Kaltura

How to create an interactive session via Kaltura Events
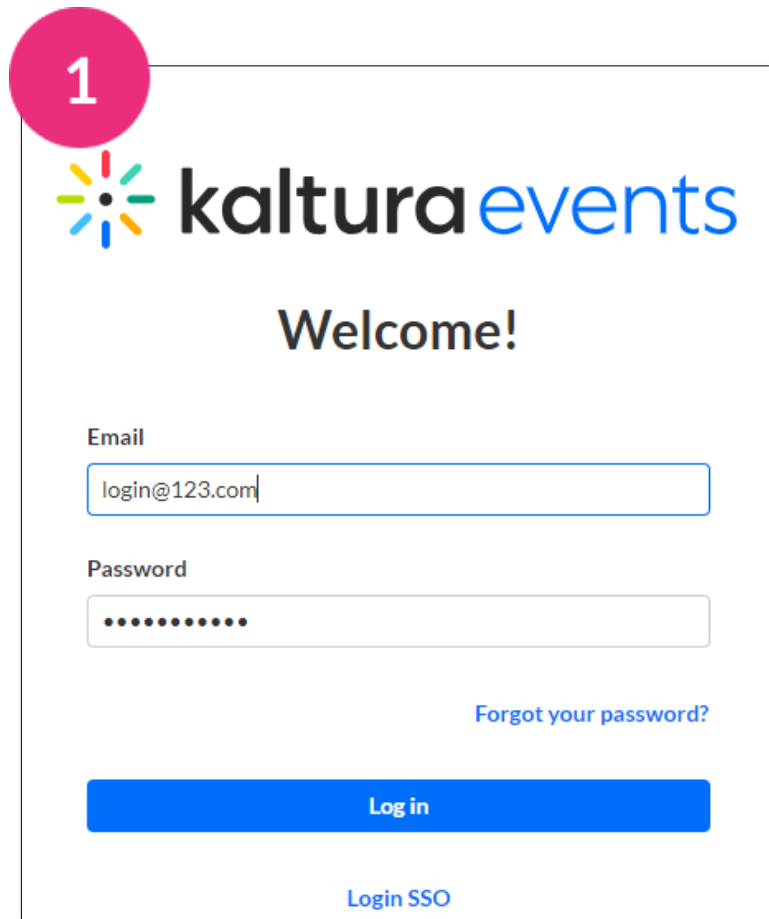
Quick user guide

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Getting started

1 Log into Kaltura Events with your email and password.

2 Click **+Create** and select **Interactive Session**.

3 The **Let's get started** page displays. Complete the metadata, schedule, time zone and log in details.
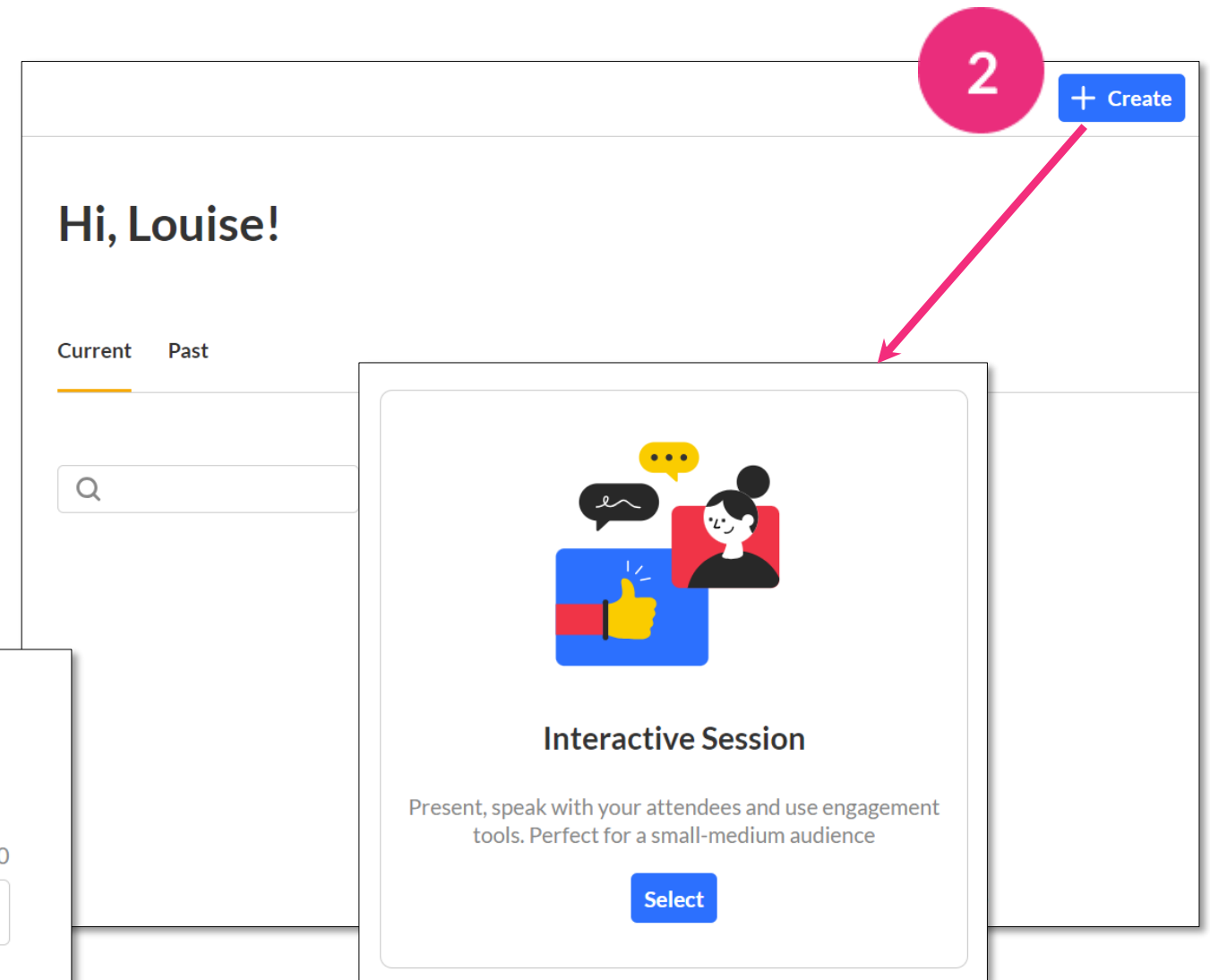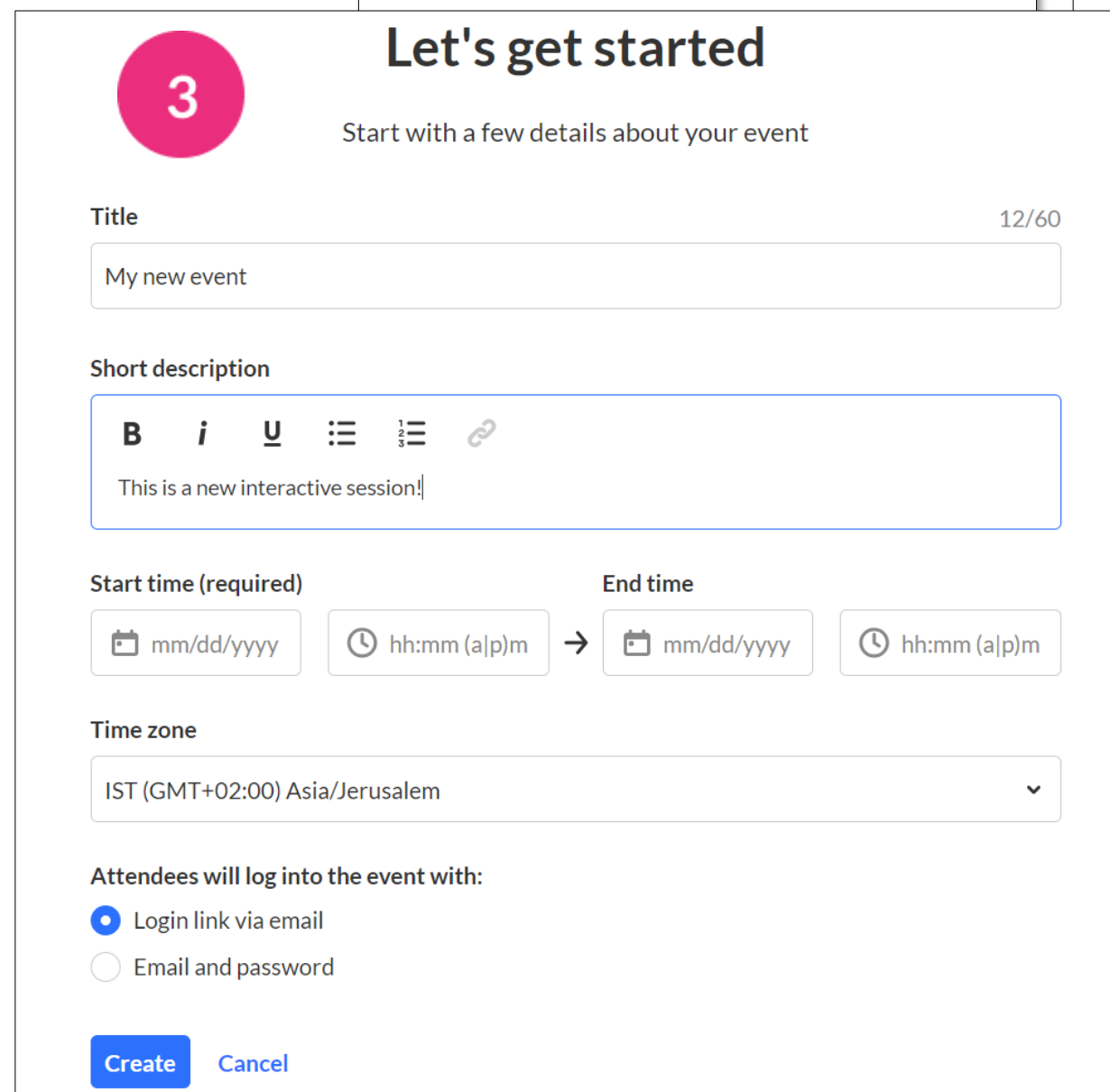
Click **Create**.

1

kalturaevents

Welcome!

Email

login@123.com

Password

••••••••••

Forgot your password?

Log in

Login SSO

2

+ Create

Hi, Louise!

Current   Past

Interactive Session

Present, speak with your attendees and use engagement tools. Perfect for a small-medium audience

Select

3

Let's get started

Start with a few details about your event

Title   12/60

My new event

Short description

B *i* U ☰ ☰ 🔗

This is a new interactive session!

Start time (required)   **End time**

📅 mm/dd/yyyy   🕐 hh:mm (a|p)m → 📅 mm/dd/yyyy   🕐 hh:mm (a|p)m

Time zone

IST (GMT+02:00) Asia/Jerusalem

Attendees will log into the event with:

⦿ Login link via email

○ Email and password

Create   Cancel

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2 | Go to your session

1 Once the building process is complete, the event page displays with the **Overview** tab open. This is your event homepage and it displays the details of the event.

2 You can create additional sessions if you want by clicking **Add session**.

! To learn about customizing the session and inviting users, see Event set up.

3 To go to your session, hover over the session thumbnail and click the link icon. If the live room doesn't automatically launch, click **Start Meeting.**
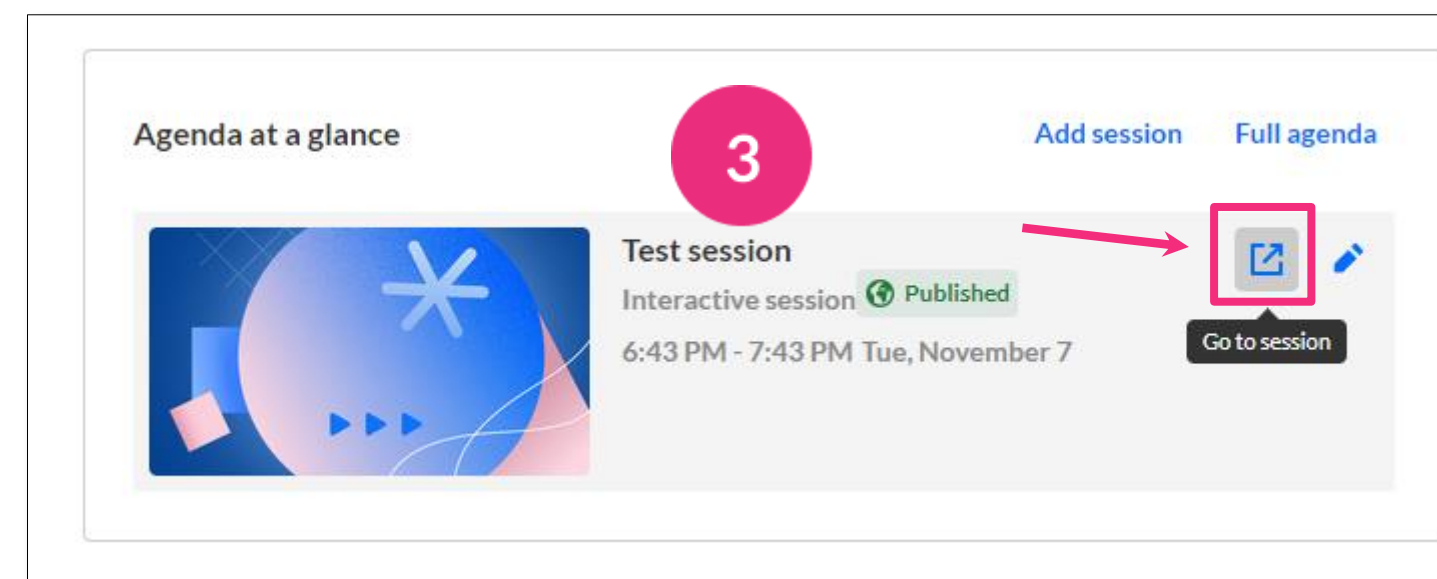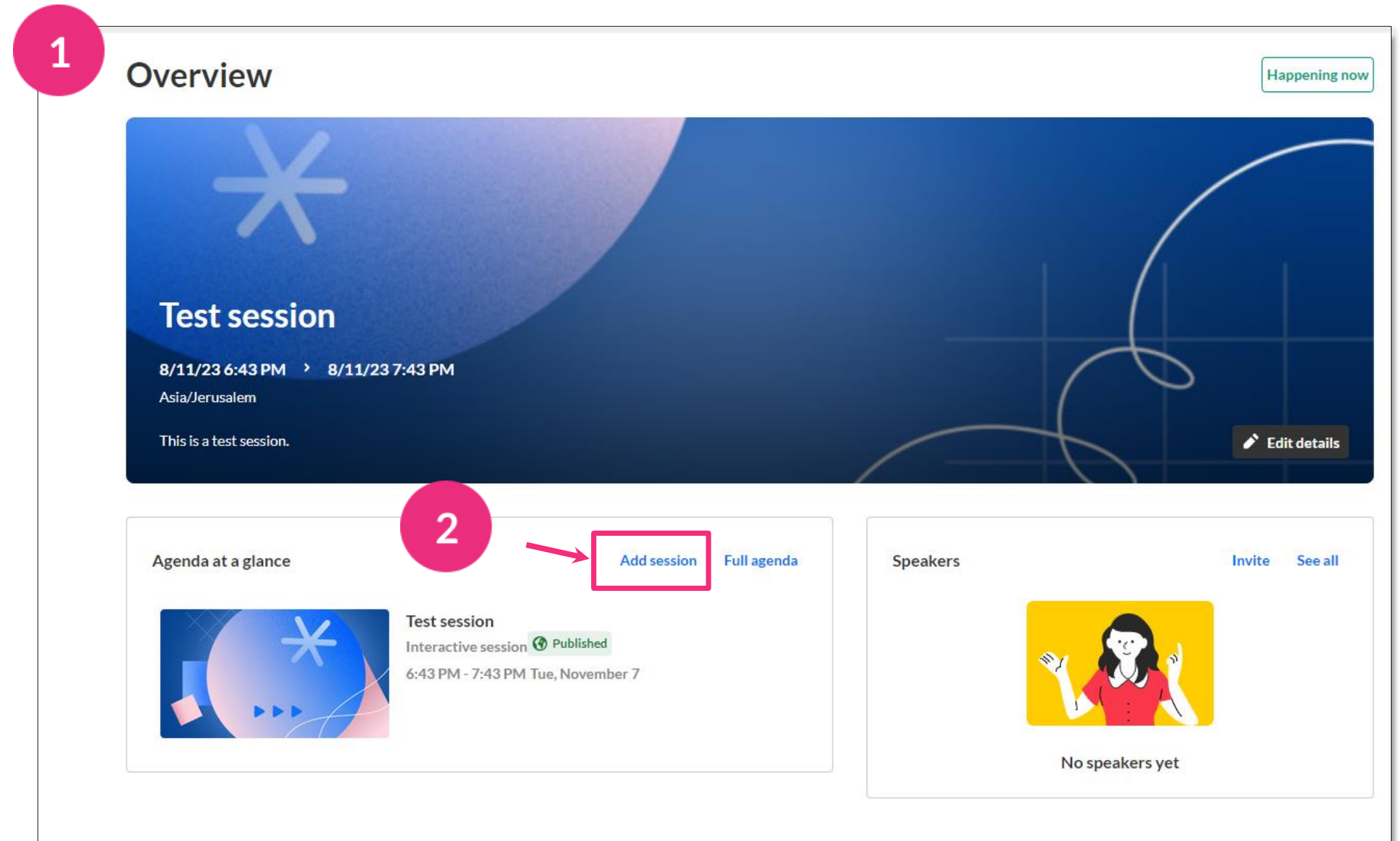
3 | **Set your devices**

