



# How to hold a Kaltura meeting experience

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Quick user guide for hosts & moderators

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# Getting started

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## 1 Create a meeting room

- 1 Log into your Video Portal or KAF application.
- 2 Click **+Create** and select **Meeting Room**.
- 3 The **Add New Meeting Room** page displays. Complete the metadata, schedule, room mode\* and registration details. Then click **Create Event**.

\*There are 2 room modes:

- **Interactive** - Everyone joins the session on stage (good for up to 25 participants).
- **Panel with Viewers** - Only host / moderators join on stage. All others join as viewers (good for up to 300 participants).

The image displays three screenshots of the MediaSpace application interface, illustrating the steps to create a meeting room.

**Step 1: MediaSpace Sign In**

The first screenshot shows the login page with fields for User ID and Password, a Sign in button, and links for Forgot Password, Cancel, and Verify My Email.

**Step 2: Create and Select Meeting Room**

The second screenshot shows the top navigation bar with a + Create button and a Search bar. Below the navigation bar, the Meeting Room option is highlighted in the sidebar menu.

**Step 3: Add New Meeting Room**

The third screenshot shows the 'Add New Meeting Room' form. The form includes fields for Name (Required), Description, Tags, Meeting Schedule (Always or Specific Time Frame), Start Time, End Time, Advance Entrance (300), Room Mode (Default room - interactive session), Add Registration (Select a Registration Form), and Publishing Schedule (Always or Specific Time Frame). A Create Event button is at the bottom.

## 2 Edit the meeting details

- 1 Decide the publishing status, for example, you might want to publish the entry in a channel so that channel members can join the session. Click **Save**.
- 2 If you'd like to add other hosts, click the **Collaboration** tab and then **+Add Collaborator**.

Click **Back to Media Page** when done.

1

Details Languages **Publish** Options Collaboration Thumbnails Presenters Attachments

You can publish the media to multiple categories and channels.

Publishing Status:

- ☐ Private - Media page will be visible to the content owner only.
- ☐ Unlisted - Media page will be visible to anyone with a link to the page.
- ☒ Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

Publish in Category Publish in Channel

Search channels

Moderated Open

Top Channels I Manage

<input type="checkbox"/> Marketing	<input type="checkbox"/> Soft furnishing design	<input type="checkbox"/> My new channel
<input type="checkbox"/> Garden spaces	<input type="checkbox"/> Design school	<input type="checkbox"/> Top projects

2

Details Languages Publish Options **Collaboration** Thumbnails Presenters Attachments

**Media Owner**

Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.

[Change media owner](#)

**Media Collaborators**

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

[+ Add Collaborator](#)

# Pre-session

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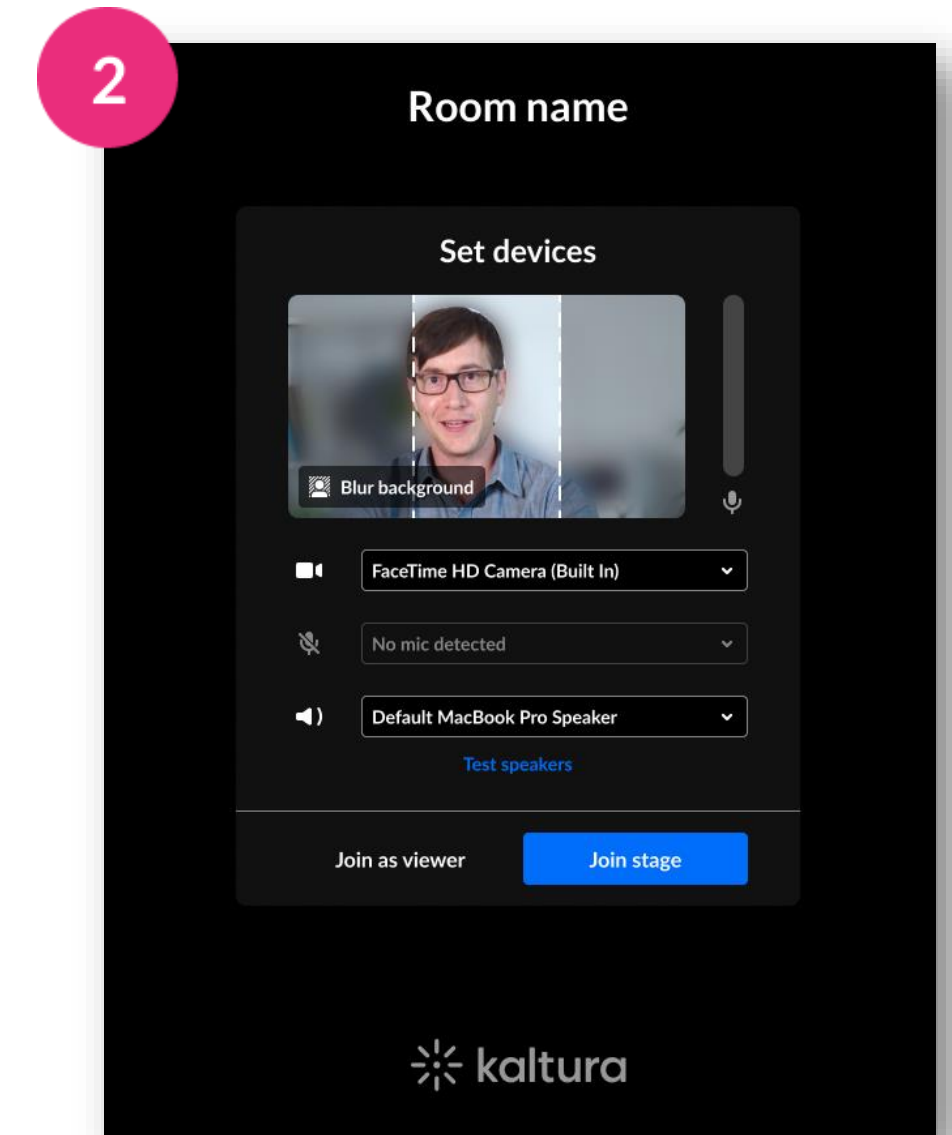
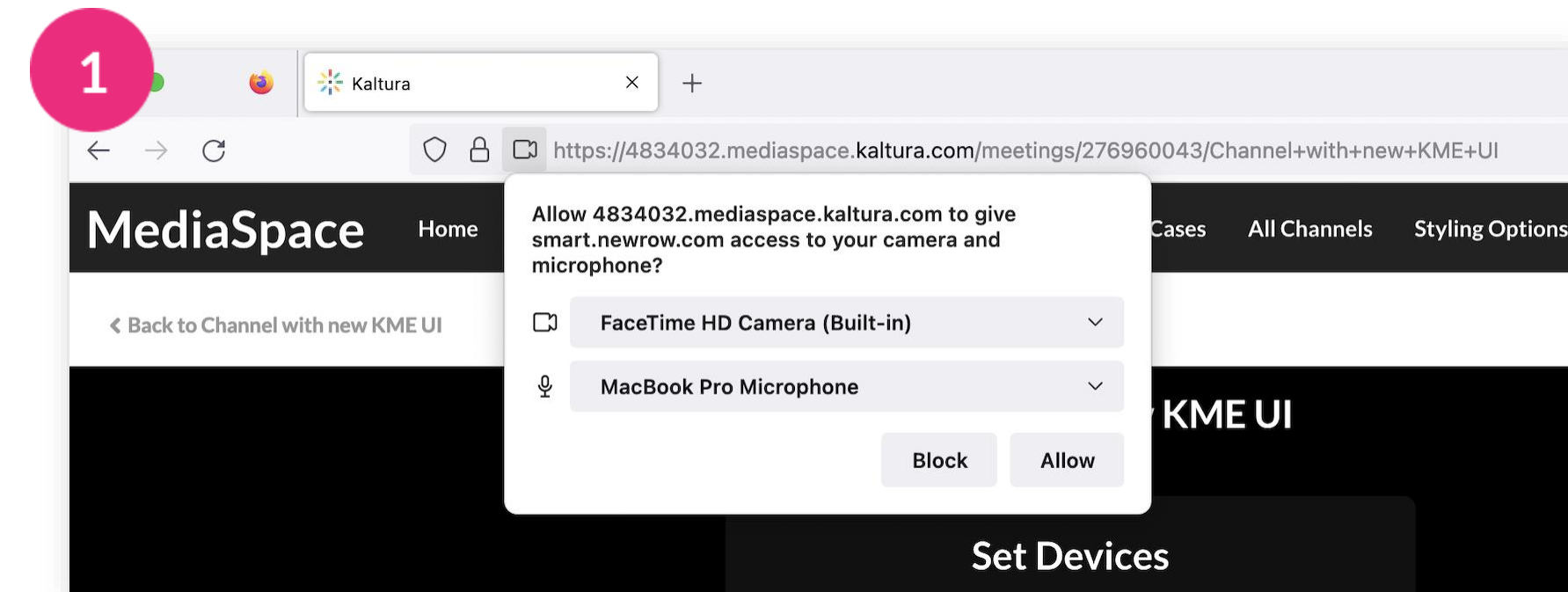
### 3 Set your devices

- 1 When you enter a room, you're prompted to set your devices. **Allow** your browser to access your devices.
- 2 Set your camera, microphone and speaker devices. You can blur your background too.

To do a quick test check, [click here](#).

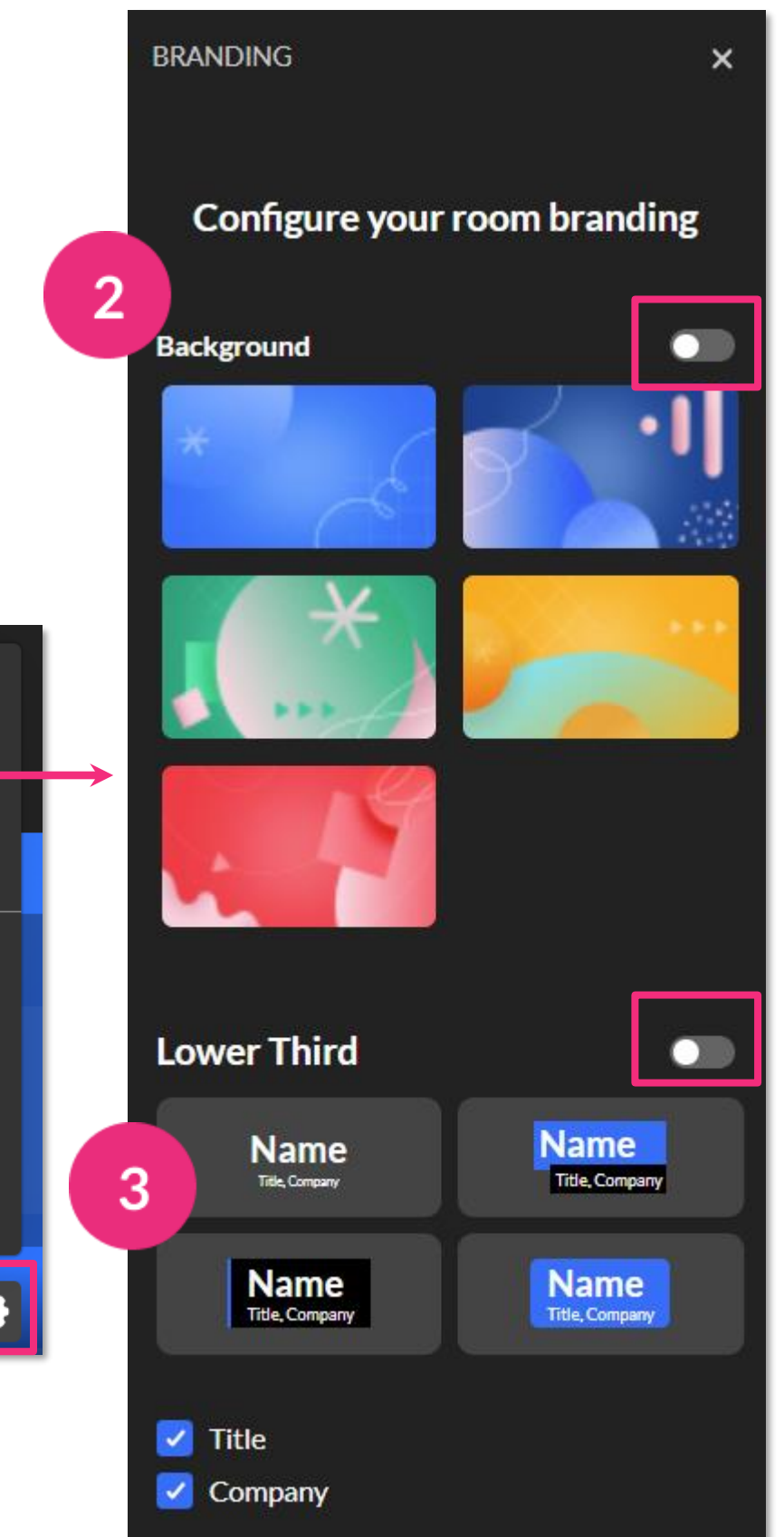
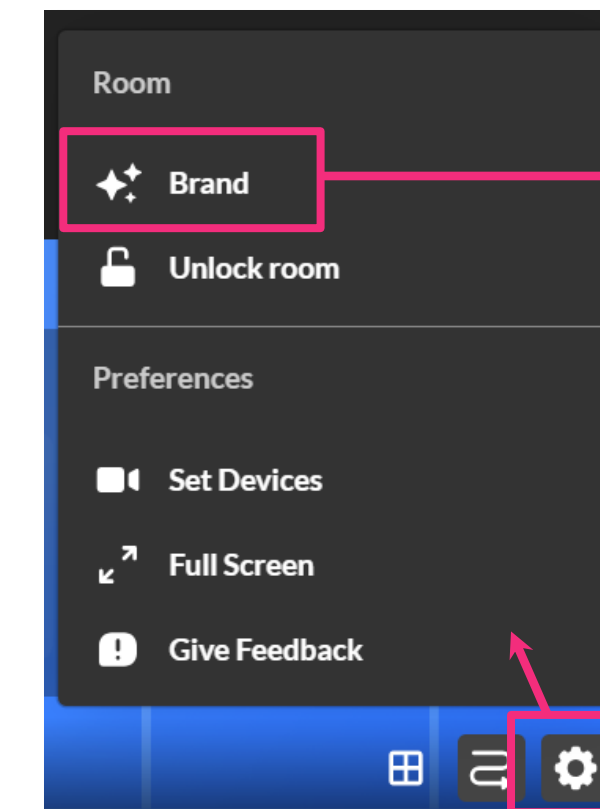
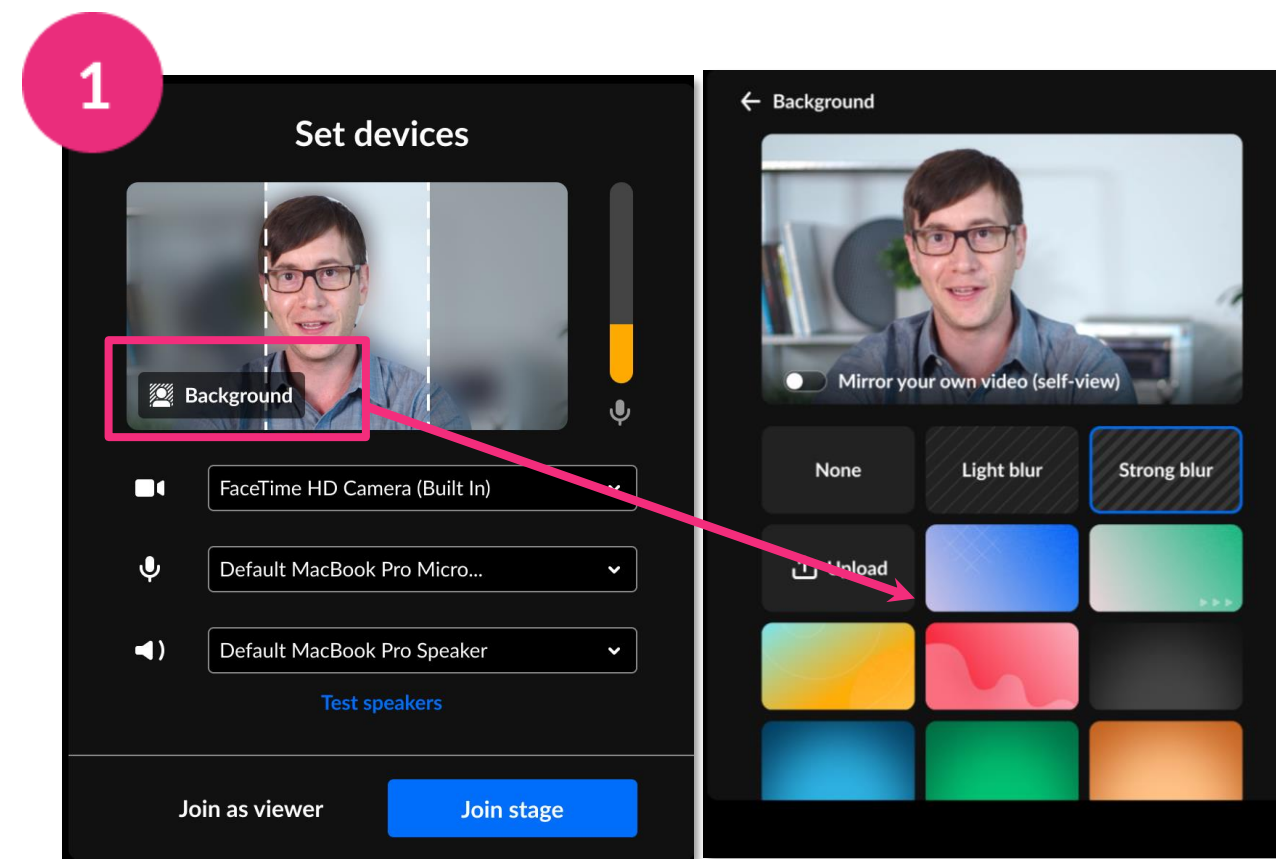


By default, all microphones are disabled while a video plays in the room. Microphones are re-enabled automatically when the video stops.



