

Agenda tab - Add and edit Pre-recorded session

Last Modified on 05/19/2025 4:43 pm IDT

 This article is designated for all users.

About

This article describes how to add and 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.).

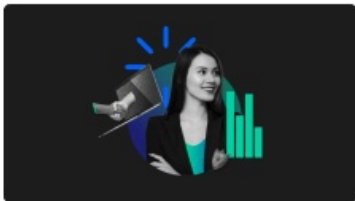
Add a Pre-recorded session

There are two ways to add a session to your event:


- On the Event Overview page, in the Agenda at a glance section, click **Add session**.

Agenda at a glance


Add sessionFull agenda




Opening Keynote

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

LIVE



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 **+ Add session**.

← All

Event site

Kaltura Marketing

Virtually Live!

Overview

Event details

Branding

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 LIVE		Opening Keynote Live Webcast	SN     +2	 Published   
10:30 AM - 11:00 AM Tue, September 20, 2024		Marketing for Gen-Z: The right way Interactive Room	 	 Published   
1:00 PM - 1:30 PM Tue, September 20, 2024		Demystifying Marketing Automation Pre-recorded	 	 Published   
2:00 PM - 3:30 PM Tue, September 20, 2024		Video Experience Delivery DIY Live Broadcast	SN     +2	 Published   


< 1 >

The Add session pop-up screen displays.




Interactive room

Speak with your attendees, maximize the conversation.
Perfect for a small to medium size audience




Live webcast

Deliver a production-level presentation or session in real time to a very large audience.



Pre-recorded

Save time by pre-recording speaker presentations or simply present your session live to a very large audience.



DIY live webcast


Broadcast high quality live session directly from your browser, no production needed

Select **Pre-recorded**. The New session Pre-recorded screen displays.

New session




Pre-recorded

Recommended size: 1920x1080 px

 **Upload thumbnail**

Title (required) 0/120

Description


B *i* u   

Tags


Date	Time	Duration (Minutes)
 08/16/23	 4:30 pm	30


Video source

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



Pre-recorded video source
Recommended file format: MP4, MOV

 **Upload**

 **Choose from Media**


Speakers

Moderators (required)

Add moderators to monitor and support attendees' questions

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**

Visibility

 **Published** This session is available on the event agenda

Cancel **Create**

1. You may add the following information:

- **Header** - Click **Upload thumbnail** and choose the desired file. We recommend using an image size of 1920x1080 px.
- **Title** (required) - Type a title for your session (char limit is 120). **Please note:** Characters "<" and ">" are not supported.

- **Description** - Type a description for your session.
- **Tags** - Apply existing or create new useful, relevant tags for your session to help categorize it within the event. You may then filter your [Agenda page](#) and the [Agenda section of Page builder](#) based on these unique tags.
 - **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.

people's every day, anywhere on the customer journey.

Tags

Connect X Keynote X SEO Solutions ^

+
Create tag "SEO Solutions"

☒ Connect

☐ Enterprise

☒ Keynote

☐ Sales

☐ Strategy Showcase

☐ Social Media Insights

☐ Tech

ⓘ
 Published v

This session is available on the event agenda

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

people's every day, anywhere on the customer journey.

Tags

SEO Solutions ^

+
Create tag "SEO Solutions"

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

i

Session tags are visible to event attendees.

- **Date** (required) - Choose the day your session will start.

- **Time** (required) - Choose the time your session will start.
 - **Duration** (required) - Choose the duration of your session (in minutes). Max duration is 1440 minutes (24 hours).
2. In the Video source section, click **Upload** and choose the desired media from your computer (we recommend MP4 and MOV file formats), or click **Choose from media** and select from media that has already been uploaded to the event site via the Media page (for more information on uploading media to the event site, see [Manage Media for your Event](#)). Media upload status is displayed in this window once video source has been selected and you may choose to cancel the action while processing. Upload status is also displayed on the Agenda.