When you enter a room, you might be prompted to set your devices. **Allow** your browser to access your devices.

1 Set your camera.

2 You can set a blur your background.

3 Set the microphone and speaker devices.

4 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.

Set devices

FaceTime HD Camera (Built In)

Default MacBook Pro Micro...

Default MacBook Pro Speaker

Test speakers

Join as viewer   Join stage

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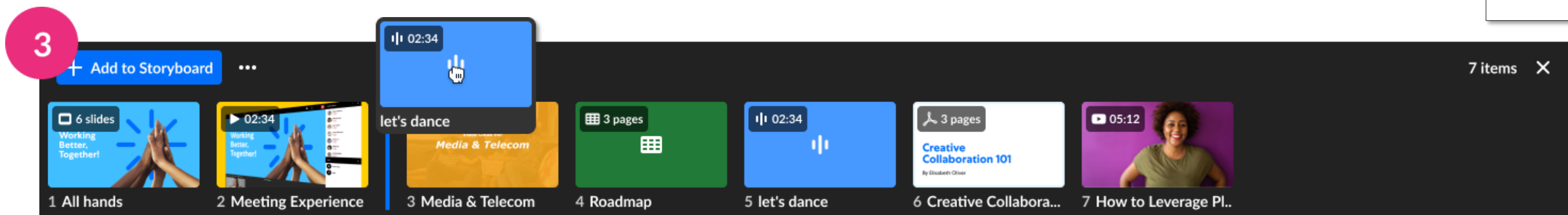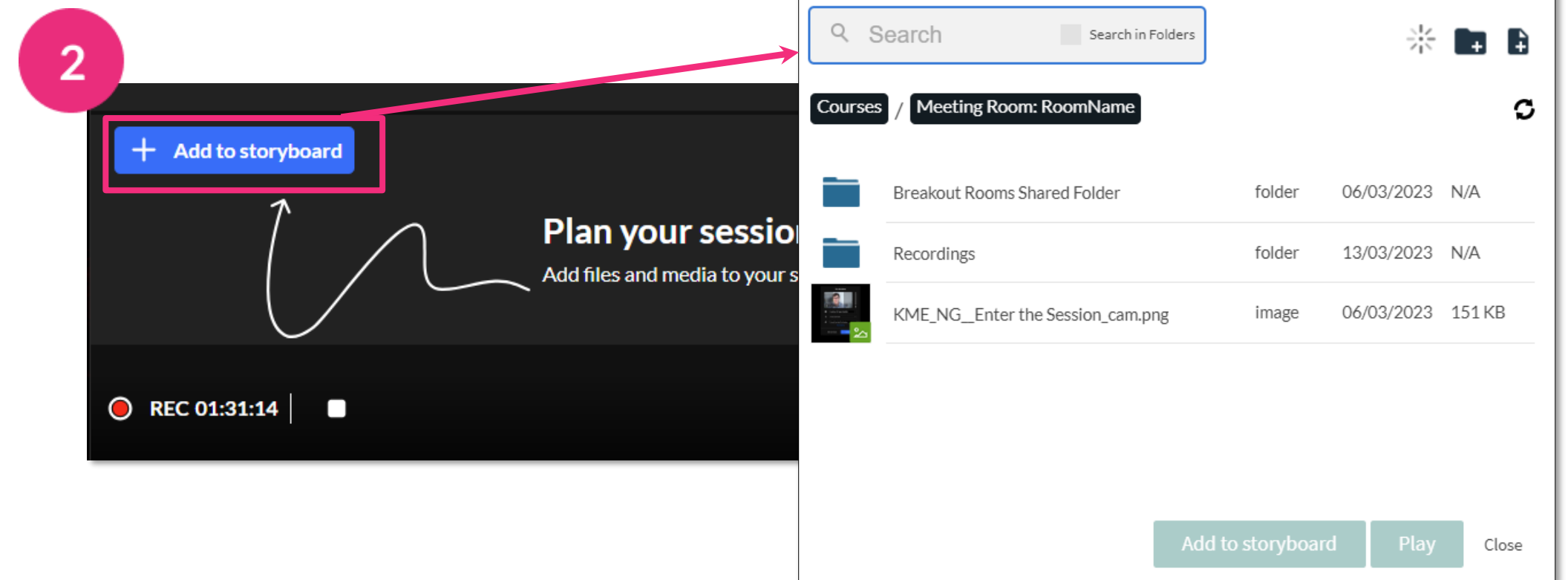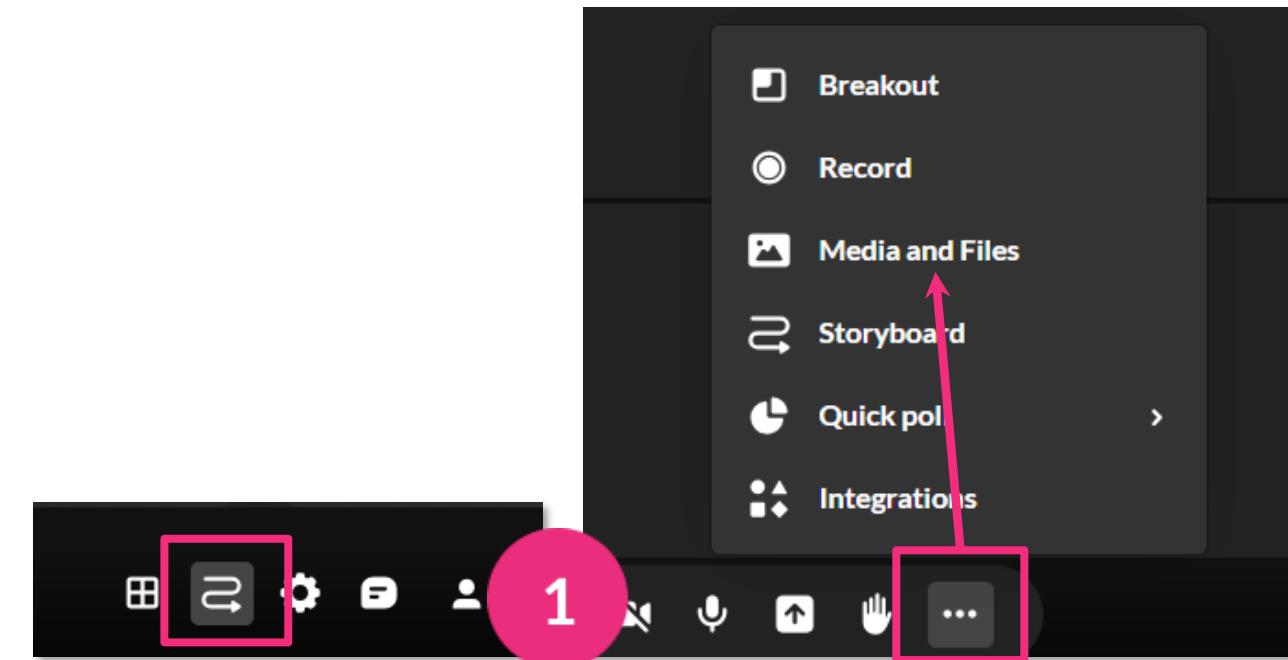# Pre-session

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.

Breakout

Record

Media and Files

Storyboard

Quick poll

Integrations

1

2

+ Add to storyboard

Plan your session

Add files and media to your s

REC 01:31:14

Media and Files

Search   Search in Folders

Courses / Meeting Room: RoomName

Breakout Rooms Shared Folder   folder   06/03/2023   N/A

Recordings   folder   13/03/2023   N/A

KME_NG__Enter the Session_cam.png   image   06/03/2023   151 KB

Add to storyboard   Play   Close

3

+ Add to Storyboard   ...   7 items   X

| 02:34

let's dance

6 slides
Working Better, Together!

02:34
Working Better, Together!

Media & Telecom

3 pages

02:34

3 pages
Creative Collaboration 101
By Elisabeth Oliver

05:12

1 All hands   2 Meeting Experience   3 Media & Telecom   4 Roadmap   5 let's dance   6 Creative Collabora...   7 How to Leverage Pl...

