

Event controls for a single session Pre-recorded event

Last Modified on 06/03/2026 2:42 pm IDT

 This article is designated for all users.

About

Event controls allow you to configure your single session Pre-recorded event.



Looking for more information about single session events? Feel free to contact your Kaltura representative.

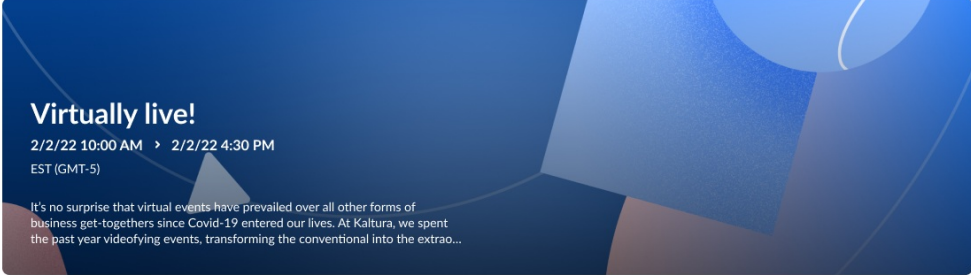
Event controls area

On a single session Pre-recorded event, the Event controls area appears on the lower part of the **Overview** page.

Virtually Live!

- Overview
- Event details
- Branding
- Event site editor
- Registration
- Media
- People
- Interactions
- Analytics
- Integrations
- Settings

Overview

21 : 04 : 16 : 54
days hrs min sec

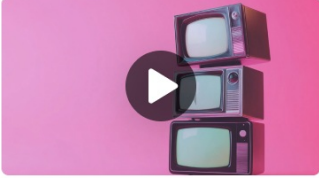
Virtually live!
2/2/22 10:00 AM → 2/2/22 4:30 PM
EST (GMT-5)

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...

Event site for audience
[Visit event site](#) [Copy link to share with your registrants](#)

Share chat moderation app with your moderators
[Launch moderation app](#) [Copy app link to share with your moderators](#)

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





Opening keynote.mp4
Last updated 2 days ago
Duration 1:00:00

[Upload](#)
[Choose from Media](#)



Event controls [Create with AI](#)

- Basics**
Configure event basics.
- Captions**
Order live captions for streaming events or order/add captions to your on-demand content.
- Attachments**
Attach downloadable content to the event.

Speakers [Invite](#) [See all](#)

-  **Julian Lang**
Director of Marketing Strategy, Kaltura
Registered
-  **Celine Garnier**
Content marketing specialist personalizat...
Registered

Moderators [Invite](#) [See all](#)

-  **Laura Steven**
Head of Global Campaigns, Kaltura
Registered
-  **Brian Dennis**
Director of Marketing, Kaltura
Registered

Create with AI

Use the **Create with AI** button to generate highlight clips, summaries, and chapters after your session.



The **Create with AI** button is only enabled when the session has a recording, the recording video is ready, its duration is longer than 60 seconds, and captions are available for the recording.

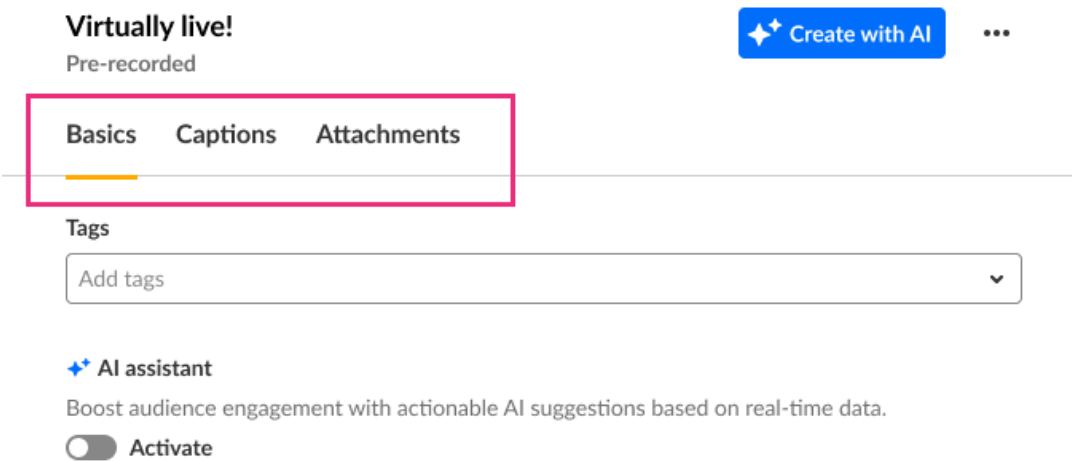
See [Create highlight clips with AI](#) and [Create a summary and chapters with AI](#) for more information.

