If the status is **Pending**, wait and refresh the list manually.

## Best practices for live captioning

- Start streaming a few minutes early to ensure full caption coverage.
- Machine captions must be ordered at least 15 minutes before the event.
- You can cancel machine orders any time before the event.
- Captions apply to the primary stream only backup streams aren't supported.
- Events must be at least 10 minutes long (600 seconds minimum).
- Captions can last up to 8 hours per event

## To order captions for an event recording

1. Click **Order captions**. The Order captions screen displays.



- 2. 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.

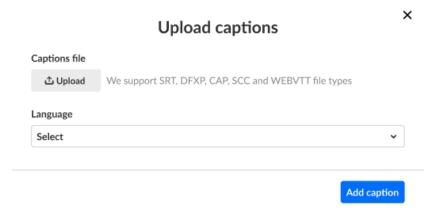
- Feature Select Captions.
- 3. Click Submit.



Once captions have been ordered, you may view existing caption requests in the Captions tab.

## To upload captions for a event recording

1. Under Upload captions, click **Upload.** The Upload captions screen displays.



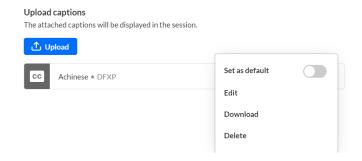
2. Click **Upload** to choose the desired captions file from your computer, select the language, then click **Add caption**. As you add captions, they display on the Captions tab under Upload captions.



Please note - You may upload only one file per language.

## To set as default, edit, download, and delete captions for an event recording

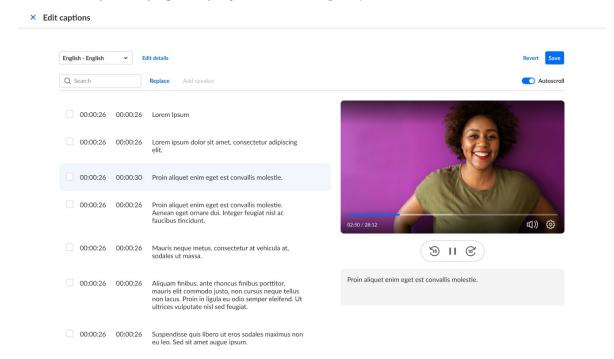
1. Click the three blue dots to the right of each caption file for additional functionality.



- 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.

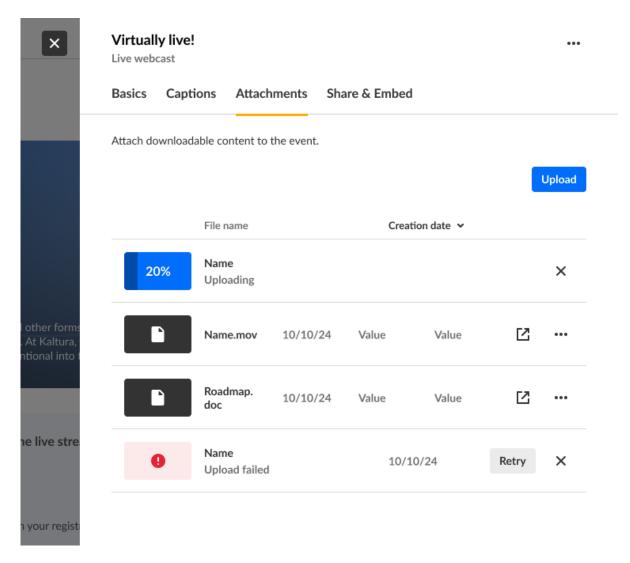


- Choose **Download** to download the captions file to your machine.
- Choose **Delete** to delete the caption file

#### Attachments tab

The Attachments tab allows you to attach downloadable content to the event.





Provide your audience a greater immersive experience and more value by enriching your event with downloadable content. Manage content like documents, spreadsheets, presentations, audio/video files, and images for your event 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', '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 event

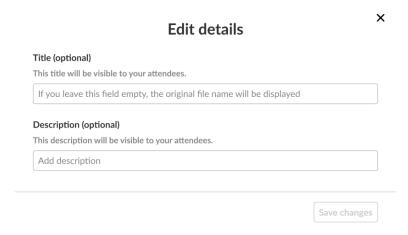
- 1. Click on the Attachments tab.
- 2. Click on the **Upload** button and choose desired file(s).