Media must be the same duration as the scheduled session time - no longer and no shorter. If the media is longer than the scheduled session time, a warning message displays. In addition, to avoid interruptions, media must complete uploading prior to the broadcast's start time. 30 minutes before broadcast start time, Upload functionality will be disabled and will remain disabled while the session is in progress. If the session is about to start, and you would like to upload media, consider postponing the start time of the broadcast.

3. To add speakers to this session, click in the Speakers field and start typing the name of a user who has been assigned a Speaker role. The name is auto filled. Click to select the user.

Speakers

Connie

☐

CP **Connie Peters** connie.peters@ABCcompany.com

If no results are found, click **Invite speaker**. This re-directs you to the Speakers page where you can invite speakers to your event.

4. To add moderators (required) to this session, click in Moderators (required) field and start typing the name of a user who has been assigned a Moderator role. The name is auto filled. Click to select the user.

Moderators (required)

Add moderators to monitor and support attendees' questions

John

☐

JB **John Baker** john.baker@ABCcompany.com

If no results are found, click **Invite moderator**. This re-directs you to the Moderators page where you can invite moderators to your event.



Team members who created the event (AKA "Organizers") are **automatically** assigned as Moderator to both the event they created (at the "Event Level") and the first session that was created as part of the event (at the "Session Level").

5. Moderation links - Click **Go to app** to access the chat moderation app, which allows you and your moderators to organize, manage, and answer Q&A threads; publish polls and Q&As; and answer private chats during the session. Click **Copy app link** to share a link to the moderation app with your moderators.
6. Choose visibility of the session.
 - Private - The session will be available only for team members, not for attendees.
 - Unlisted - The session will be reachable via direct link only.
 - Published - The session will be available on the event agenda.
7. Once you are finished completing the fields, click **Create**. (The **Create** button is enabled only after you've begun filling in the fields.) The new session is now added to your event. At the scheduled time, your pre-recorded session begins, playing the video you uploaded for your attendees.


Edit a Pre-recorded session

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

Virtually Live!

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

Agenda

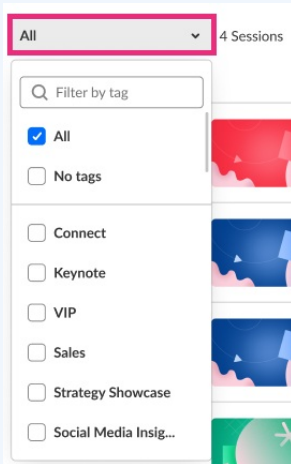
All
4 Sessions
EST (GMT-5)
Add Session

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

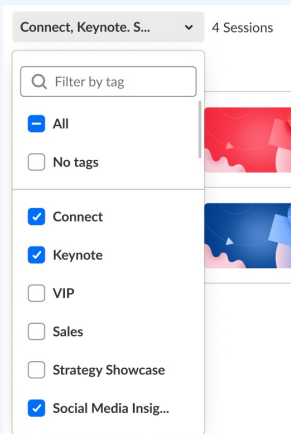
1

Filter Agenda page by tags - You may filter and search for sessions by tag(s).

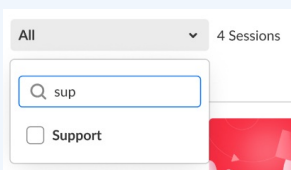
Click in the All field. A list of available tags display.



In our example below, we have clicked the checkboxes to filter the agenda by the tags "Connect", "Keynote", and "Social Media Insight".



You may also start typing the first few letters of a tag and a list of matching tags will populate for you. You may then click the checkbox to filter by that tag.