Access the editor

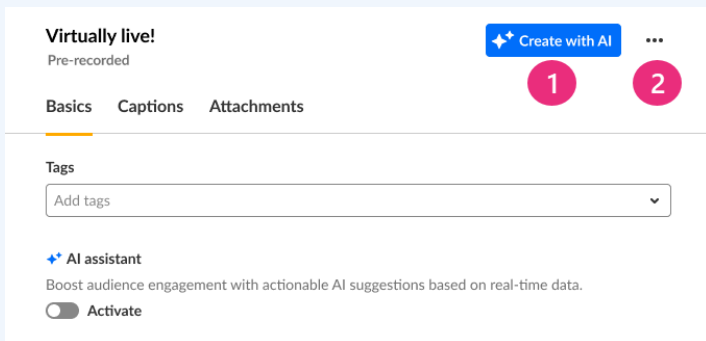
Select the edit icon next to any control to open the editor. In the editor, the controls appear as tabs:

- **Basics**
- **Captions**
- **Attachments**
- **Share & embed**

The tab you select will be active, and you can switch to any of the others.



When a tab is open, you'll see the **Create with AI** button here as well (1), along with a **three-dot menu** (2). These actions are available across all tabs.



For details, see our section on [Global actions](#).

Basics tab

The **Basics** tab allows you to enrich and repurpose your content, add tags, and activate the AI assistant.

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Basics Captions Attachments

Tags

Add tags 

AI assistant

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

Activate

Certification

Assign this event to your certification program

Additional information

Field of study

Select field of study 

Event type

0/120

Topics

Add topics 

Entry ID: 1_4wwfsfga

Created: 09 January 2022 at 12:45 pm

Modified: 11 January 2022 at 09:57 am

Tags

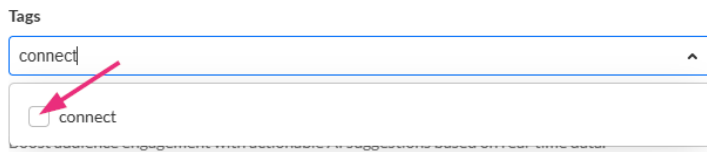
Apply existing or create new useful, relevant tags for your event to help categorize it.



Tags are visible to event attendees.

To add tags, start typing the first few letters of a tag and a list of matching tags will populate for you. Click to select the checkbox next to the desired tag.

Basics Captions Attachments



If it's a new tag, a **+Create tag [tag name]** pops up. Click to **+** to add it.




To remove a tag from a session, click the **X** next to the desired tag.

For full details, see [Activate AI assistant for your session](#).

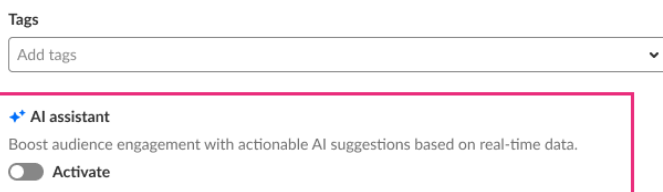
AI Assistant

You can activate the **AI assistant** in the Basics tab. The 'AI assistant' provides real-time insights to help moderators understand attendee activity and engagement during the live session.

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 Create with AI ...

Basics Captions Attachments



Certification

Select the checkbox to assign the session to your Continuing Professional Education (CPE) program.

Certification

Assign this event to your certification program

Additional information



This section appears only when your account uses custom metadata. Use these fields to capture additional session details. Some fields may be required for CPE certificate generation.

Additional information

Field of study

Event type

0/120

Topics

Save your work

After updating any information on the Basics tab make sure to click **Save changes**.

Cancel

Save changes

Captions tab

Use the **Captions** tab to order captioning for your session or view the status of caption requests.

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Basics **Captions** Attachments

Order captions

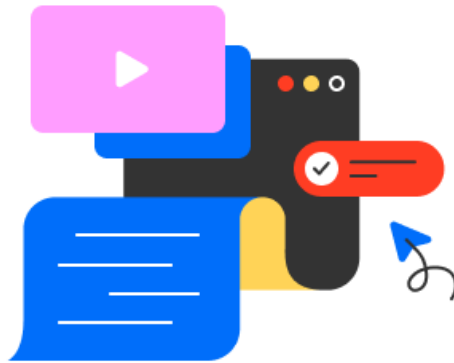
Use Kaltura's captioning service to automatically add captions to your session.

