

# Event controls for a single session Live webcast event

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 This article is designated for all users.

## About

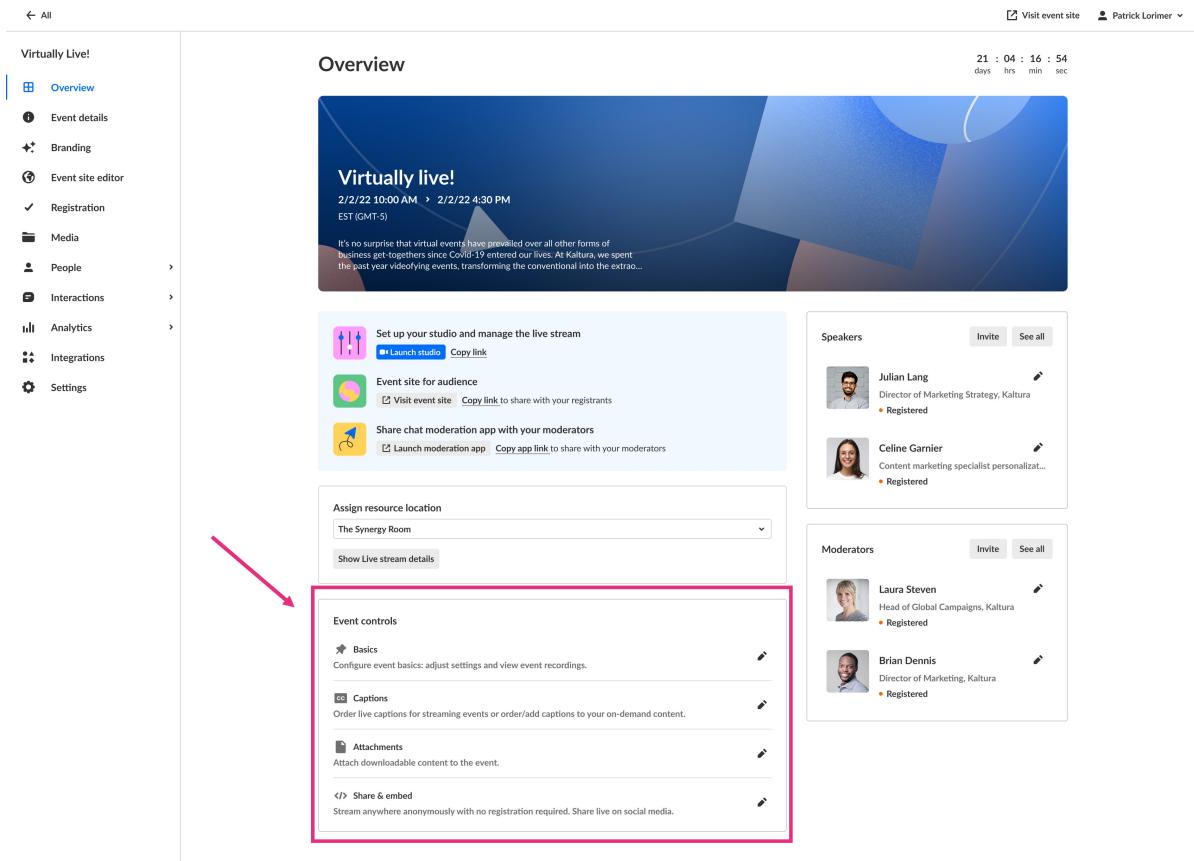
**Event controls** allow you to configure your single session Live webcast event.



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

## Event controls area

On a single session Live webcast event, the Event controls area appears on the lower part of the **Overview** page.

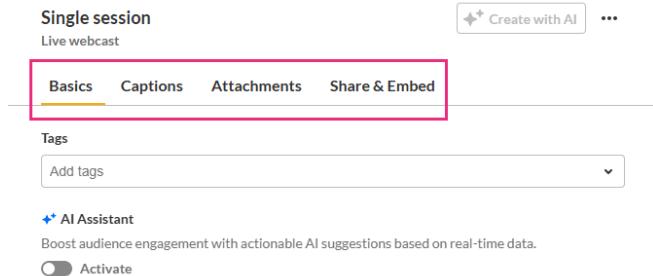


The screenshot shows the Kaltura Overview page for a 'Virtually Live!' event. The left sidebar lists navigation options: All, Virtually Live!, Overview (selected), Event details, Branding, Event site editor, Registration (checked), Media, People, Interactions, Analytics, Integrations, and Settings. The main content area is titled 'Overview' and shows a large banner with the text 'Virtually live!' and event details: 2/2/22 10:00 AM > 2/2/22 4:30 PM EST (GMT-5). Below the banner are sections for 'Set up your studio and manage the live stream', 'Event site for audience', and 'Share chat moderation app with your moderators'. To the right are sections for 'Speakers' (Julian Lang, Celine Garnier) and 'Moderators' (Laura Steven, Brian Dennis), each with 'Invite' and 'See all' buttons. At the bottom, a pink box highlights the 'Event controls' section, which includes tabs for 'Basics', 'Captions', 'Attachments', and 'Share & embed'.