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5 | 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.
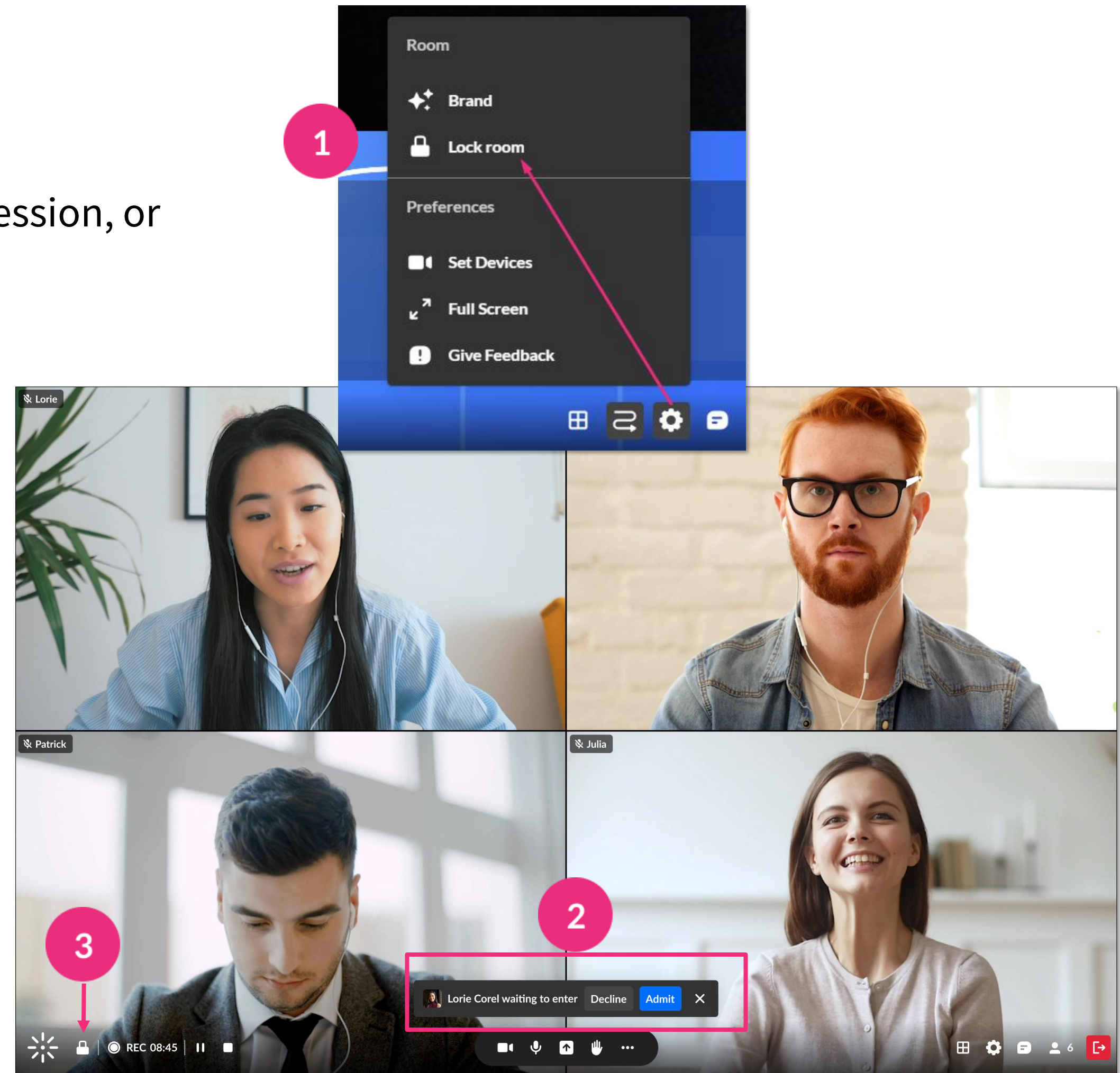
Click **Continue**.
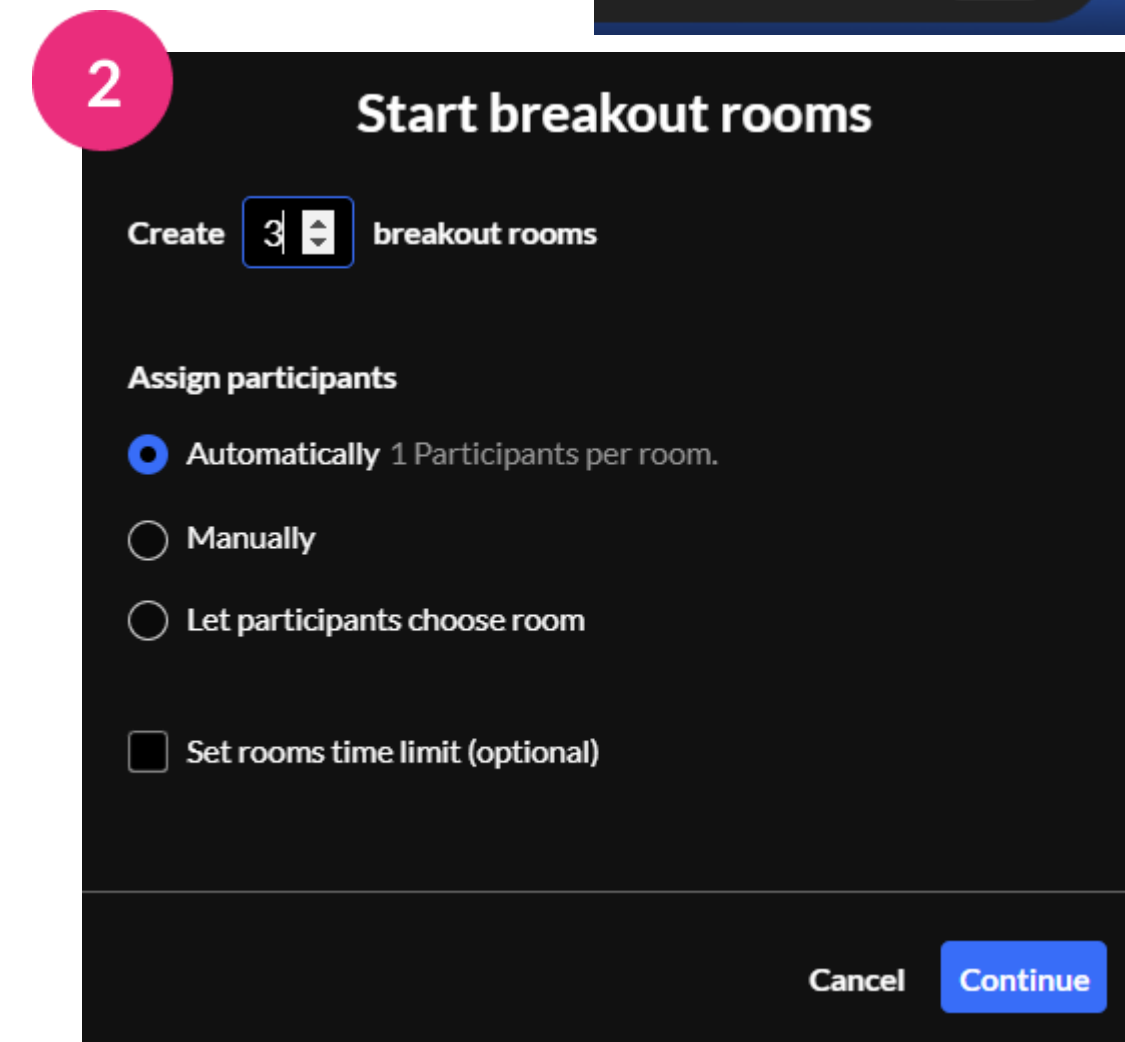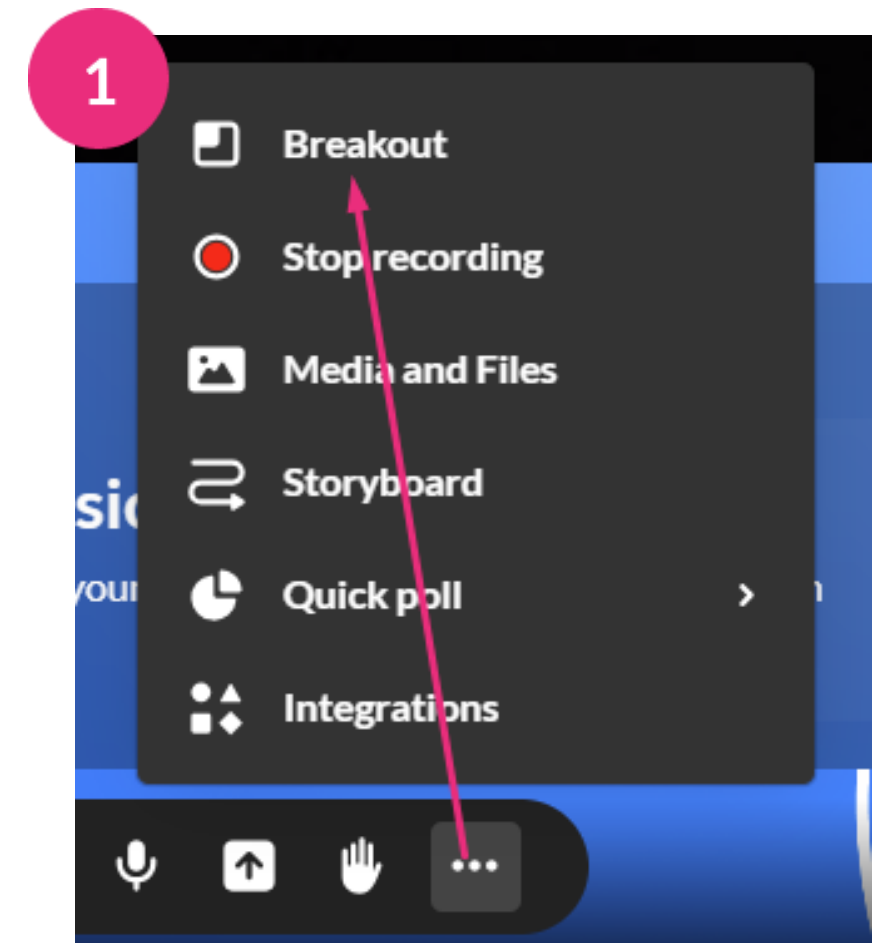
During your session

6 | 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.
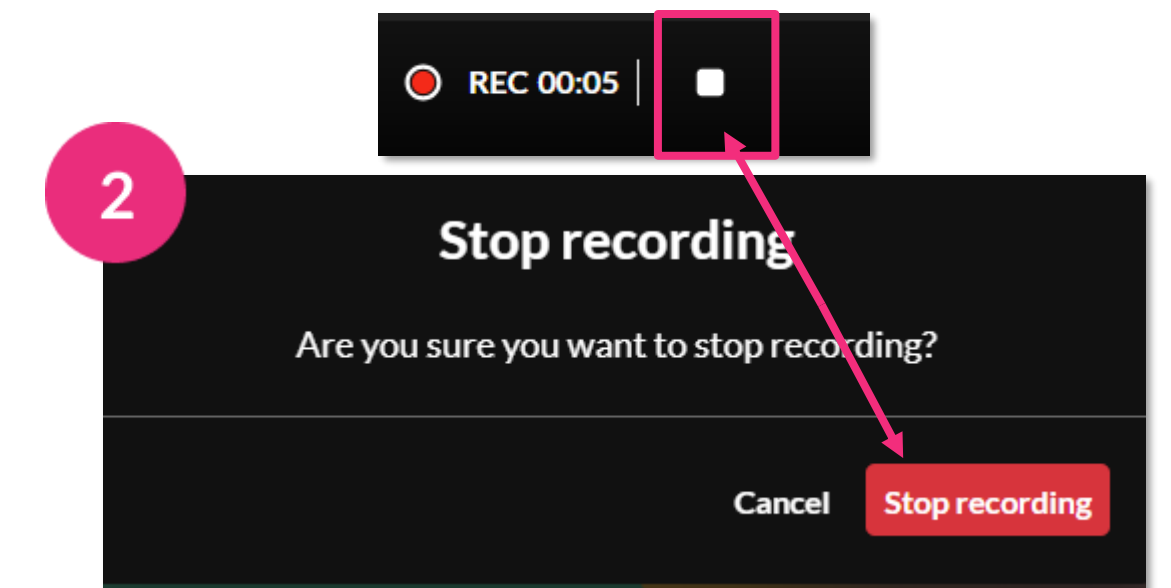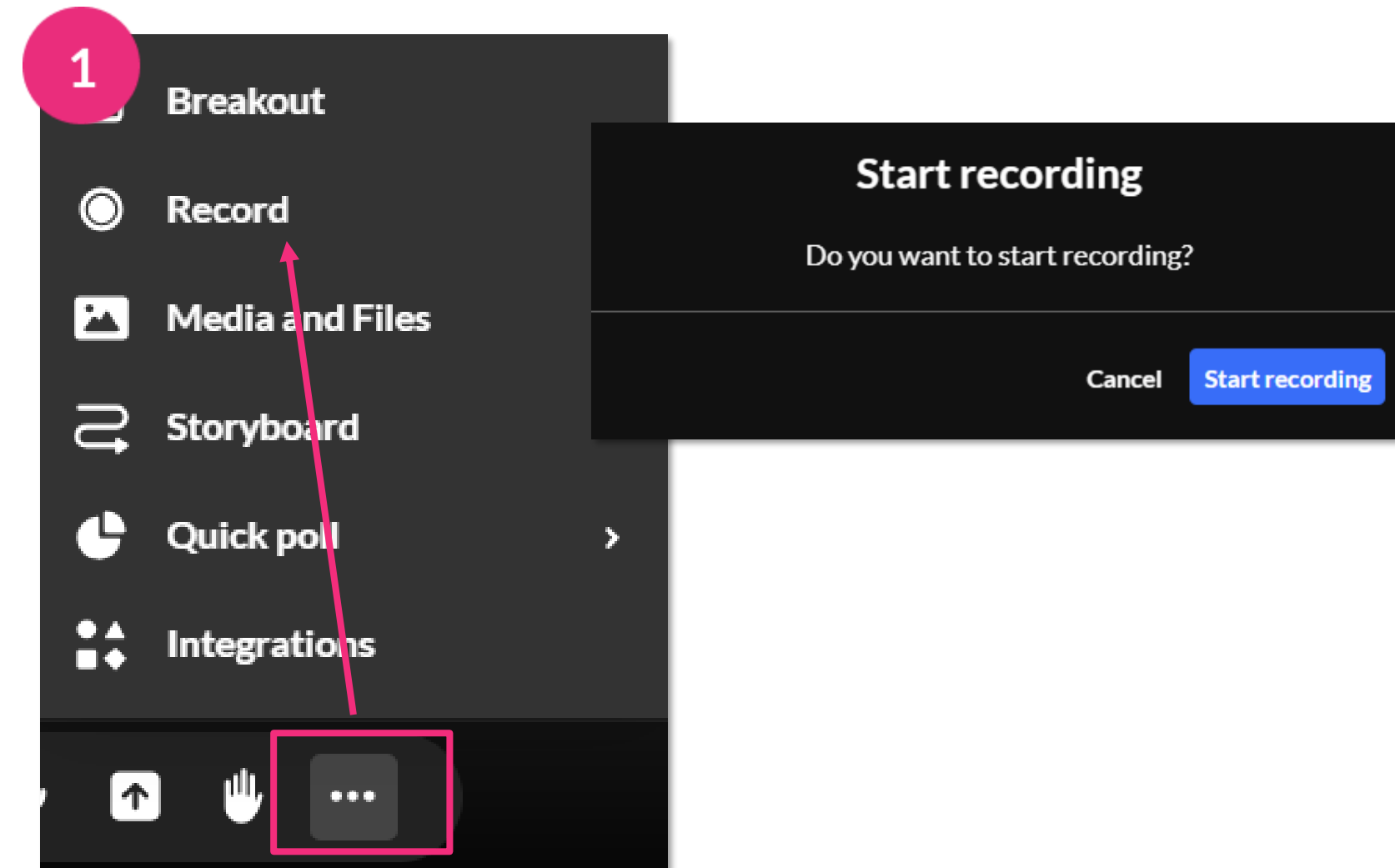
7 **Record your session**

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.

1
Breakout
Record
Media and Files
Storyboard
Quick poll
Integrations

Start recording
Do you want to start recording?
Cancel   Start recording

REC 00:05

2
Stop recording
Are you sure you want to stop recording?
Cancel   Stop recording

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8 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.
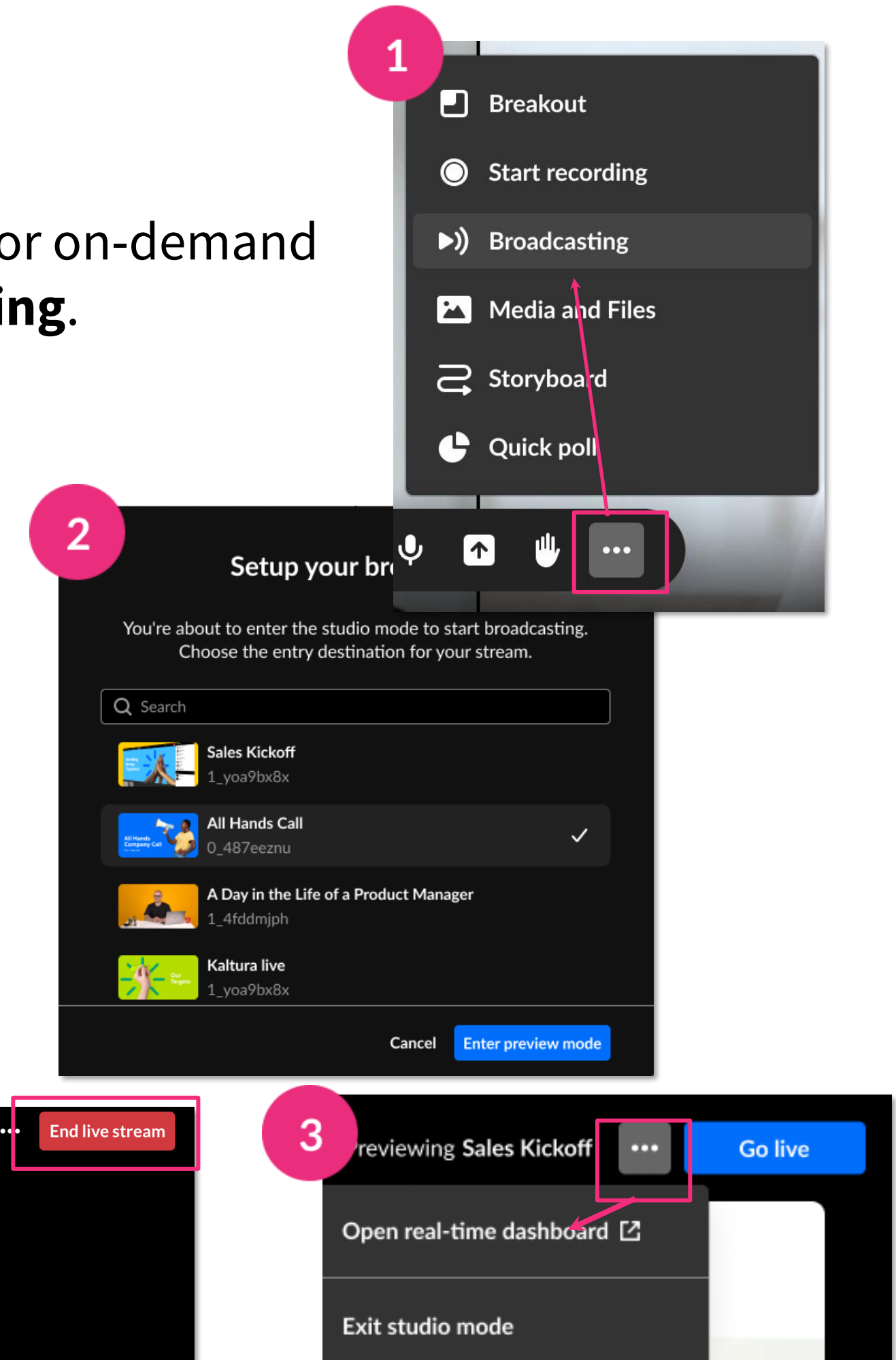
1 **Present videos** - Click a video to play it (it will be framed in blue in the Storyboard). You can play/pause, scroll forward and back, and adjust the volume.

