Event controls for a single session Pre-recorded event

Content updated: 10/03/2025

This article is designated for all users.

About

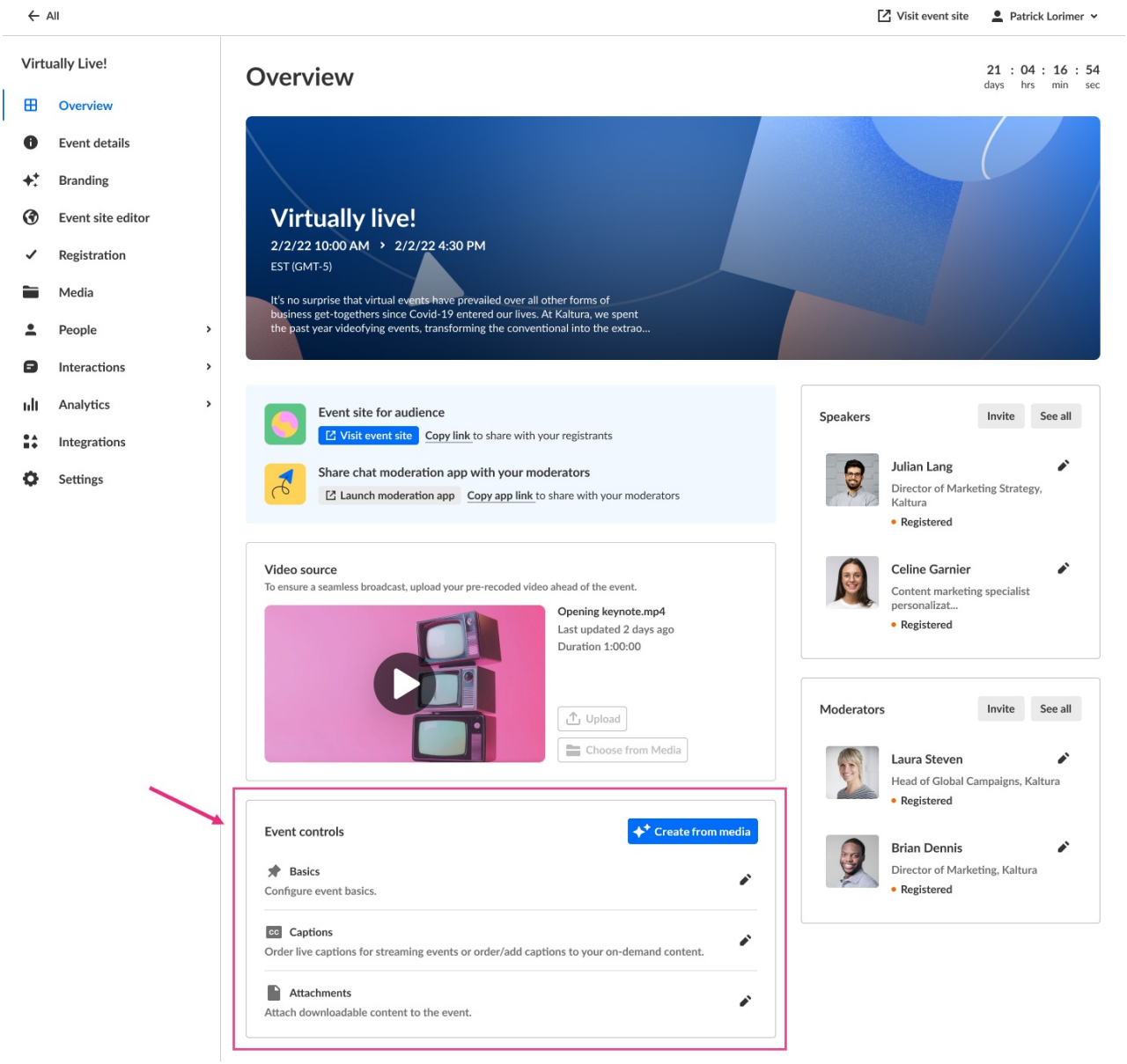
Event controls allow you to configure your single session Pre-recorded event.