The progress of your upload is displayed.

When complete, you receive notification of successful upload.

## Edit attachments on your event

1. Click the three blue dots to the right of the attachment and choose Edit. The Edit details screen displays.



- 2. 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.
- 3. Click Save changes.

#### Download attachments from your event

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 event

1. Click the three blue dots to the right of the attachment and choose More info. Addition information displays about the attachment.



X

## Roadmap.doc

Title: Roadmap internal

**Description:** We're thrilled to share the latest enhancements to our

Virtual Classroom platform, designed to elevate your

online learning experience.

File type: doc document

**Size:** 870 KB

Creation date: 10/10/24

2. Click "X" to exit the screen.

## Delete attachments from your event

1. Click the three blue dots to the right of the attachment and choose Delete. You are asked to confirm your action.

#### Delete attachment

You're about to permanently delete "Roadmap". You cannot undo this action.

Cancel

Delete

#### 2. Click Delete.

When complete, you receive notification of successful deletion

#### Share & embed tab



Looking for more information about this feature? Feel free to contact your Kaltura representative.

Stream anywhere anonymously with no registration required and share live on social media.

When using Kaltura's Live Broadcasting services, you can choose to share (re-stream) your scheduled live event to any RTMP based live broadcasting service. When re-stream is set, Kaltura will take care of replicating your live stream and concurrently stream it to additional live broadcasting services such as social media live streaming.



You may share (restream) and embed only after creating your event and accessing the Share & Embed tab.





You may share (restream) and embed future events only.

#### Virtually live!

Live webcast

Basics Captions Attachments Share & Embed

#### Embed code

Broadcast your event on any site where anyone can watch without registering. Note that all viewers will appear anonymously on the event analytics.

Create with Al

 $\label{lem:com/widgets/event-base-1510-6e3f-11ed-bdc6-c34e22b0686b/embedded-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-event/8a5e1510-6e3f-11ed-bdc6-ev$ 



#### Social media streams

Share your live webcast on social media channels.





## Embed the player on an external site

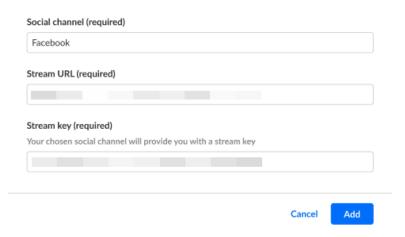
- 1. Under Embed code, click **Copy** to copy the embed code.
- 2. Paste the embed code into your external site.

## Share (restream) your event on a social media channel

1. Click + Add stream. The Add a social stream window displays.



#### Add a social stream



- 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 (RTMP) 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 events 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. In addition, enrichment capabilities, such as dual screen and cue points, are not supported when streaming live webcasts to socials.

## Edit an existing stream

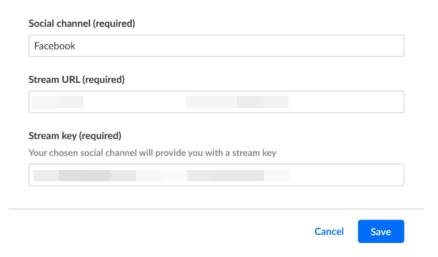
1. Click the three blue dots to the right of the desired stream. Additional options display.



# Social media streams Share your live webcast on social media channels. + Add stream Monday Facebook Edit Delete

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

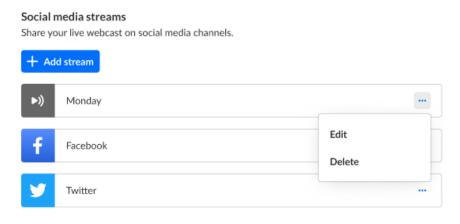
## Edit social stream



3. Click Save.

## 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.



1.

2.