

# Edit a Pre-recorded session in your event

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28 This article is designated for all users.

#### **About**

This article describes how to edit a Pre-recorded session.

Pre-recorded sessions are pre-recorded videos that are broadcasted as if they were live. They are considered as if they were a live broadcast from the system's point of view (player, analytics, etc.).



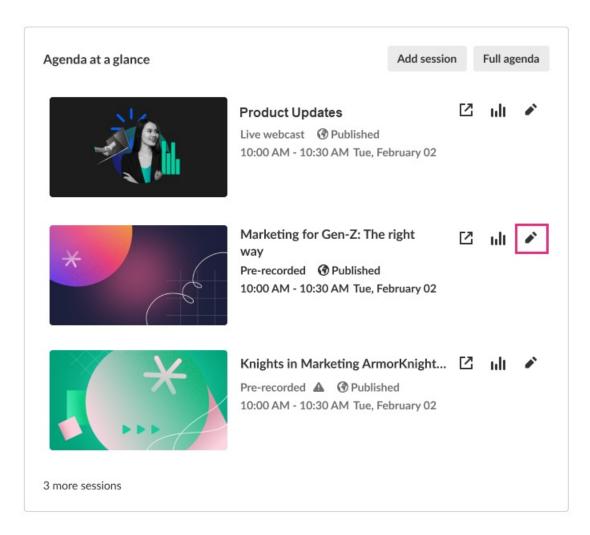
This article pertains only to multi-session events.

## Access session editing capabilities

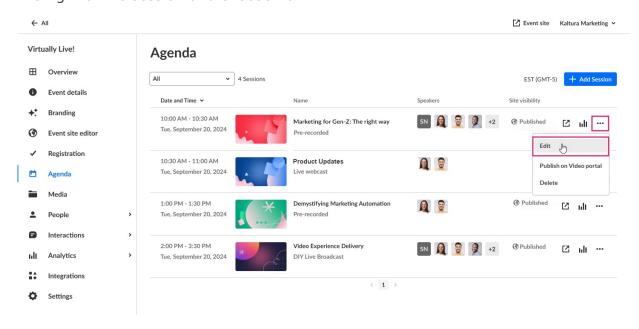
There are two ways to reach session editing capabilities:

• On the Event Overview page, in the Agenda at a glance section, hover over the session you would like to edit, then click the blue pencil (edit) icon.



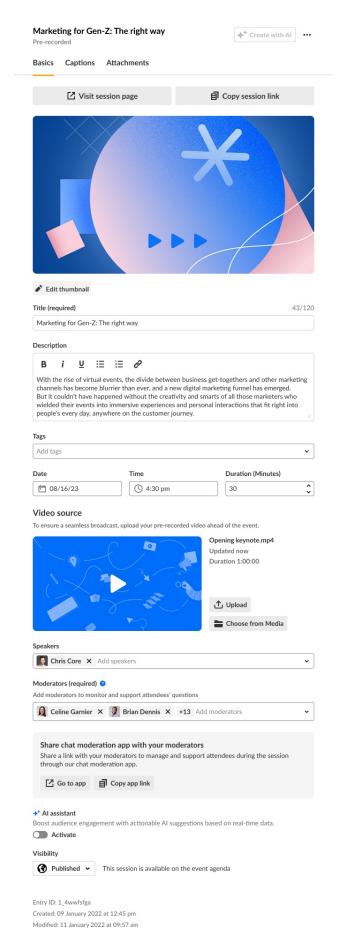


• On the Event Agenda page, click the name of the session, or the three blue dots to the right of the session and choose **Edit**.



The Edit session page displays with the Basics tab open by default.





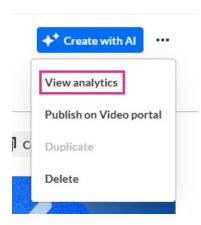


### **Create with Al**

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

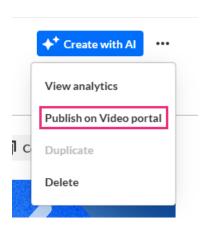
Click the three-dot action menu then select View analytics.



See Session analytics for details.

# Publish on Video portal

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

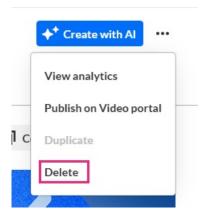


See Session publishing capabilities for details.

#### **Delete session**

1. Click the three-dot action menu then select Delete.





A warning message displays.

### Delete session

You are about to delete the session "Meet and Greet".

This action cannot be reverted.



2. Click **Delete permanently** or click **Cancel** to cancel the action

#### Basics tab

Configure the core details of your event, like title, description, and tags. Also access a direct link to the session page and easily copy it to share with others.

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

## 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:

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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', '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
- Download attachments
- Get information on attachments
- Delete attachments