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.

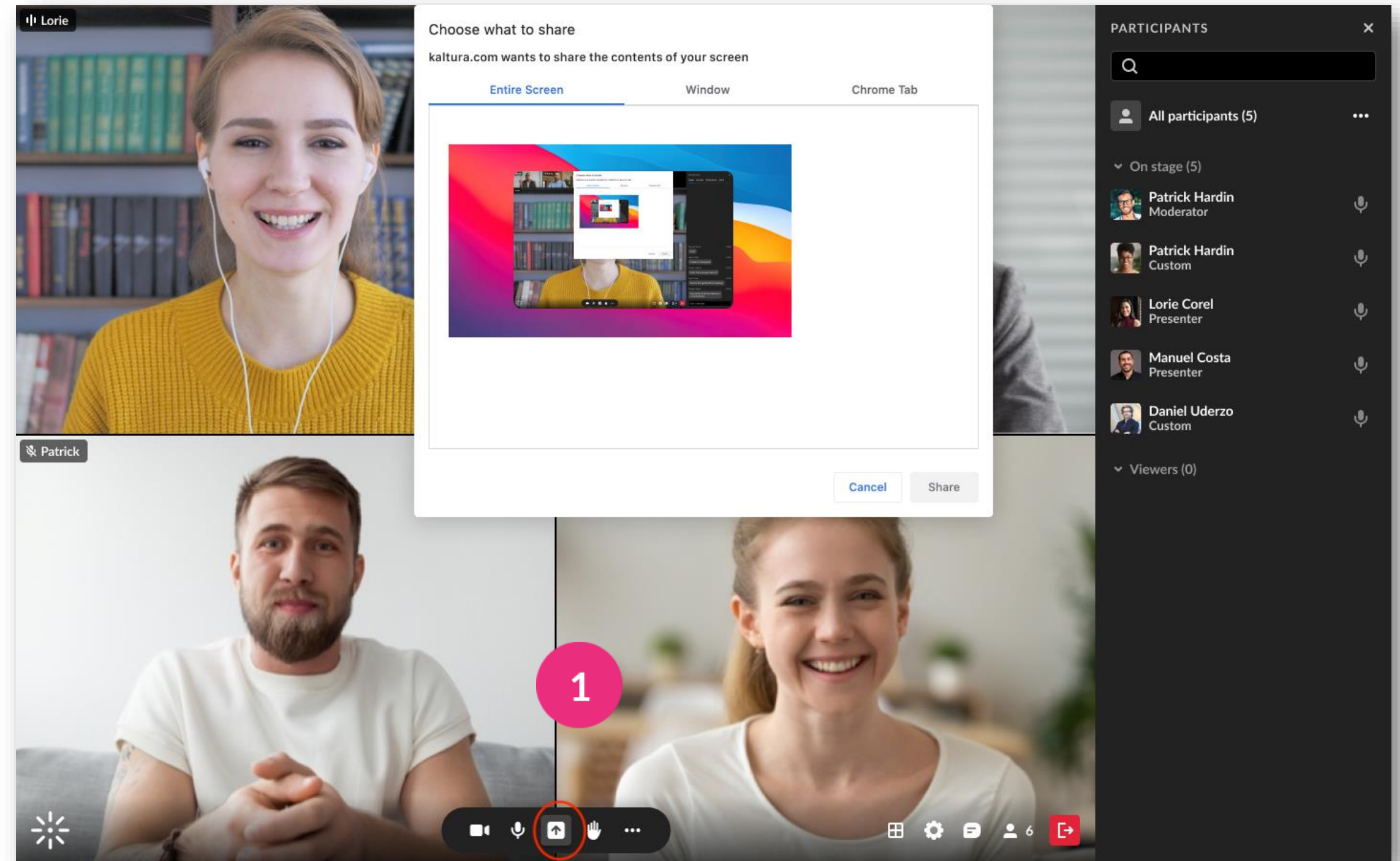**3** **Stop presenting** - Click **Stop Presenting** on the stage, or on the Storyboard.

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

Sharing this tab to 4834032.mediaspace.kaltura.com | Stop
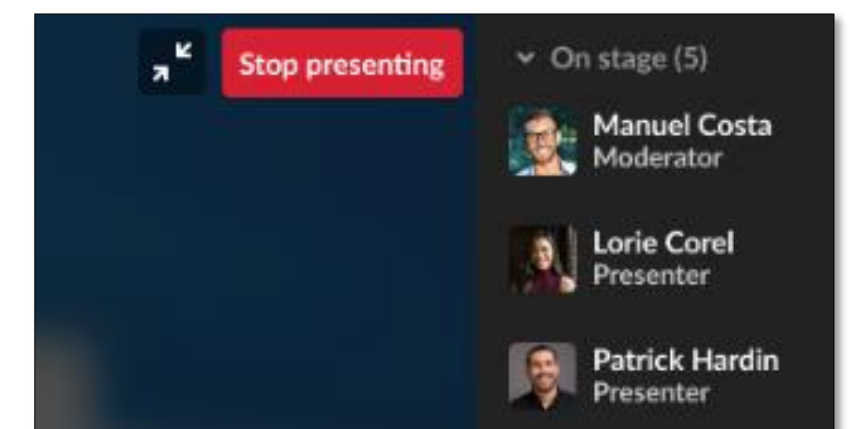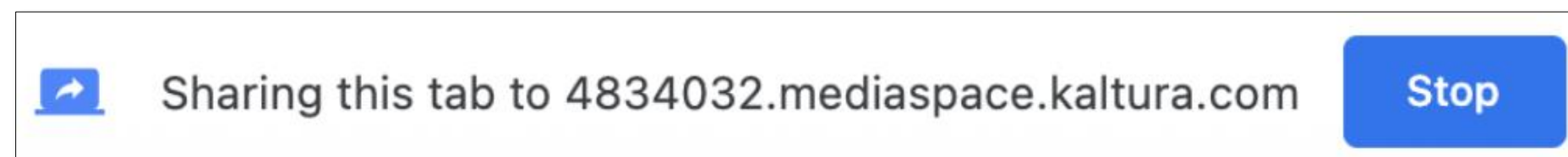
1 Open the Participants list by clicking the **user icon** on the bottom toolbar. The list has the three sections: **Raised hands**, **On stage**, and **Viewers**. Each section shows the number of participants and their names.

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**.


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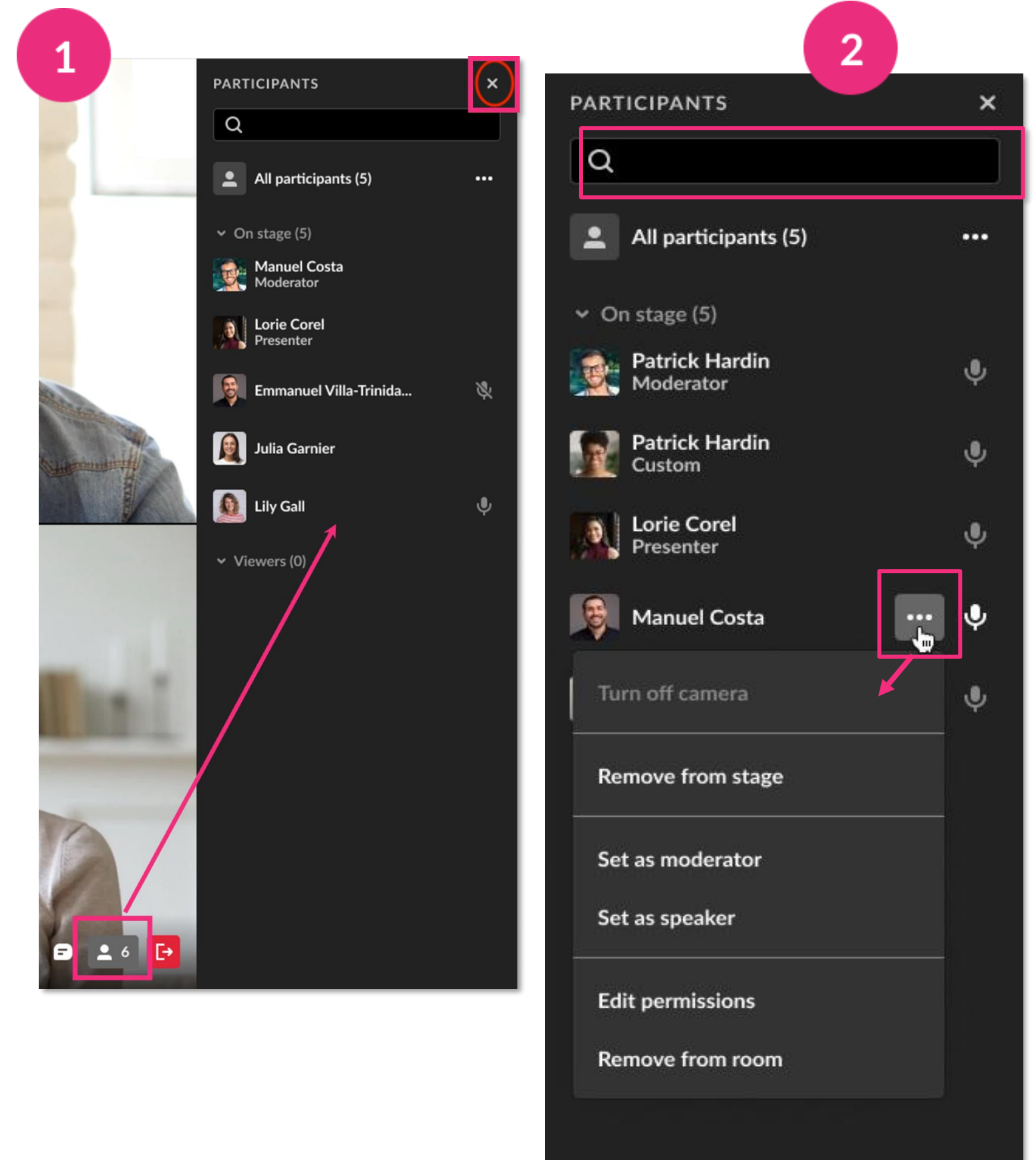
12 | Stage access

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**.
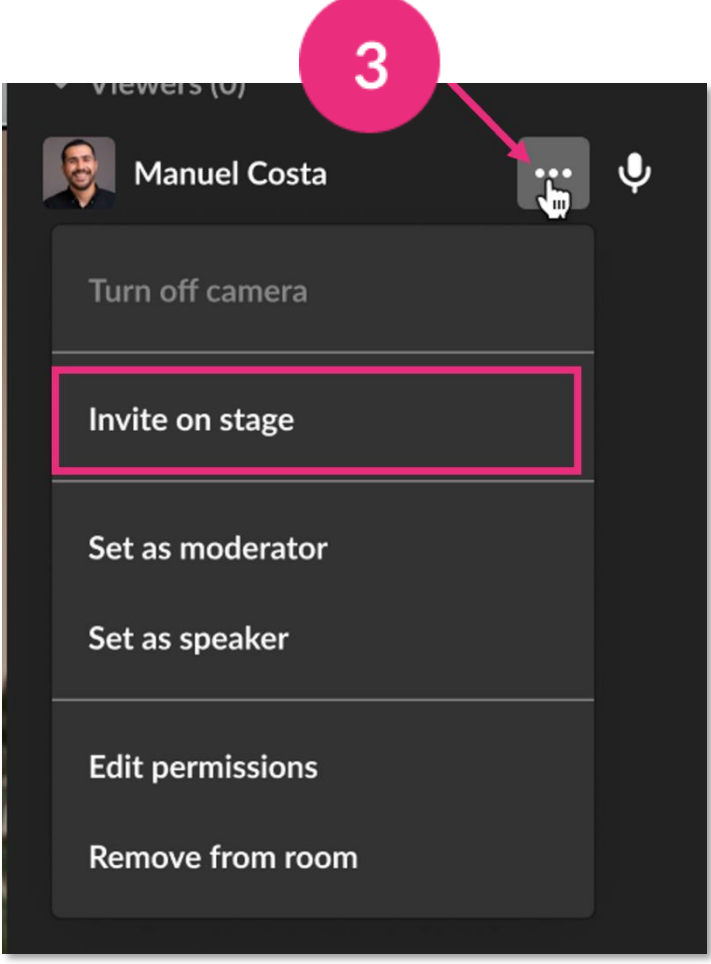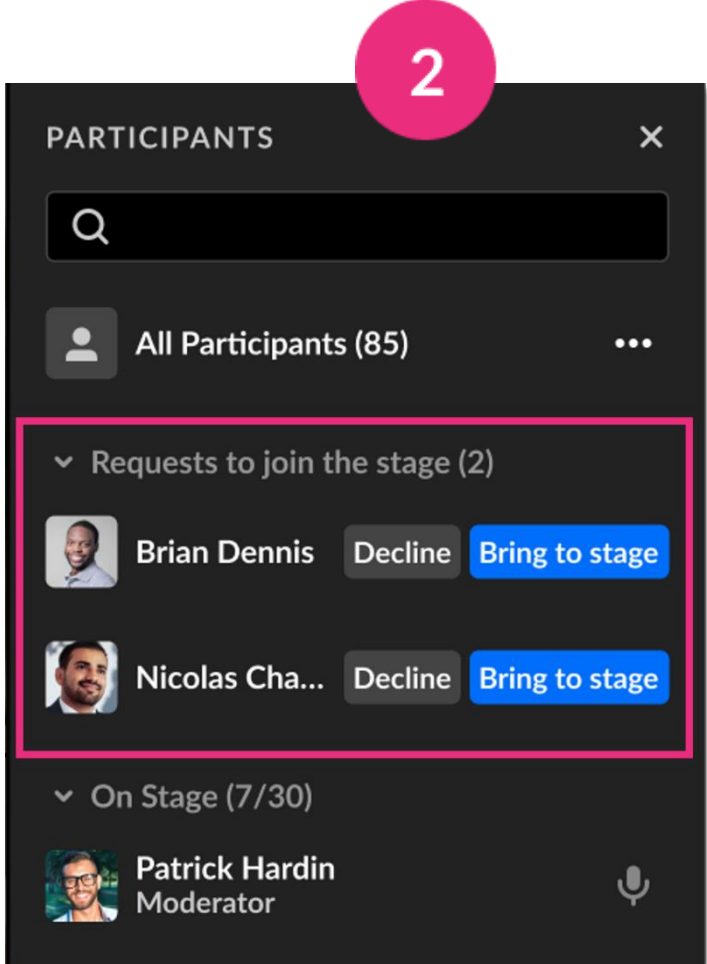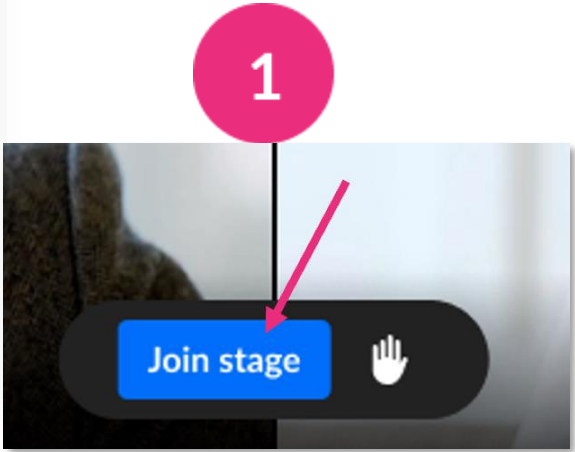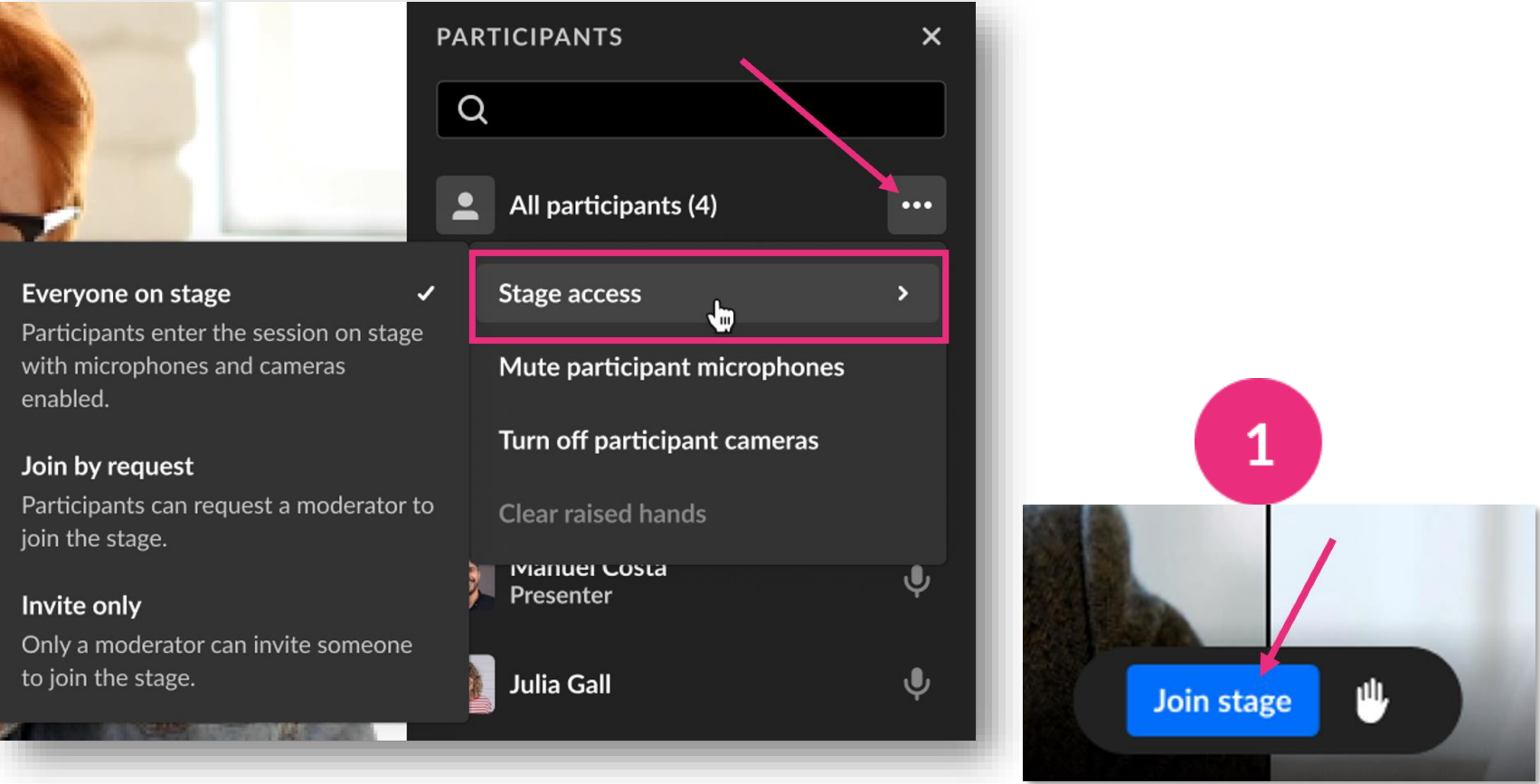
13 Stage management