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

Marketing for Gen-Z: The right way

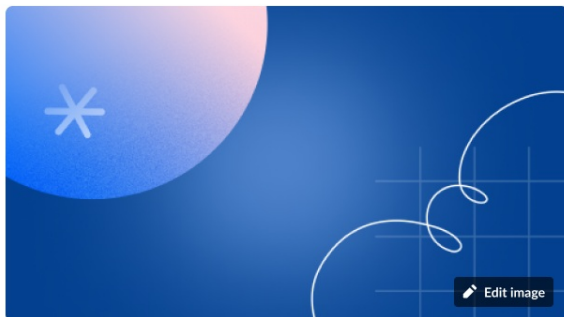
Pre-recorded

...

Basics Captions Attachments Share & Embed

[Visit session page](#)

[Copy session link](#)




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

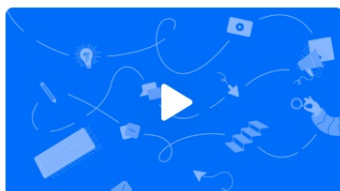
4:30 pm

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**  [Add speakers](#)

Moderators (required)

Add moderators to monitor and support attendees' questions

 **Celine Garnier**   **Brian Dennis**  [+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](#)

Visibility

 **Published**

This session is available on the event agenda

Entry ID: 1_4wwfsfga

Created: 09 January 2022 at 12:45 pm

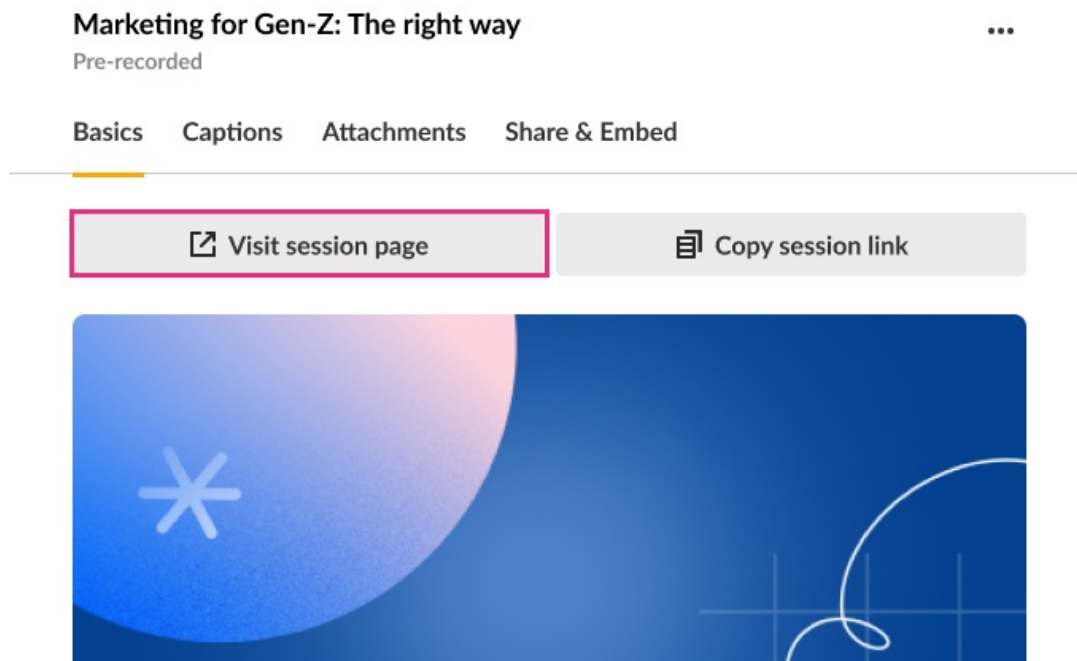
Modified: 11 January 2022 at 09:57 am

Basics tab

Visit the session page

You may access the session directly from the Edit Session page.

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Click **Visit session page**.



You are redirected to the session page.

Share a direct link to the session page

You may copy a direct link to the session page for sharing purposes.

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Click **Copy link**.