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.

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Create with AI

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

> The **Create from media** button is only enabled when the session has a recording, the recording video is ready, and captions are available for the recording.

See Create highlight clips with AI and Create a summary and chapters with AI for more information.

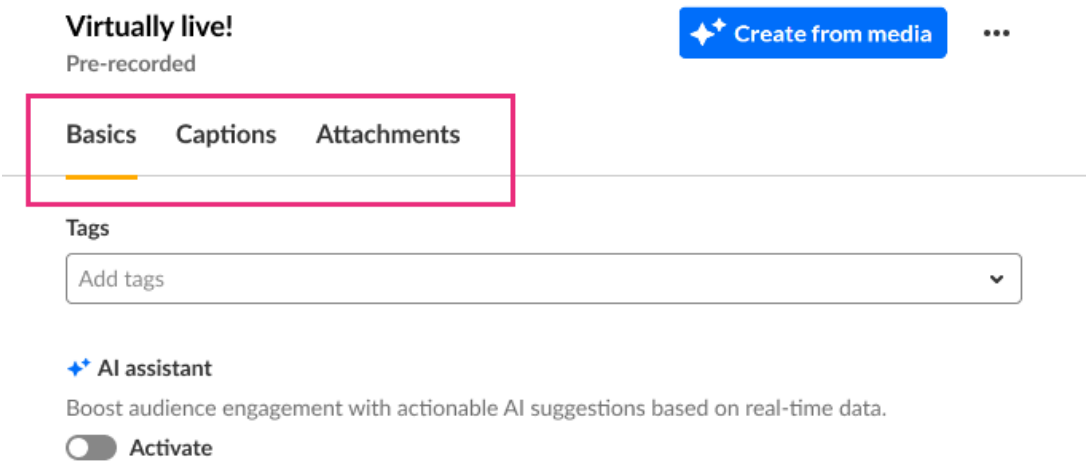
Access the editor

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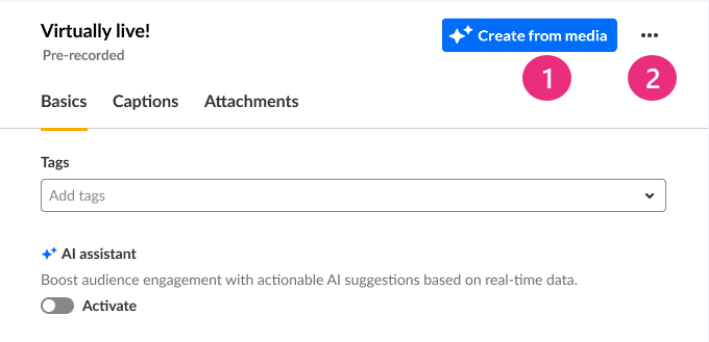
Select the edit icon next to any control to open the editor. In the editor, the controls appear as tabs:

- **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 from media** button here as well **(1)**, along with a three-dot menu **(2).** These actions are available across all tabs.

