

Configure a Pre-recorded session in your event

Last Modified on 03/13/2026 9:50 pm IST

 This article is designated for all users.

About

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

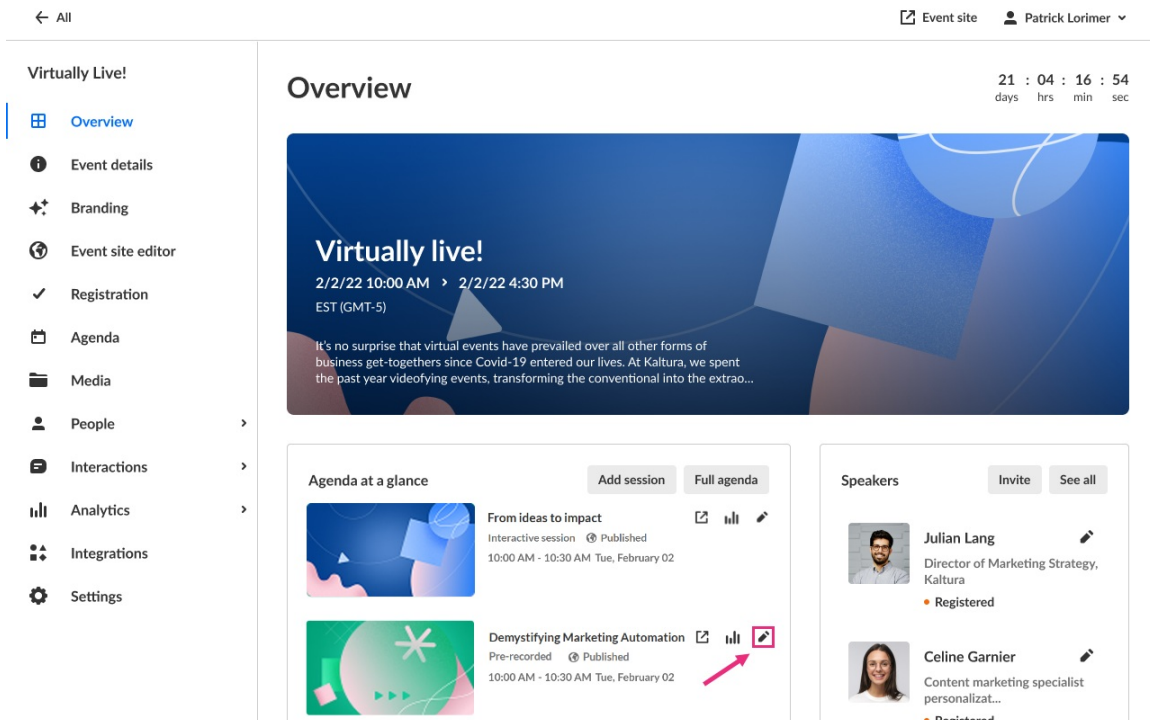


This article pertains only to **multi-session events**.

Access session settings

There are two ways to reach session session settings:

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



← All Event site Patrick Lorimer

Virtually Live!

Overview 21 : 04 : 16 : 54
days hrs min sec

Virtually live!
2/2/22 10:00 AM > 2/2/22 4:30 PM
EST (GMT-5)

It's no surprise that virtual events have prevailed over all other forms of business get-togethers since Covid-19 entered our lives. At Kaltura, we spent the past year videofying events, transforming the conventional into the extrao...

Agenda at a glance Add session Full agenda

From ideas to impact
Interactive session Published
10:00 AM - 10:30 AM Tue, February 02

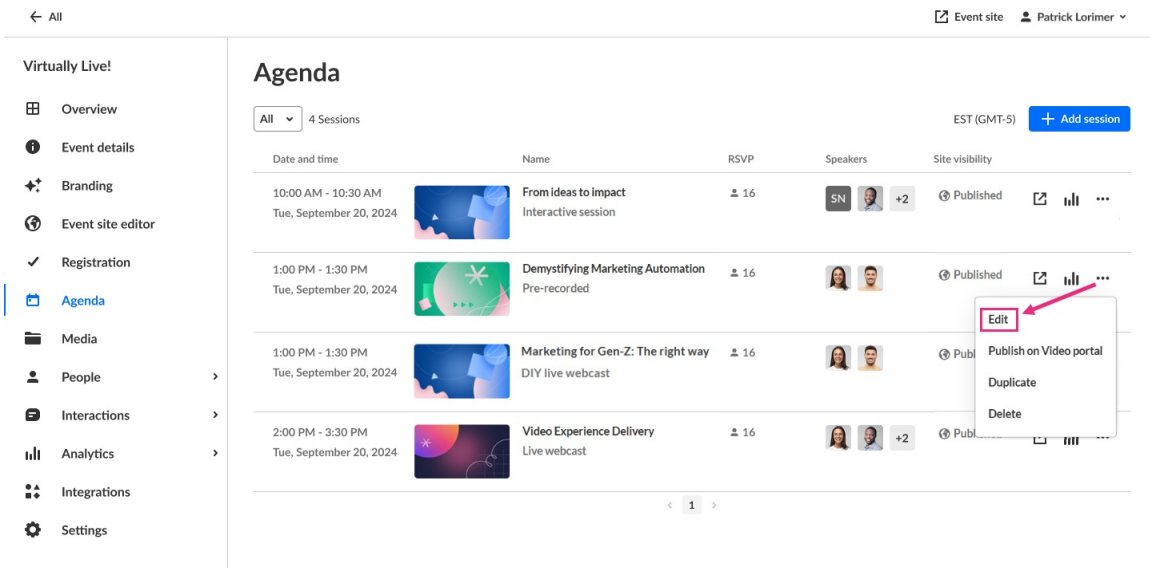
Demystifying Marketing Automation
Pre-recorded Published
10:00 AM - 10:30 AM Tue, February 02

