

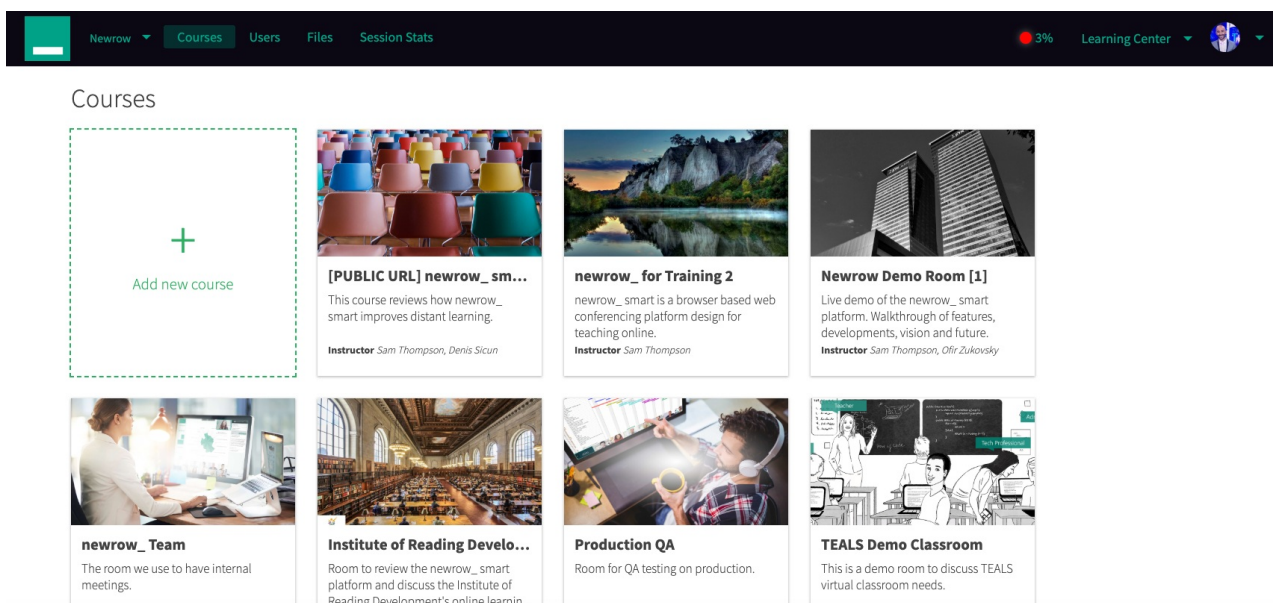
# Navigating the Kaltura Meetings Backend | Administrators

Last Modified on 03/27/2025 9:37 am IST

## **i** Legacy notice

This article documents the **legacy KME Room**. For information on the new room, please visit the [new Kaltura Room documentation](#).

This article describes how Administrators can add course, users, files, check session stats, adjust user access, adjust branding, and change plan/billing information.

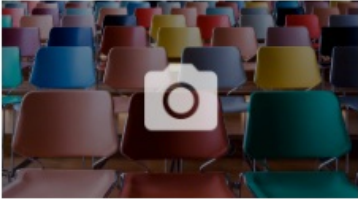


## Courses

See [Create Courses](#).

- Click **+Add new course** to add new courses. You will then have the option to adjust:

Course image  
Recommended resolution 2560 x 1440



Course name

Plan

Summary 150

Description 500

Add users

1. **COURSE IMAGE** - This will be the image of your particular course and in turn the image users will see when they get an invite to your virtual calssroom. Click the camera image to add your desired picture. The recommended resolution is 2560X1440.
2. **COURSE NAME** - This is the name of the course you're teaching (i.e. Bill's Math Class).
3. **PLAN** - The course may either be (a):
  - *Inactive*. This means the course will not be visible to course users. Instructors will still have the ability to enter the course to prepare their lessons ahead of time.
  - *Smart\_15 plan*. 1 virtual classroom, 2 hours cloud recording, 1 self-paced course, up to 15 webcam users per live session.
  - *Smart\_25 plan* . 1 virtual classroom, 2 hours cloud recording, 1 self-paced course, up to 15 webcam users per live session.
  - *Smart\_custom plan*. This is a custom designed plan that contain a myriad of options.
  - (One purchased license/plan of Kaltura allows you to have one active course. Two purchased licenses/plans of Kaltura allows you to have two active courses, etc. An administrator can create as many courses as they like, preparing it with content or editing it, but the class can only go LIVE if it is made active with a purchased license/plan)
4. **SUMMARY** - You must describe the course in 150 characters or less. This will be displayed in the course box, below the name and picture associated with the course.
5. **DESCRIPTION** - You must enter a description of the course in 500 characters or less.
6. **ADD USERS** - This is the area where you can add users to this particular course who have already been entered into the system previously. If you have not added users yet, you can save and proceed to the next section.

## Users

See [Add Users to Virtual Classrooms](#).

