Event controls for a single session Live webcast event

Last Modified on 01/02/2026 6:50 pm IST

This article is designated for all users.

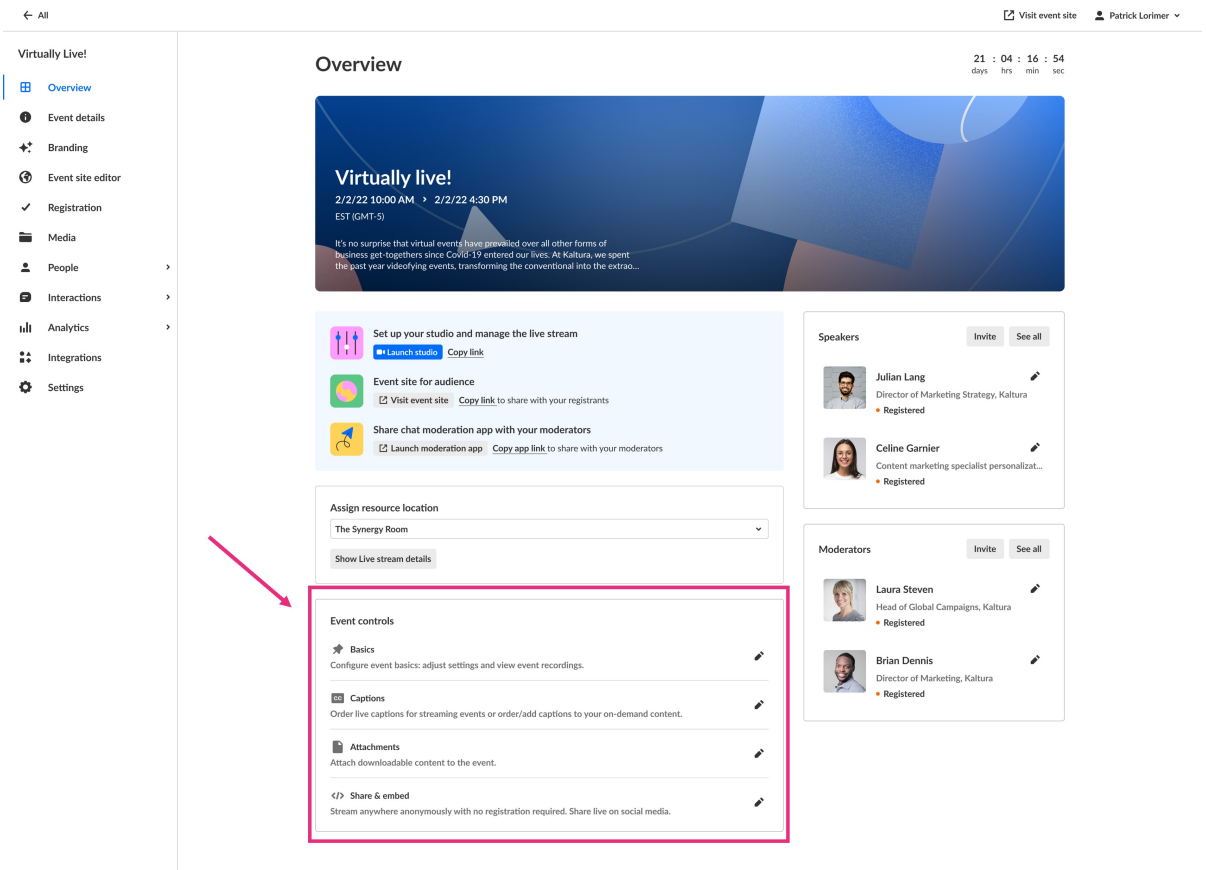
About

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.



