

## Edit a Pre-recorded session in your event

Last Modified on 01/18/2026 1:21 pm IST

 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.


Agenda at a glance

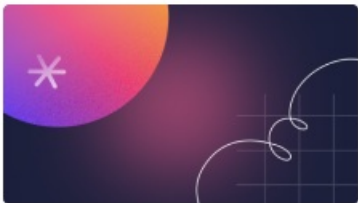
Add session Full agenda






**Product Updates**







Live webcast  Published  
 10:00 AM - 10:30 AM Tue, February 02






**Marketing for Gen-Z: The right way**







Pre-recorded  Published  
 10:00 AM - 10:30 AM Tue, February 02



**Knights in Marketing ArmorKnight...**

Pre-recorded   Published  
 10:00 AM - 10:30 AM Tue, February 02

3 more sessions

- 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**.

← All
























Event site Kaltura Marketing ▾

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 Overview  
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 Event site editor  
 Registration  
**Agenda**  
 Media  
 People  
 Interactions  
 Analytics  
 Integrations  
 Settings

### Agenda

All ▾ 4 Sessions

EST (GMT-5) [+ Add Session](#)

Date and Time ▾	Name	Speakers	Site visibility
10:00 AM - 10:30 AM Tue, September 20, 2024	 <b>Marketing for Gen-Z: The right way</b> Pre-recorded	SN    +2	 Published    <div> <a href="#">Edit</a>  <a href="#">Publish on Video portal</a>  <a href="#">Duplicate</a>  <a href="#">Delete</a> </div>
10:30 AM - 11:00 AM Tue, September 20, 2024	 <b>Product Updates</b> Live webcast	 	
1:00 PM - 1:30 PM Tue, September 20, 2024	 <b>Demystifying Marketing Automation</b> Pre-recorded	 	 Publ
2:00 PM - 3:30 PM Tue, September 20, 2024	 <b>Video Experience Delivery</b> DIY Live Broadcast	SN    +2	 Published   

< 1 >

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

## Marketing for Gen-Z: The right way

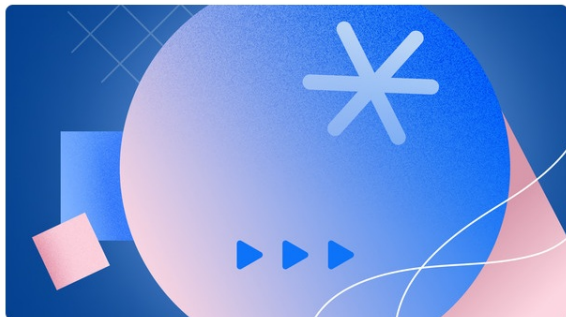
Pre-recorded

✦ Create with AI ...

Basics Captions Attachments

Visit session page

Copy session link



Edit thumbnail

Title (required) 43/120

Marketing for Gen-Z: The right way

Description

**B** *i* u   

With the rise of virtual events, the divide between business get-togethers and other marketing channels has become blurrier than ever, and a new digital marketing funnel has emerged. But it couldn't have happened without the creativity and smarts of all those marketers who wielded their events into immersive experiences and personal interactions that fit right into people's every day, anywhere on the customer journey.

Tags

Add tags

Date

08/16/23

Time

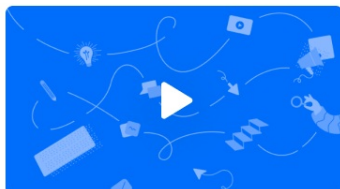
4:30 pm

Duration (Minutes)

30

Video source

To ensure a seamless broadcast, upload your pre-recorded video ahead of the event.



Opening keynote.mp4

Updated now

Duration 1:00:00

Upload

Choose from Media

Speakers

Chris Core X Add speakers

Moderators (required)

Add moderators to monitor and support attendees' questions

Celine Garnier X Brian Dennis X +13 Add moderators

Share chat moderation app with your moderators

Share a link with your moderators to manage and support attendees during the session through our chat moderation app.

Go to app

Copy app link

AI assistant

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

Activate

Visibility

Published

This session is available on the event agenda

Entry ID: 1\_4wwfsfga

Created: 09 January 2022 at 12:45 pm

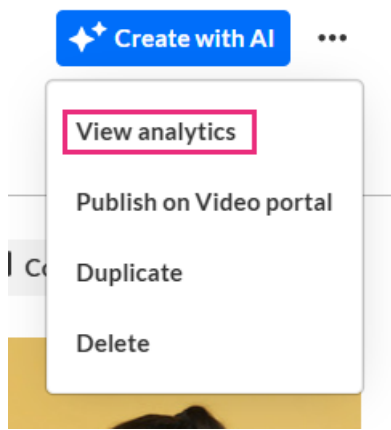
Modified: 11 January 2022 at 09:57 am

## Create with AI

Enrich and repurpose your content into engaging, snackable experiences with Kaltura's AI-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 AI](#) and [Create a summary and chapters with AI](#) for more information.

## View analytics

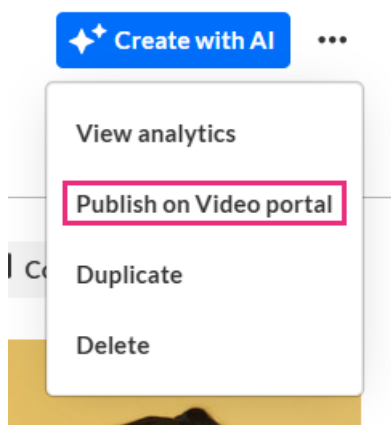
Click the three-dot action menu then select View analytics.



See [Session analytics](#) for details.

## Publish on Video portal

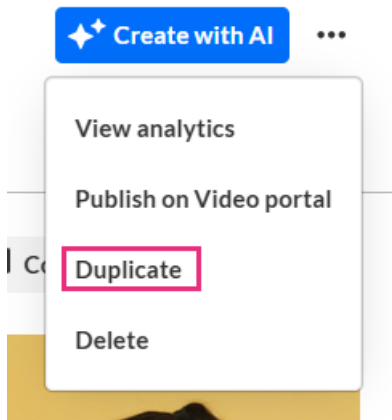
Click the three-dot action menu then select Publish on Video portal.



See [Session publishing capabilities](#) for details.

## Duplicate session

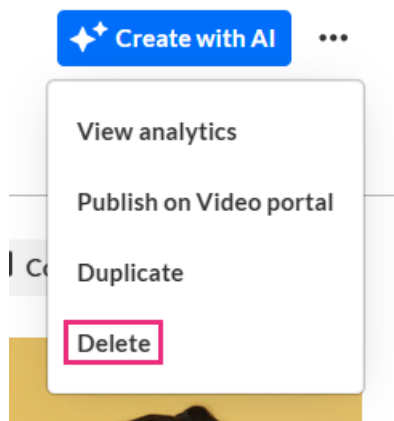
Click the three-dot action menu then select Duplicate.



See [Duplicate session](#) for complete information.

## 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.

Cancel

Delete permanently

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](#)
- [Activate AI assistant](#)

## 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', 'oxf', 'swf', 'pdf'

**Image files** - 'jpg', 'jpeg', 'bmp', 'png', 'gif', 'tif', 'tiff'

- [Upload attachments](#)
  - [Edit attachments](#)
  - [Download attachments](#)
  - [Get information on attachments](#)
  - [Delete attachments](#)
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