## 4 Customize your room

- 1 Click **Background** in the Set Devices window, then choose the background or blur density.
  - 2 While in your room, click the settings icon, then click **Brand**. In the branding panel, toggle on **Background**, then click the image you want. Your background immediately updates.
  - 3 Toggle on **Lower Third** and choose the type of display for the **name**, **title** and **company** of the participants on stage.
- ! When the lower third is active there is no speaking or raised hand indication.

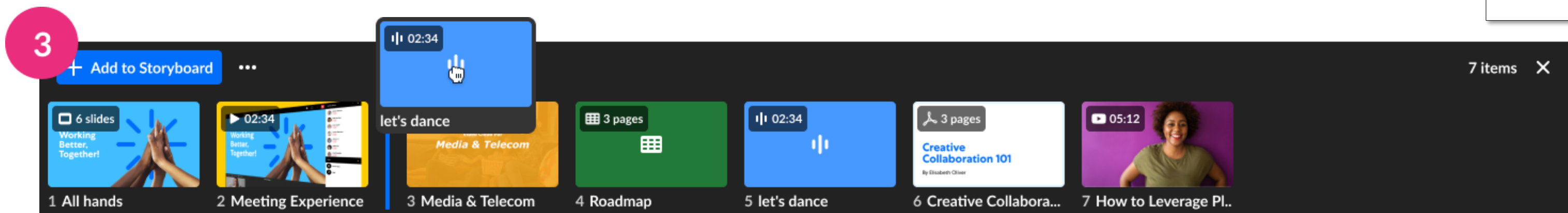
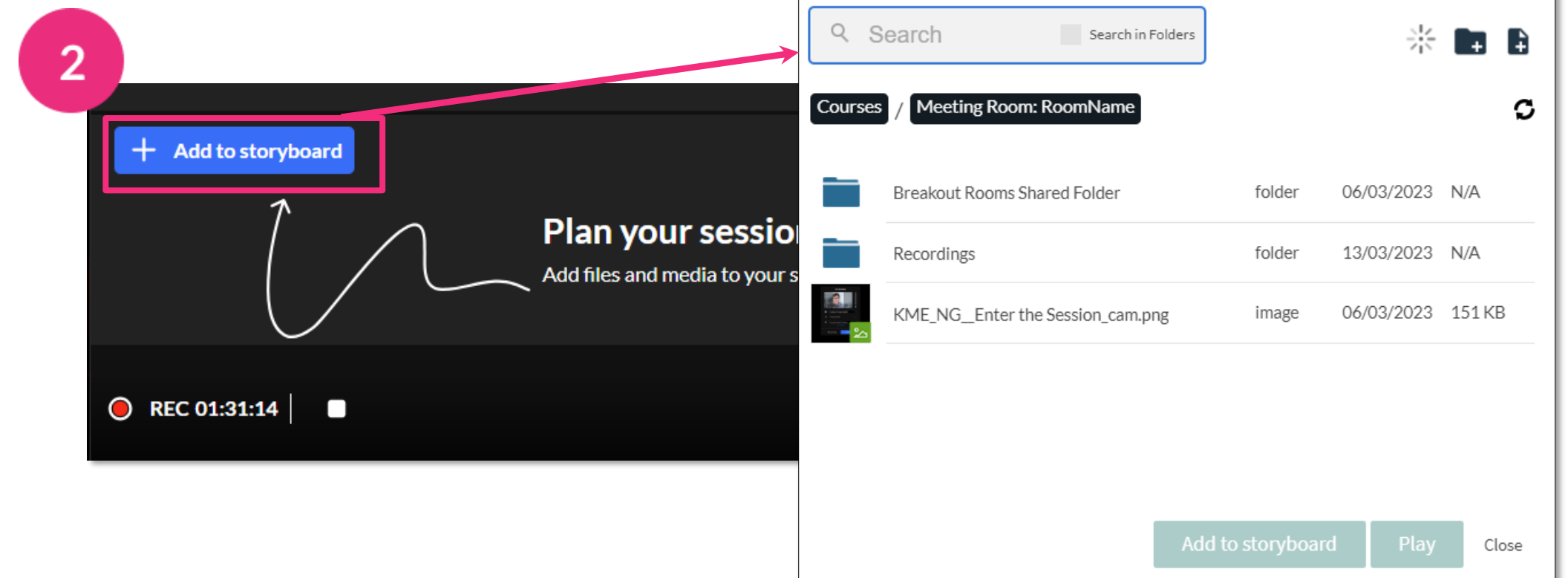
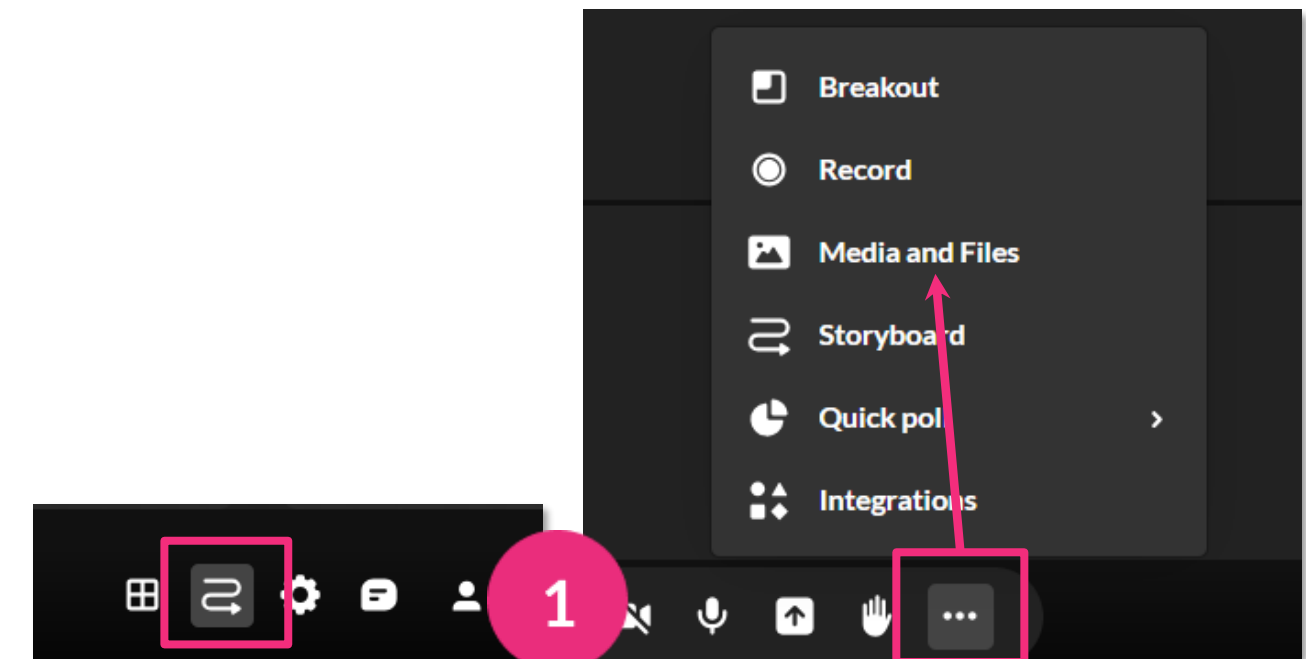




## 5 Add files to the meeting

Use the Storyboard to organize your files ahead of time.

- 1 Open the storyboard by either clicking the **storyboard icon** or click the **3 dots menu** and then **Media and Files**.
- 2 Click **+Add to Storyboard**. In the Media and File manager window, select your desired file, then click **Add to storyboard**. Click **Close**.
- 3 To **remove files**, hover over the file you want to remove and click the **X**. To **rearrange files**, click and drag the file to the position you want.

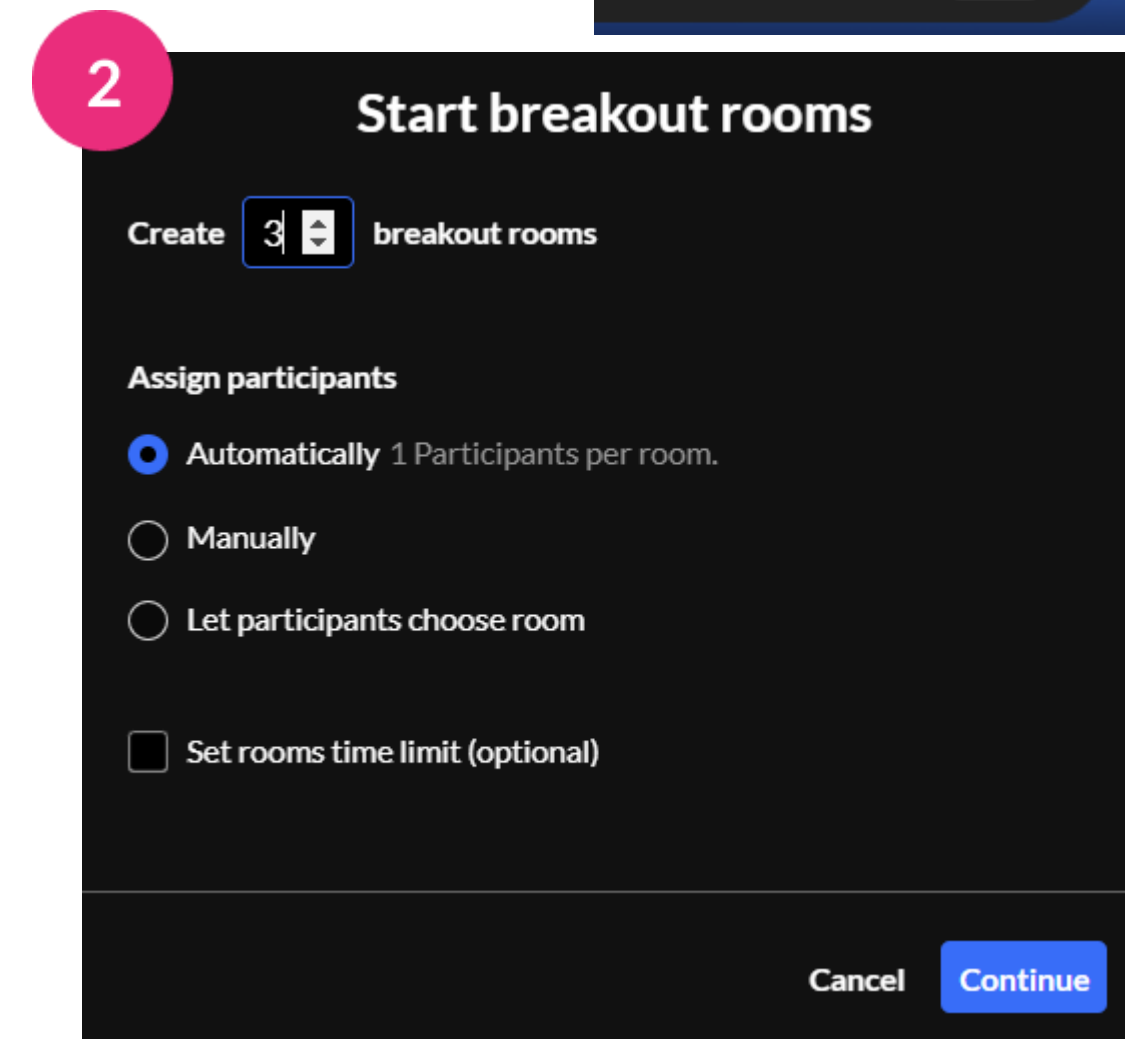
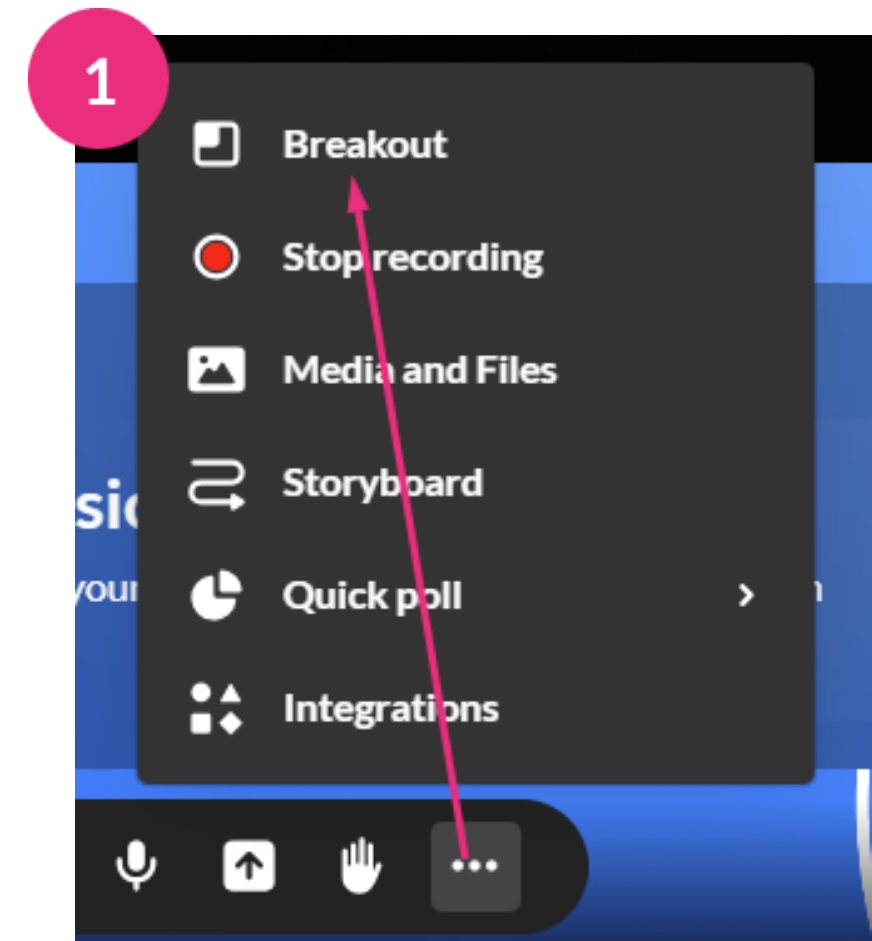


## 6 Set up breakout rooms

Breakout rooms allow you to split participants into smaller groups for group assignments or collaboration.

- 1 Click the **3 dots menu**, then click **Breakout**.
- 2 In the **Start breakout rooms** window, you can:
  - set the number of breakout rooms (up to 15).
  - assign participants (up to 50 per room).
  - set time limit (optional). After the time limit, the breakout rooms close and all participants are sent back to the main room.

Click **Continue**.