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

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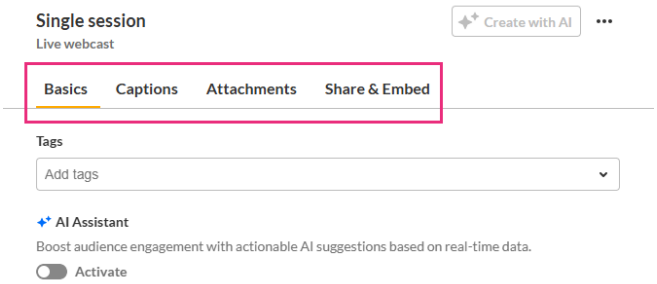
- **Basics**
- **Captions**
- **Attachments**
- **Share & embed**

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



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.

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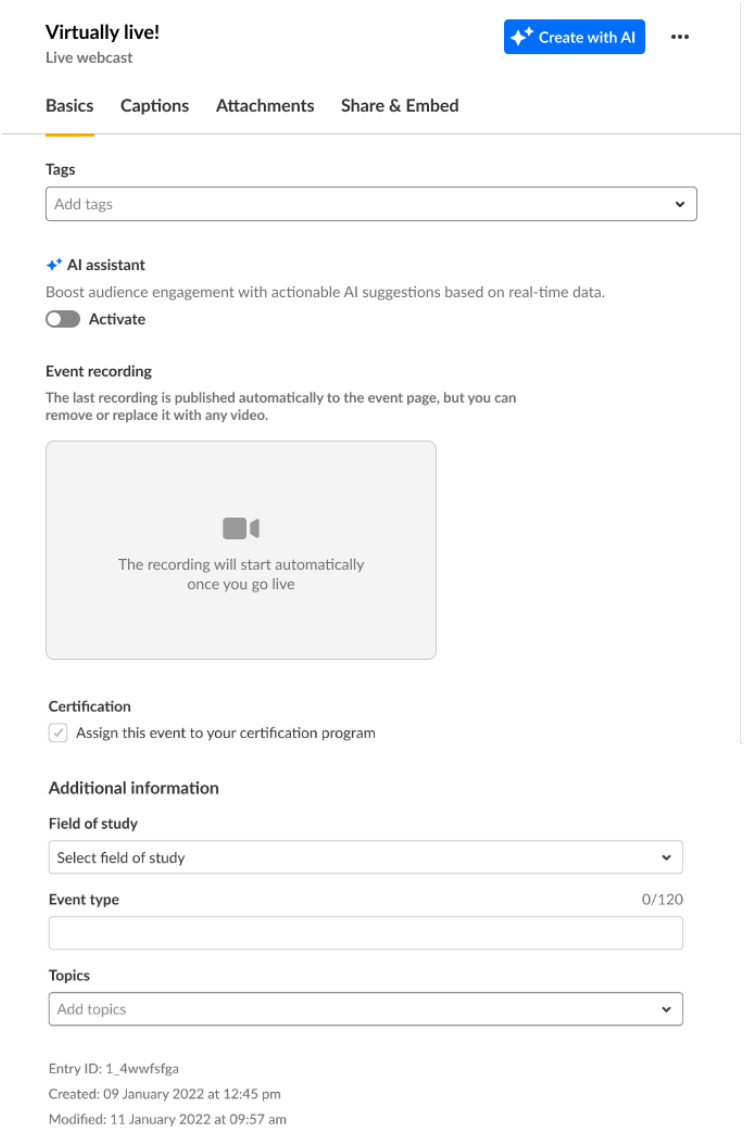
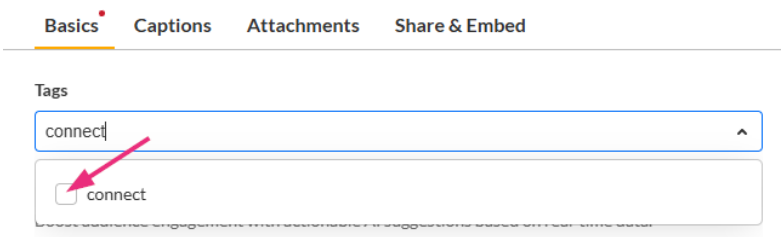


Tags

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.