Marketing for Gen-Z: The right way

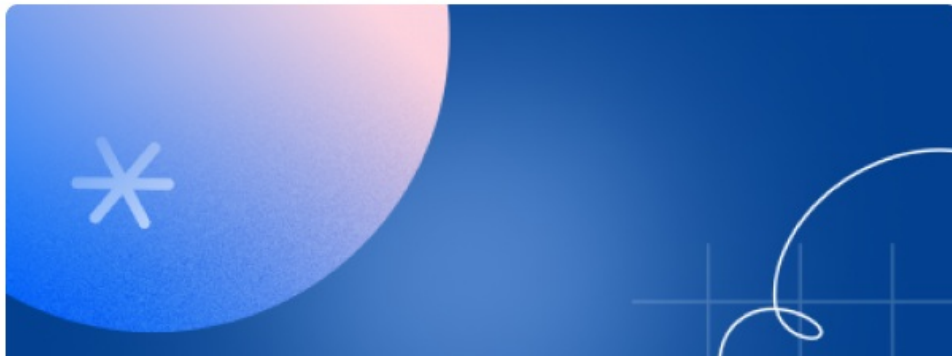
Pre-recorded

...

Basics Captions Attachments Share & Embed

 Visit session page

 Copy session link



Share this link with attendees.

Edit your session details

Edit details like your session's title and description; change the date, start time, or duration of your session; add or remove speakers and moderators, etc.

1. Access the [Edit session](#) page.
2. Click on the **Basics** tab.
3. Make appropriate edits. Click [here](#) for a refresher on any of the editable fields on this page. They're the same ones you completed when you created the new Pre-recorded session.
4. When you are finished making your edits, click **Save changes**.


Marketing for Gen-Z: The right way

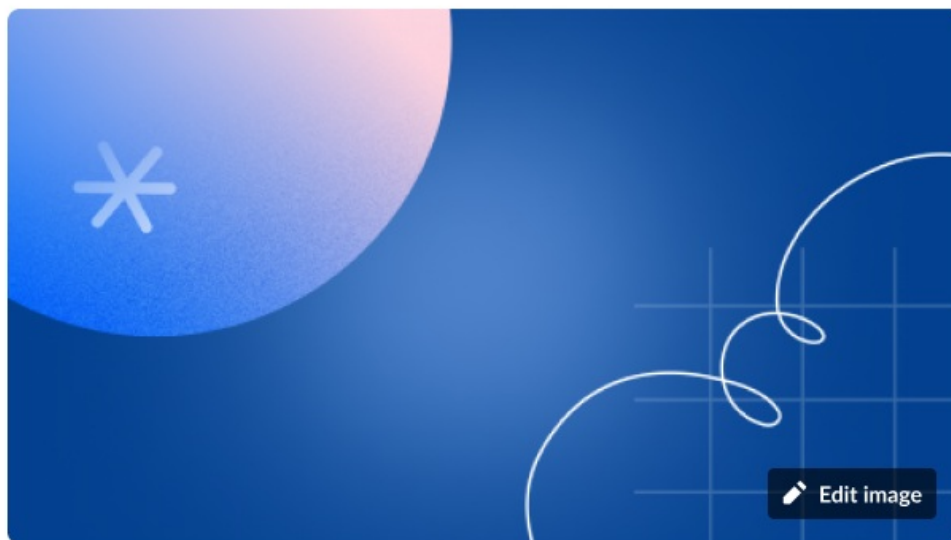
Pre-recorded

...

Basics Captions Attachments Share & Embed

 Visit session page

 Copy session link



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

Time

Duration (Minutes)

 08/14/22

 4:20 pm

30

Cancel

Save changes

The session is now updated with the new information.

Manage captions for your session



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.



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

Order captions

1. Access the [Edit Session](#) page.
2. Click on the **Captions** tab.
3. Under Order captions, click **Order**. The Order captions screen displays.

×

Order captions

Service:

Machine

Source Media Language:

English

Feature:

Captions

Submit

4. 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.
5. Click **Submit**.