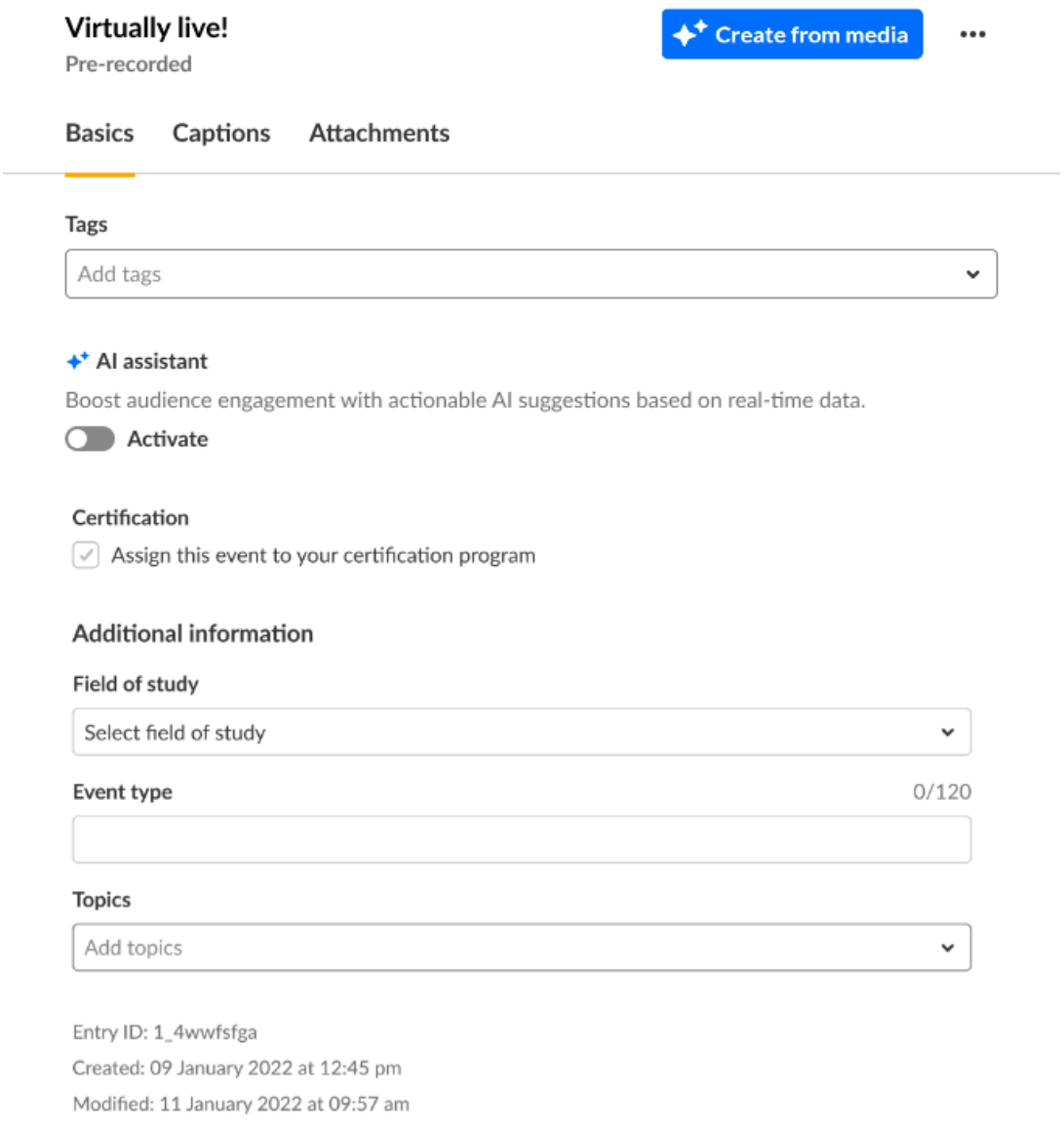


For details, see our section on Global actions.

Basics tab

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

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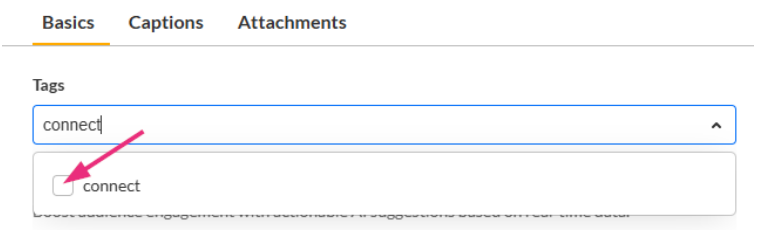
Tags

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.