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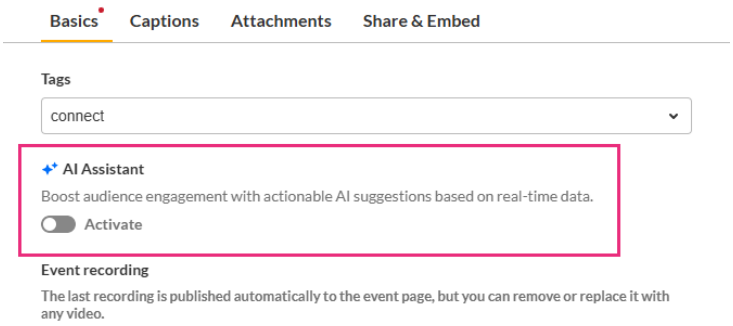
If it's a new tag, a **+Create tag [tag name]** pops up. Click to **+** to add it.

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.



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.

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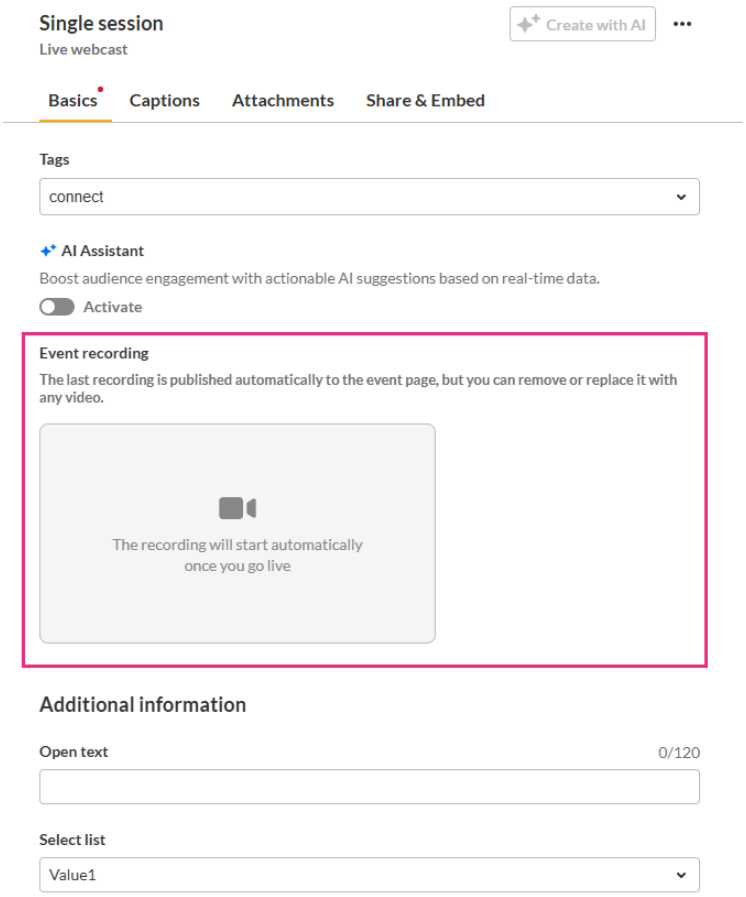
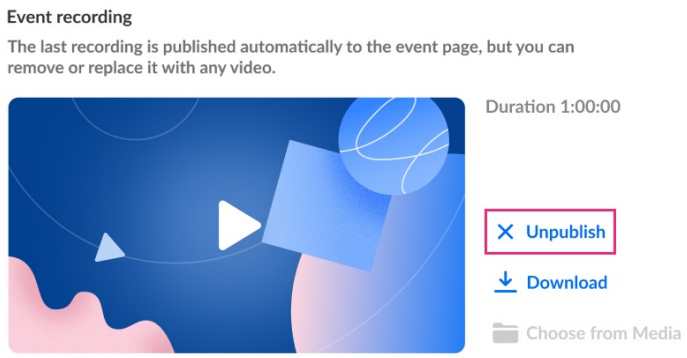


Unpublish or download a recording

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



Click **Download** to save a local copy.