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
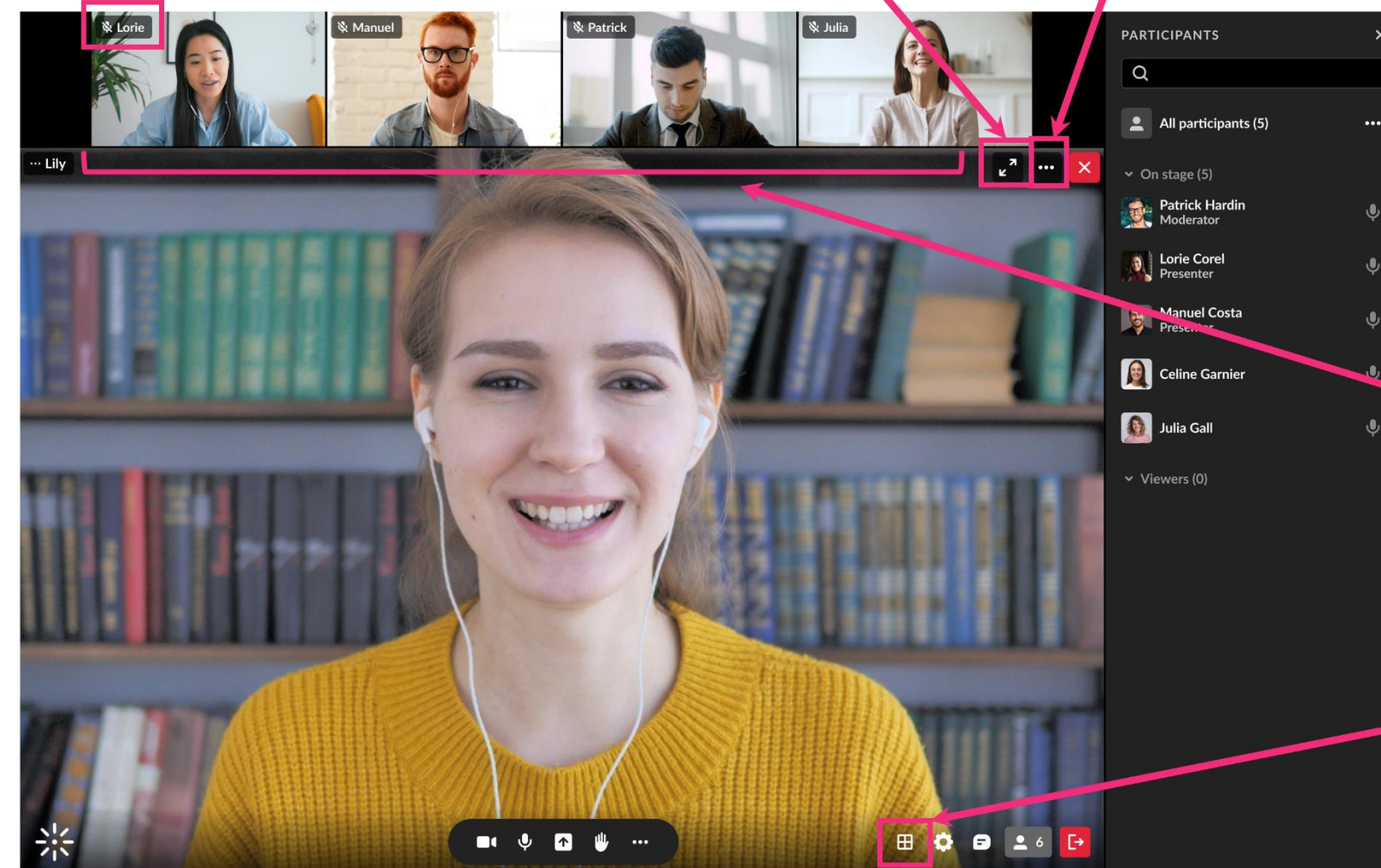- Edit permissions
- Remove from meeting
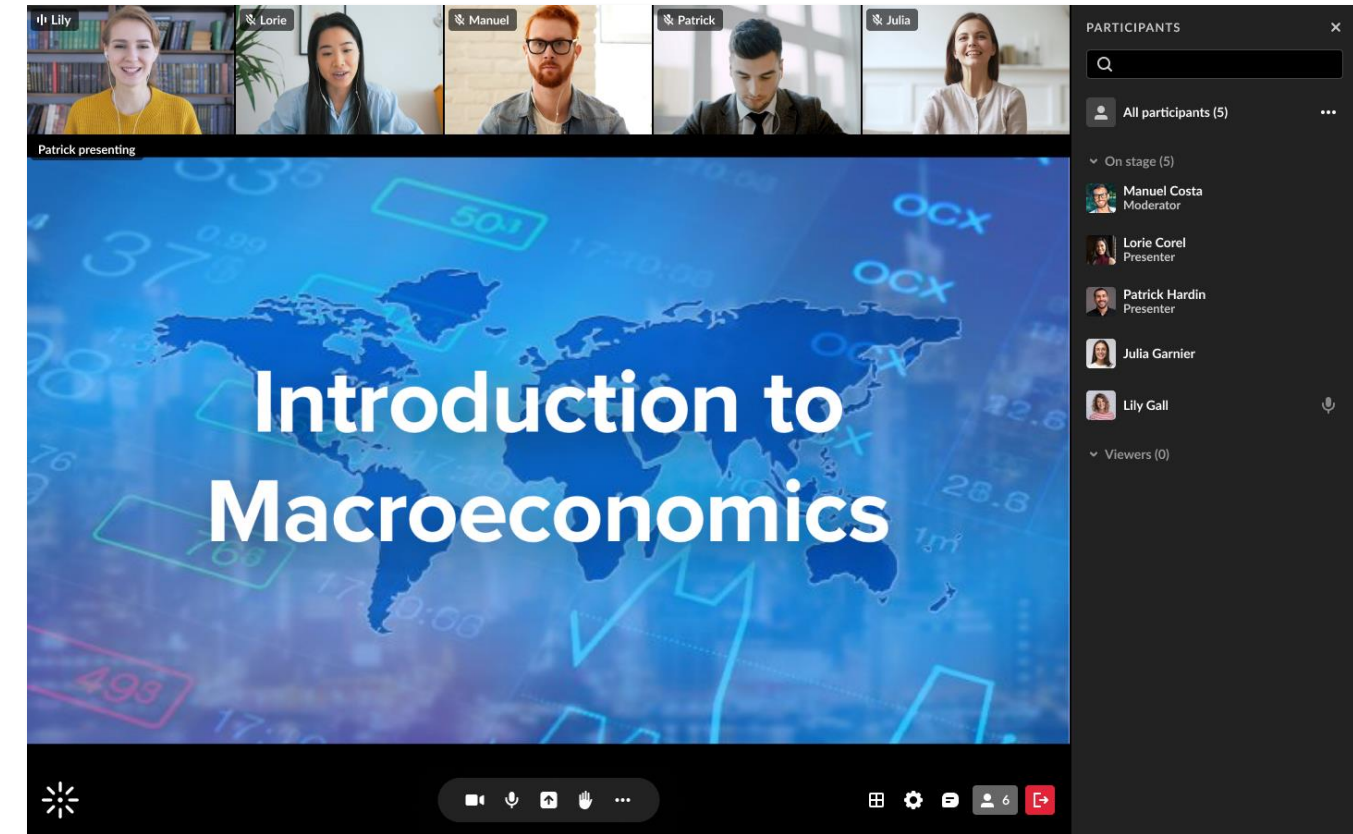
Name and mic indicator

Click to expand tile.
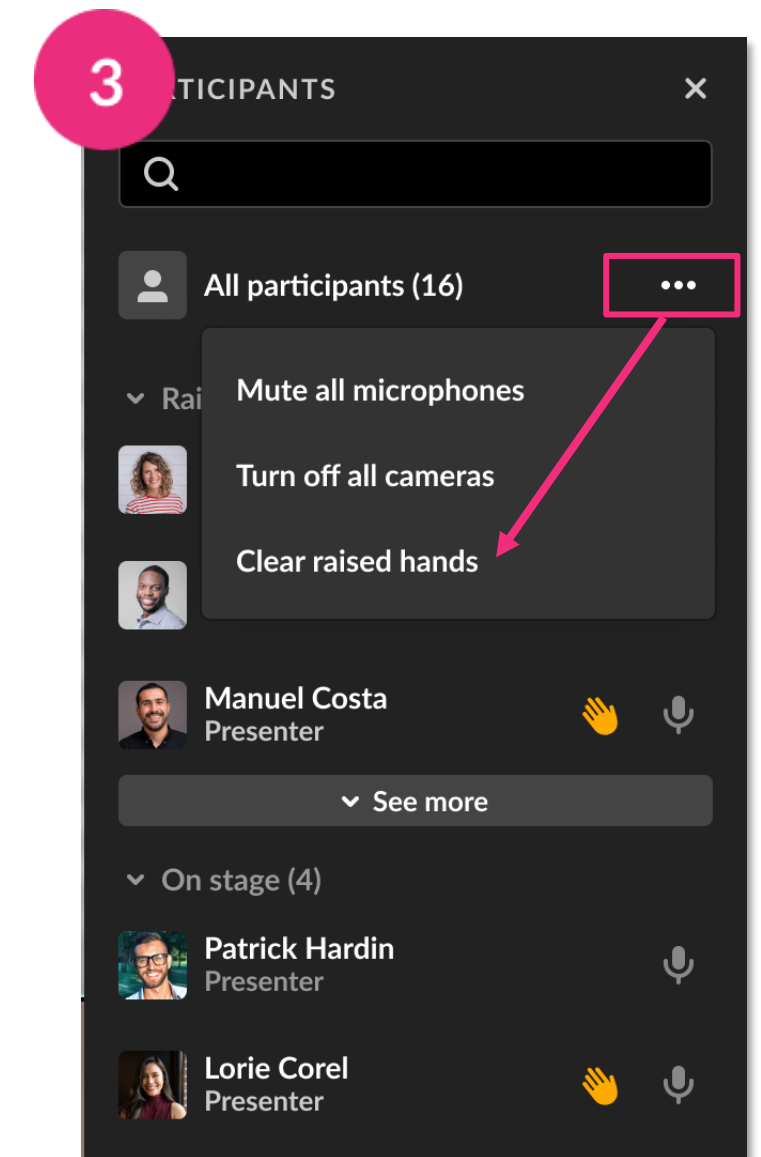Click again to minimize.