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

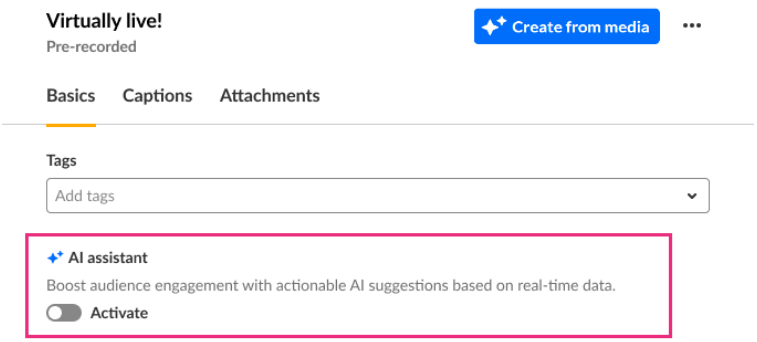


To remove a tag from a session, click the **X** next to the desired tag.

For full details, see Activate AI assistant for your session.

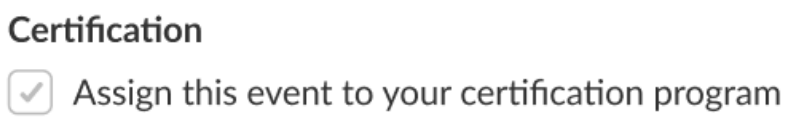
AI Assistant

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.



Certification

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



Additional information

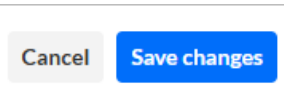
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This section appears only when your account uses custom metadata. Use these fields to capture additional session details. Some fields may be required for CPE certificate generation.



Save your work

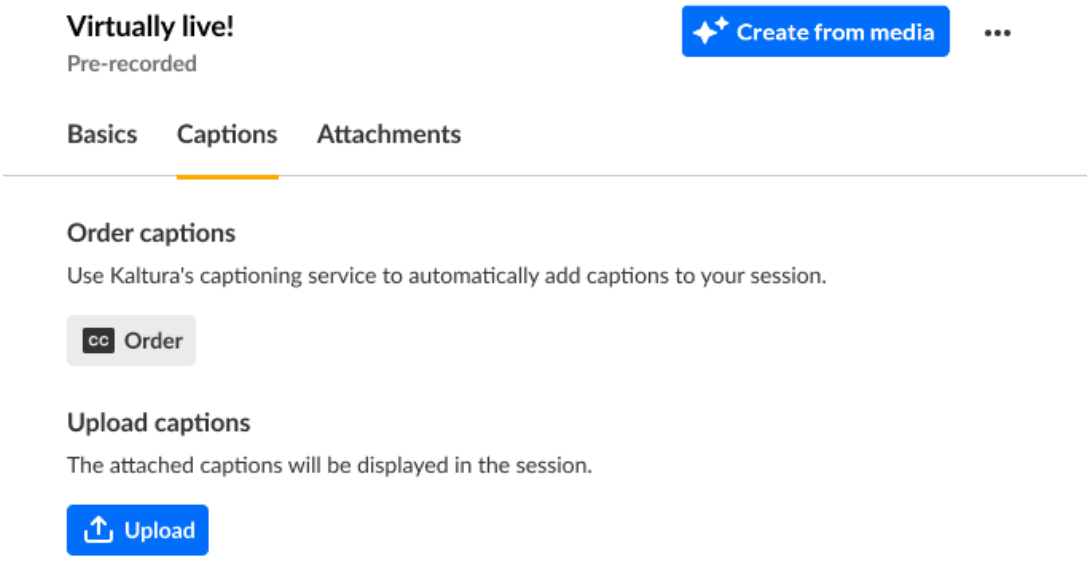
After updating any information on the Basics tab make sure to click **Save changes**.

