

Manage recordings

Last Modified on 07/09/2026 8:46 pm IDT

 This article is designated for all users.

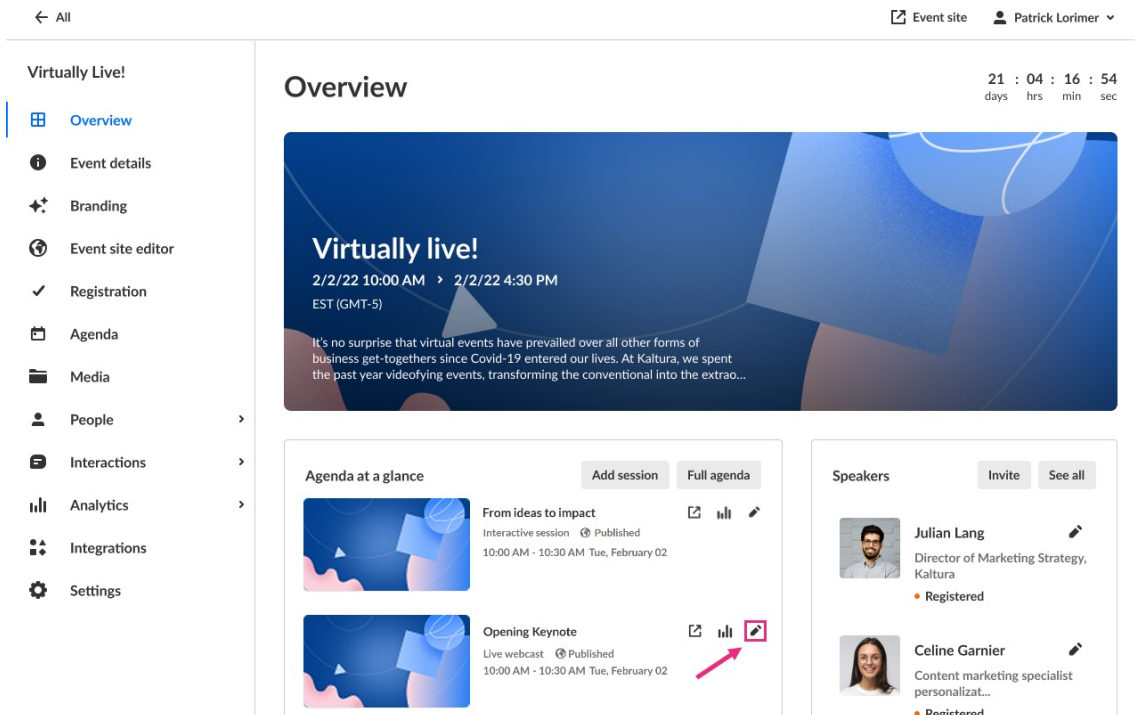
About

Live sessions include the automated transition from live to VOD (meaning, once the live session is finished, the recording is automatically published to the event site). In some cases, Event organizers may not want a VOD available after the session, or they may want to take down the recording, go through some post-production, and then re-upload the recording. These tasks are handled via the Basics tab in the session settings panel.