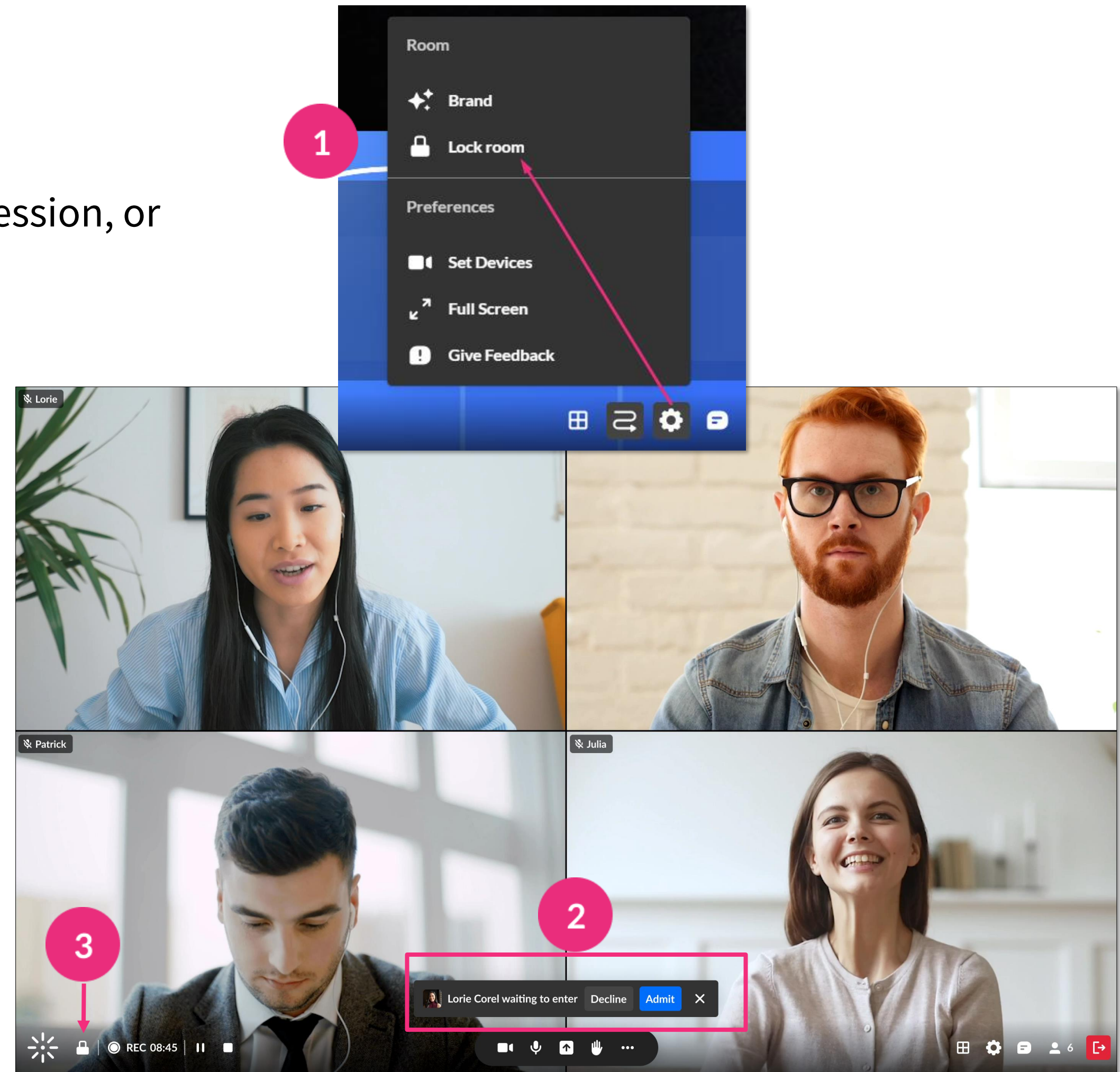
During your session

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## 7 Lock the room

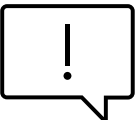
You can lock the room while you're preparing your session, or during your session to increase security measures.

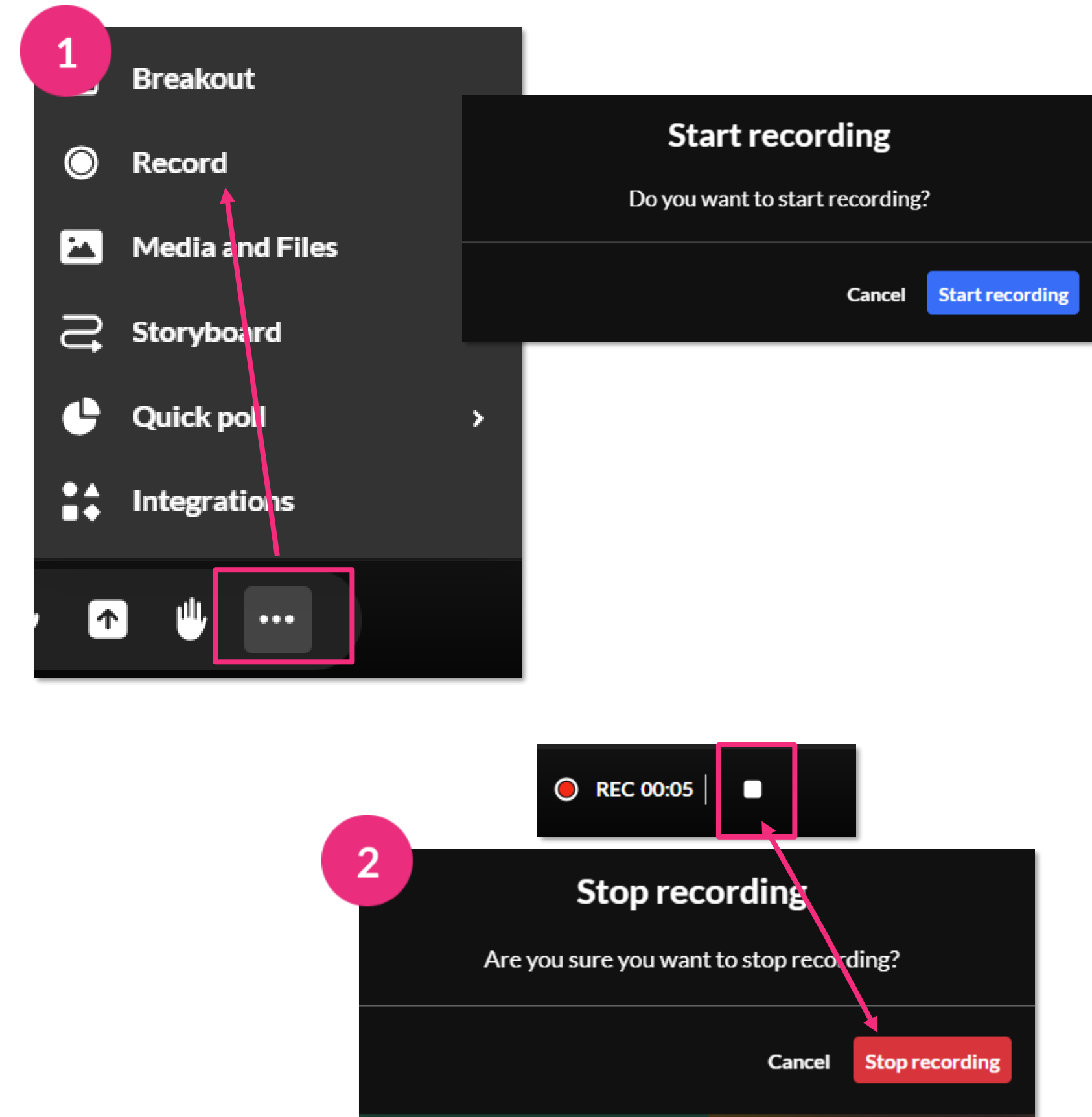
- 1 Click the settings icon, then click **Lock room**.
- 2 While the room is locked, anyone joining the meeting will be sent to a virtual waiting room and you'll receive a notification with their name(s). Click **Admit** or **Decline**.
- 3 To unlock the room, choose **Unlock room** from the settings menu or click the **lock icon** in the lower left corner of the screen.





## 8 Record your session

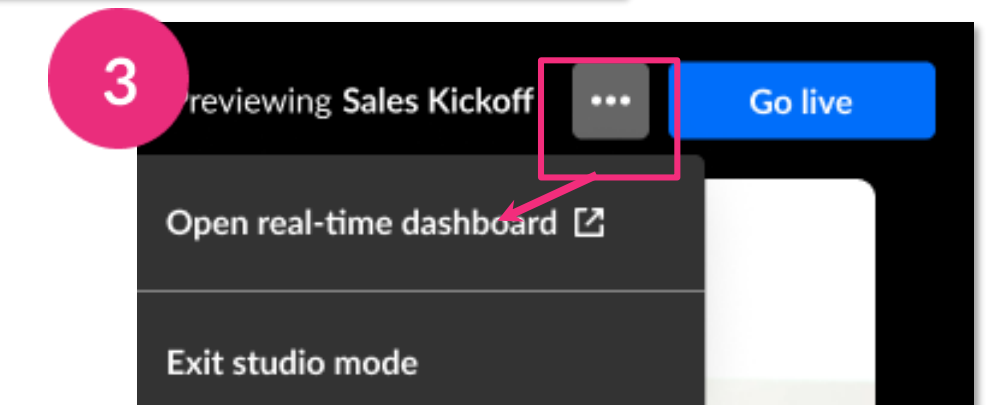
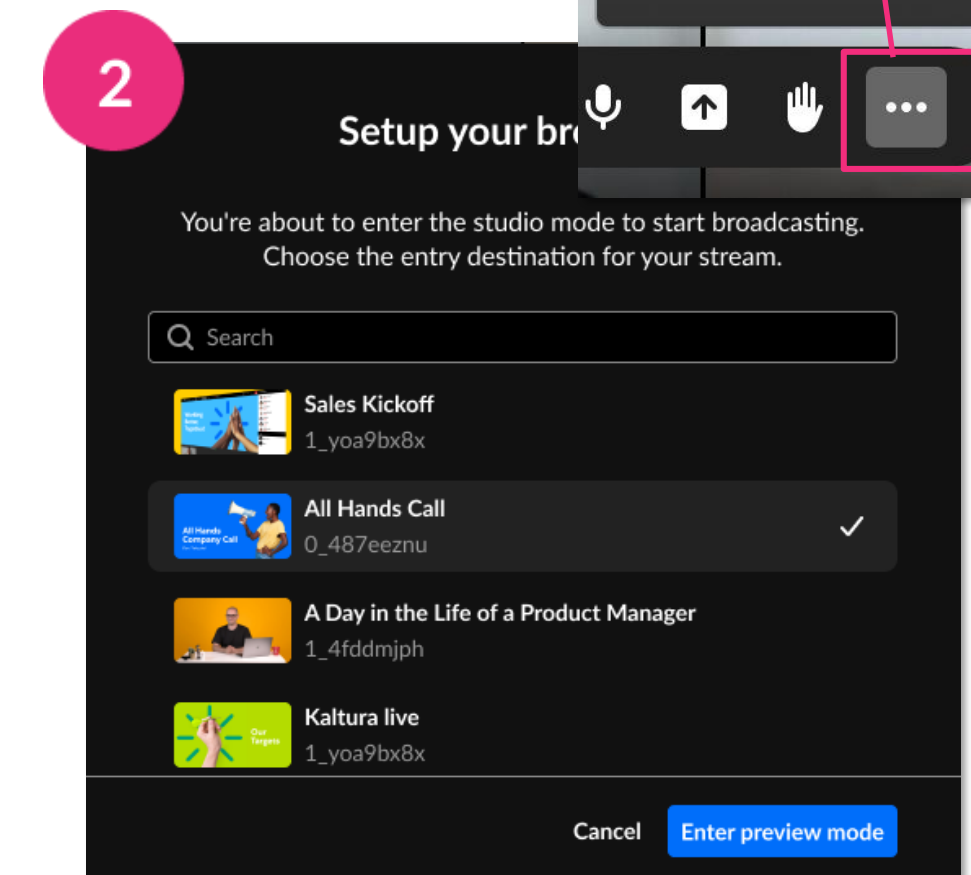
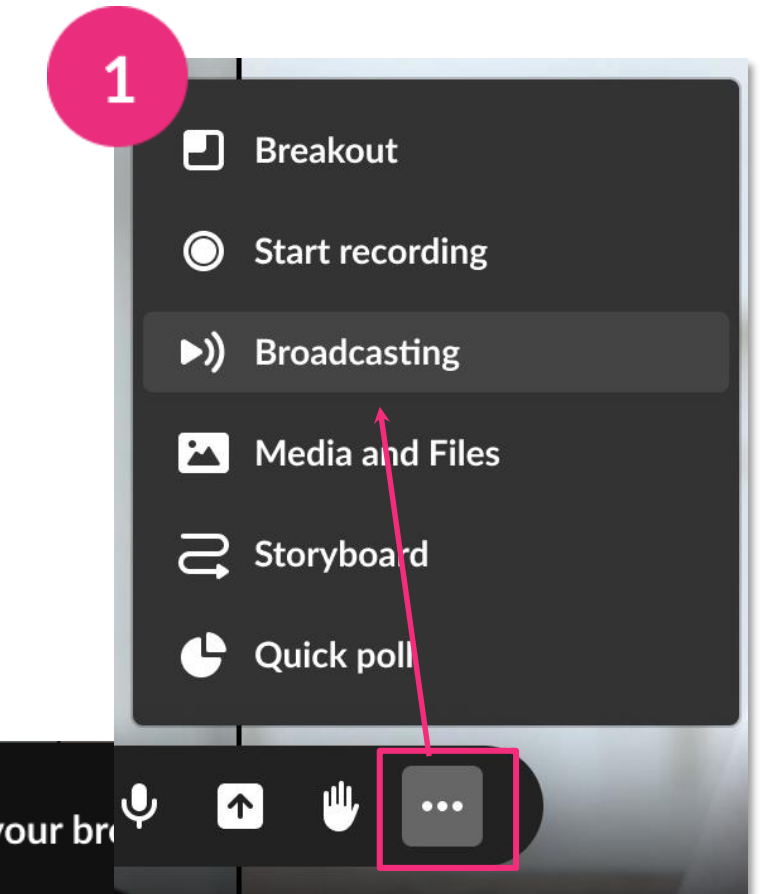
- 1 Click the **3 dots menu**, then **Record > Start recording**. A notification announces that the session is being recorded and a red circle displays on the bottom left of the screen.  
 If you leave the room, the recording continues until the session time-out, which is 15 minutes after the host leaves.
- 2 To stop recording, click the **white square** next to the recording indicator OR click the **3 dots menu**, then **Stop Recording**. The recording will be uploaded to the Recordings folder in your **Media and Files** storage.





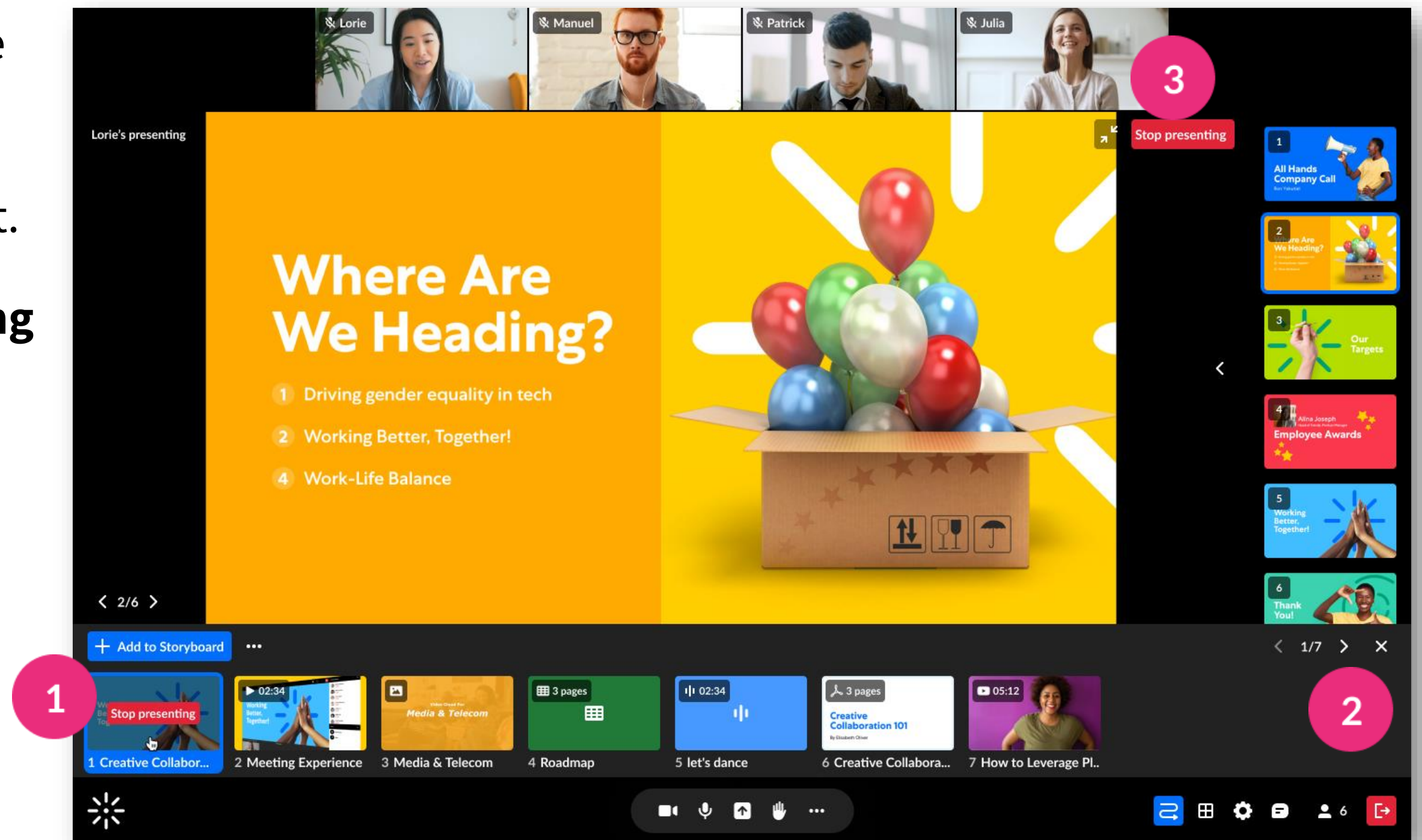
## 9 Broadcast your session

- 1 Broadcasting sends a livestream for others to watch either in real-time or on-demand later. To start a broadcast, click the **3 dots menu**, then click **Broadcasting**.
- 2 Select the webcast entry destination from the list (to learn more, see [Creating a webcasting event](#)), then click **Enter preview mode**.
- 3 Click the **3 dots menu**, then **Open real-time dashboard** to access analytics (to learn more, see [Real-time Analytics Dashboard](#)). Click **Exit studio mode** to return to your room without starting a broadcast. Click **Go live** to start the broadcast.
- 4 During a broadcast, a red **Live** counter displays on the top left of your screen displaying the time lapsed since the broadcast began. To end the broadcast, click **End live stream** button.