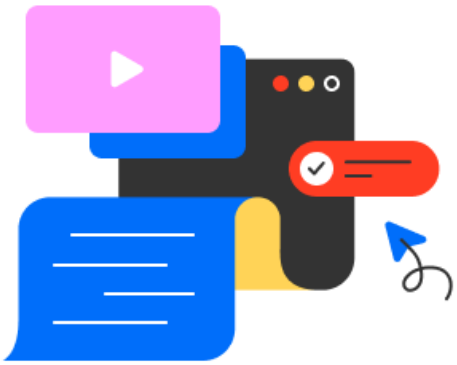


Captions tab

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

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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

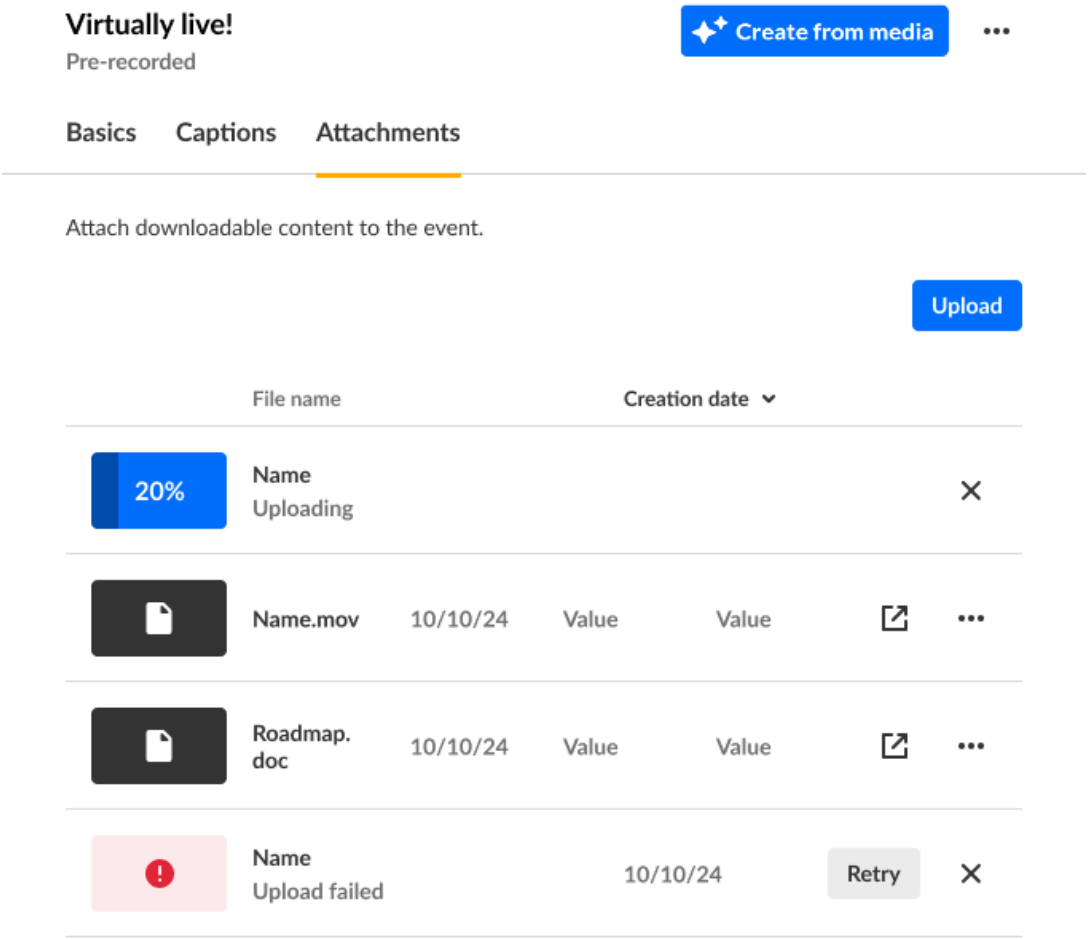
After updating any information on the Captions tab make sure to click **Save changes**.



Attachments tab

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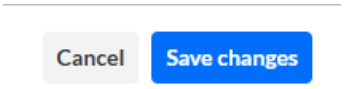
Use the **Attachments** tab to add downloadable files to your event, such as slides, documents, images, or supporting media. Attachments appear on the event page for attendees.



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**.