Select the edit icon next to any control to open the editor. In the editor, the controls appear as tabs:

- **Basics**
- **Captions**
- **Attachments**
- **Share & embed**

The tab you select will be active, and you can switch to any of the others.



A screenshot of the Kaltura session management interface. At the top, it says "Single session" and "Live webcast". There is a "Create with AI" button and a three-dot menu. Below that is a navigation bar with tabs: "Basics" (which is highlighted with a yellow underline and a red border), "Captions", "Attachments", and "Share & Embed". Underneath the tabs is a "Tags" section with a "Add tags" input field and a dropdown arrow. At the bottom, there is an "AI Assistant" section with a "Boost audience engagement with actionable AI suggestions based on real-time data." message and an "Activate" switch.



When a tab is open, you'll also see a **Create with AI** button and a **three-dot menu**. These actions are available across all tabs. For details, see [Global actions](#) below.

## Basics tab

The **Basics** tab allows you organize core details about your session, apply tags, activate the AI assistant, and manage event recordings.



Virtually live!

Live webcast

Create with AI

...

Basics   Captions   Attachments   Share & Embed

Tags

Add tags

AI assistant

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

Activate

Event recording

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



The recording will start automatically once you go live

Certification

Assign this event to your certification program

Additional information

Field of study

Select field of study

Event type

0/120

Topics

Add topics

Entry ID: 1\_4wwfsfga

Created: 09 January 2022 at 12:45 pm

Modified: 11 January 2022 at 09:57 am

## Tags

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



Tags are visible to event attendees.

To add tags, 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.

Basics   Captions   Attachments   Share & Embed

Tags

connect

connect



If it's a new tag, a **+Create tag [tag name]** pops up. Click to **+** to add it.

To remove a tag from a session, click the **X** next to the desired tag.

## AI Assistant

You can activate the **AI assistant** in the Basics tab. The 'AI assistant' provides real-time insights to help moderators understand attendee activity and engagement during the live session.

A screenshot of the Kaltura session editor interface. The top navigation bar has tabs: Basics (highlighted in yellow), Captions, Attachments, and Share &amp; Embed. Below the tabs is a 'Tags' input field containing 'connect'. A red box highlights the 'AI Assistant' section. It includes a sub-header 'AI Assistant', a description 'Boost audience engagement with actionable AI suggestions based on real-time data.', and an 'Activate' toggle switch which is turned on (green). At the bottom of the screenshot, there is a 'Event recording' section with a note about the last recording being published automatically to the event page.

For full details, see [Activate AI assistant for your session](#).

## Event recording

Live events automatically transition to VOD when the session ends. You can unpublish, download, or replace the recording as needed.

Single session  
Live webcast

[Create with AI](#) ...

Basics \* [Captions](#) [Attachments](#) [Share & Embed](#)

Tags

connect

 [AI Assistant](#)

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

[Activate](#)

#### Event recording

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



The recording will start automatically  
once you go live

#### Additional information

[Open text](#)

0/120

[Select list](#)

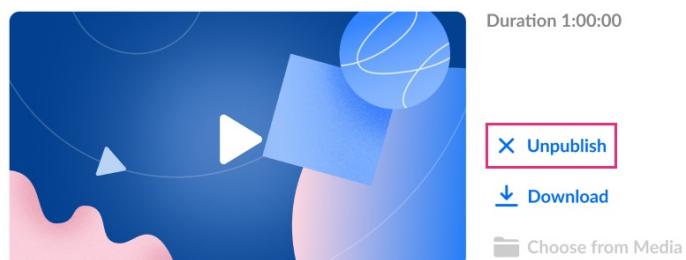
Value1

## Unpublish or download a recording

Click **Unpublish** to remove the recording from the event site. The file is moved to the **Media page** where you can manage it.

#### 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 save a local copy.



#### Event recording

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

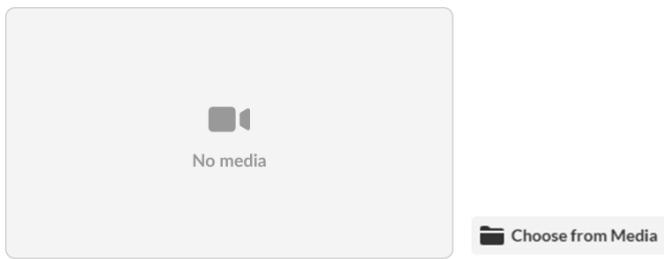


#### Publish a new recording

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.