 Order

Upload captions

The attached captions will be displayed in the session.

 Upload



To manage captions for session recordings, use the Captions tab on the recording itself.

For complete guidance, see:

- [Order captions for a session recording](#)
- [Upload captions for a session recording](#)
- [Manage caption files for a recording](#)

Save your work

After updating any information on the Captions tab make sure to click **Save changes**.

Cancel

Save changes

Attachments tab

Use the **Attachments** tab to add downloadable files to your event, such as slides, documents, images, or supporting media. Attachments appear on the event page for attendees.

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Pre-recorded









 Create with AI



Basics Captions **Attachments**

Attach downloadable content to the event.

Upload

File name	Creation date	
 Name Uploading		✕
 Name.mov	10/10/24	Value Value  
 Roadmap.doc	10/10/24	Value Value  
 Name Upload failed	10/10/24	Retry ✕

For full instructions, see [Upload & manage attachments for your event](#).

Save your work

After updating any information on the Attachments tab make sure to click **Save changes**.

Cancel **Save changes**

Red dot notification



If there are unsaved changes in any tab, a red dot appears next to the tab and a warning will display if you try to navigate away from the editor. Saving your changes

removes the red dot and ensures your updates are applied immediately.



Basics Captions Attach

Global actions

The following actions appear in every tab (Basics, Captions, and Attachments).

Create with AI

Use the **Create with AI** button to generate highlight clips, summaries, and chapters after your session.

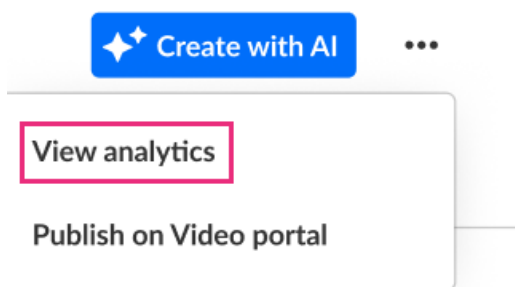


The **Create with AI** button is only enabled when the session has a recording, the recording video is ready, its duration is longer than 60 seconds, and captions are available for the recording.

See [Create highlight clips with AI](#) and [Create a summary and chapters with AI](#) for more information.

View analytics

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



You are redirected to the [Analytics dashboard](#).

Publish on Video Portal

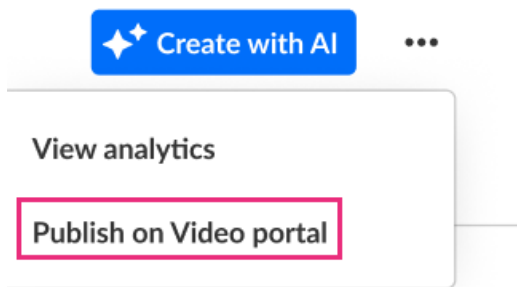
You can publish/unpublish event to your Content Hub (formerly Video Portal) per channel.

Prerequisites and notes:

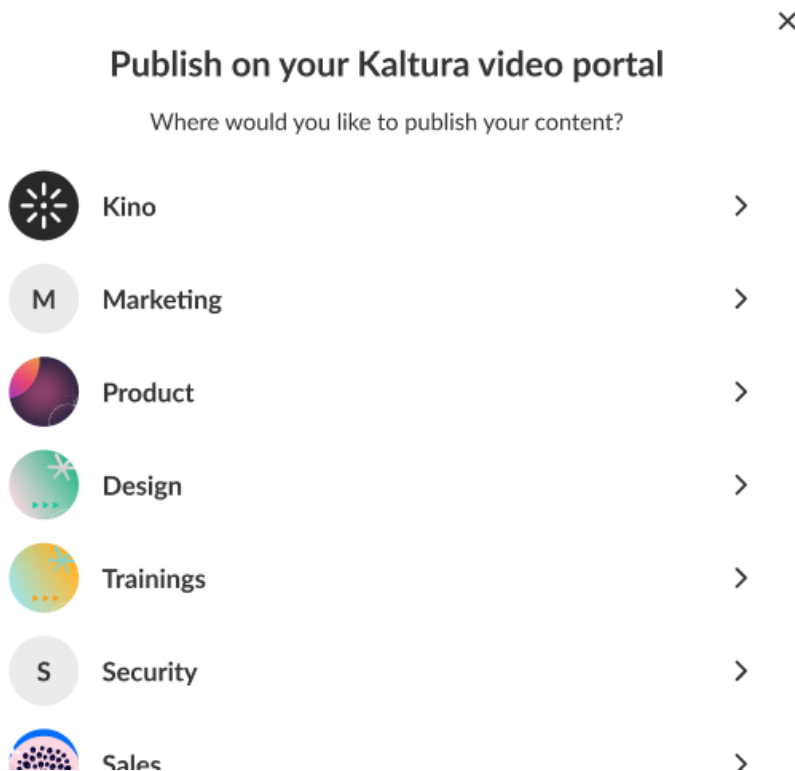
- Your Content Hub(s) must be preconfigured by Kaltura.

