

Event controls for a single session Pre-recorded event

Last Modified on 11/17/2025 5:57 pm IST

28 This article is designated for all users.

About

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



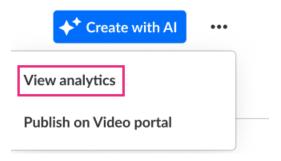
Looking for more information about single session events? Feel free to contact your Kaltura representative.

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.



You are redirected to the Analytics dashboard.

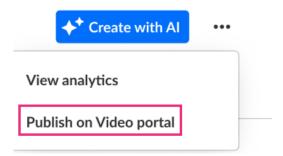
Publish on Video portal

You may publish/unpublish event to your Kaltura video portal(s) per channel.

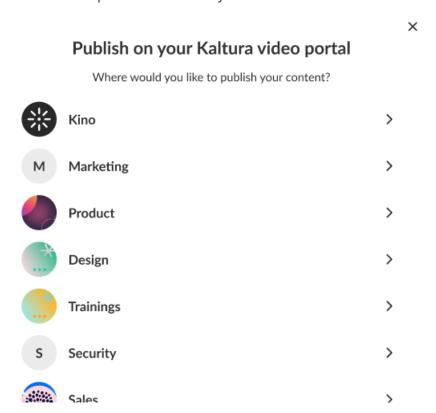
Prerequisites and notes:



- Your Video portal(s) must be preconfigured by Kaltura.
- You may publish a session only after the session has ended.
- Video portal publishing entitlements apply, you need to configure your video portal 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 Kaltura video portal(s) after publishing.
- 1. Click the three-dot action menu then select Publish on Video portal.



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



In our example above, the user has access to multiple Kaltura video portals.

2. Click on the appropriate video portal. The Publish on [video portal name] screen displays. This screen lists all the channels to which you have access in this Kaltura video portal.

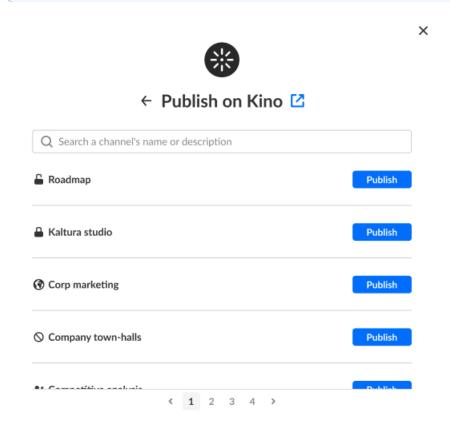




If you have access to only one Kaltura video portal, you are taken directly to the Publish on [video portal name] screen.



If you do not have access to any Kaltura video portals, you are taken to a screen which allows you to check out Kaltura's video portal and explore its main features and functions.



In our example above, the user has access to multiple channels in this Kaltura video portal.

3. 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.



If no channels exist in this Kaltura video portal, you receive a message instructing you to create a channel in this Kaltura video portal before proceeding.

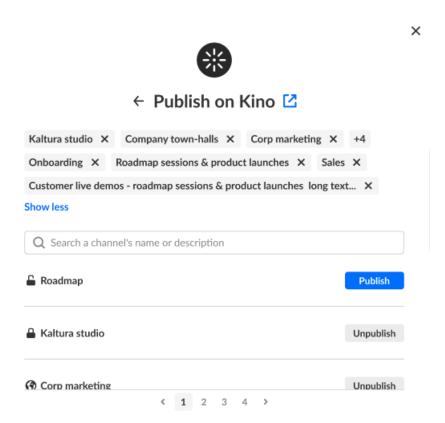


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A note on video portal publishing entitlements:

- **Restricted** all logged in users can view content and only channel members can contribute content.
- **Public, restricted** anyone can view content (including anonymous, not logged-in users), only channel members can contribute content according to their publishing entitlements.
- **Shared Repository** only channel members can view and contribute content; content may be published to other channels, according to publishing entitlements.
- o **Private** only channel members can view and contribute content.
- **Open** all logged in users can view and contribute content (contribution is not allowed for viewer-role users.
- Public, open anyone can view content (including anonymous, not logged-in users) and all logged in users can contribute content.

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

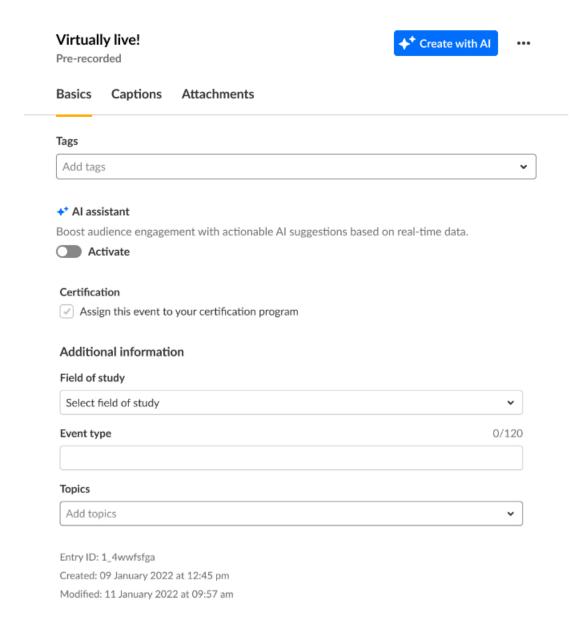


4. To unpublish a session from a channel, click the "X" next to the channel name in the list directly below the name of the Kaltura video portal, or click the **Unpublish** button to the right of the channel name.