3 dots menu

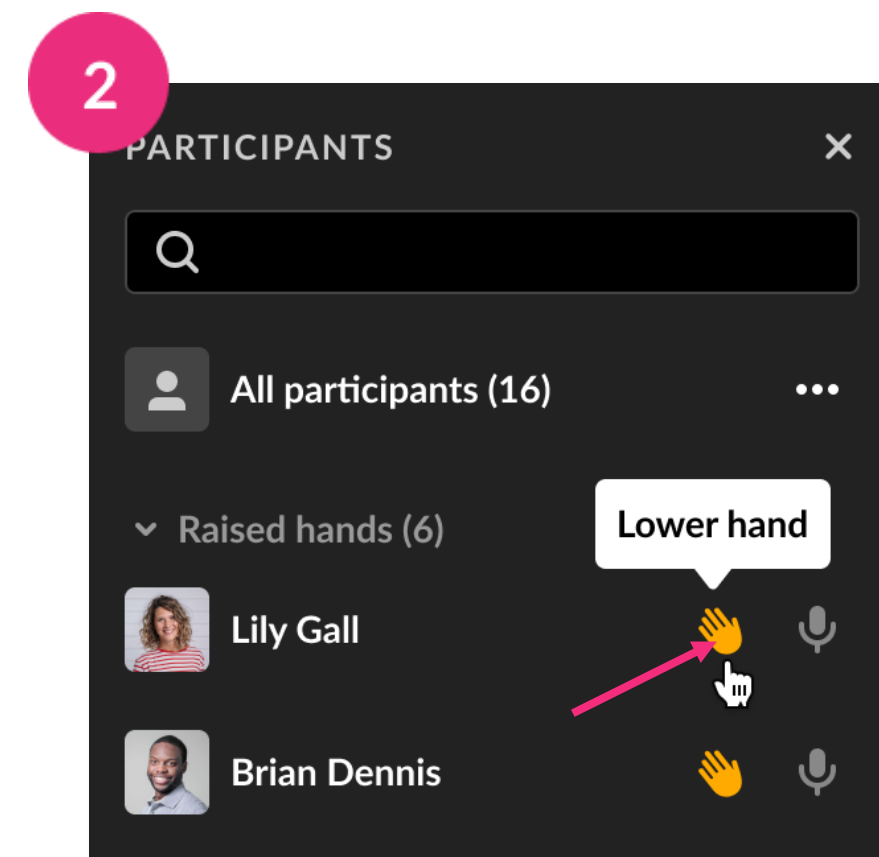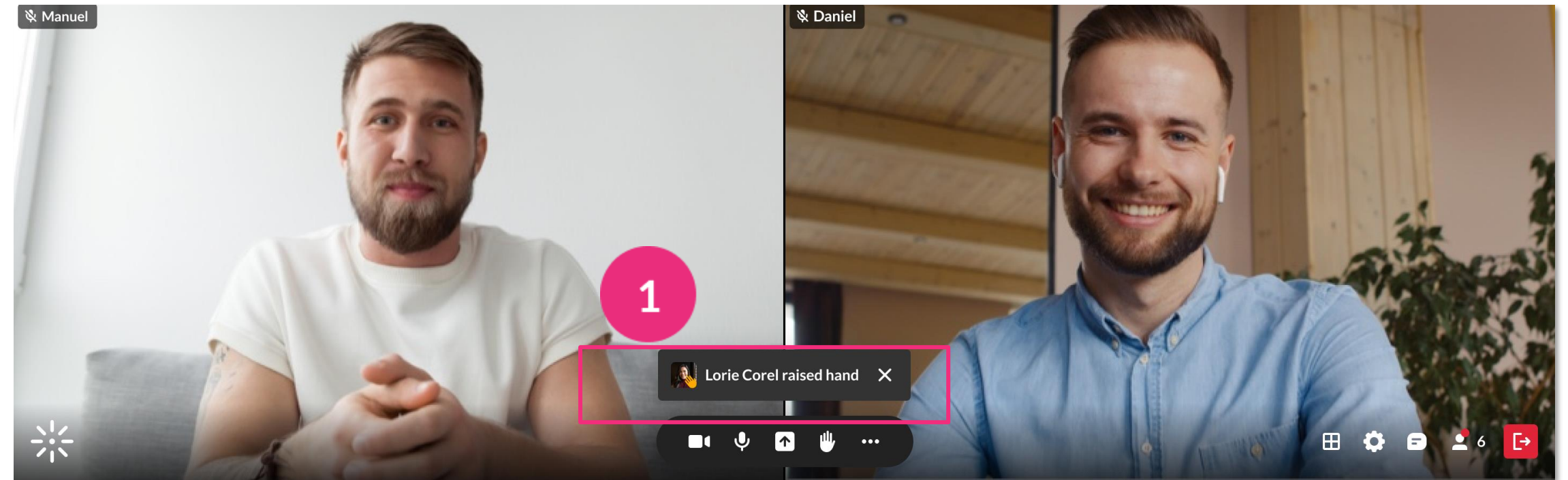Up to 25 tiles can be displayed at a time.

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

14 | 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**.

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**.
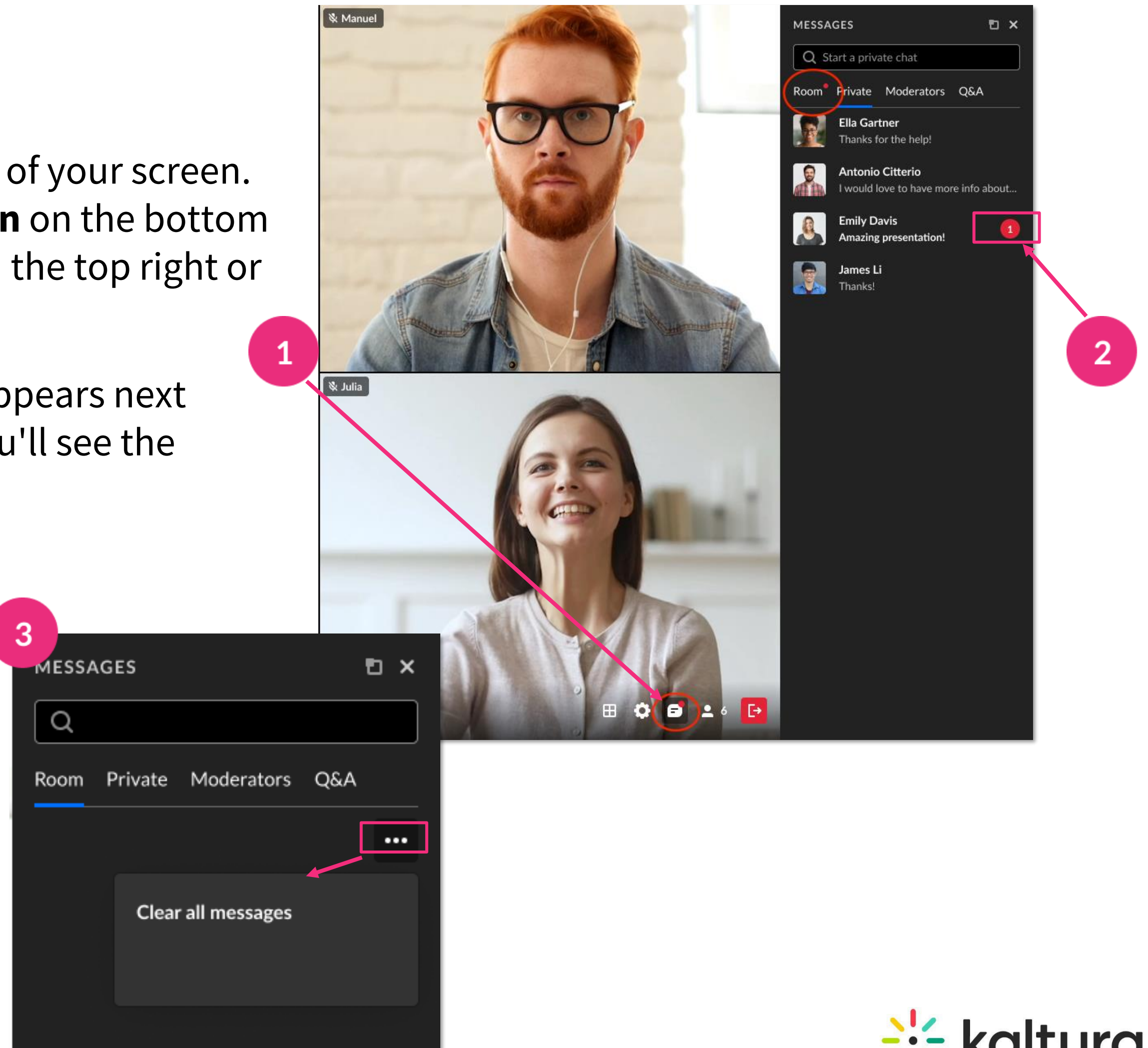
16 | Use the Miro whiteboard

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.
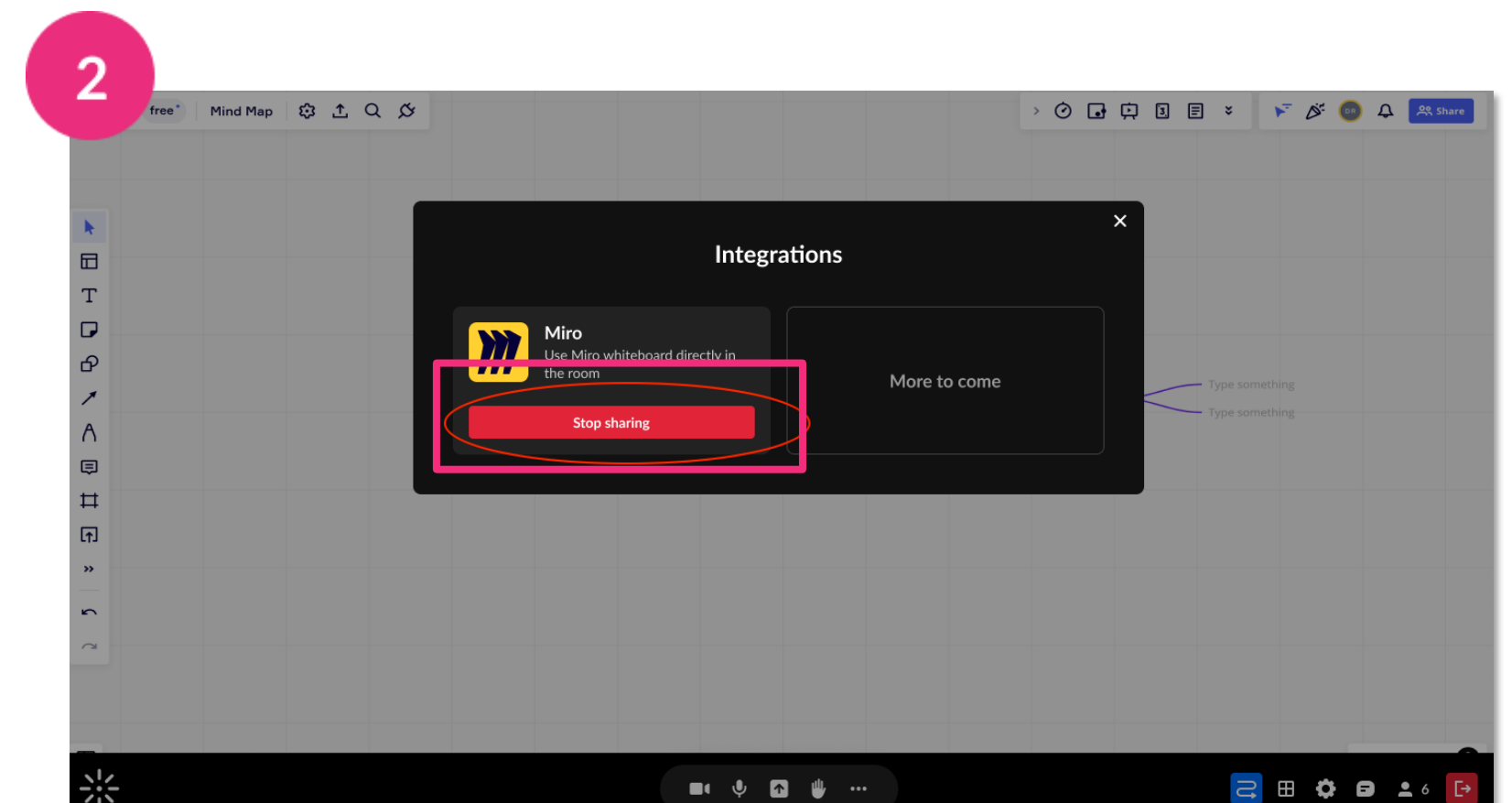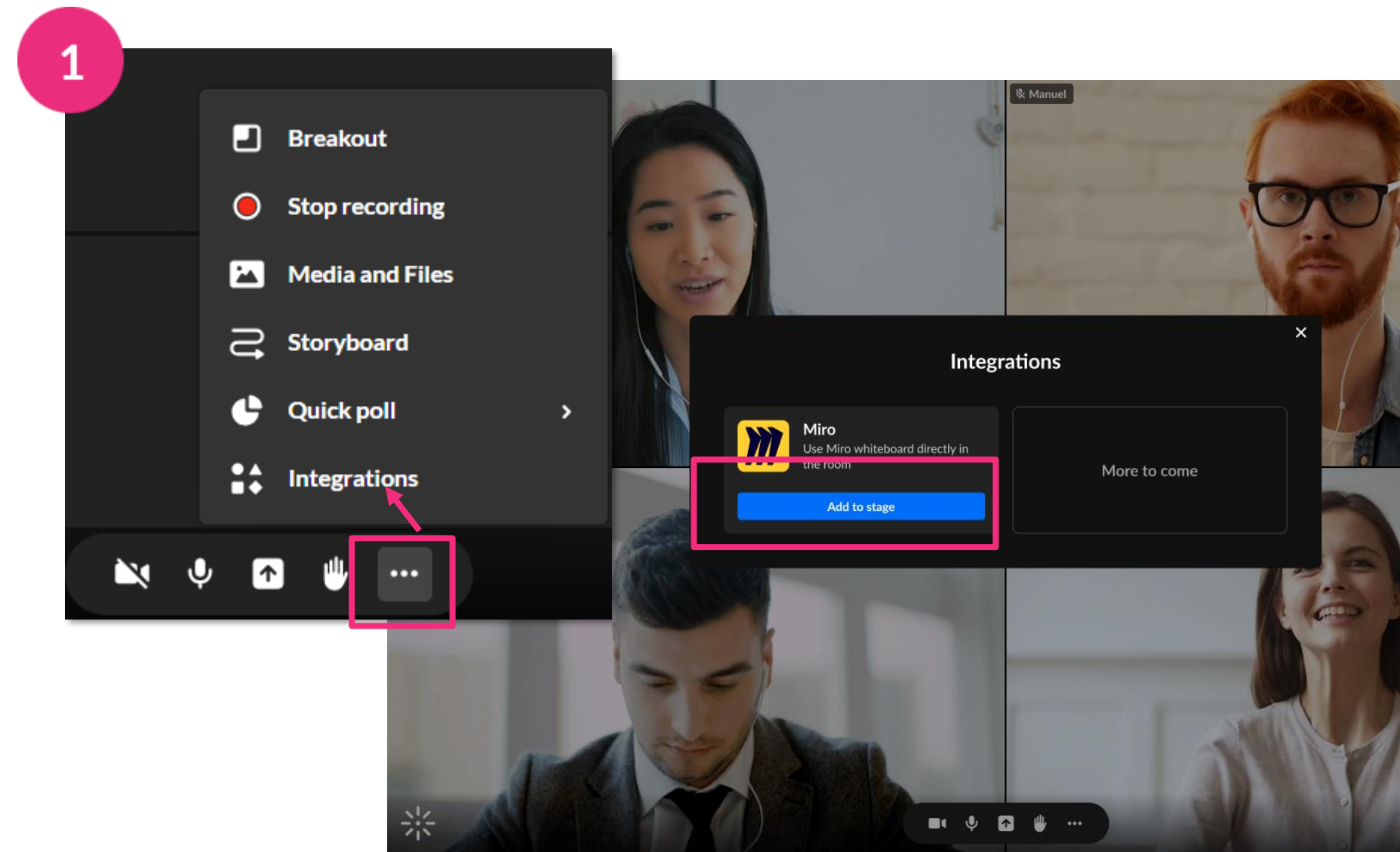
1 Click the **3 dots menu** then **Quick Poll**.
- **Thumbs up / down** - for Yes/No or Agree/Disagree questions
- **Happy / Neutral / Sad faces** - for feelings about the topic
- **A / B / C / D** - for multiple-choice responses
- **Stars** - for Likert scale polling