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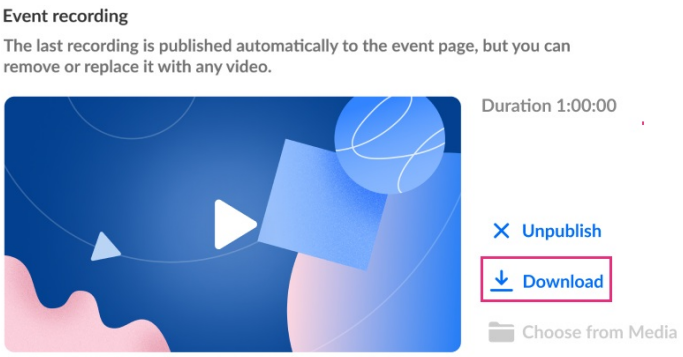
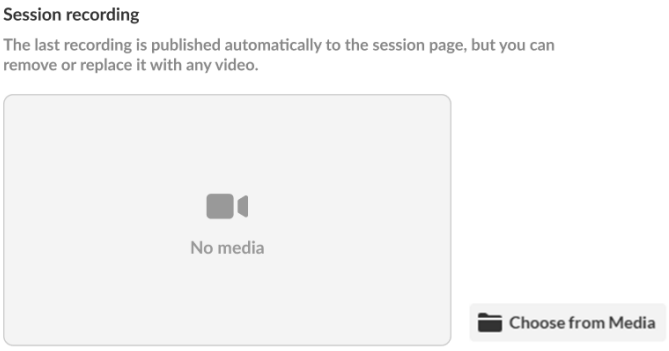


Publish a new recording

1. Click **Choose from Media**.



The 'Media' page displays.

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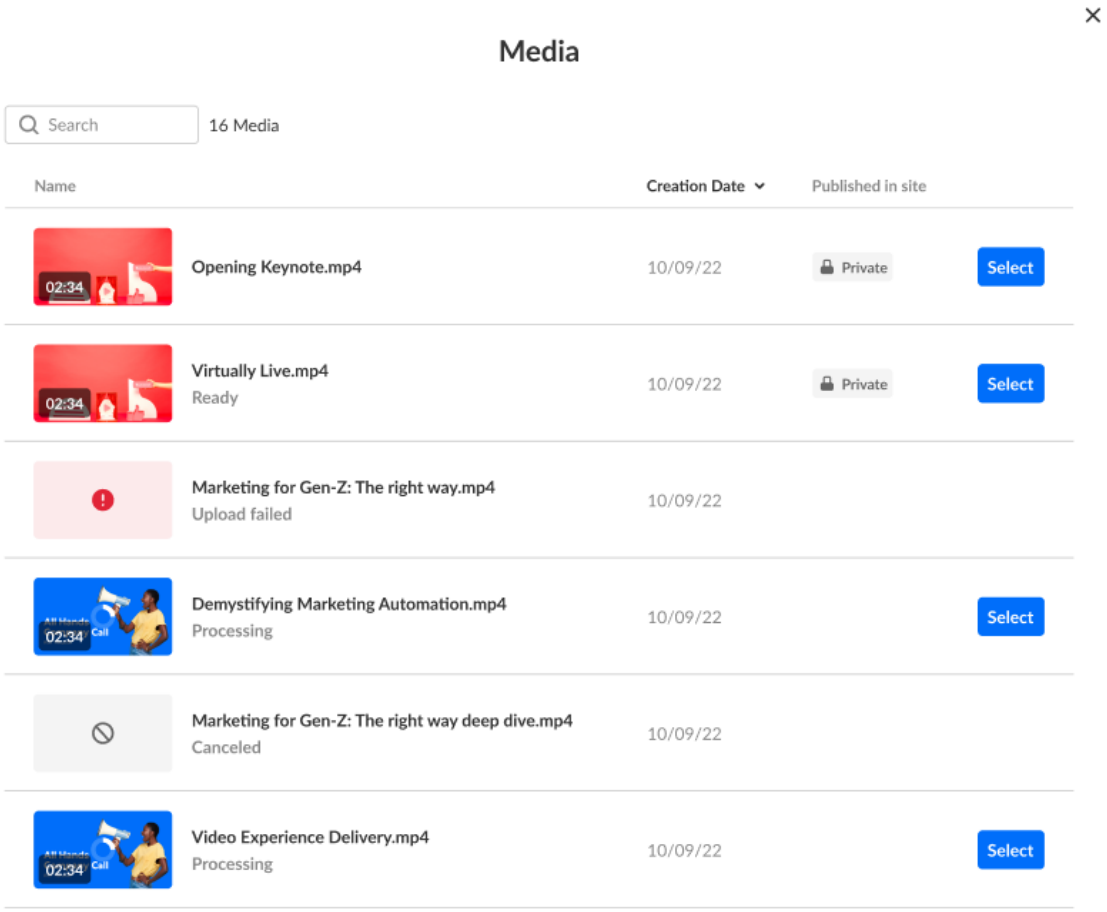
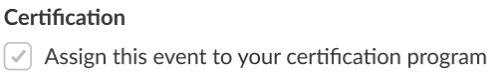