Basics tab



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



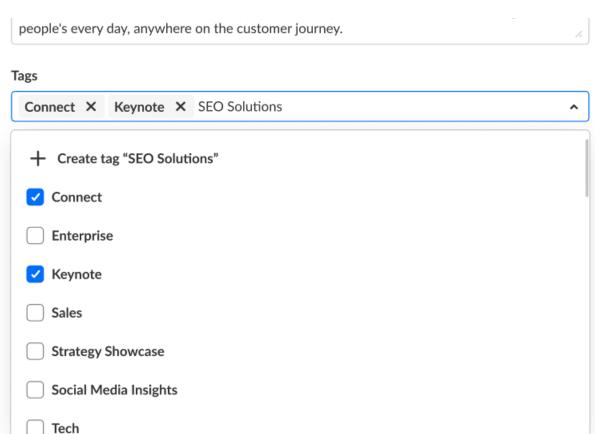
Tags

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

To apply a tag - Click in the Add tags field. 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.

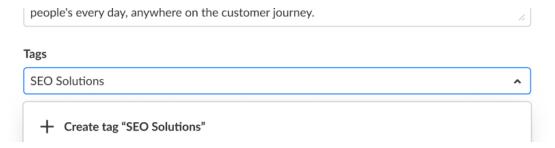


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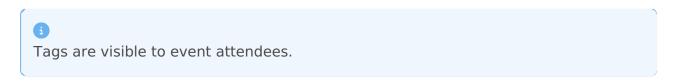


To create a new tag - Type your new tag in the Add tags field, then click **+Create** tag "[tag name]".

This session is available on the event agenda



To detach a tag from a session, simply click "X".



Al Assistant

Looking for more information about this feature? Feel free to contact your Kaltura representative.



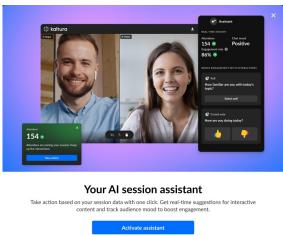
1. Click to activate Kaltura's Al assistant for this session.

◆ Al assistant

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

Activate

You are asked to confirm your action.



2. Click **Activate assistant**. You may click the "X" button to cancel the action.

When activated

- The Assistant tab displays for moderators in the Chat and Collaboration widget. The Assistant tab provides information on attendee numbers, chat mood (results of sentiment analysis), engagement rate (viewers who watch in full screen or with the focus on the tab and sound on), and time to end.
- The Live stage tab of the Chat and Collaboration widget displays the same information for moderators.

When deactivated

- The Assistant tab does not display for moderators in the Chat and Collaboration widget.
- The Live stage tab of the Chat and Collaboration widget displays information on attendee numbers, turnout (percentage of those registered who are actually logged into the session), engagement rate (viewers who watch in full screen or with the focus on the tab and sound on), and time to end.

Certification

Click the check box if you would like to assign this event to your Continuing Professional Education (CPE) program.



Certification



Assign this event to your certification program

Additional information

The Additional information section appears only if your account includes custom metadata. The fields in the Additional information section will help you capture extra details about your event. For example, sometimes values in specific fields are required to generate a certificate for your CPE program.



Captions tab

The Captions tab allows you to order/upload captions for your event.





Pre-recorded



Basics

Captions

Attachments

Order captions

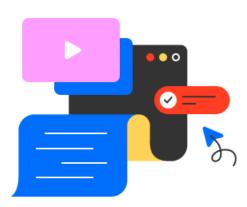
Use Kaltura's captioning service to automatically add captions to your session.



Upload captions

The attached captions will be displayed in the session.





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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 event and accessing the Captions tab.

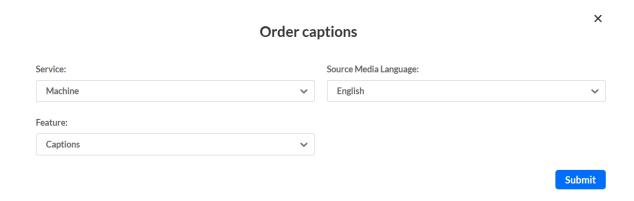
Order captions



You may order captions on future sessions only. You may not order captions on past sessions or on sessions that have already started.