## 10 Present your content

- 1 Present videos** - Click a video to play it (it will be framed in blue in the Storyboard). You can play/pause, scroll forward and back, and adjust the volume.
- 2 Present documents or slides** - Use the arrows on the bottom to navigate, and the buttons on the right to open an annotations bar and to zoom in and out.
- 3 Stop presenting** - Click **Stop Presenting** on the stage, or on the Storyboard.

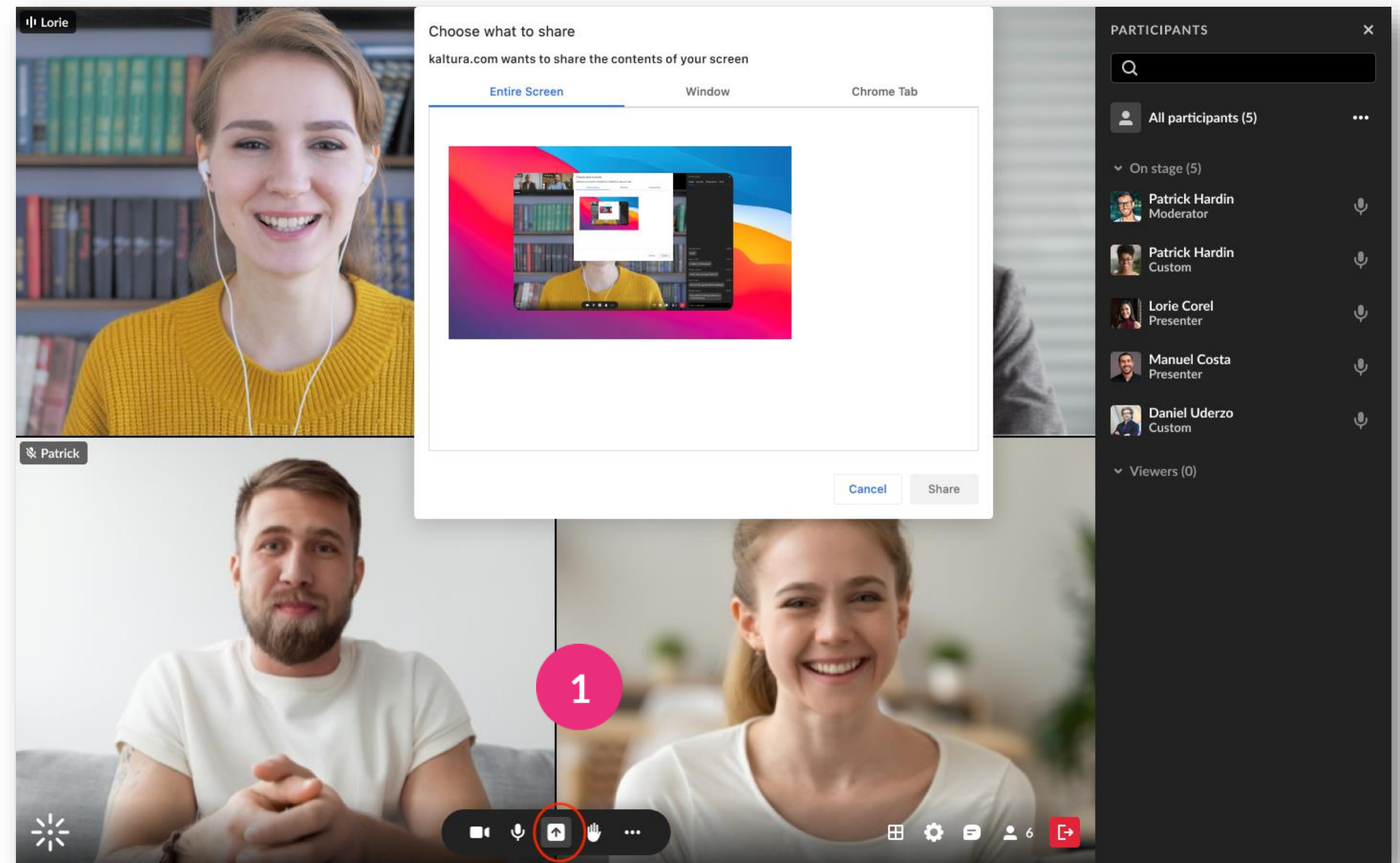




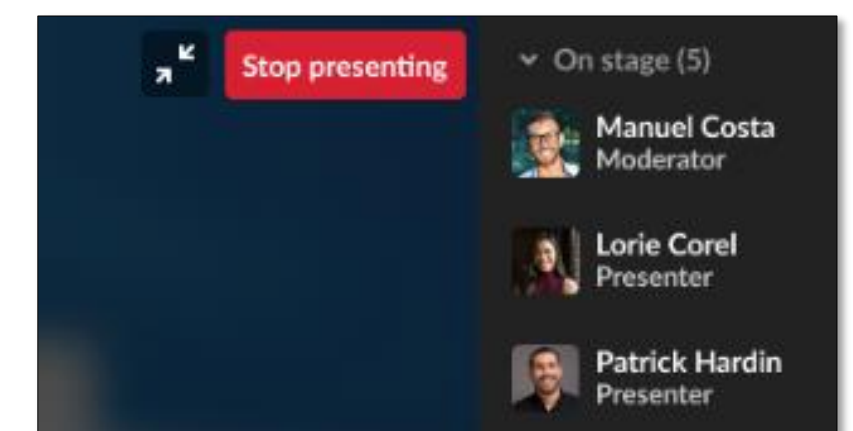
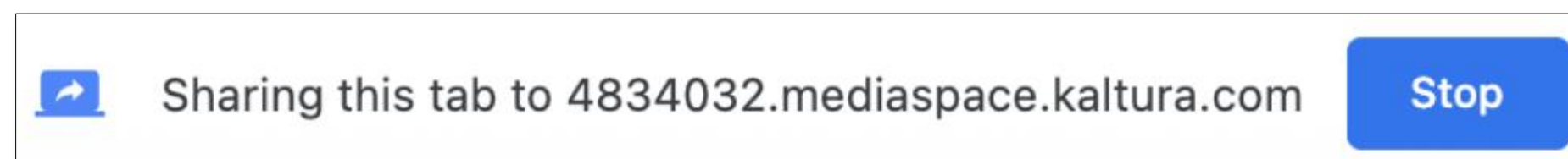
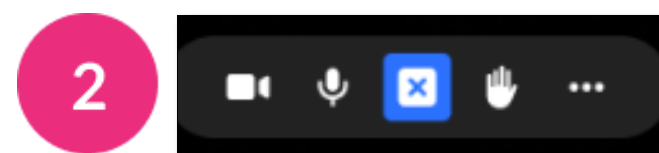
## 11 Share your screen

- 1 Click the **screen share icon** on the bottom toolbar. Choose from:
  - **Entire Screen** – Everything on your screen. If you have multiple screens, choose which screen to share.
  - **Window** - Choose which window to share. Once shared, it can't be hidden or minimized.
  - **Tab** - Choose a specific browser tab.

Click **Share**.

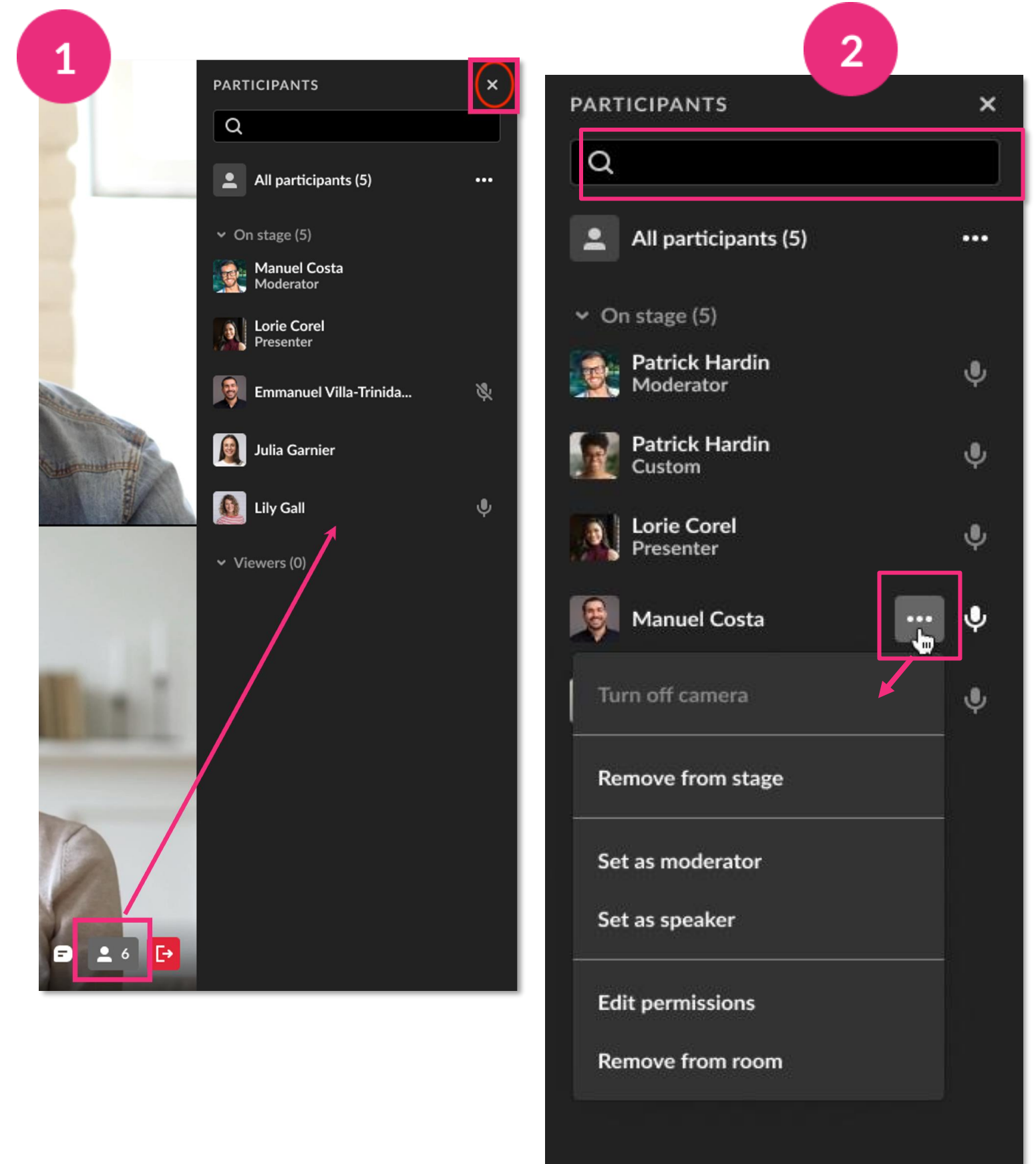


- 2 **Stop sharing:** Click the **X** on the bottom toolbar or **Stop** in the extension bar, or click **Stop Presenting** on the top right of the stage



## 12 Participants list

- 1 Open the Participants list by clicking the **user icon** on the bottom toolbar. The list has the three sections: **Raised hands**, **On stage**, and **Viewers**. Each section shows the number of participants and their names.
- 2 The list also has a:
  - **search bar** - Use to find participants who are in the room or on stage.
  - **microphone icon** next to each name - Click to mute/unmute.
  - **3 dots menu** next to each name - Click to display the following functions: **Turn off camera**, **Remove from stage**, **Set as moderator**, **Set as speaker**, **Edit permissions** and **Remove from room**.

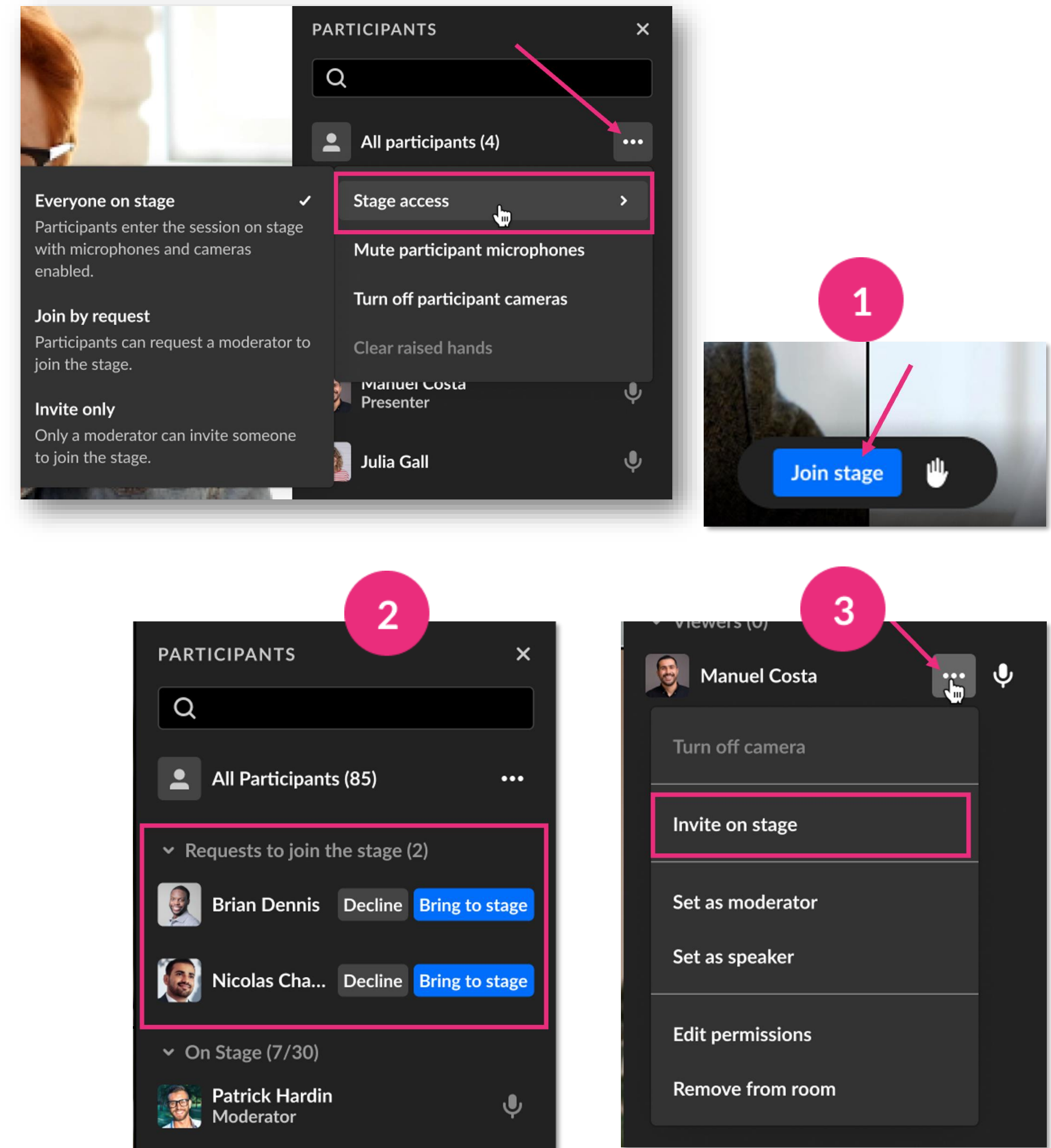




## 13 | Stage access

Stage Access has three modes which you access from the **settings menu** at the bottom of the screen or from the **3 dots menu** in the participants list:

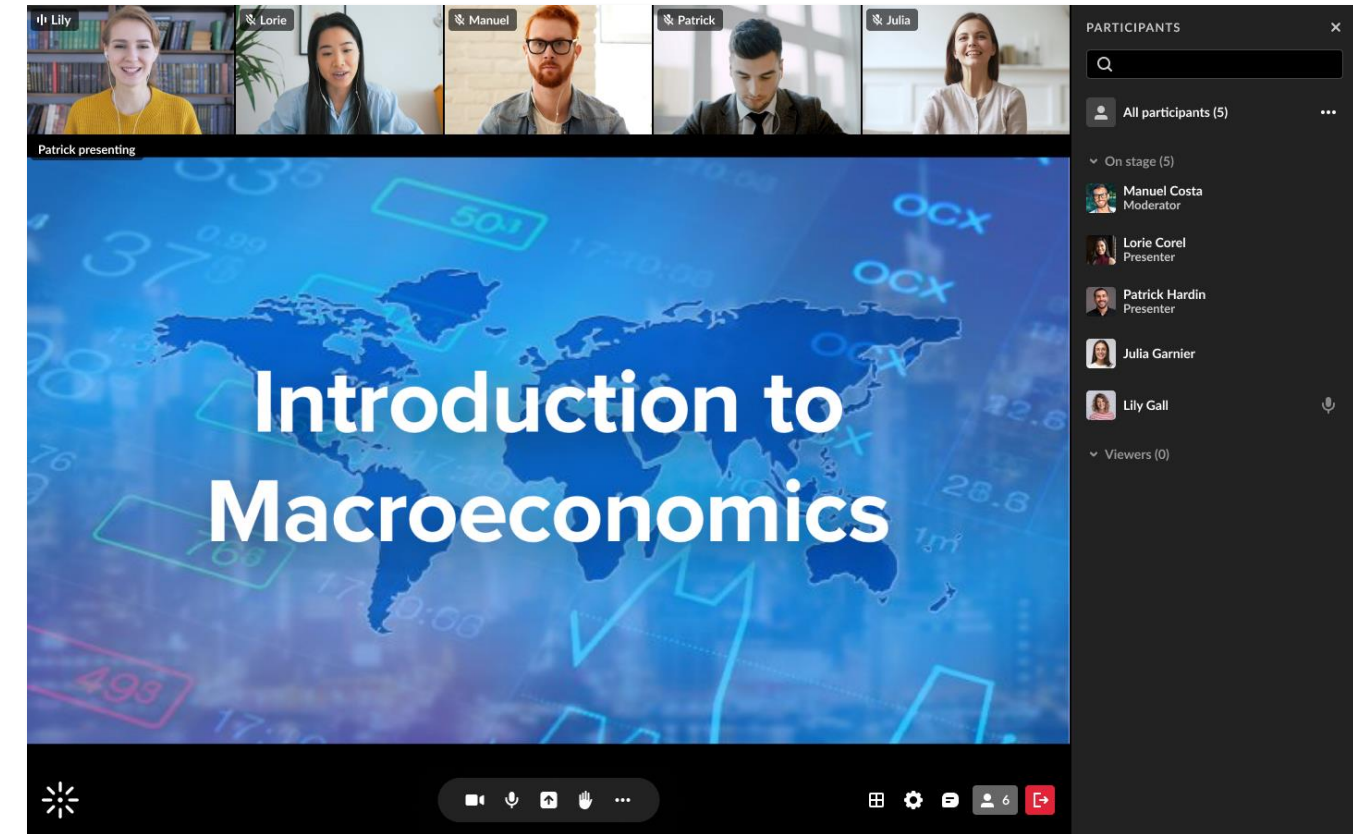
- 1 Everyone on stage** - Up to 100 participants can join the stage without permission by clicking **Join stage**.
  - 2 Join by request** – A participant can send a request to join the stage. Click **Decline** or **Bring to stage**.
  - 3 Invite only** - You can invite a participant by clicking the **3 dots menu** next to their name > **Invite on stage**. The participant can then join or decline.
- ! You can take a participant **off stage** by clicking their name in the participants list > **Remove from stage**.





## 14 Stage management

- 1 Content is presented as a highlighted tile on stage, with all the other tiles moved to a top tray.
- 2 Use the **3 dots menu** at the top right to:
  - Fit to frame
  - Turn off camera
  - Remove from stage
- 3 Use the **Participant's tile** to:
  - Set/unset as moderator
  - Edit permissions
  - Remove from meeting

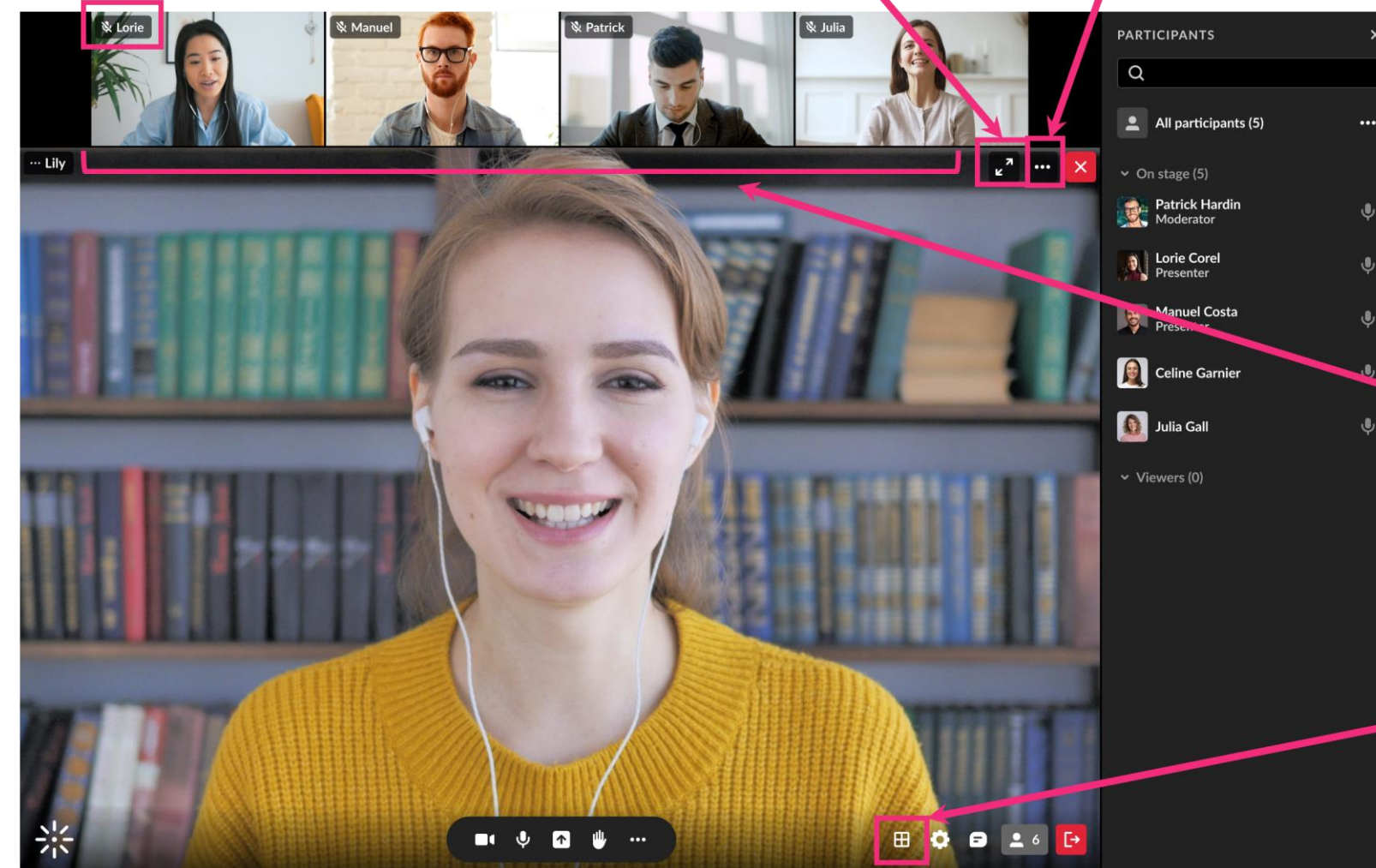


[Back](#)

Name and  
mic indicator

Click to expand tile.  
Click again to minimize.

3 dots menu



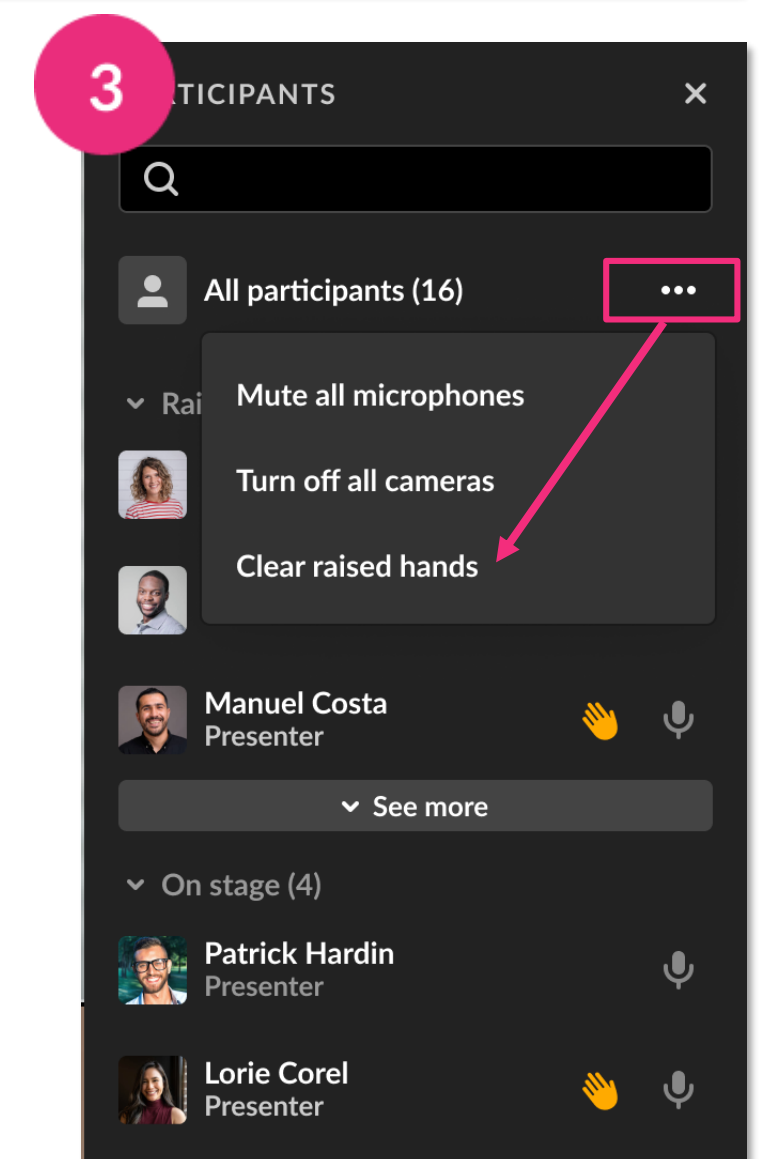
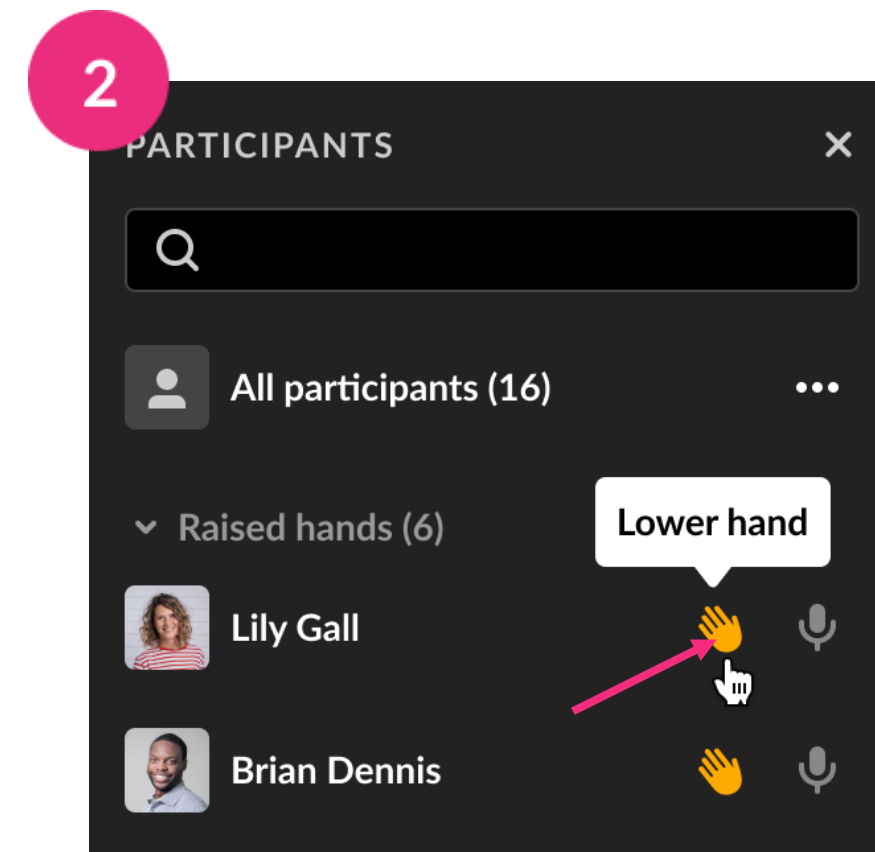
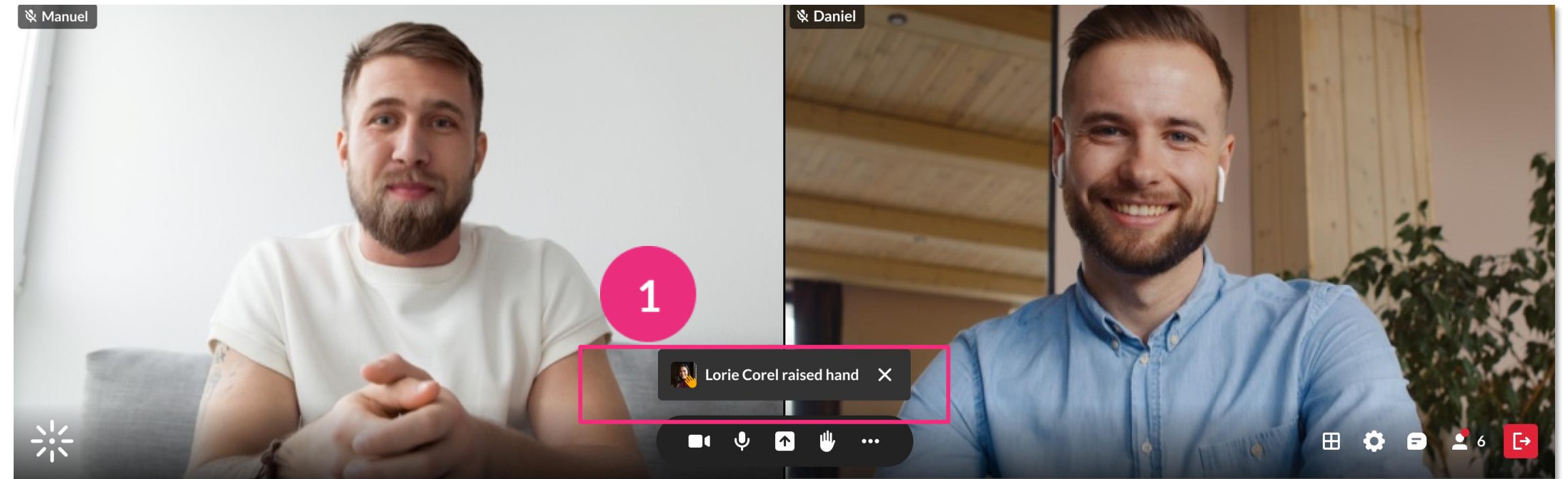
Up to 25  
tiles can be  
displayed  
at a time.