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.
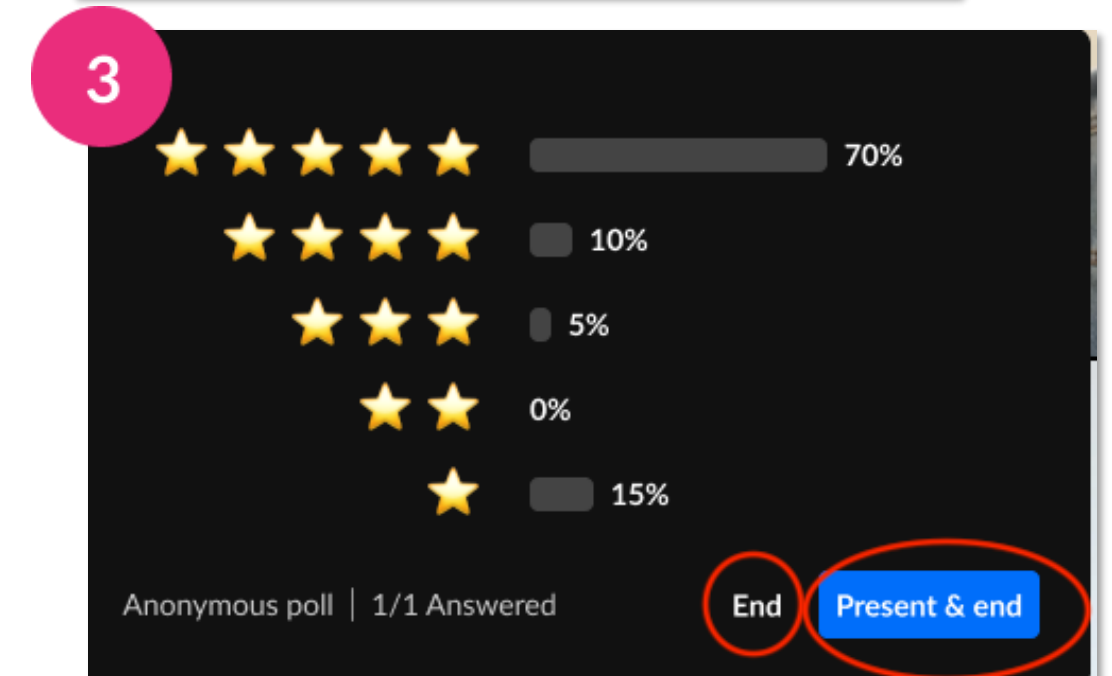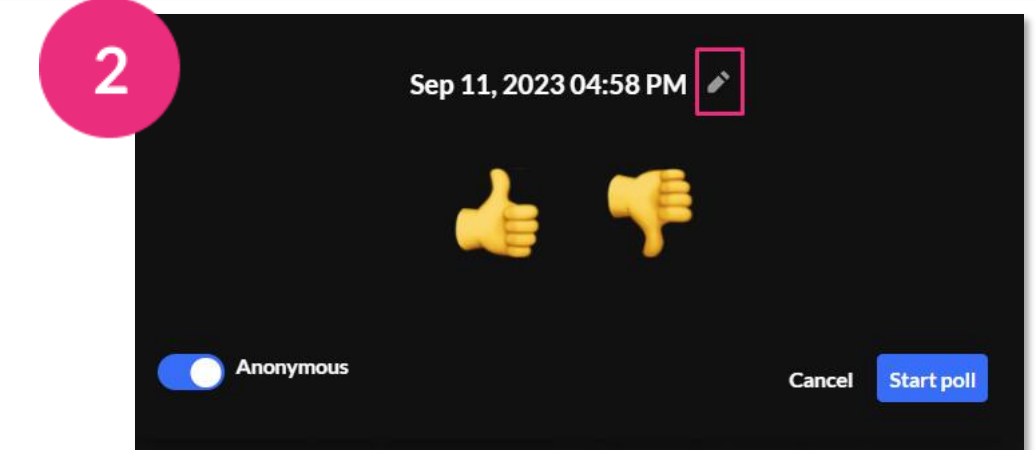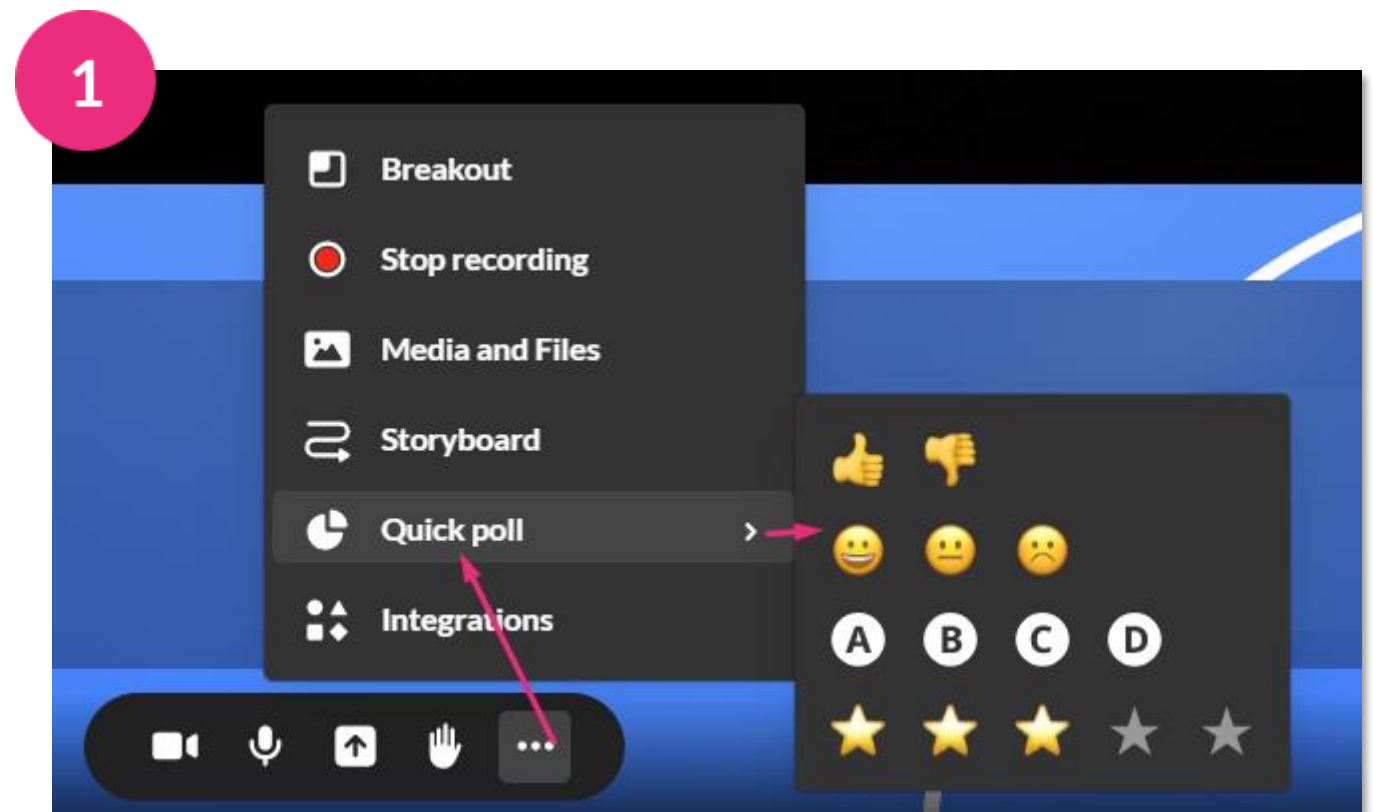
18 | Launch breakout rooms

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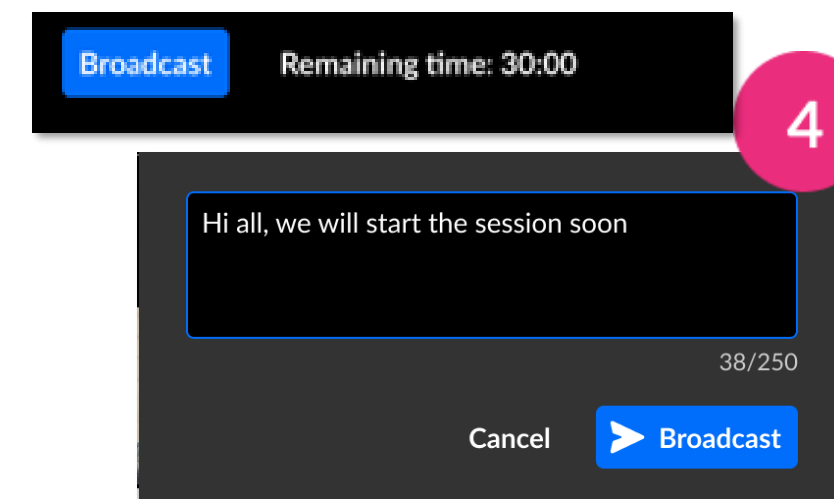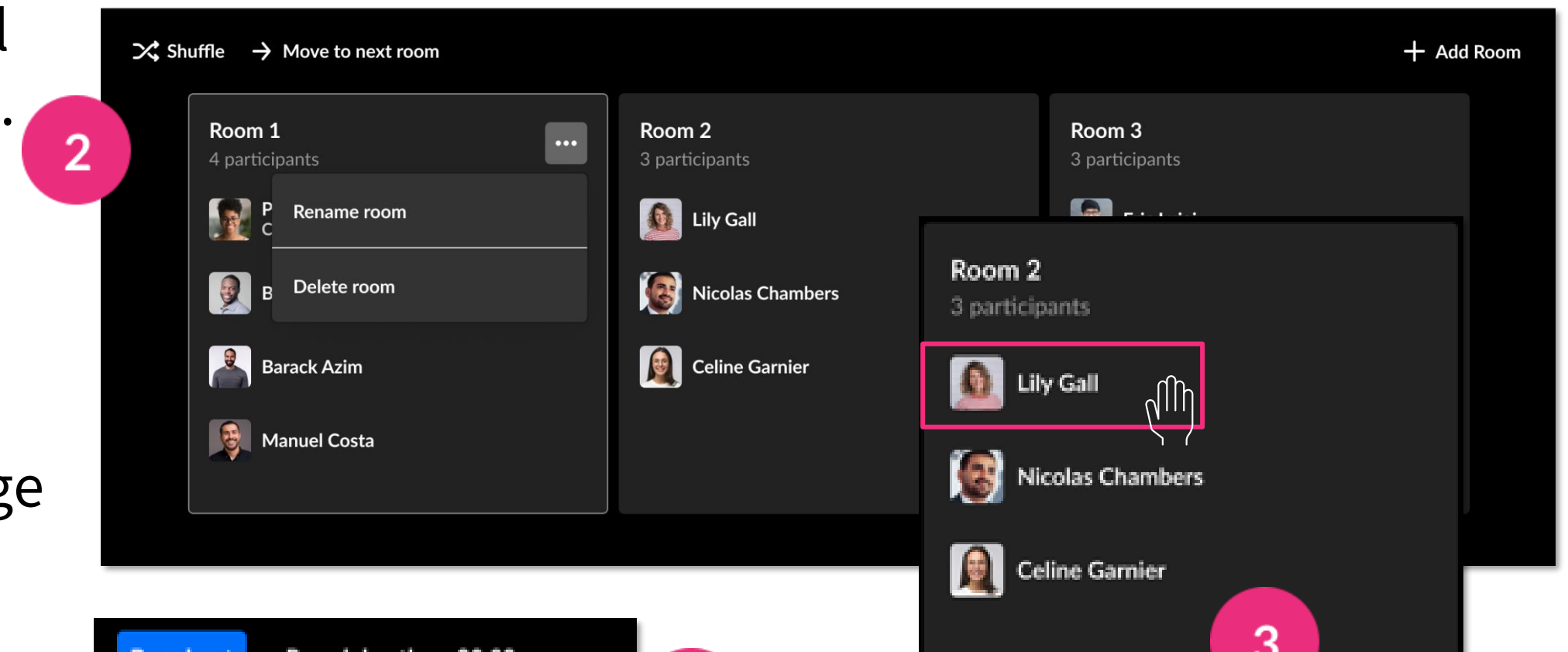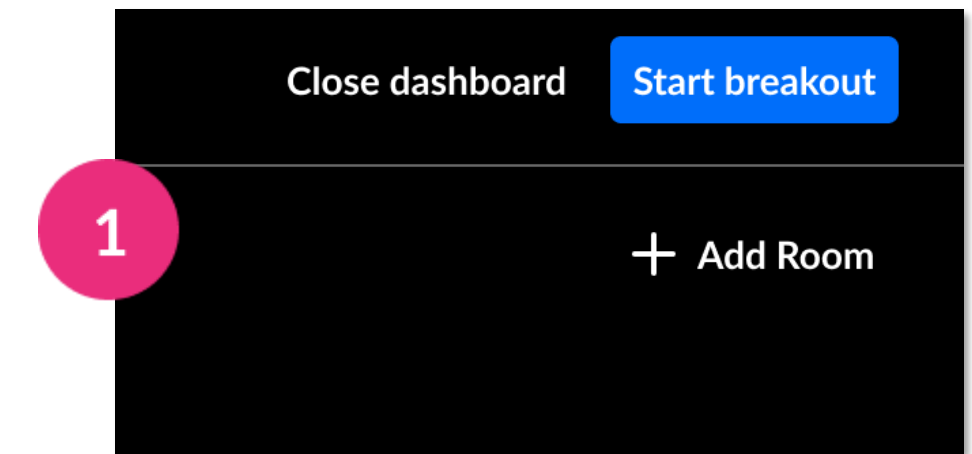
Click the to send a broadcast out to all the rooms.

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.