## Media

Search		16 Media	Creation Date	Published in site	
Name					
 Opening Keynote.mp4	02:34	10/09/22	 Private	 Select	
 Virtually Live.mp4	02:34	10/09/22	 Private	 Select	
 Marketing for Gen-Z: The right way.mp4	Upload failed	10/09/22			
 Demystifying Marketing Automation.mp4	02:34	10/09/22		 Select	
 Marketing for Gen-Z: The right way deep dive.mp4	Canceled	10/09/22			
 Video Experience Delivery.mp4	02:34	10/09/22		 Select	

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

Select the checkbox to assign the session to your Continuing Professional Education (CPE) program.

### Certification

Assign this event to your certification program

## Additional information

This section appears only when your account uses custom metadata. Use these fields to capture additional session details. Some fields may be required for CPE certificate generation.

#### Additional information

##### Field of study

A dropdown menu placeholder text.

##### Event type

A text input field for event type, with a character limit of 120.

0/120

##### Topics

A dropdown menu placeholder text.

## Save your work

After updating any information on the Basics tab - like session title, description, tags, etc. - make sure to click **Save changes**.

[Cancel](#)

[Save changes](#)



If there are unsaved changes, a red dot appears next to the Basics tab and a warning will display if you try to navigate away. Saving your changes removes the red dot and ensures your updates are applied immediately.

[Basics](#) [Captions](#) [Attach](#)

A navigation bar with three tabs: Basics, Captions, and Attach. The Basics tab is highlighted with an orange underline and a red dot.

## Captions tab

Use the **Captions** tab to order real-time captioning or translation for your live session or view the status of caption or translation requests.

Single session Live webcast Create with AI ...

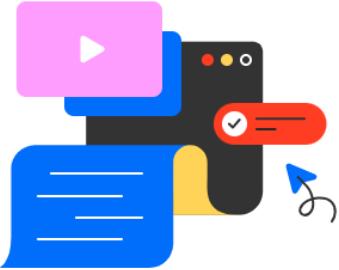
Basics **Captions** Attachments Share & Embed

**Order captions**  
Use Kaltura's captioning service to automatically add captions to your event.

**Order**

**Upload captions**  
The attached captions will be displayed in the event.

**Upload**



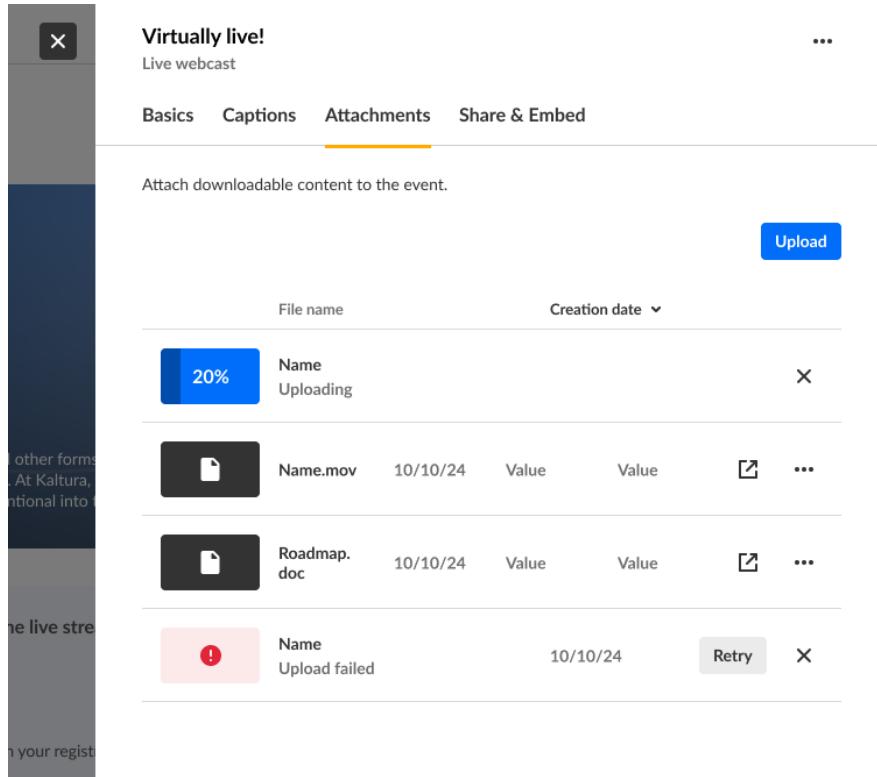
To manage captions for session recordings, use the **Captions** tab on the recording itself.