1. Under Order captions, click **Order**. The Order captions screen displays.



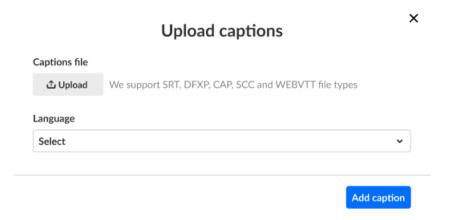


- 2. Complete the fields in the Order captions screen.
 - Service Select the type of Captioning service.
 - Machine Automated captioning process. (Machine captions must be ordered at least 15 minutes ahead of your session.)
 - Professional Human / professional captioning. When selecting Professional, you must select the turnaround time as well. Please note Kaltura recommends captions be ordered in advance.
 - Source Media Language Select the spoken language of the live stream.
 Currently only English is supported.
 - Feature Select Captions.
- 3. Click Submit.



Upload captions

1. Under Upload captions, click **Upload.** The Upload captions screen displays.



2. Click **Upload** to choose the desired captions file from your computer, select the



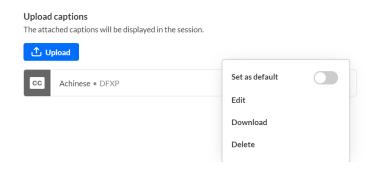
language, then click **Add caption**. As you add captions, they display on the Captions tab under Upload captions.



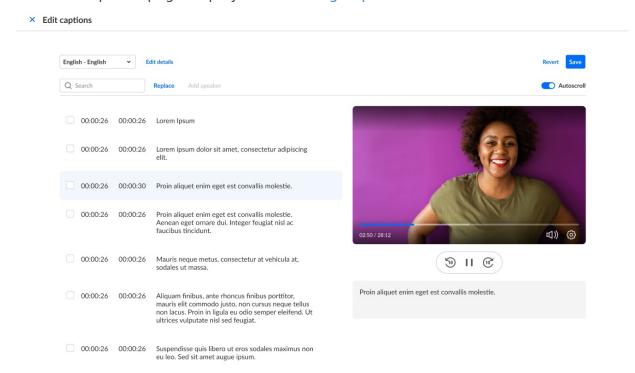
Please note - You may upload only one file per language.

Set as default, edit, download, and delete captions

Click the three blue dots to the right of each caption file for additional functionality.



- Choose Set as default to set the caption file as the default.
- Choose Edit to edit the caption file.
 The Edit Captions page displays. See Editing Captions for more information.

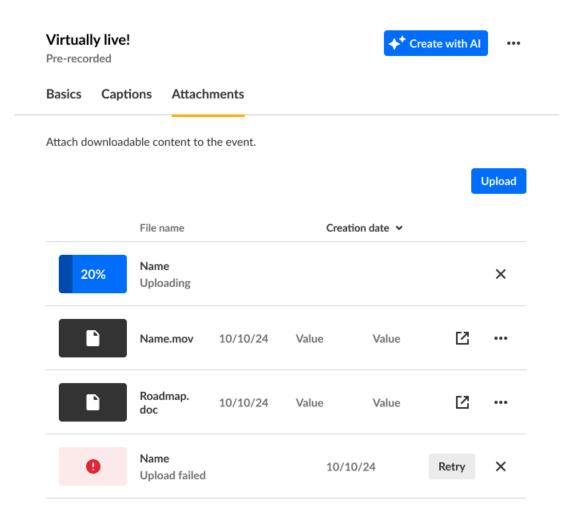


- Choose **Download** to download the captions file to your machine.
- Choose **Delete** to delete the caption file.



Attachments tab

The Attachments tab allows you to attach downloadable content to the event.



Provide your audience a greater immersive experience and more value by enriching your event with downloadable content. Manage content like documents, spreadsheets, presentations, audio/video files, and images for your event 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', '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 to your event

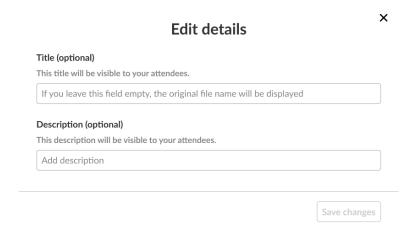
- 1. Click on the Attachments tab.
- 2. Click on the **Upload** button and choose desired file(s).

The progress of your upload is displayed.

When complete, you receive notification of successful upload.

Edit attachments on your event

1. Click the three blue dots to the right of the attachment and choose Edit. The Edit details screen displays.



- 2. Type the title and description (optional). The title should be a more descriptive name for this file. The description should provide context on the file's content. Both will be visible to your attendees.
- 3. Click Save changes.

Download attachments from your event

Click the three blue dots to the right of the attachment and choose Download.

The attachment is downloaded to your machine.

Get information on attachments in your event

1. Click the three blue dots to the right of the attachment and choose More info.

Addition information displays about the attachment.



Roadmap.doc

Title: Roadmap internal

Description: We're thrilled to share the latest enhancements to our

Virtual Classroom platform, designed to elevate your

online learning experience.

File type: doc document

Size: 870 KB

Creation date: 10/10/24

2. Click "X" to exit the screen.

Delete attachments from your event

1. Click the three blue dots to the right of the attachment and choose Delete. You are asked to confirm your action.

Delete attachment

You're about to permanently delete "Roadmap". You cannot undo this action.

Cancel

Delete

×

2. Click Delete.

When complete, you receive notification of successful deletion.