2. Click **Select** next to the media you would like to upload to the session.
   You receive confirmation that the recording was published on the session page and removed from the Media page.

Certification

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



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.

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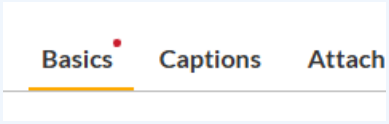
Save your work

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



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.

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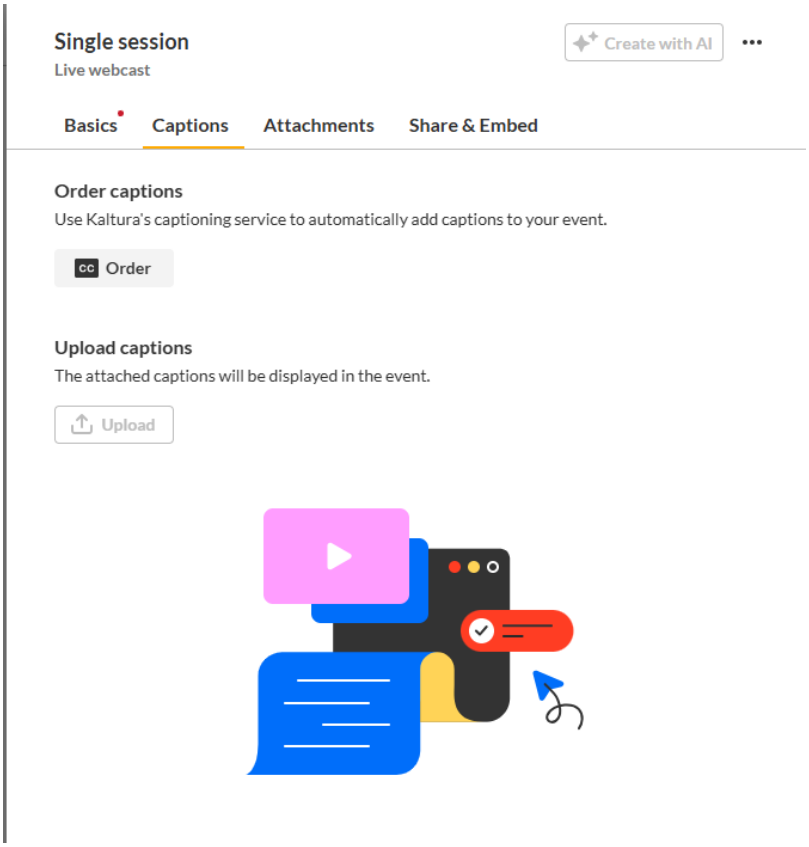

To manage captions for session recordings, use the Captions tab on the recording itself.