Access session settings

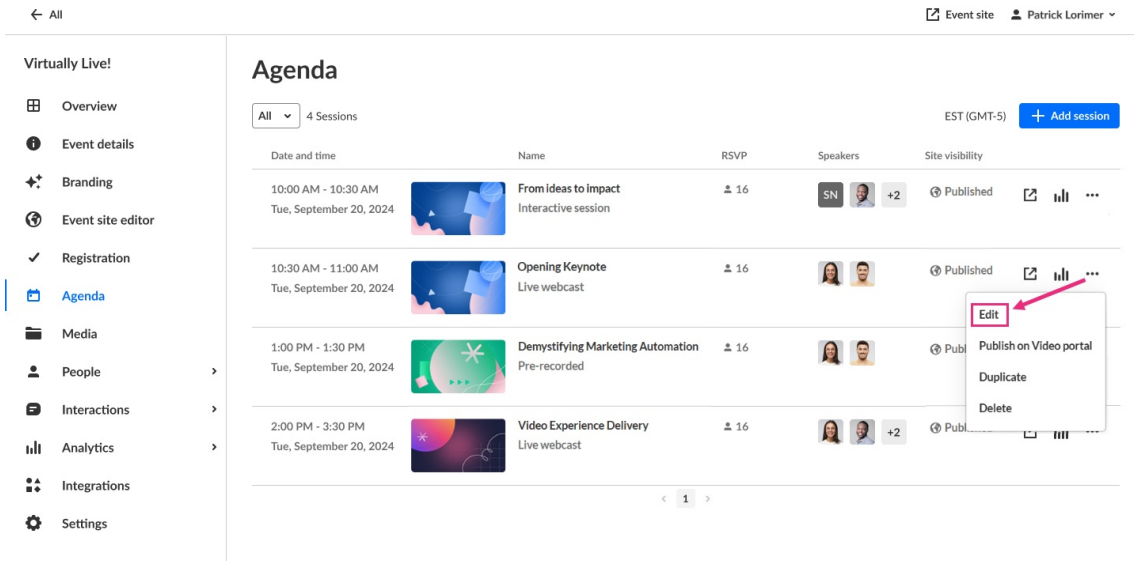
There are two ways to reach session settings:

- On the Overview page, in the **Agenda at a glance** section, click the **pencil icon** next to the session.

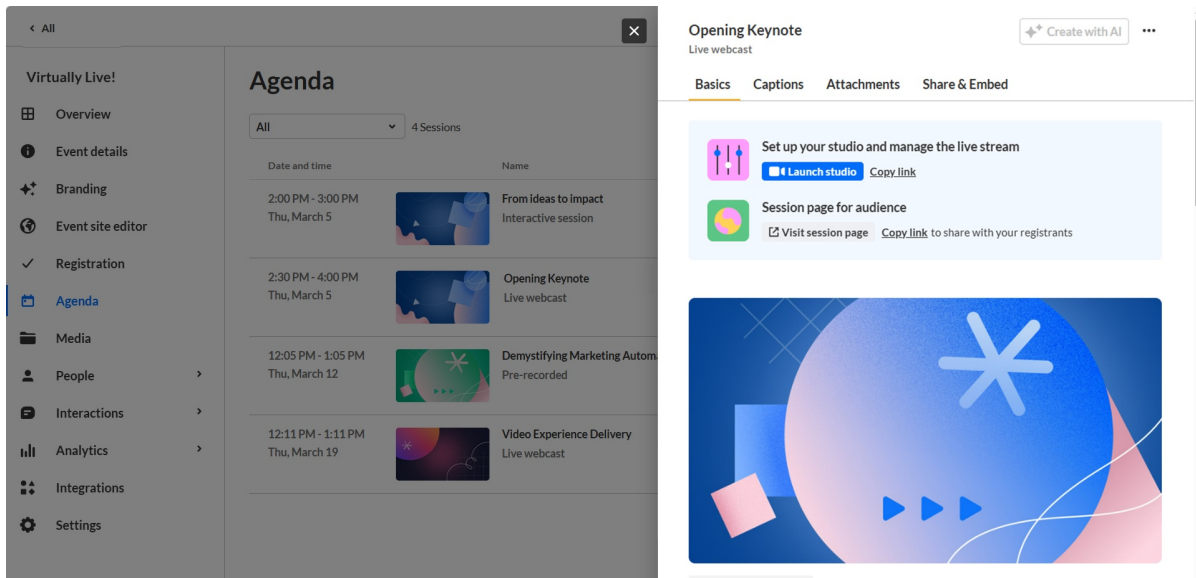


The screenshot shows the Kaltura event management interface. On the left is a navigation sidebar with options: Overview (selected), Event details, Branding, Event site editor, Registration, Agenda, Media, People, Interactions, Analytics, Integrations, and Settings. The main content area is titled 'Overview' and shows a 'Virtually live!' banner for a session on 2/2/22 from 10:00 AM to 4:30 PM EST. Below the banner is the 'Agenda at a glance' section, which lists two sessions: 'From ideas to impact' (Interactive session, Published, 10:00 AM - 10:30 AM Tue, February 02) and 'Opening Keynote' (Live webcast, Published, 10:00 AM - 10:30 AM Tue, February 02). A red arrow points to the pencil icon next to the 'Opening Keynote' session. To the right is the 'Speakers' section, listing Julian Lang and Celine Garnier, both registered.