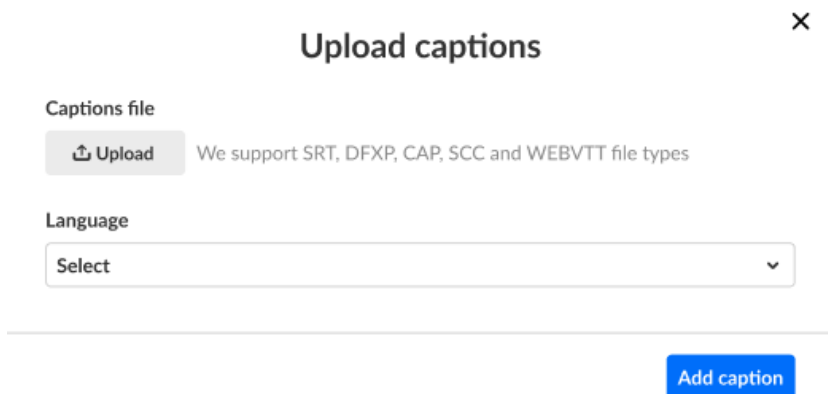


Once captions have been ordered, you may view existing caption requests in the

[Edit Session](#) page.

Upload captions

1. Access the [Edit Session](#) page.
2. Click on the **Captions** tab.
3. Under Upload captions, click **Upload**. The Upload captions screen displays.



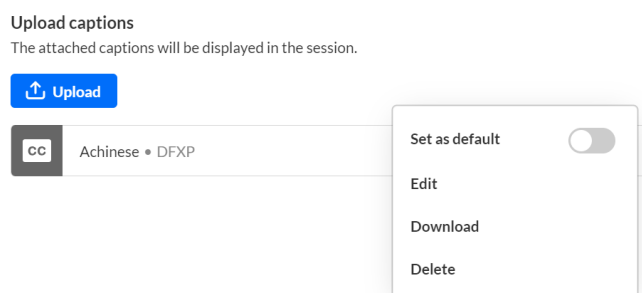
4. Click **Upload** to choose the desired captions file from your computer, select the language, then click **Add caption**. As you add captions, they display on the Captions tab under Upload captions.



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

Set as default, edit, download, and delete captions

1. Access the [Edit Session](#) page.
2. Click on the **Captions** tab.
3. 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.

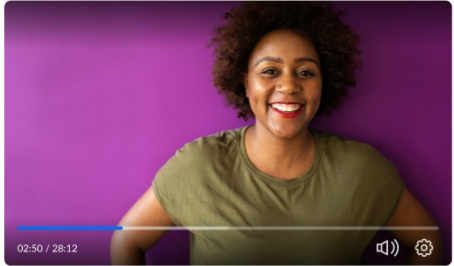
The Edit Captions page displays. See [Editing Captions](#) for more information.

English - English
Edit details

Revert Save

Q Search
Replace Add speaker
Autoscroll

<input type="checkbox"/>	00:00:26	00:00:26	Lorem Ipsum
<input type="checkbox"/>	00:00:26	00:00:26	Lorem ipsum dolor sit amet, consectetur adipiscing elit.
<input type="checkbox"/>	00:00:26	00:00:30	Proin aliquet enim eget est convallis molestie.
<input type="checkbox"/>	00:00:26	00:00:26	Proin aliquet enim eget est convallis molestie. Aenean eget ornare dui. Integer feugiat nisl ac faucibus tincidunt.
<input type="checkbox"/>	00:00:26	00:00:26	Mauris neque metus, consectetur at vehicula at, sodales ut massa.
<input type="checkbox"/>	00:00:26	00:00:26	Aliquam finibus, ante rhoncus finibus porttitor, mauris elit commodo justo, non cursus neque tellus non lacus. Proin in ligula eu odio semper eleifend. Ut ultrices vulputate nisl sed feugiat.
<input type="checkbox"/>	00:00:26	00:00:26	Suspendisse quis libero ut eros sodales maximus non eu leo. Sed sit amet augue ipsum.