Click to change  
from grid view  
to side-by-side  
view.



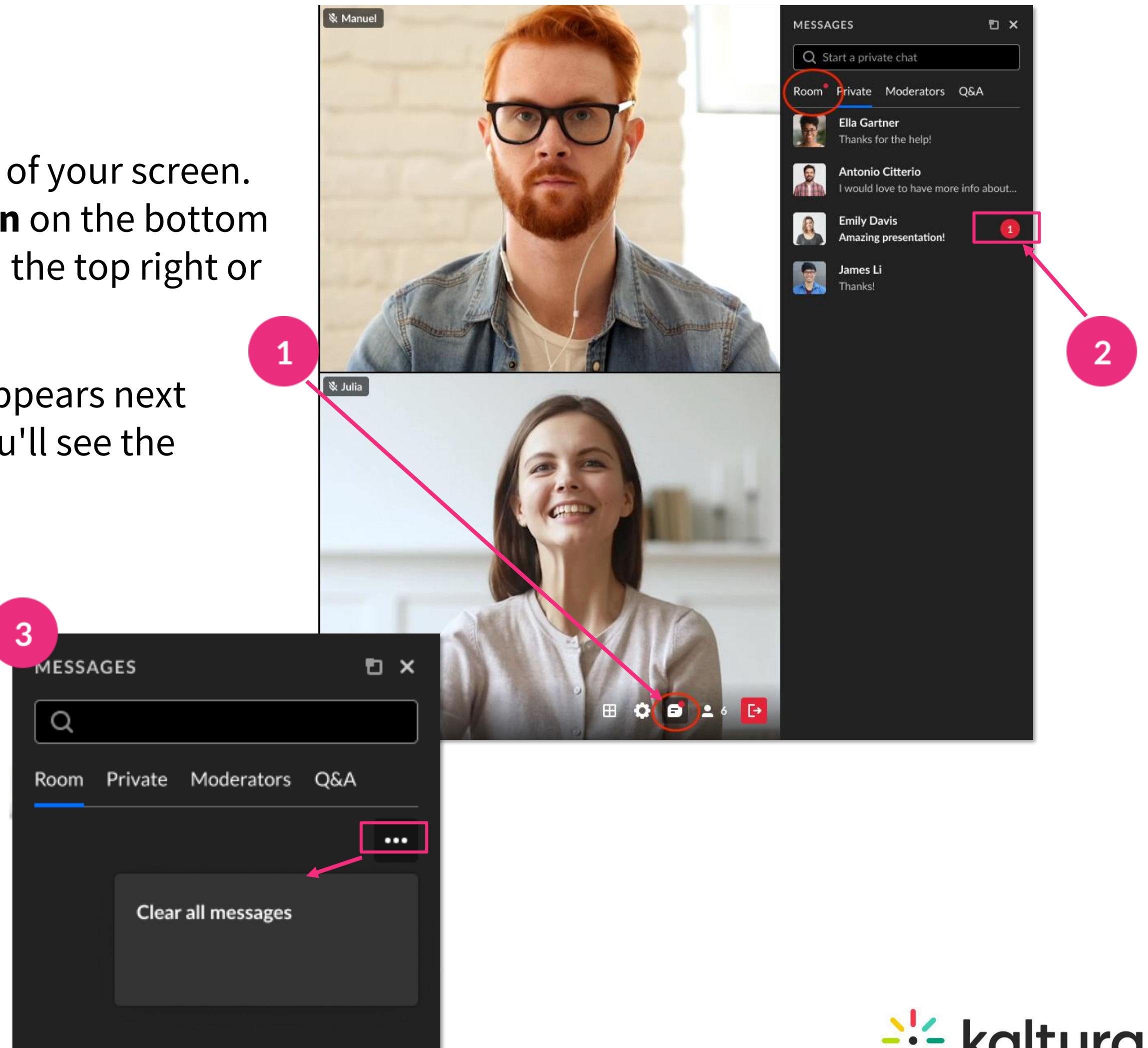
## 15 Manage raised hands

- 1 A raised hand triggers a notification at the bottom of your screen, and a hand icon next to their name on the participants list.
- 2 Participants can lower their hand, or you can do it by clicking the **hand icon** next to their name.
- 3 You can lower all raised hands by clicking the **3 dots menu** next to 'All Participants' > **Clear raised hands**.



## 16 | Manage chats

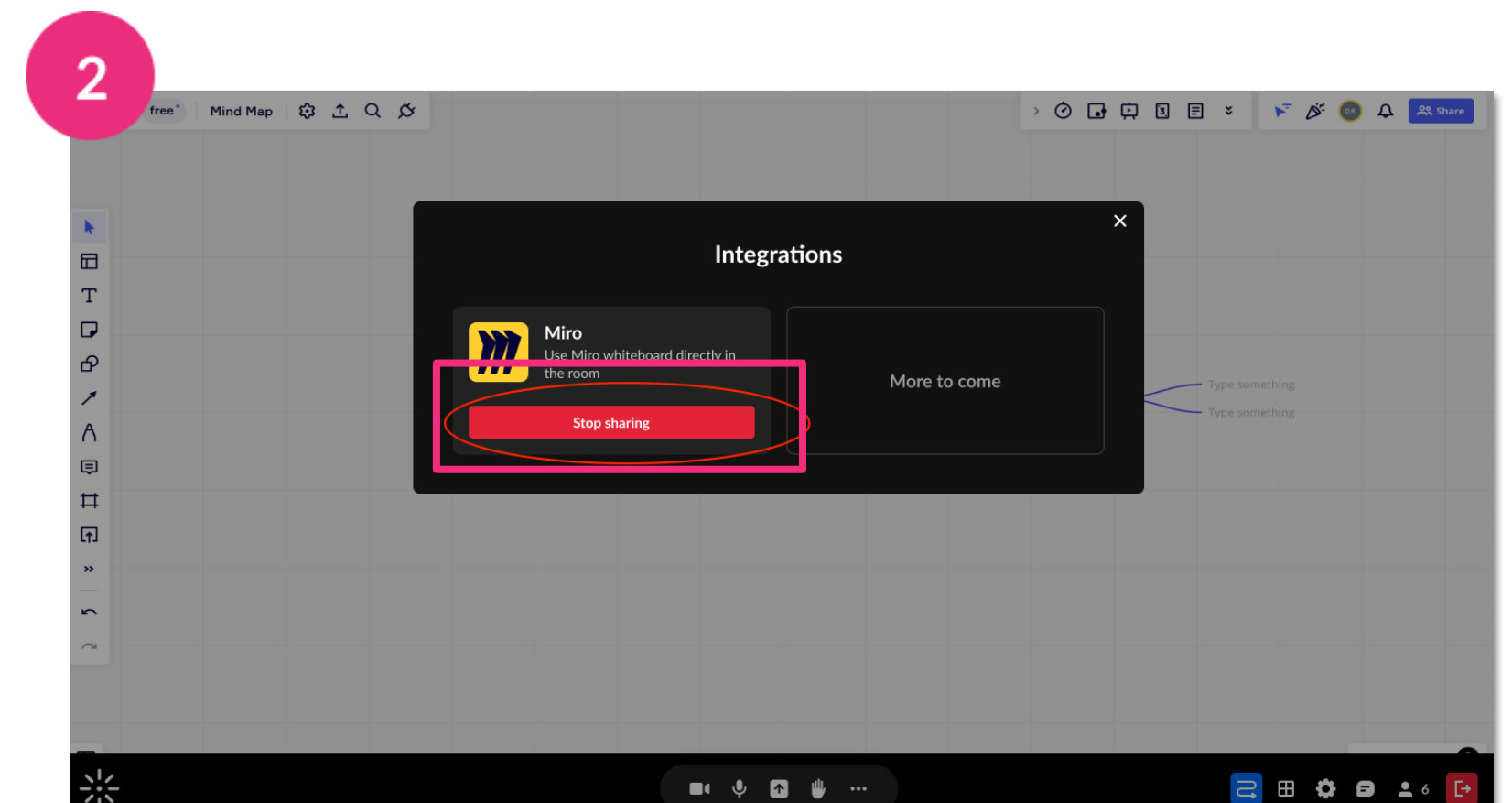
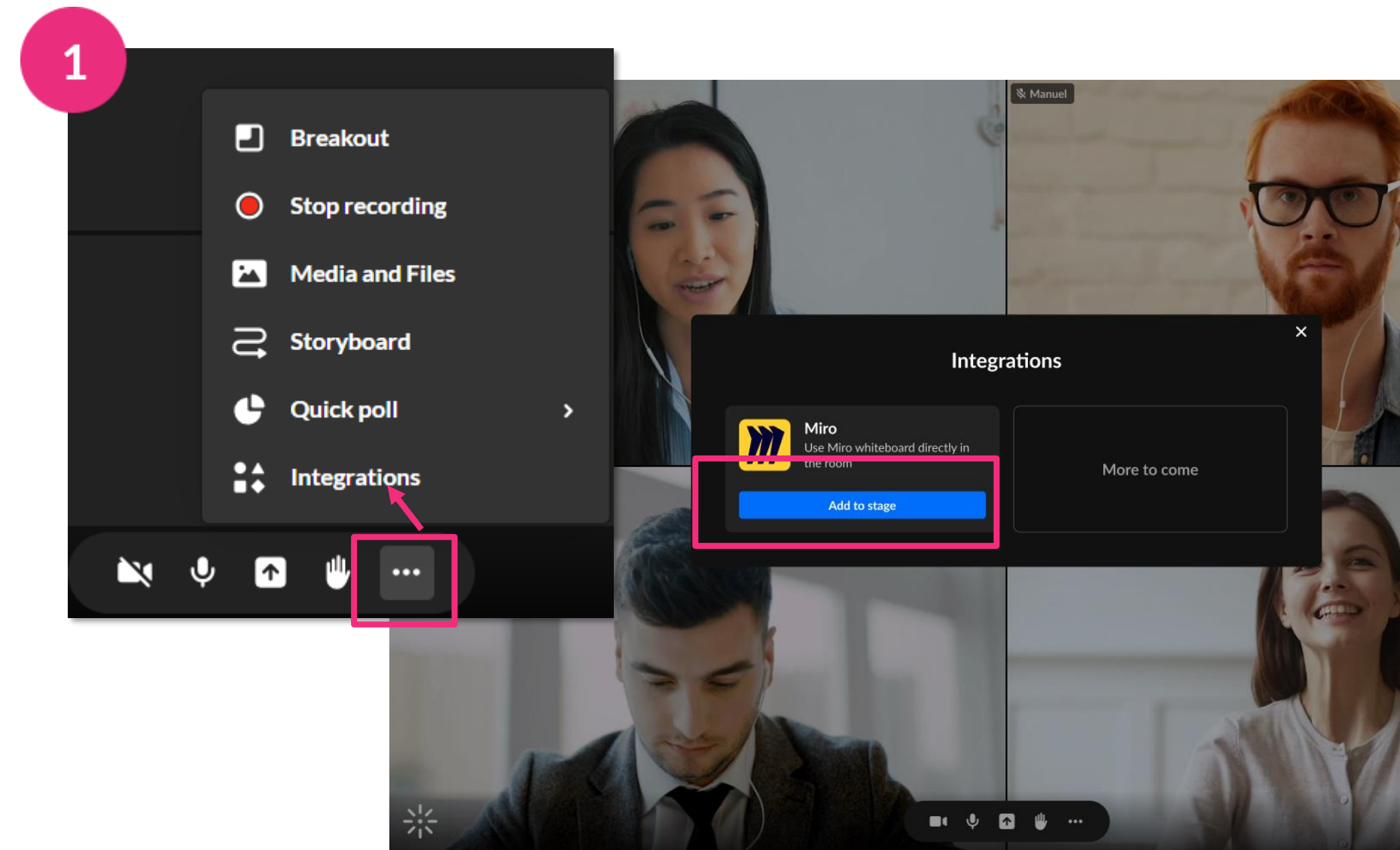
- 1 Chats are shown in a chat bar to the right of your screen. To display the chat bar, click the **chat icon** on the bottom of your screen. To hide chat, click the **X** in the top right or click the chat icon again.
- 2 When there's a new message, a red dot appears next to the name. If your chat bar is closed, you'll see the red dot on the chat icon.
- 3 You can clear chat history by clicking the **3 dots menu** > **Clear all messages**.





## 17 Use the Miro whiteboard

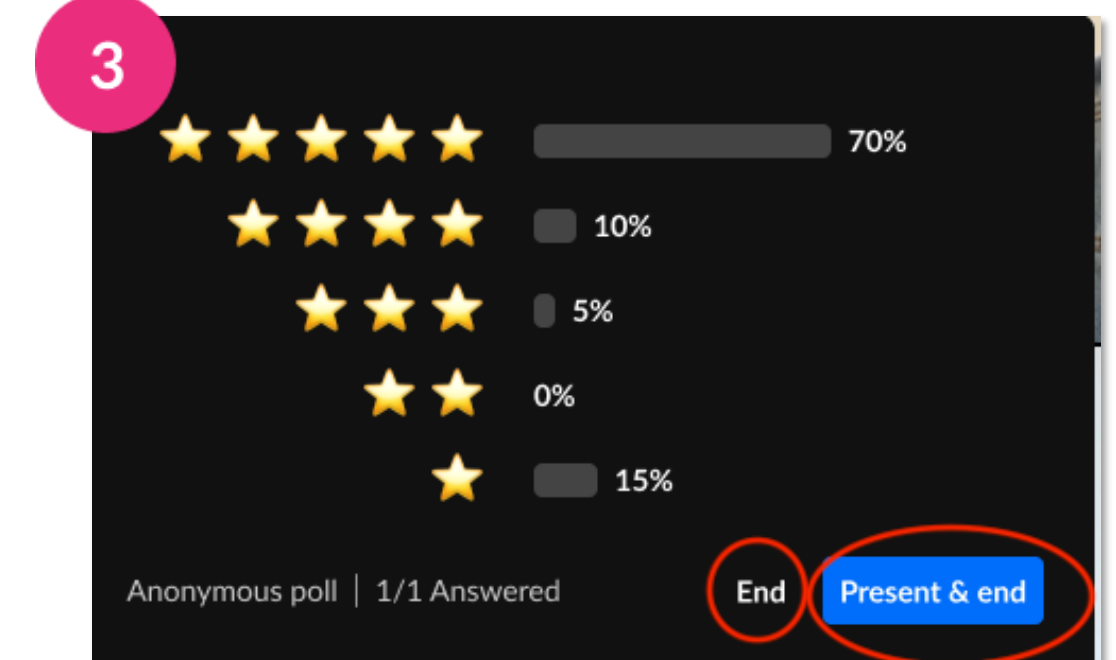
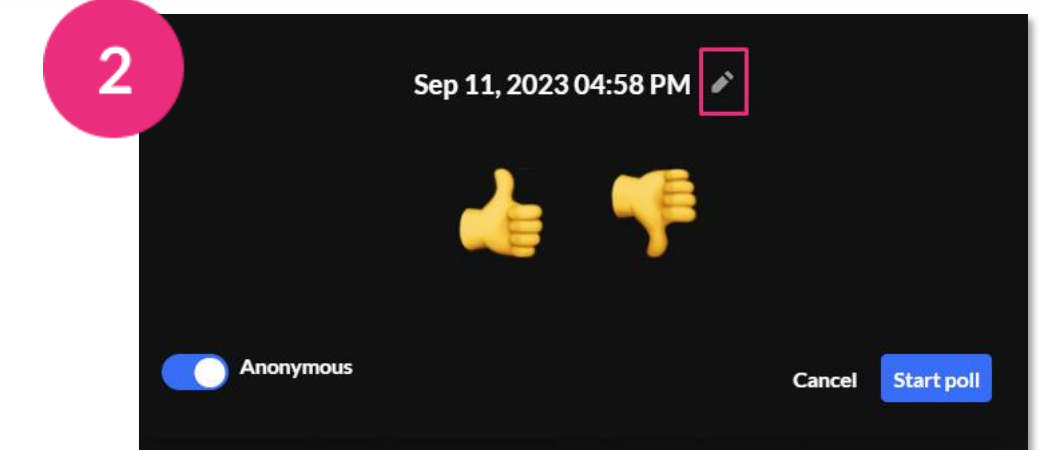
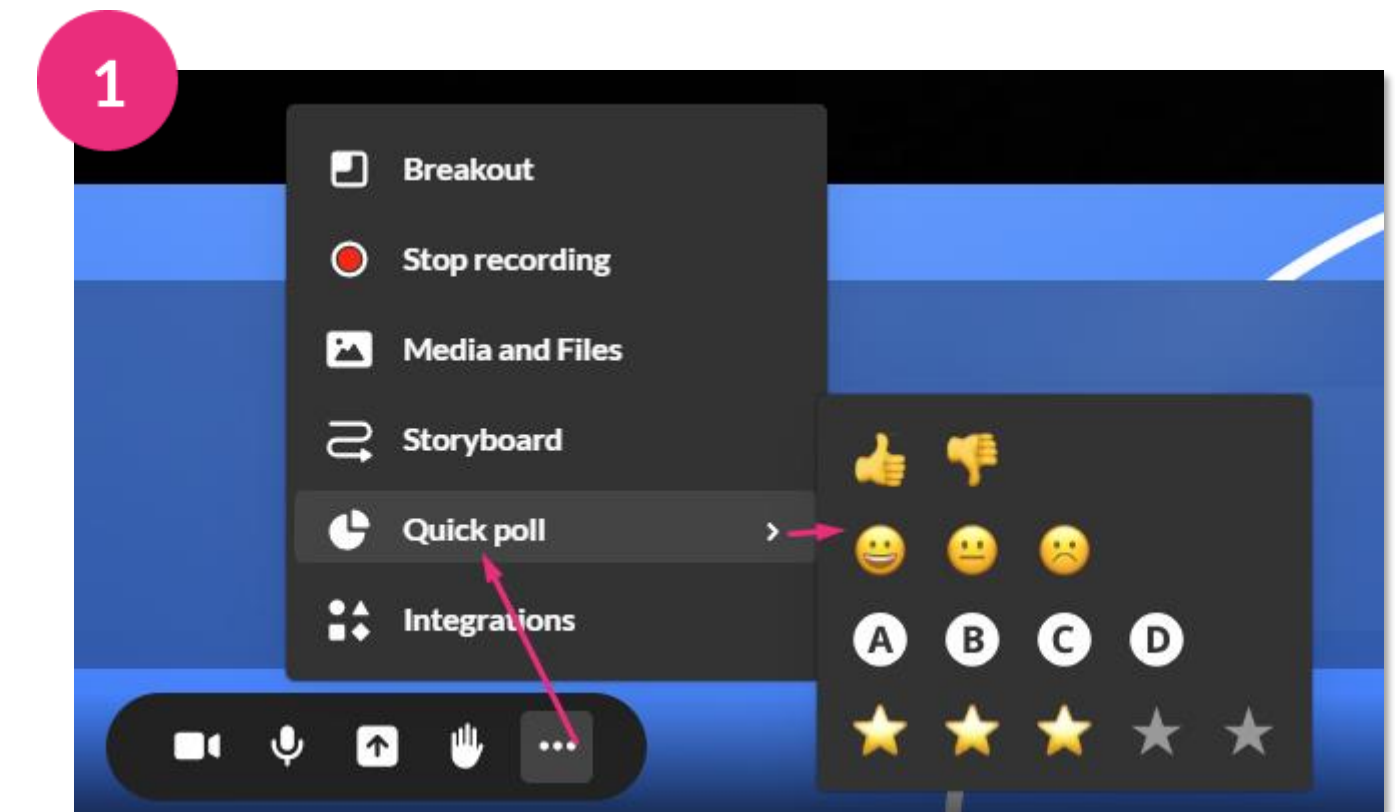
- 1 Click the **3 dots menu**, then click **Integrations > Add to stage**. The whiteboard displays below the webcams. (If the Miro integration not enabled, you'll see a message advising you to contact your admin.)
  - 2 To close the whiteboard, click the **3 dots menu > Integrations > Stop sharing**. You can also click the **Stop sharing** button on the top right of the board.
- ! Miro whiteboard content won't be included in recorded content.
- For more information on using the whiteboard, see [Miro's help article](#).