- On the **Agenda** page, click the **three dots** to the right of the session and choose **Edit**.



The session settings open in a side panel with the **Basics** tab selected by default.



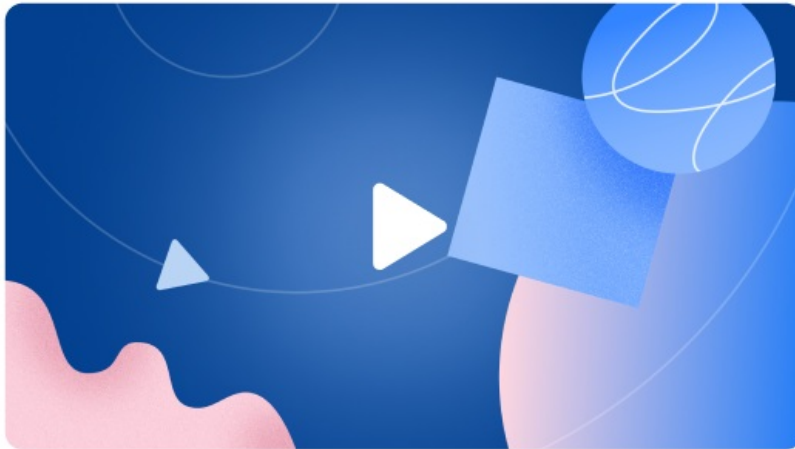
Unpublish or download a recording

In the Basics tab -

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

Session recording

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



Duration 1:00:00

[X Unpublish](#)

[↓ Download](#)

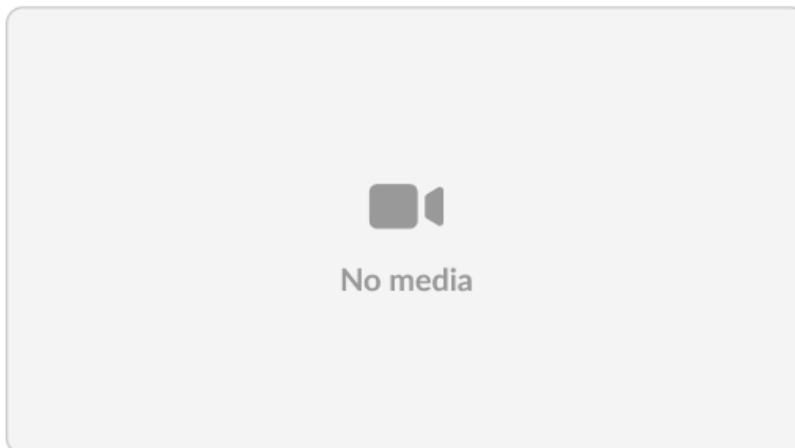
[Choose from Media](#)

Publish a new recording

1. In the Basics tab, click **Choose from Media**.

Session recording







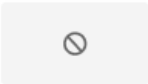

The last recording is published automatically to the session page, but you can remove or replace it with any video.



[Choose from Media](#)

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

Media

Name	Creation Date	Published in site
 Opening Keynote.mp4	10/09/22	 Private Select
 Virtually Live.mp4 Ready	10/09/22	 Private Select
 Marketing for Gen-Z: The right way.mp4 Upload failed	10/09/22	
 Demystifying Marketing Automation.mp4 Processing	10/09/22	Select
 Marketing for Gen-Z: The right way deep dive.mp4 Canceled	10/09/22	
 Video Experience Delivery.mp4 Processing	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.
3. When you are finished making your edits, click **Save changes**.