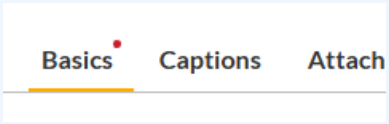


Red dot notification

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

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



Global actions

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

Create from media

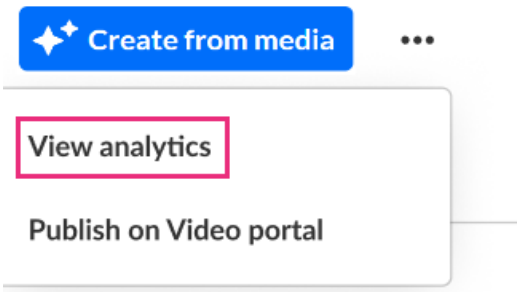
Use the **Create from media** button to generate highlight clips, summaries, and chapters after your session.

> The **Create from media** button is only enabled when the session has a recording, the recording video is ready, 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.

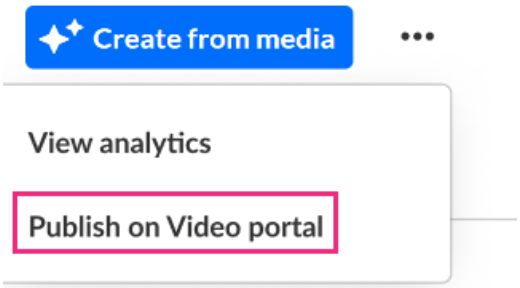
Prerequisites and notes:

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

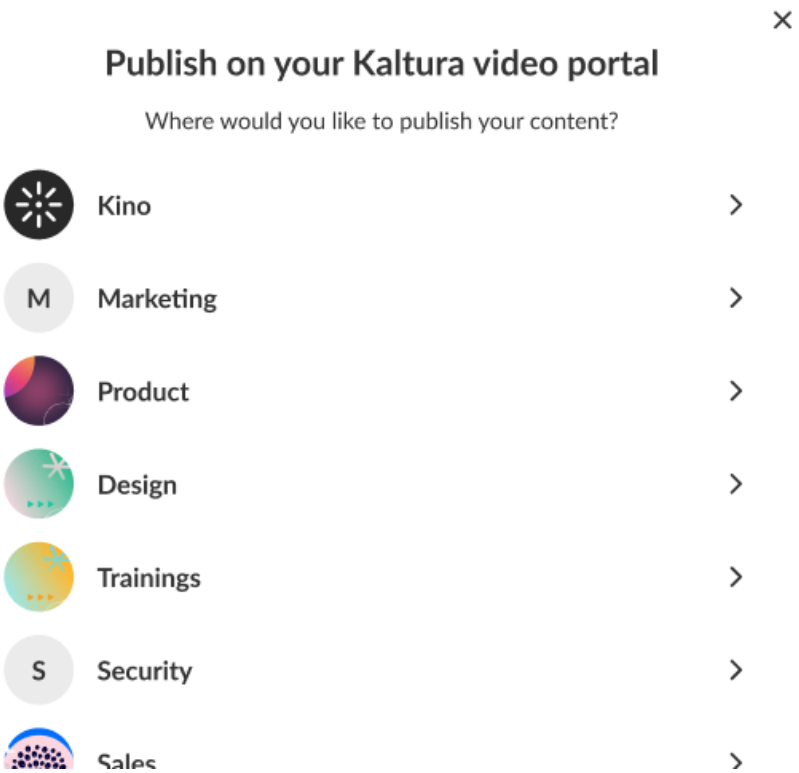
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- You may publish a session only after the session has ended.
- Content Hub publishing entitlements apply, you need to configure your Content Hub target channels to have permissions for the Kaltura Virtual Events user so they will be able to publish.
- 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.

