Configure a Pre-recorded session in your event

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This article is designated for all users.

About

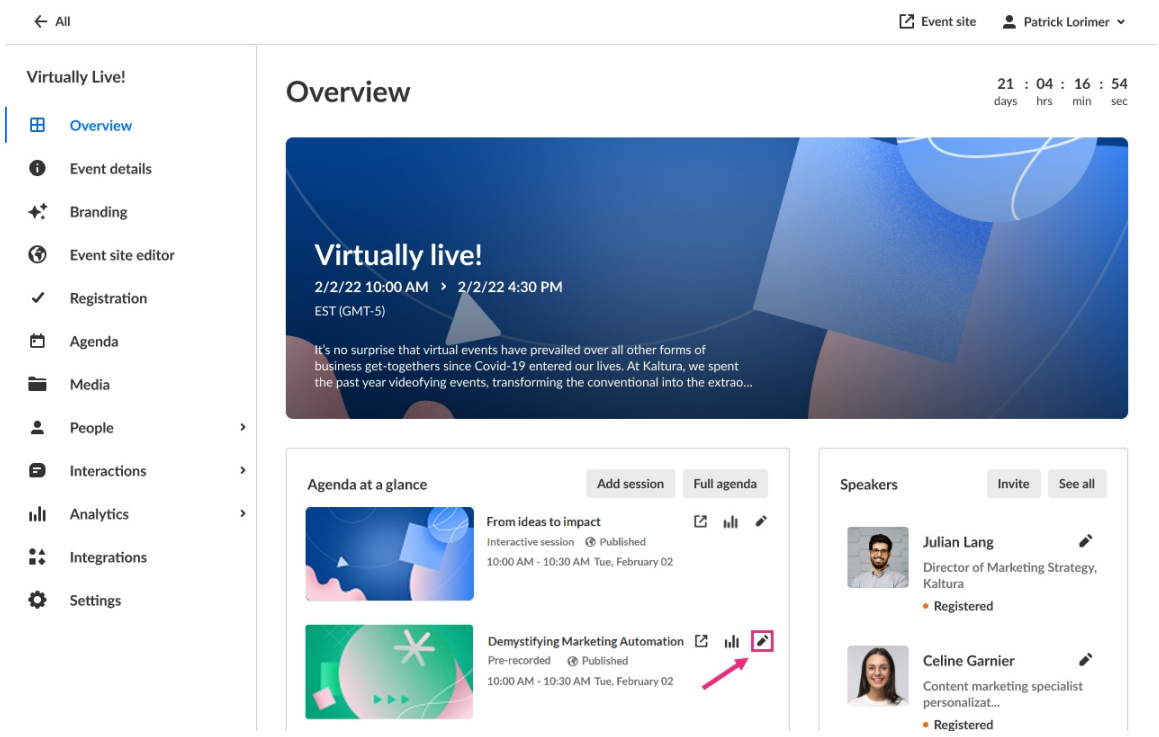
This article describes how to configure a Pre-recorded session in a multi-session event.

This article pertains only to **multi-session events**.

Access session settings

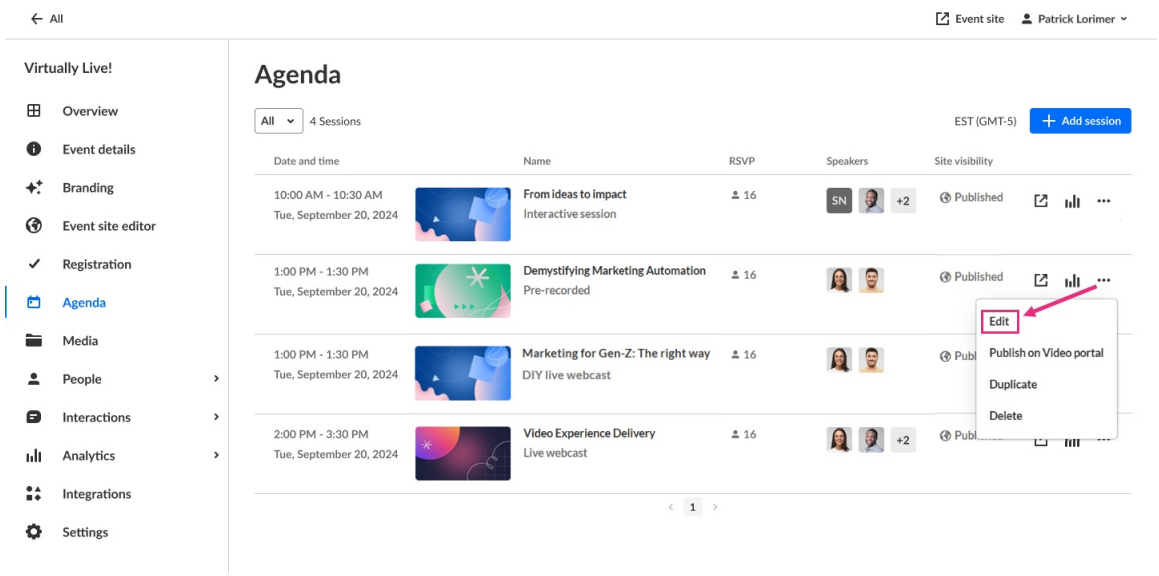
There are two ways to reach session settings:

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

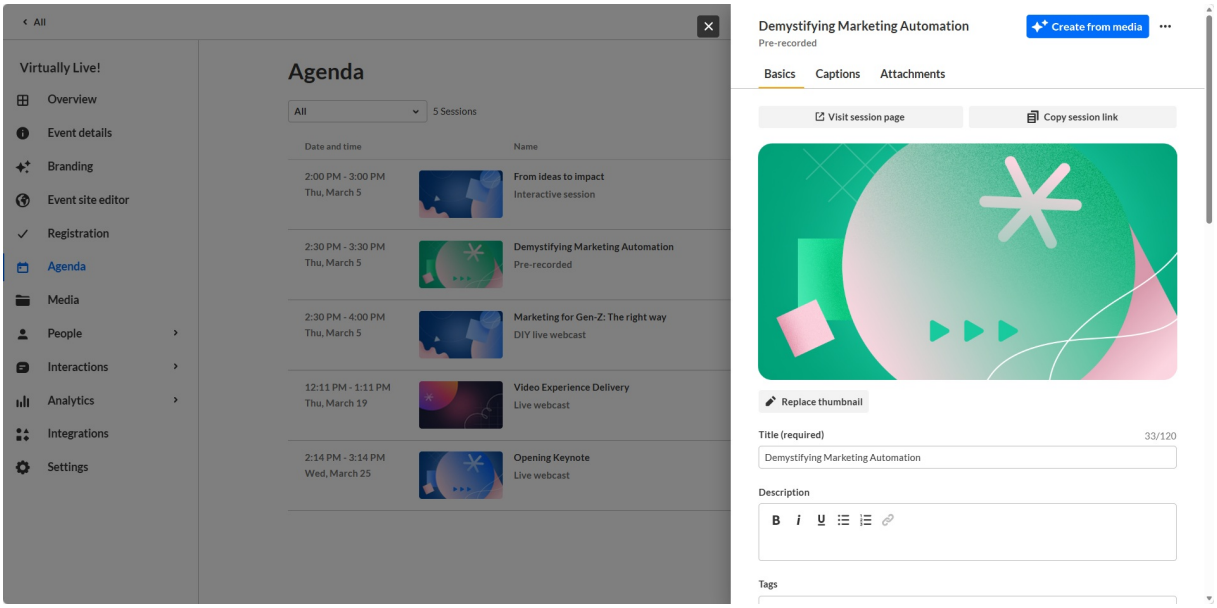


- On the **Agenda** page, click the **three dots** to the right of the session and choose **Edit**.

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



When a tab is open, you'll also see a **Create from media** button and a three-dot menu. These actions are available across all tabs. For details, see Global actions below.

Basics tab

Use the Basics tab to manage the core settings for the session. From this tab, you can:

- Visit session page and copy session page link to share
- Edit session details

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- Upload video source
- Activate AI assistant
- Set site visibility

Captions tab

Manage captions and translations for your session. Order, upload, edit, download, delete, and set default captions, and much more.

The ability to order captions must be enabled and configured on your account. If it is not, please get in touch with your Kaltura representative to enquire about adding it. If captions are enabled and configured on your account, you may order them only after creating your session and accessing the Captions tab of the Edit Session page.

- Order captions for a session recording or video source
- Upload captions for session recording or video source
- Set as default, edit, download, and delete captions for a session recording

Attachments tab

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

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- Download attachments
- Get information on attachments
- Delete attachments

Global actions

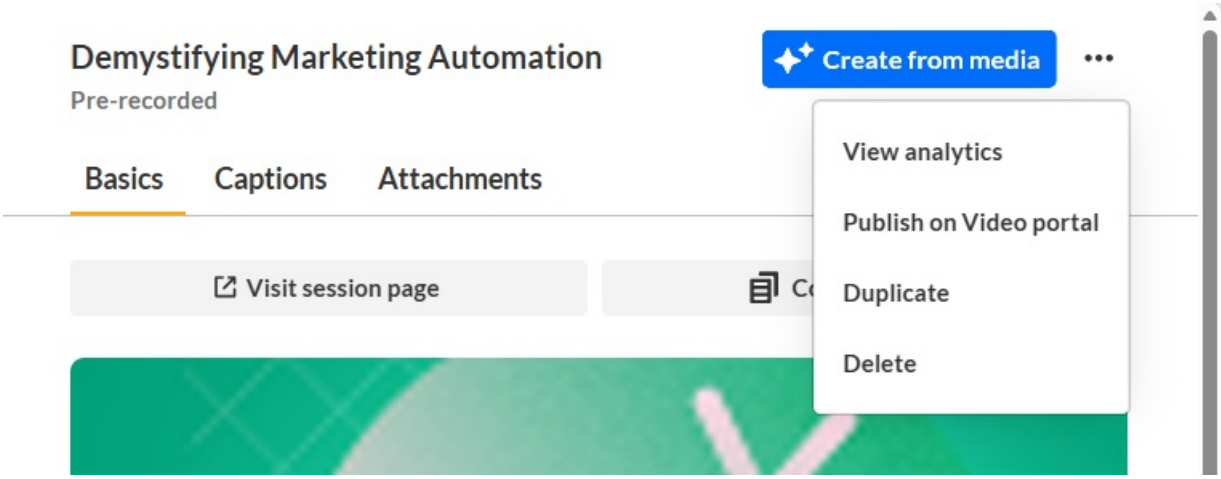
The following actions appear in every tab.

Create from media

Use the **Create from media** 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.

More actions

Click the three-dot menu to access additional options:



- **View analytics** - See Session analytics for details.
- **Publish on Video portal** - See Session publishing capabilities for details.
- **Duplicate session** - See Duplicate session for more details.
- **Delete session** - Permanently delete the session.

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