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.

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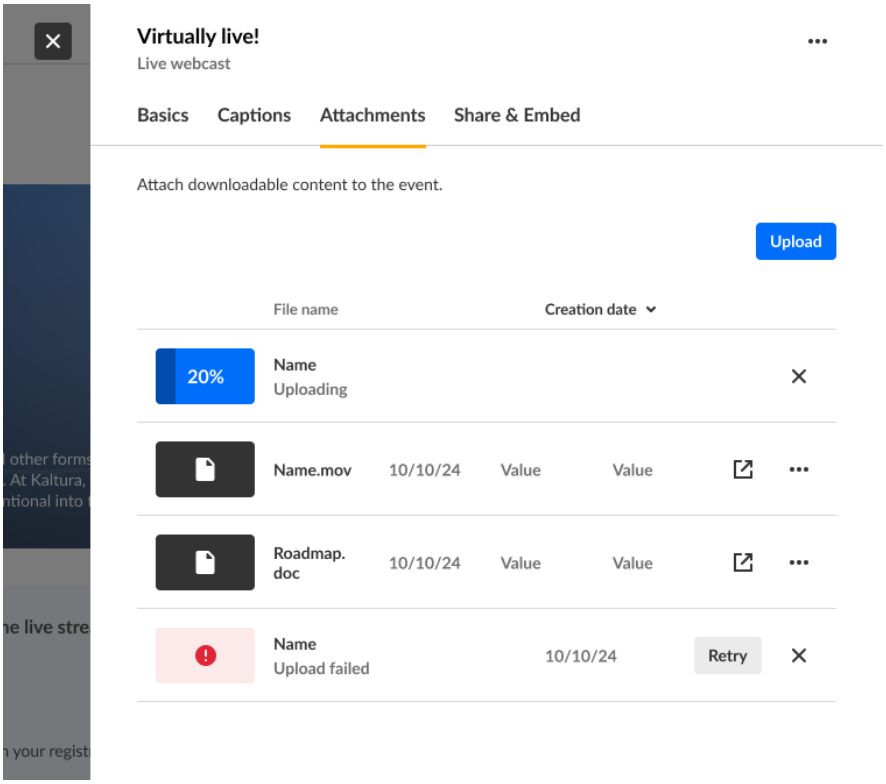

For full instructions, see Upload & manage attachments for your event.

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.

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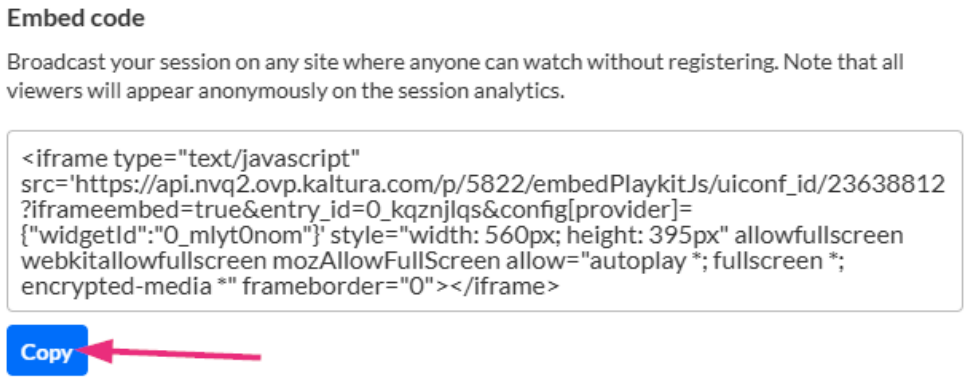

- Embedding is available only for future sessions.
- Viewers who watch through an embed aren't required to register and will appear anonymously in analytics.
- Some enrichment features may not be supported when the player is embedded outside of Kaltura.

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**.