Proin aliquet enim eget est convallis molestie.

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

Manage attachments for your session

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 to your session

1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.

Message to the Team

Pre-recorded

Basics

Captions

Attachments

Share & Embed

Attach downloadable content to the session.

Upload

File name	Creation date
No attachments yet	

- Click on the **Upload** button and choose desired file(s). The progress of your upload is displayed.

Message to the Team

Pre-recorded

Basics

Captions

Attachments

Share & Embed

Attach downloadable content to the session.

Upload

File name	Creation date
<div>20%</div> <div> <div>Name</div> <div>Uploading</div> </div>	<div>✕</div>

When complete, you receive notification of successful upload.

Edit attachments on your session

- Access the [Edit Session](#) page.
- Click on the **Attachments** tab.

Message to the Team

Pre-recorded

Basics



Captions

Attachments

Share & Embed

Attach downloadable content to the session.

Upload

File name	Creation date	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

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

Message to the Team

Pre-recorded

Basics



Captions

Attachments

Share & Embed

Attach downloadable content to the session.

Upload

File name	Creation date	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

Edit

Download

More info

Delete

The Edit details screen displays.

Edit details

×

Title (optional)

This title will be visible to your attendees.

If you leave this field empty, the original file name will be displayed

Description (optional)

This description will be visible to your attendees.

Add description

Save changes

- 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.
- Click **Save changes**.

Download attachments from your session

1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.

Message to the Team

Pre-recorded

Basics



Captions

Attachments

Share & Embed

Attach downloadable content to the session.

Upload

	File name	Creation date ▾	
	Name.mov	10/10/24	...
	Roadmap.doc	10/10/24	...

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

Message to the Team



Pre-recorded



Basics Captions **Attachments** Share & Embed

Attach downloadable content to the session.

Upload

	File name	Creation date	
<div><div>20%</div></div>	Name Uploading		✕
	Name.mov	10/10/24	...
	Roadmap.doc	10/10/24	...

Edit

Download

More info

Delete

The attachment is downloaded to your machine.

Get information on attachments in your session

1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.

Message to the Team



Pre-recorded

...

BasicsCaptionsAttachmentsShare & Embed

Attach downloadable content to the session.

Upload

File name	Creation date	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

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

Message to the Team

Pre-recorded

Basics



Captions

Attachments

Share & Embed

Attach downloadable content to the session.

Upload

File name	Creation date	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

Edit

Download

More info

Delete

Addition information displays about the attachment.

Roadmap.doc

X

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

4. Click "X" to exit the screen.

Delete attachments from your session

1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.

Message to the Team

Pre-recorded

Basics



Captions

Attachments

Share & Embed

Attach downloadable content to the session.

Upload

File name	Creation date	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

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

Message to the Team

Pre-recorded

Basics



Captions

Attachments

Share & Embed

Attach downloadable content to the session.

Upload

File name	Creation date	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

Edit

Download

More info

Delete

You are asked to confirm your action.

Delete attachment

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

[Cancel](#)
[Delete](#)

4. Click **Delete**.

When complete, you receive notification of successful deletion.

Share & embed your session



You may embed only after creating your session and accessing the Share & Embed tab of the [Edit Session](#) page.



You may embed future sessions only.

1. Access the [Edit Session](#) page.
2. Click on the **Share & Embed** tab.

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

Pre-recorded

Basics Captions Attachments **Share & Embed**

Embed code

Broadcast your session on any site where anyone can watch without registering. Note that all viewers will appear anonymously on the session analytics.



[Copy](#)

To embed the player on an external site:

Click **Copy** to copy the embed code, then paste the embed code into your external site.



When sessions are embedded, some viewership data will be lost because viewers accessing events via embed are not required to register for the event and will appear anonymously on the session analytics.