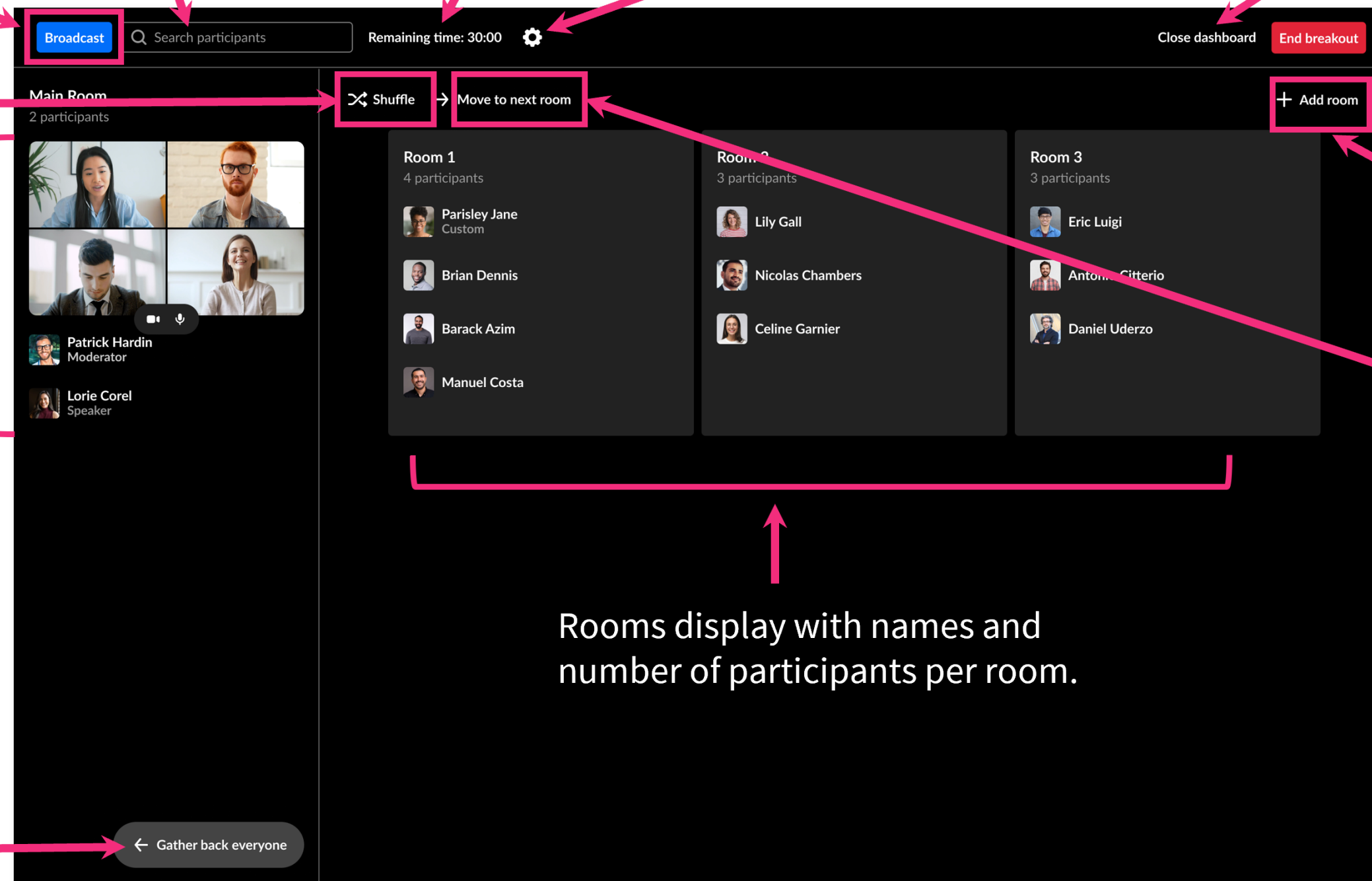Click to randomly re-assign participants to different rooms.

Click to end session.

All participants who are assigned to the main room.

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.

Rooms display with names and number of participants per room.

Click to assign all participants to the main room.

Broadcast   Search participants   Remaining time: 30:00 ⚙   Close dashboard   **End breakout**

Main Room
2 participants

⤬ Shuffle   → Move to next room   + Add room

Patrick Hardin
Moderator

Lorie Corel
Speaker

Room 1
4 participants
- Parisley Jane — Custom
- Brian Dennis
- Barack Azim
- Manuel Costa

Room 2
3 participants
- Lily Gall
- Nicolas Chambers
- Celine Garnier

Room 3
3 participants
- Eric Luigi
- Antonio Citterio
- Daniel Uderzo

← Gather back everyone

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Post session

20 | Quick poll results

1 All your Quick poll statistics and results can be viewed and exported. Go to your account at 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.
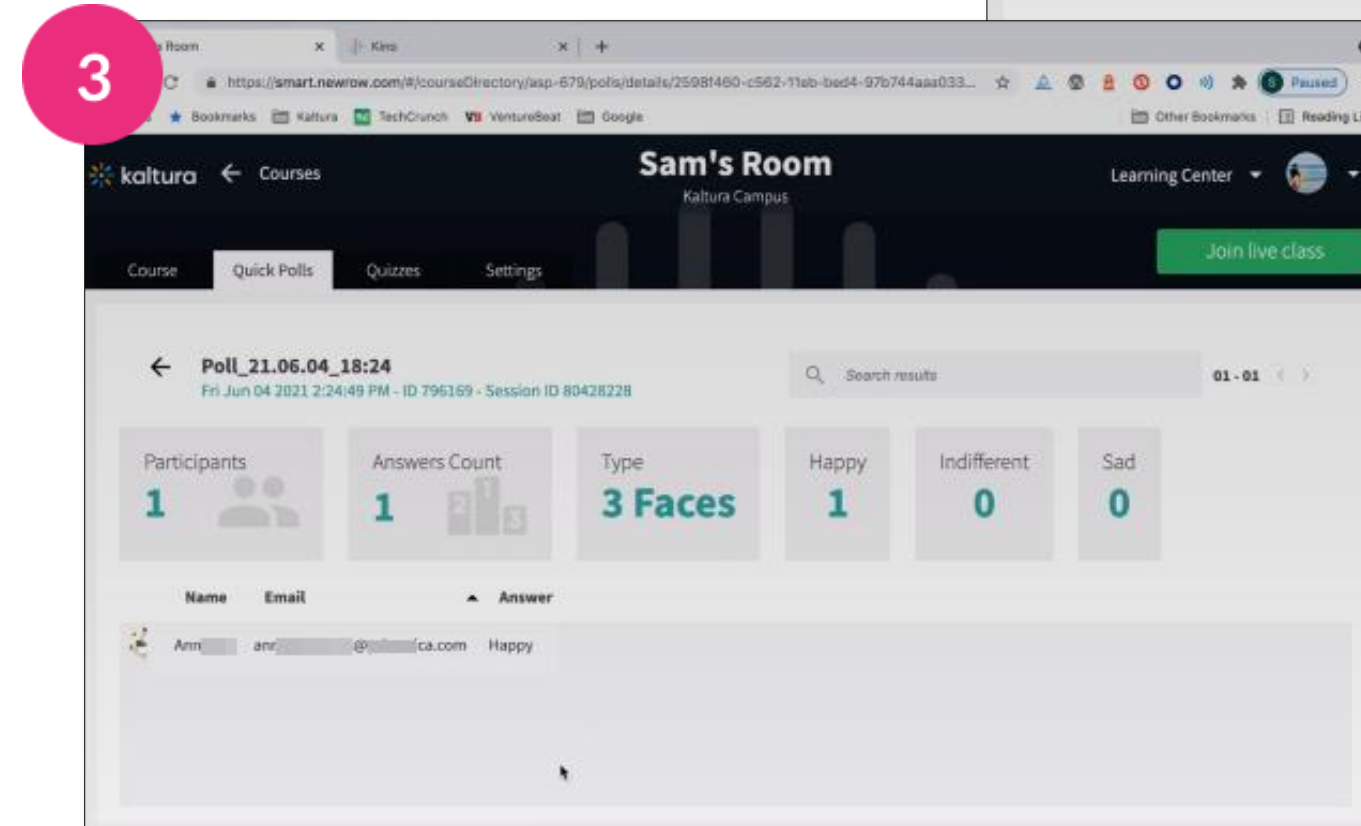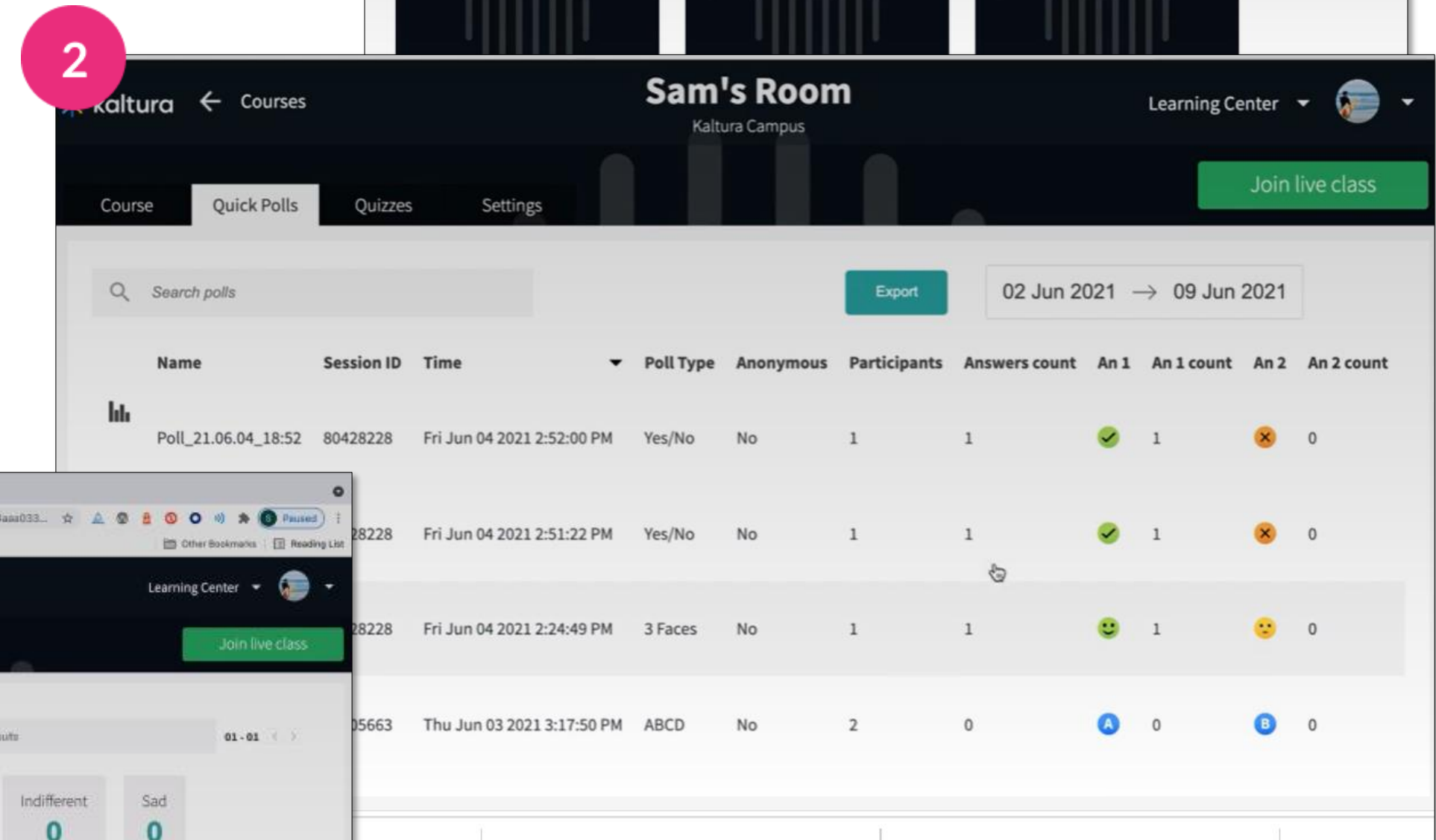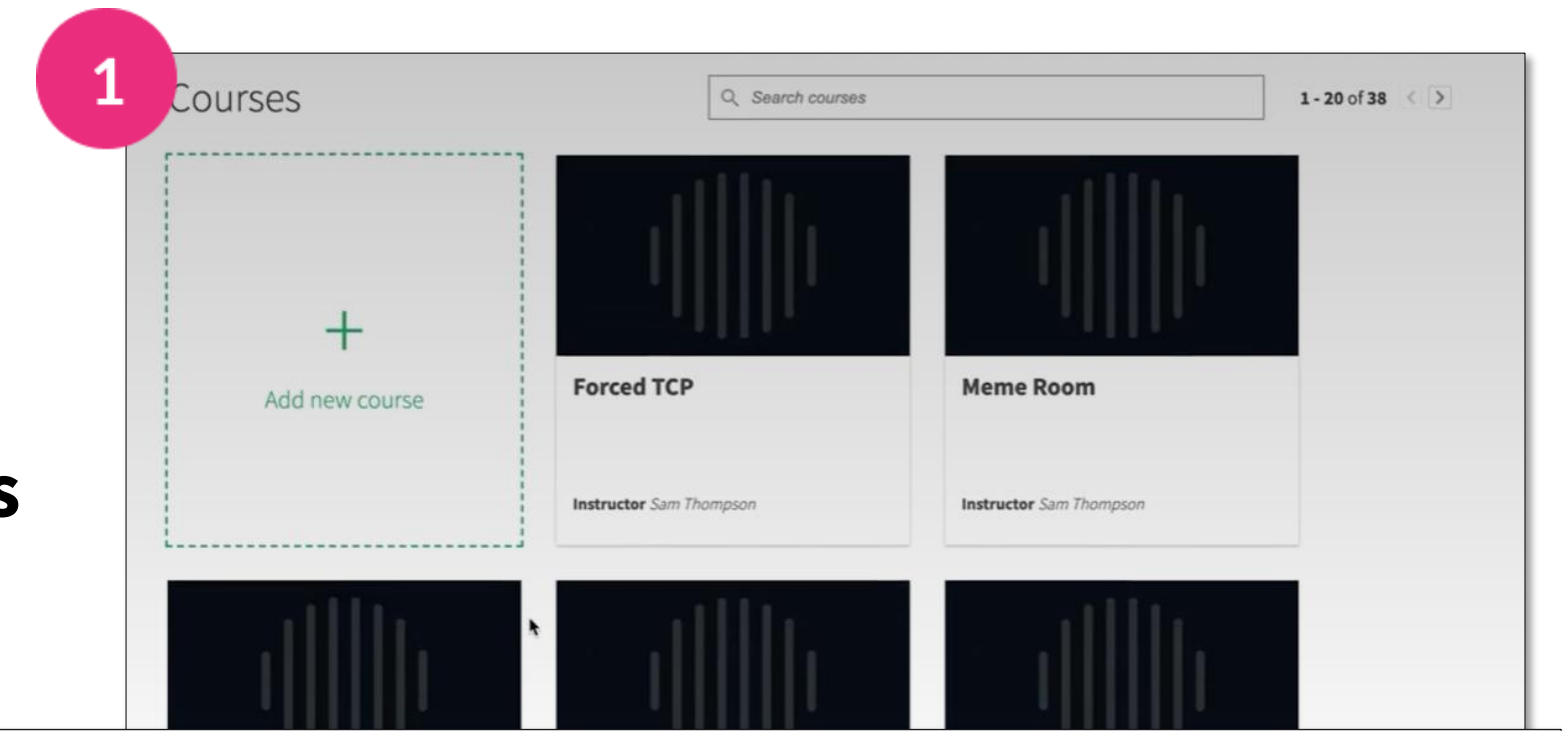
21 | Recording files

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.

22 | Analytics

1 To view session analytics, click the **Agenda** tab.

2 Click the three dots icon to the right of the session and choose **View analytics**.

The **Session analytics dashboard** displays unique viewers, minutes viewed, live engagement, and recording plays, etc.

To learn more, see Session analytics.

Kaltura reserves the right to revise this document and to make changes in content as product updates are released. There is no obligation on the part of Kaltura to provide notification of such revisions and/or changes.

Please see [Kaltura's Knowledge Center](https://knowledge.kaltura.com) for the most up-to-date product documentation.