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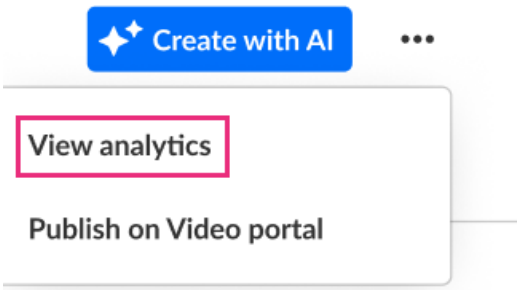


You are redirected to the Analytics dashboard.

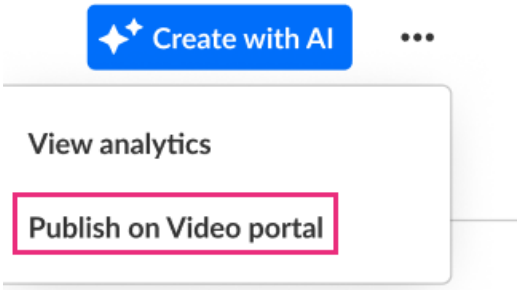
Publish on Video Portal

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**.



2. 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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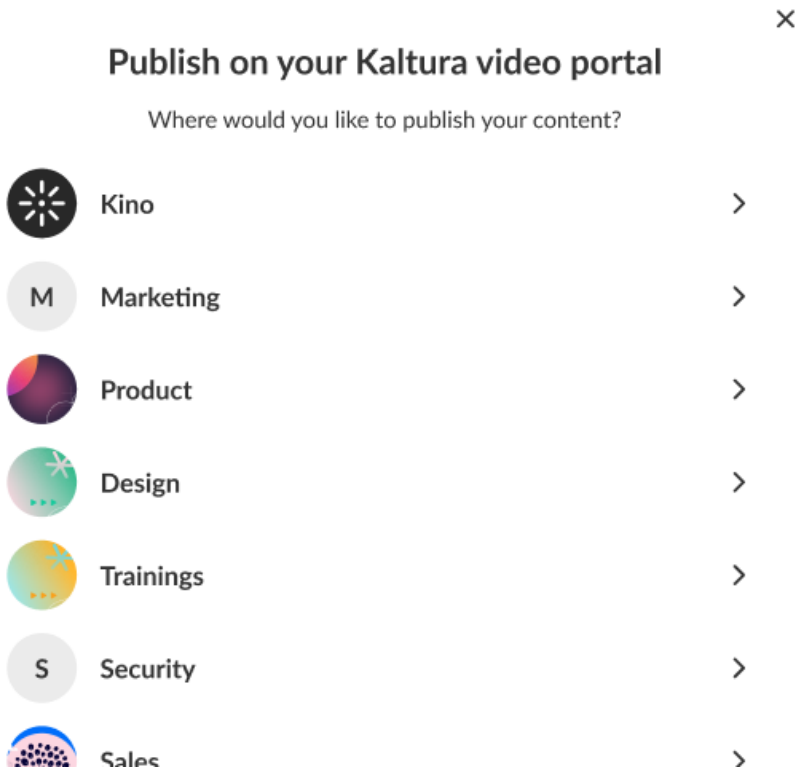

3. In our example above, the user has access to multiple Kaltura video portals.
4. Click on the appropriate video portal.
5. The 'Publish on [video portal name]' screen displays. This screen lists all the channels to which you have access in this Kaltura video portal.

   - 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.