- You may publish a session only after the session has ended.
- Content Hub publishing entitlements apply, you need to configure your Content Hub target channels to have permissions for the Kaltura Events user so they will be able to publish.
- It may take up to 10 minutes for a session to appear in a channel on the Content Hub(s) after publishing.

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



The 'Publish on your Kaltura video portal' screen displays. This screen lists all the Content Hubs to which you have access.



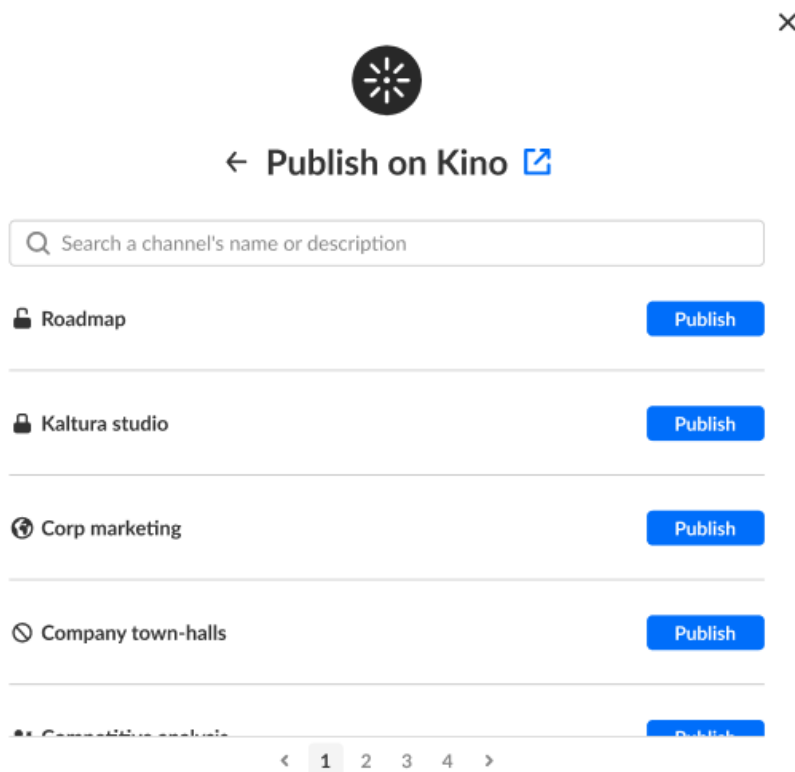
In our example above, the user has access to multiple Content Hubs.

2. Click on the appropriate Content Hub.

The 'Publish on [Content Hub name]' screen displays. This screen lists all the channels to which you have access in this Content Hub.



- If you have access to only one Content Hub, you are taken directly to the Publish on [Content Hub name] screen.
- If you do not have access to any Content Hubs, you are taken to a screen which allows you to check out Content Hub and explore its main features and functions.



In our example above, the user has access to multiple channels in this Content Hub.

To publish the session, click the **Publish** button next to the appropriate channels. You may search for a channel's name or description on this screen as well.













For information about privacy controls, visit our article [Channel privacy types](#).

As you click **Publish**, the channel(s) to which this session is published display in a list directly below the name of the Content Hub.



← Publish on Kino

- Kaltura studio 
 - Company town-halls 
 - Corp marketing 
 - +4
 - Onboarding 
 - Roadmap sessions & product launches 
 - Sales 
 - Customer live demos - roadmap sessions & product launches long text... 
- [Show less](#)

-  Roadmap Publish
-  Kaltura studio Unpublish
-  Corp marketing Unpublish

< 1 2 3 4 >

To unpublish a session from a channel, click the "X" next to the channel name in the list directly below the name of the Content Hub, or click the **Unpublish** button to the right of the channel name.