## 18 Launch a quick poll

- 1 Click the **3 dots menu** then **Quick Poll**.
  - **Thumbs up / down** - for Yes/No or Agree/Disagree questions
  - **Happy / Neutral / Sad faces** - for feelings about the topic
  - **A / B / C / D** - for multiple-choice responses
  - **Stars** - for Likert scale polling
- 2 Give your poll a title, or toggle on for responses to be anonymous. Then click **Start poll**.
- 3 To end the poll, click **End**, which stops the poll without participants seeing the results, or **Present & end**, which stops the poll and displays the results.

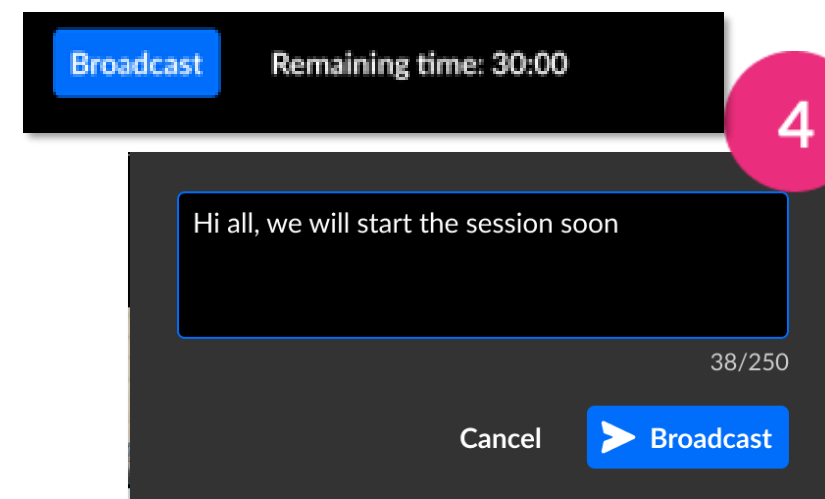
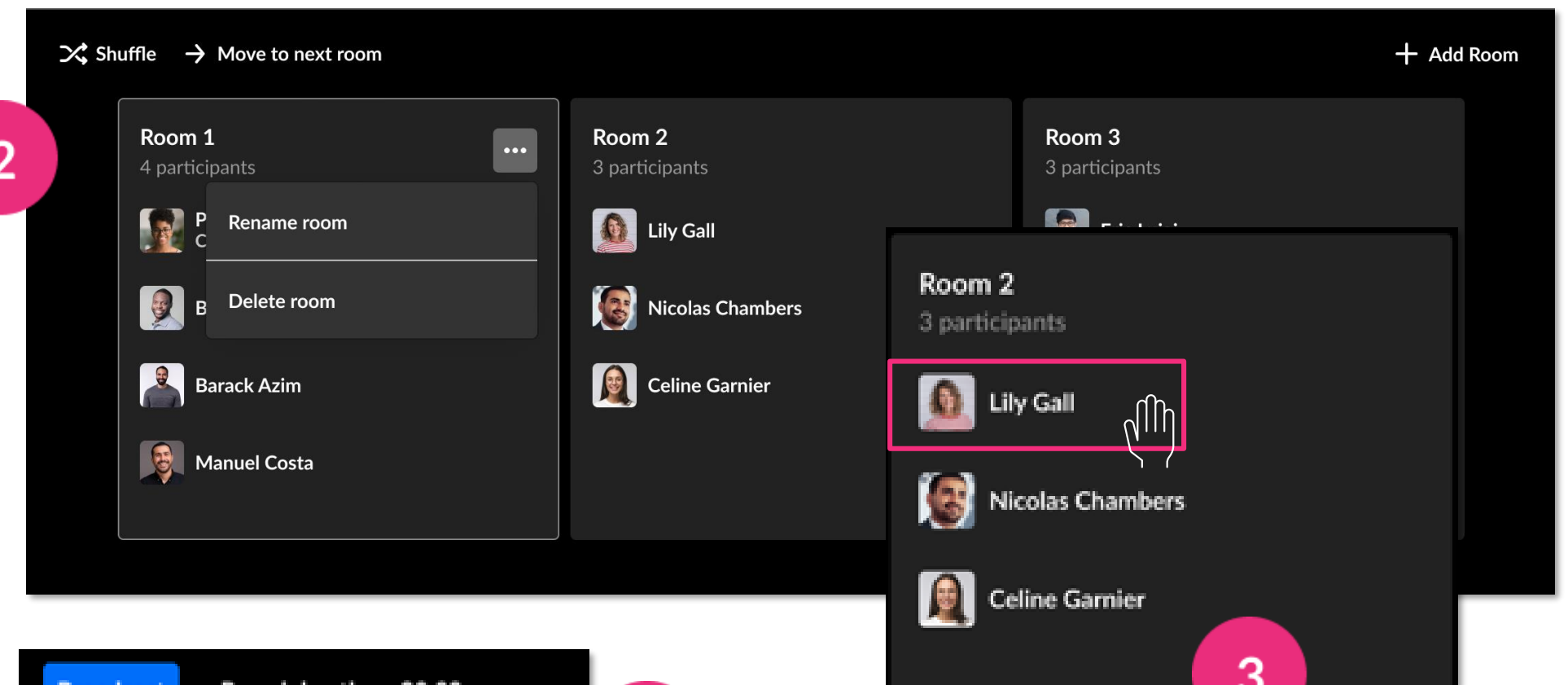
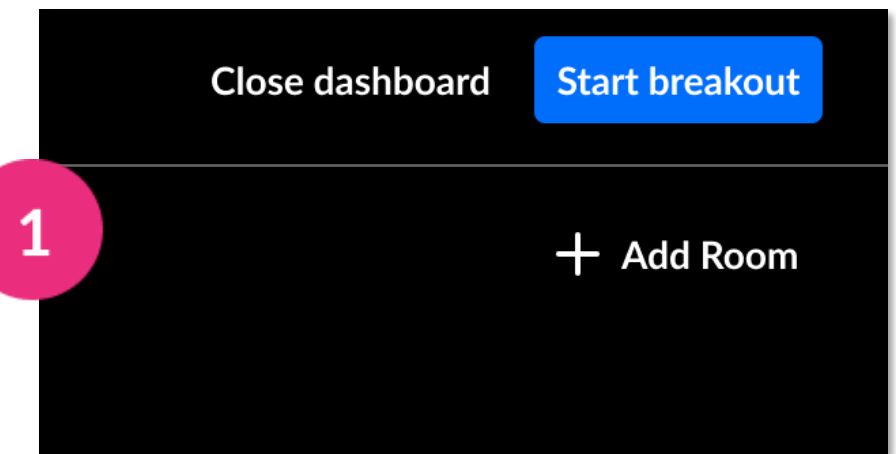
All your results can be accessed after the session. Click this [link to post-session poll results](#).





## 19 Launch breakout rooms

- 1 If you've set up breakout rooms, click **Start breakout** on the dashboard. All users assigned to breakout rooms will see a countdown to join their rooms.
- 2 When you hover over a room, a **3 dots menu** will display with options to rename or delete a room.
- 3 You can move participants by dragging their name or a multi-selection into different rooms.
- 4 Click **Broadcast** in the banner, type your message and click Broadcast.
- 5 Participants can trigger the **bell icon** to call you. Click the icon to see who called, then join the room to respond to the call.
- 6 Click **End breakout**. This sends a countdown to participants to end the session, and all are returned to the main room.



## 20 Breakout rooms dashboard

Click the to send a broadcast out to all the rooms.

Search among all the participants assigned to any of the rooms.

Click to adjust the remaining time in the breakout rooms.

Click to enable / disable a time limit as well as set permissions for participants.

Click to exit the window.

Click to end session.

Click to add a room.

Click to move all participants from the room they're in to the next room, for example, when you want to assign different subjects to different rooms.

Click to randomly re-assign participants to different rooms.

All participants who are assigned to the main room.

Click to assign all participants to the main room.

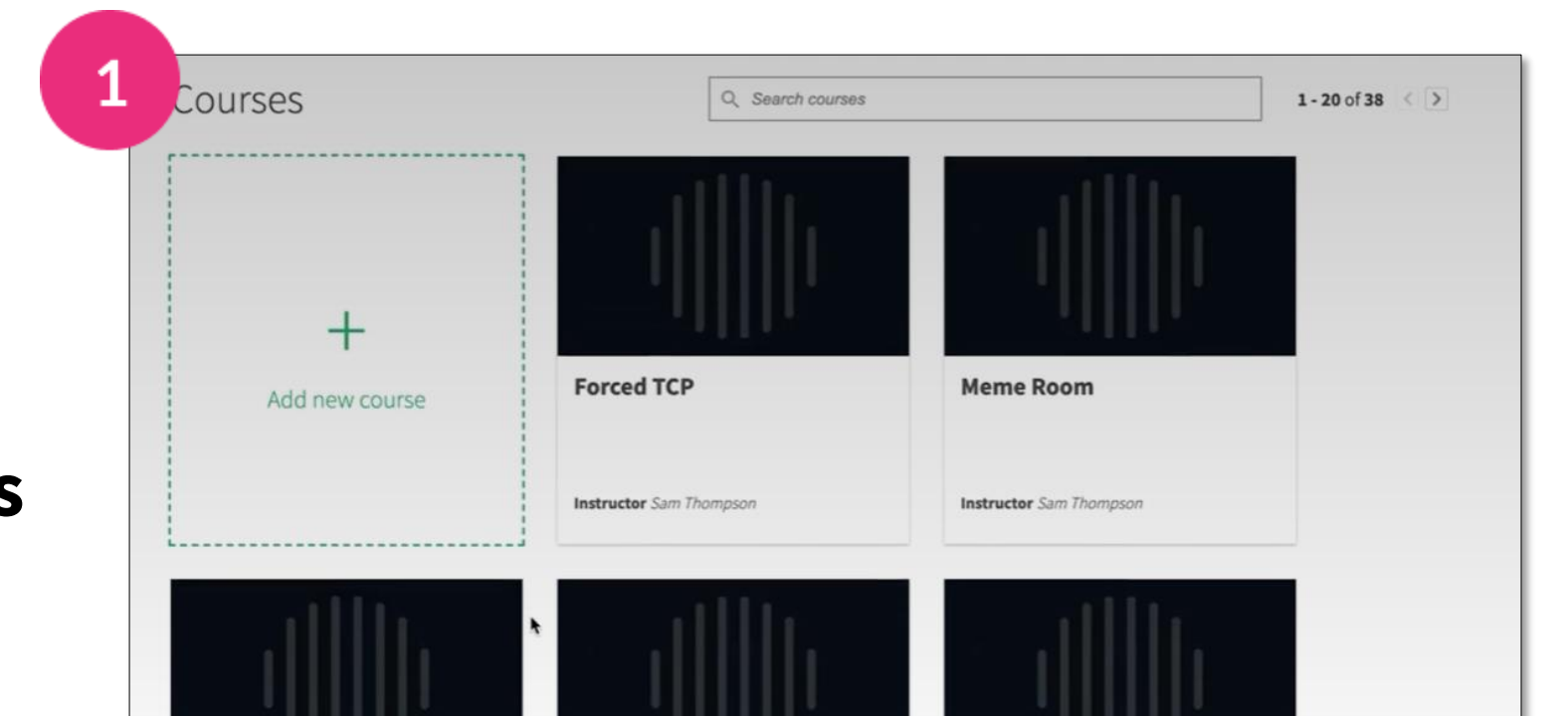
The screenshot shows the Breakout rooms dashboard interface. At the top, there is a 'Broadcast' button, a search bar labeled 'Search participants', a 'Remaining time: 30:00' display with a settings gear icon, and buttons for 'Close dashboard', 'End breakout', and '+ Add room'. Below the top bar, the 'Main Room' section shows 2 participants in a video grid, with names 'Patrick Hardin Moderator' and 'Lorie Corel Speaker' listed below. To the right of the Main Room are three breakout rooms: 'Room 1' (4 participants) with names 'Parisley Jane Custom', 'Brian Dennis', 'Barack Azim', and 'Manuel Costa'; 'Room 2' (3 participants) with names 'Lily Gall', 'Nicolas Chambers', and 'Celine Garnier'; and 'Room 3' (3 participants) with names 'Eric Luigi', 'Antonio Citterio', and 'Daniel Uderzo'. Between the Main Room and the breakout rooms are 'Shuffle' and 'Move to next room' buttons. At the bottom left, there is a '← Gather back everyone' button. Annotations with pink arrows point to various elements: 'Broadcast' (send broadcast), 'Search participants' (search), 'Remaining time' (adjust time), 'Settings gear' (enable/disable time limit/permissions), 'End breakout' (exit window), 'End breakout' (end session), '+ Add room' (add room), 'Move to next room' (move participants), 'Main Room' (re-assign participants), 'Main Room' (all participants), 'Gather back everyone' (assign all to main room), and the breakout room lists (display names and participant counts).