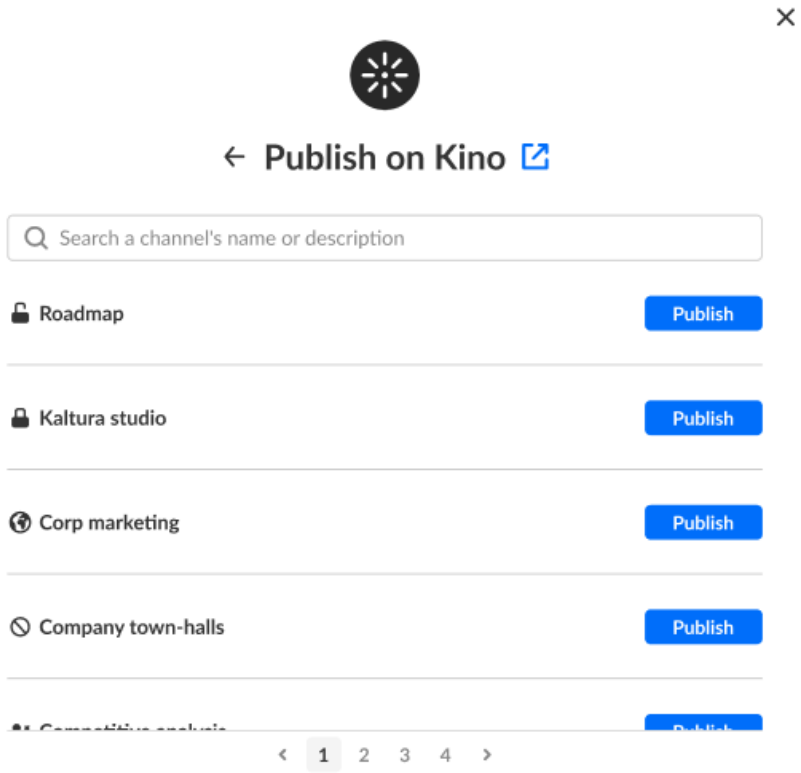
2. Click on the appropriate Content Hub.

The 'Publish on [Content Hub name]' screen displays. This screen lists all the

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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.



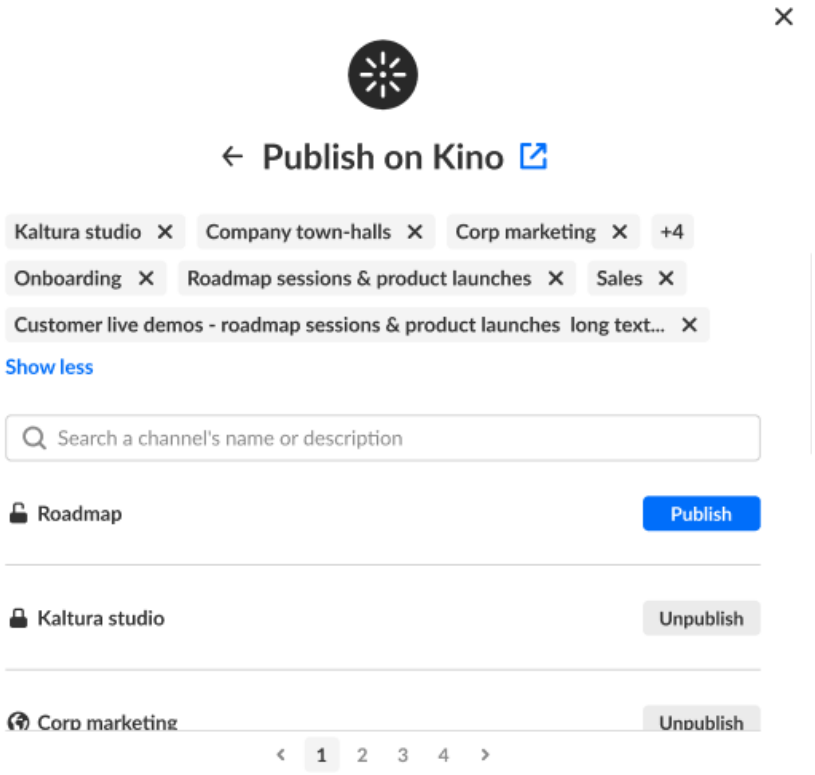
In our example above, the user has access to multiple channels in this Content Hub.

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.

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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.

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