For complete guidance, see:

- [Order live captions for your session](#)
- [Order live translation for your session](#)
- [Order captions for a session recording](#)
- [Upload captions for a session recording](#)
- [Manage caption files for a recording](#)

## Attachments tab

Use the **Attachments** tab to add downloadable files to your event, such as slides, documents, images, or supporting media. Attachments appear on the event page for attendees.

A screenshot of the Kaltura interface for a "Virtually live!" event. The "Share & Embed" tab is selected. A table lists attachments: "Name" (Uploading, 20%), "Name.mov" (10/10/24), "Roadmap.doc" (10/10/24), and "Name" (Upload failed). A "Retry" button is shown for the failed upload. A sidebar on the left contains promotional text about other forms of live streaming and registration.

For full instructions, see [Upload & manage attachments for your event](#).

## Share & embed tab

Use the Share & embed tab to embed your live session on an external website. You can also set up streaming to social media platforms.



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

### 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.



### Embed code

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

```
<iframe type="text/javascript"
src='https://api.nvq2.ovp.kaltura.com/p/5822/embedPlaykitJs/uiconf_id/23638812
?iframeembed=true&entry_id=0_kqznjlqs&config[provider]=
{"widgetId":"0_mlyt0nom"}' style="width: 560px; height: 395px" allowfullscreen
webkitallowfullscreen mozAllowFullScreen allow="autoplay *; fullscreen *;
encrypted-media *" frameborder="0"></iframe>
```

**Copy**



- Embedding is available only for future sessions.
- Viewers who watch through an embed aren't required to register and will appear anonymously in analytics.
- Some enrichment features may not be supported when the player is embedded outside of Kaltura.

## Streaming to social media

If you want to stream your live session to platforms such as Facebook, YouTube, LinkedIn, or other RTMP-based services, see [Restream your live session to social media](#) for complete instructions.

## Global actions

The following actions appear in every tab (Basics, Captions, Attachments, Share & embed).

### Create with AI

Use the **Create with AI** button to generate highlight clips, summaries, and chapters after your session. This button is active only when applicable media is uploaded. See [Create highlight clips with AI](#) and [Create a summary and chapters with AI](#) for more information.

### View analytics

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

 Create with AI    

**View analytics**

**Publish on Video portal**

You are redirected to the [Analytics dashboard](#).

## Publish on Video Portal

You can 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 menu** then select **Publish on Video portal**.

 Create with AI    

**View analytics**

**Publish on Video portal**

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

×

## Publish on your Kaltura video portal

Where would you like to publish your content?

-  Kino >
-  Marketing >
-  Product >
-  Design >
-  Trainings >
-  Security >
-  Sales >

3. In our example above, the user has access to multiple Kaltura video portals.
4. Click on the appropriate video portal.
5. 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.

X



← Publish on Kino 

 Search a channel's name or description

 Roadmap

 Publish

 Kaltura studio

 Publish

 Corp marketing

 Publish

 Company town-halls

 Publish

 Community channels

 Publish

< 1 2 3 4 >

6. In our example above, the user has access to multiple channels in this Kaltura video portal.
7. 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.



For information about privacy controls, visit our article [Channel privacy types](#).

8. 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 !\[\]\(aef305f57b9557b4e73b8de50f6d555d\_img.jpg\)](#)[Kaltura studio !\[\]\(e5d4c1253f90f386527cfb2278e2ccef\_img.jpg\)](#)[Company town-halls !\[\]\(2c3352433bff267ed8ae00945ed009eb\_img.jpg\)](#)[Corp marketing !\[\]\(0230214116c86dbf511158ea2e1aae13\_img.jpg\)](#)[+4](#)[Onboarding !\[\]\(9cc80862e225935f5e2ce39495f8c582\_img.jpg\)](#)[Roadmap sessions & product launches !\[\]\(8706f9f9febc74216a91030d11f10ce7\_img.jpg\)](#)[Sales !\[\]\(2ff238be5d86662d1213fe4dadd67c96\_img.jpg\)](#)[Customer live demos - roadmap sessions & product launches long text... !\[\]\(e9e105440a4f0af15d76f8d500ffbd8a\_img.jpg\)](#)[Show less](#)  Search a channel's name or description [Roadmap](#)[Publish](#) [Kaltura studio](#)[Unpublish](#) [Corp marketing](#)[Unpublish](#)< 1 2 3 4 >

9. 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.