Post session

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## 21 Quick poll results

- 1 All your Quick poll statistics and results can be viewed and exported. Go to your account at [smart.newrow.com](https://smart.newrow.com). In the **Courses** tab, click the relevant course, then click the **Quick Polls** tab.
- 2 Each poll has the following information: **Name**, **session ID**, **time**, **poll type**, whether the poll was **anonymous** or not, how many **participants** took part, number of **answers counted**.
- 3 Click on the row to see statistics, including the break-down of responses.



1

Courses

Search courses

1 - 20 of 38

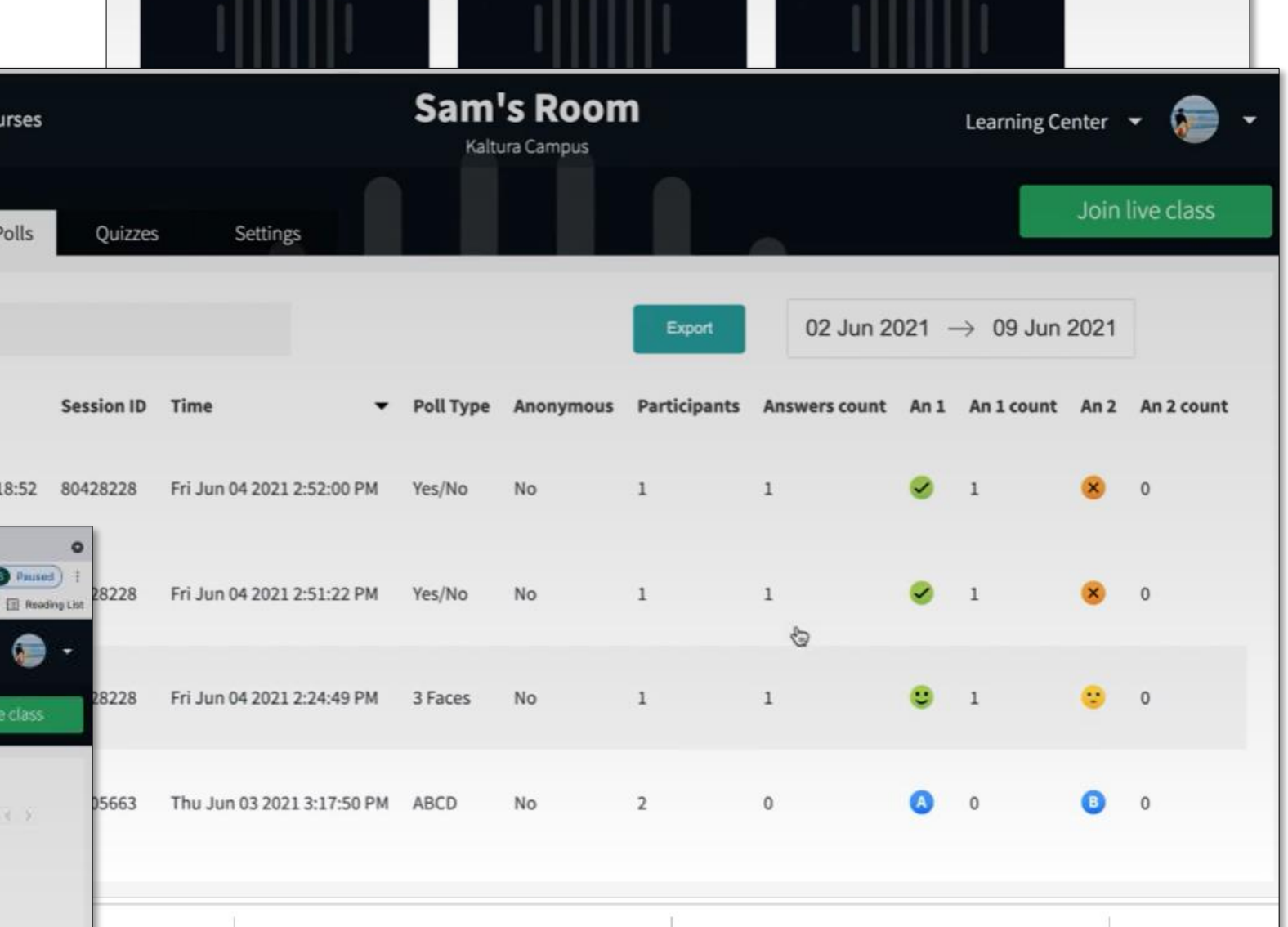
Add new course

Forced TCP

Instructor Sam Thompson

Meme Room

Instructor Sam Thompson



2

Sam's Room

Kaltura Campus

Learning Center

Join live class

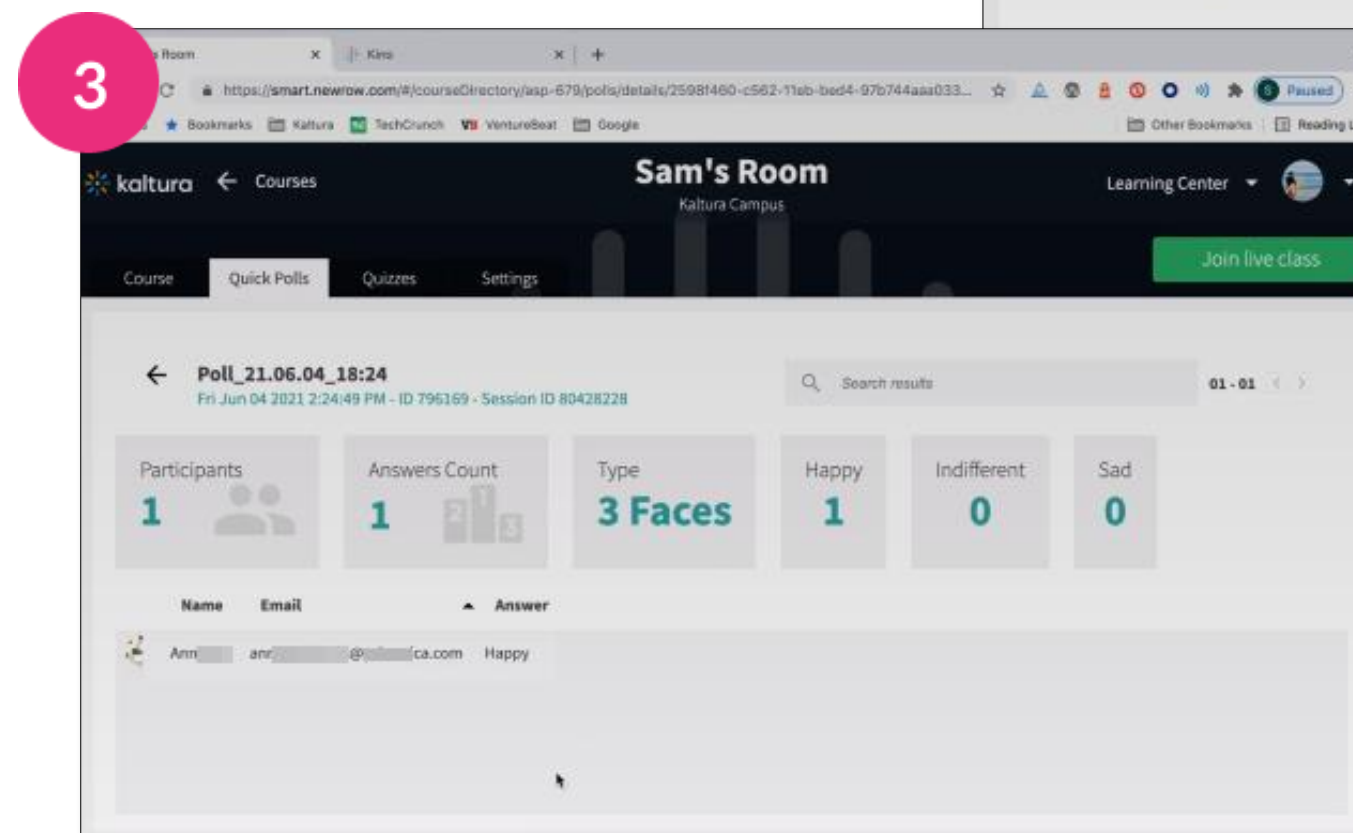
Course Quick Polls Quizzes Settings

Search polls

Export

02 Jun 2021 → 09 Jun 2021

Name	Session ID	Time	Poll Type	Anonymous	Participants	Answers count	An 1	An 1 count	An 2	An 2 count
Poll_21.06.04_18:52	80428228	Fri Jun 04 2021 2:52:00 PM	Yes/No	No	1	1	✓	1	✗	0
	82228	Fri Jun 04 2021 2:51:22 PM	Yes/No	No	1	1	✓	1	✗	0
	82228	Fri Jun 04 2021 2:24:49 PM	3 Faces	No	1	1	😊	1	😞	0
	05663	Thu Jun 03 2021 3:17:50 PM	ABCD	No	2	0	A	0	B	0



3

Sam's Room

Kaltura Campus

Learning Center

Join live class

Course Quick Polls Quizzes Settings

Poll\_21.06.04\_18:24

Fri Jun 04 2021 2:24:49 PM - ID 796169 - Session ID 80428228

Search results

01 - 01

Participants: 1

Answers Count: 1

Type: 3 Faces

Happy: 1

Indifferent: 0

Sad: 0

Name	Email	Answer
Ann	ann@ca.com	Happy

## 22 Recording files

1 Completed recordings are added to the **Recordings folder** in the Media and Files storage. Breakout room recordings are saved in the **Breakout recordings folder**.

2 When you select your recording file in **Media and Files**, you can play the file, add it to the storyboard, delete or rename it, download or share it.



Recordings are also accessible from My Media, and from a channel's media tab.

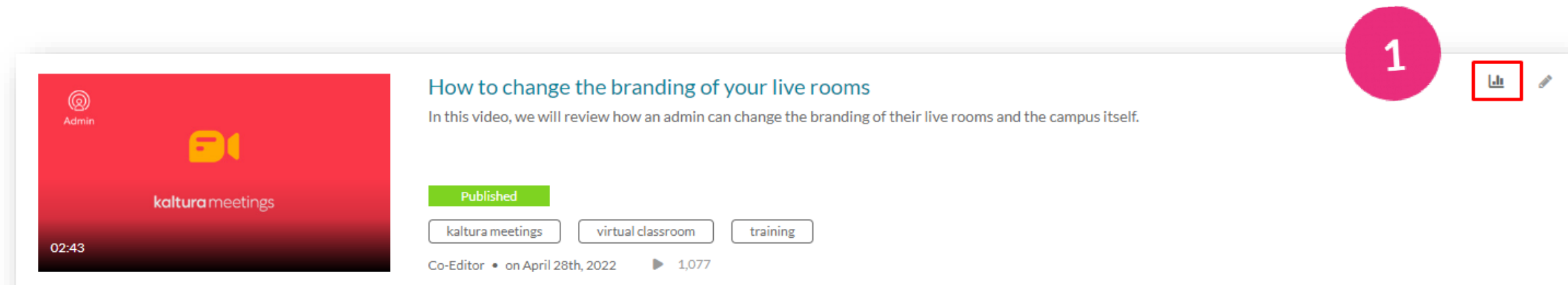
The screenshot illustrates the 'Media and Files' interface. On the left, a sidebar menu shows 'Breakout' (highlighted with a pink circle 1), 'Record', 'Media and Files', 'Storyboard', 'Quick poll', and 'Integrations'. The 'Media and Files' panel on the right shows a search bar and a list of folders and files. The 'Recordings' folder is highlighted with a pink box. Below it, a file named 'KME\_NG\_Enter the Session\_cam.png' is listed. A second window, also titled 'Media and Files', shows a list of recordings. The 'Recordings' tab is selected, and a list of recordings is displayed. The first recording is highlighted with a pink box. Below the list, there are buttons for 'Add to storyboard', 'Play', and 'Close'.

Recording Name	Type	Date	Size
Rec- Sep 15, 2023 3:50 PM - Meeting Room...	video	15/09/2023	N/A
Rec- Sep 14, 2023 5:15 PM - Meeting Room ...	video	14/09/2023	N/A
Rec- Sep 13, 2023 3:49 PM - Meeting Room ...	video	13/09/2023	N/A
Rec- Sep 11, 2023 1:07 PM - Meeting Room ...	video	11/09/2023	N/A
Rec- Aug 16, 2023 3:11 PM - Meeting Room ...	video	16/08/2023	N/A



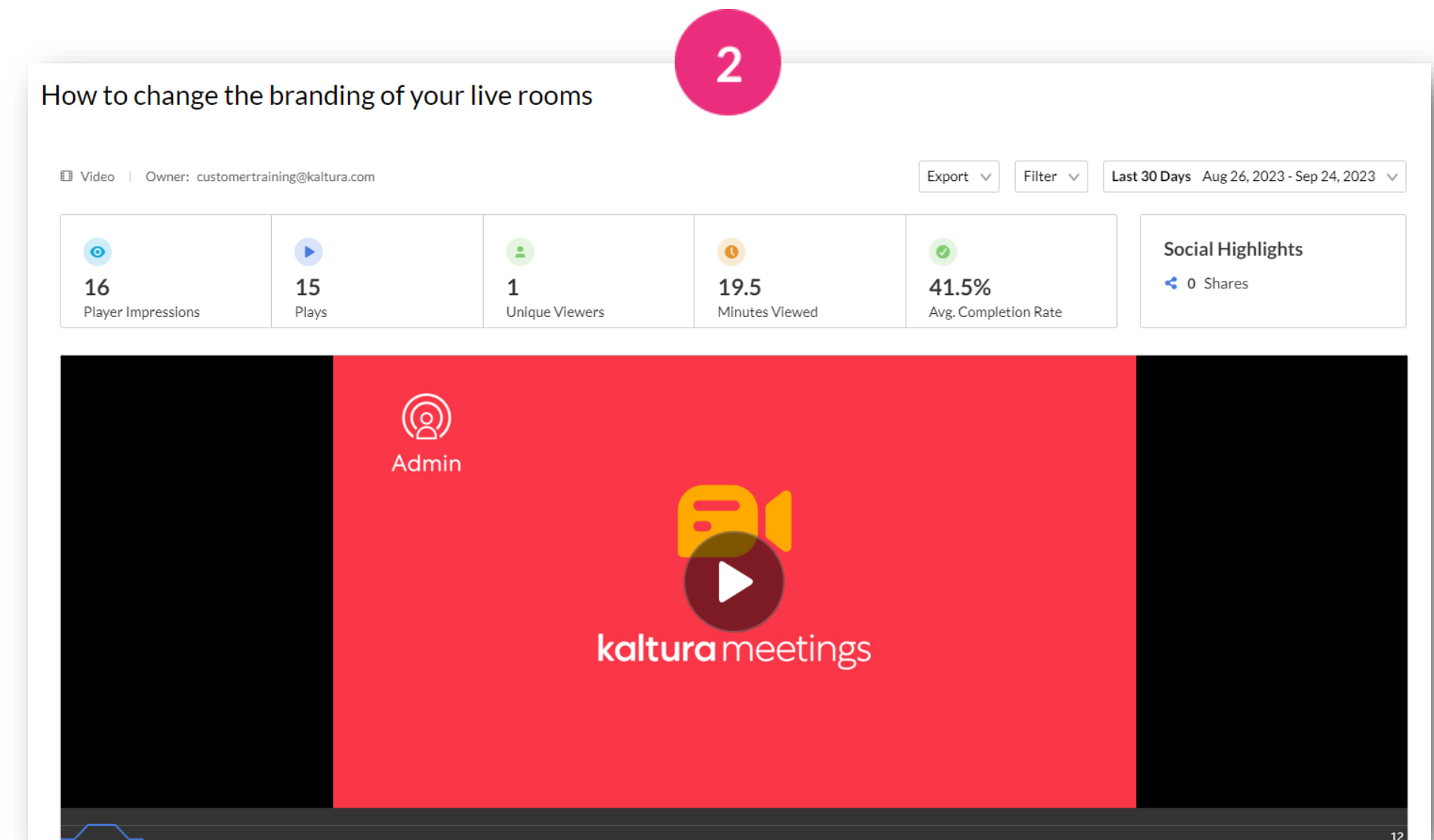
## 23 Analytics

1 To view room analytics in Kaltura Video Portal, go to **My Media**. Next to the room name, click the analytics icon.



2 The **Analytics** dashboard displays the player impressions, number of plays, number of unique viewers, etc. To learn more, see [Media analytics](#).

! You can export specific analytics, and filter, sort and compare periods.



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Please see [Kaltura's Knowledge Center](#) for the most up-to-date product documentation.