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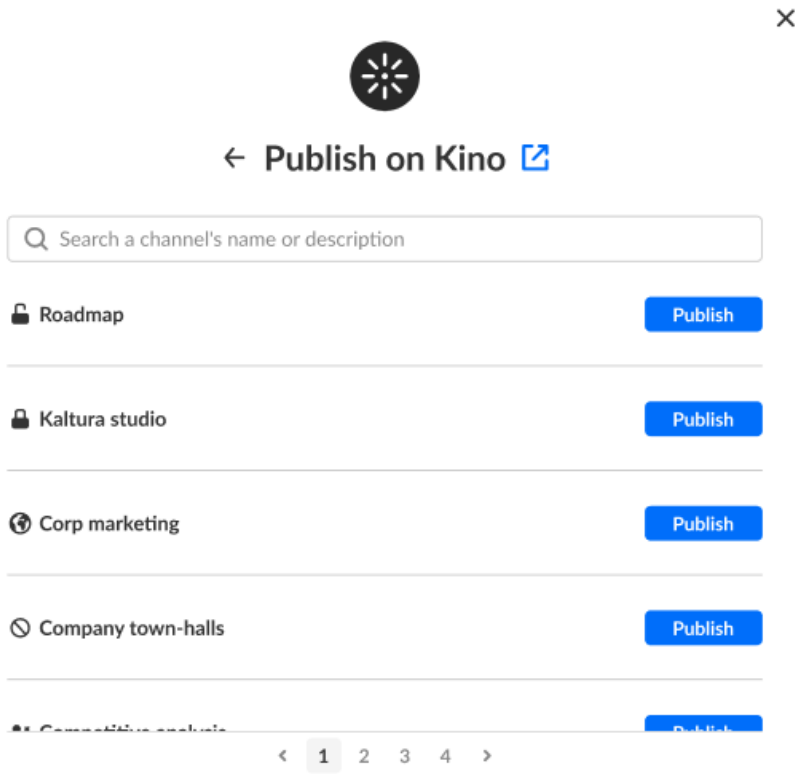

6. In our example above, the user has access to multiple channels in this Kaltura video portal.
7. To publish the session, click the **Publish** button next to the appropriate channels. You may search for a channel's name or description on this screen as well.

   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.

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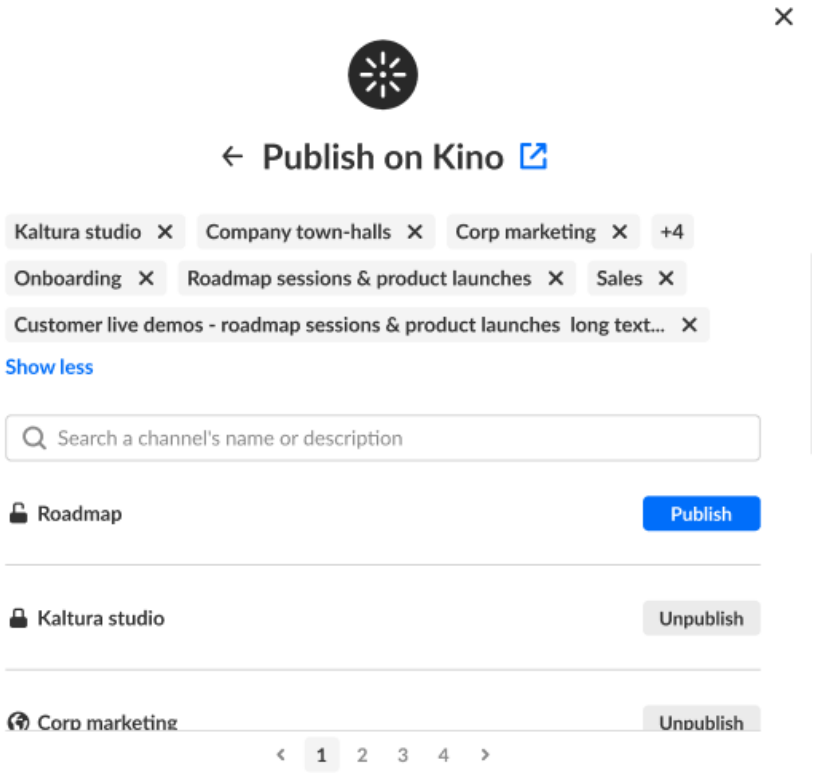

9. To unpublish a session from a channel, click the "X" next to the channel name in the list directly below the name of the Kaltura video portal, or click the **Unpublish** button to the right of the channel name.

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