Speakers Invite See all

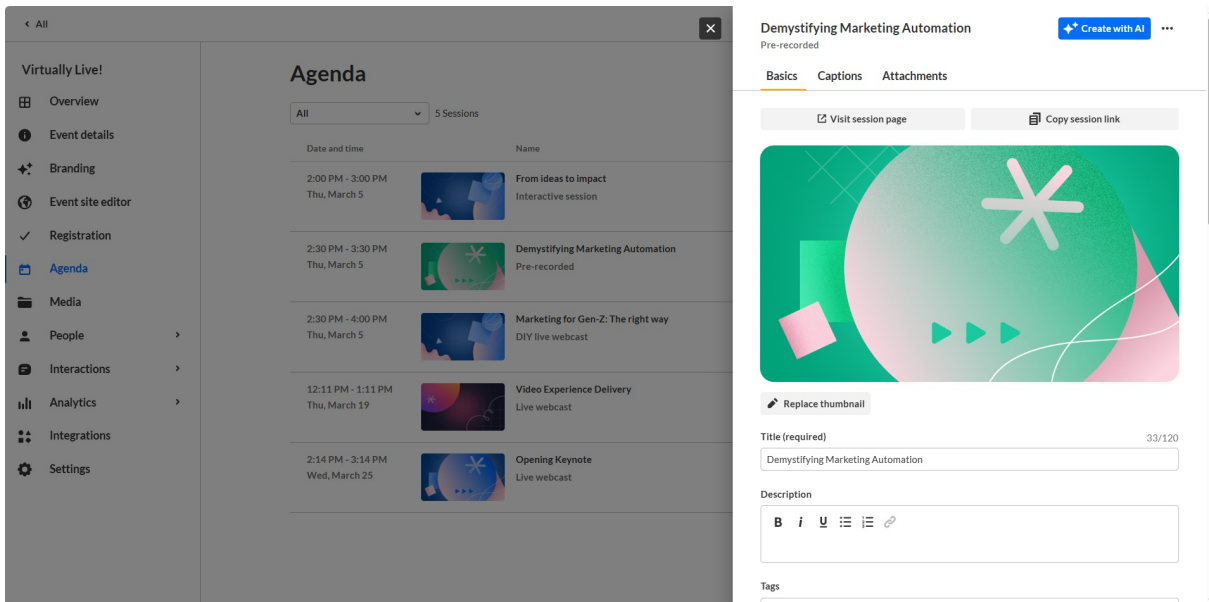
Julian Lang
Director of Marketing Strategy,
Kaltura
Registered

Celine Garnier
Content marketing specialist
personalizat...
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 open by default.



i 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

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](#)

- [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](#)

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

Global actions

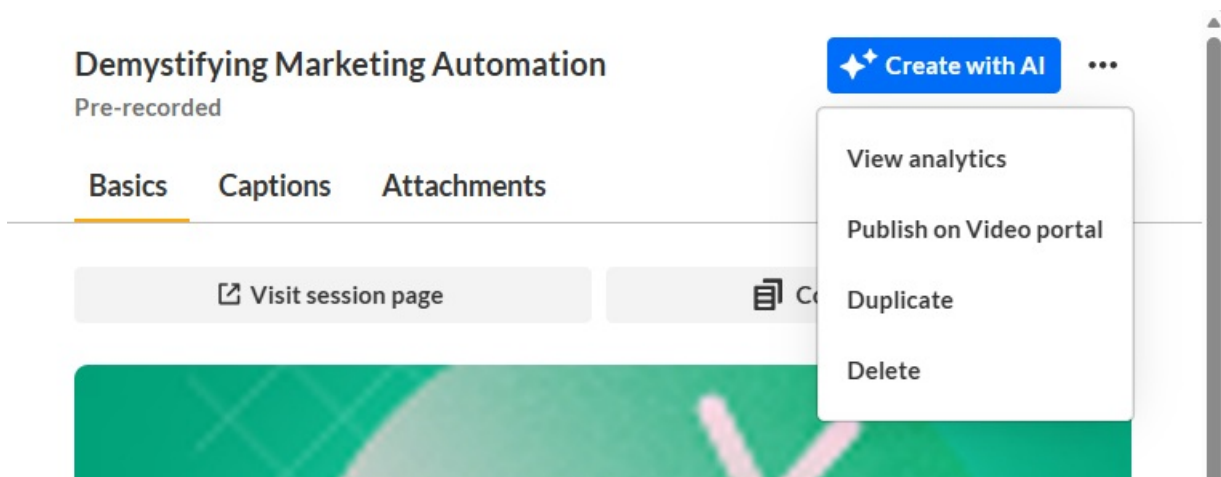
The following actions appear in every tab.

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.

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.