- Click **Users** to add new users to your virtual classroom. You will then be asked to:

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Full Name

Email

Role: Student ▼

Courses

Search courses

	<b>[PUBLIC URL] newro...</b> Instructor Sam Thompson, ...	<input type="checkbox"/>
	<b>newrow_ for Training 2</b> Instructor Sam Thompson	<input type="checkbox"/>
	<b>Newrow Demo Room [1]</b> Instructor Sam Thompson, ...	<input type="checkbox"/>
	<b>PHX Staff Training</b>	<input type="checkbox"/>

Invite more users

1. Enter the user's full name.
2. Enter the user's email address.
3. Assign the user a role by choosing:
  - **Student**. They will simply be able to access active rooms.
  - **Instructor**. They will be able to access active rooms, initiate live courses, and enter inactive course for preparation purposes.
  - **Administrator**. They will have the full capabilities as the main administrator, able to create courses, add students, change the company branding and billing information. Administrator access should be given sparingly.
4. Assign the user a specific course or several.
5. Click Invite.
6. When you click the Invite button, a user will receive an email invitation, where they will be asked to confirm their account. (You have the option to invite more users by clicking the box in the bottom left.)








## Files

See [Upload Files To Share](#).

Click **Files** to access/add new files to your virtual classroom.

## Files

Courses /

	In The Newrow	folder	25/06/2019	N/A
	Danny Practice Room #2	folder	02/06/2019	N/A
	Instructure Demo Room	folder	17/05/2019	N/A
	Newrow K12 Demo	folder	16/04/2019	N/A
	Danny Practice   Marvel	folder	08/04/2019	N/A
	Danny's Room	folder	03/04/2019	N/A
	VIPKid Demo Room	folder	24/03/2019	N/A




https://smart.newrow.com/#/companyFiles

After a folder is created within a course, click into the folder and begin adding files or subfolder.

## Files



Courses / In The Newrow

	In The Newrow_Episode #2 _Compliance Training_.pdf	pdf	03/07/2019	1.05 MB
	Recordings	folder	25/06/2019	N/A
	Future of work.pdf	pdf	25/06/2019	374 KB

## Session Stats

See [Session Stats](#).

Session Stats provide instructors and virtual classroom administrators statistics on the courses offered within their organization.


Instructors can access data related to the courses they teach while administrators can access data from all courses offered within their virtual classroom.

The first data points available are:

- **Session overview** - List view of live classes that took place in the specified date range with information around: Instructor/s, number of students, duration, start time,

end time, and whether a recording took place.

- **Recordings** - Preview recordings that took place in specified sessions
- **Attendance list** - See a list of participants that joined each live session: Name, role, email, time entered, time exited, and duration of attendance.
- **Chat history** - See a record of chat history entered throughout the session.

 You can adjust the time field to reflect a certain period of time (i.e. gauge how many students in a day, week, month, etc).



## Session Stats


All Courses

26 Jun 2019 → 03 Jul 2019

Export


Sessions

19




Students




34



Total Class Hours

14



Session	Instructor	Students	Duration	Start	End	Rec
 <a href="#">In The Newrow - Jul 3</a>	Sam Thompson, Da...	0	01 h 55 min	Jul 03, 2019 11:11	Jul 03, 2019 13:07	✓
 <a href="#">South College Demo - Jul 2</a>	Sam Thompson	1	09 min	Jul 02, 2019 20:12	Jul 02, 2019 20:22	-
 <a href="#">Newrow Demo Room [1] - Jul 2</a>	Sam Thompson	3	19 min	Jul 02, 2019 17:00	Jul 02, 2019 17:19	-

Your list of sessions conducted will include:

- Who the instructor was
- How many students attended
- The duration of the session
- The start and end time
- If a recording of the session was taken

← newrow\_Team - Jul 2

Start Time

03:07PM

Students




2

Duration

01:40:58

Participants Chat History

Export

Name	Role	Email	Joined	Left	Duration
 Sam Thompson	Instructor	sam@newrow.com	03:07PM	04:20PM	01 h 12 min
 Danny Swibel	Administrator	danny@newrow.com	03:07PM	04:48PM	01 h 39 min
 Ofir Zukovsky	Student	ofir@newrow.com	03:08PM	04:20PM	01 h 12 min

When you click into an individual session, you will be able to view:

- Student Names
- Student Email
- Instructor
- Time student joined room
- Time student left room
- Total duration spent with the room
- Recordings
- Chat History

## Profile

See [Update Your Profile Settings](#).

In the Profile menu, you will be able to change your picture, display name, language, and password.



Display name  
**Danny Swibel**

Language: [English \(US\)](#)

[Change Password](#)

## Branding

## Branding

See [Customize Your Virtual Classroom With Your Branding](#).

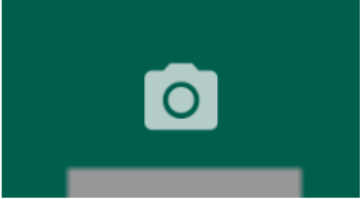
In this section, you can upload your logo and update your virtual classroom with the colors of your organization.

**Branding** ✕

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Company name

Logo  
Recommended resolution  
106x60



Upper bar color

Upper bar text color

## Plans

See [Active vs Inactive Courses | Plans](#).

In this section, you can add/upgrade Kaltura Live rooms, as well as check remaining recording hours.

Newrow Courses Users Files Session Stats

### Your plans and resources

**Plans**

- Free x 1 - annually
- smart\_25 x 20 - annually
- smart\_15 x 1 - monthly
- Custom - C / 60/50 x 3 - annually

**Recording hours**

1.47 hrs out of 50 hrs used  
Resets on: 2 Aug 2019

### Add / Upgrade

**smart\_15**

**\$32**/month

\$ 384 billed yearly

Add to cart

- 1 virtual classroom
- 2 hours cloud recording
- 1 self paced course

**smart\_25**

**\$51**/month


\$ 612 billed yearly

Add to cart

- 1 virtual classroom
- 2 hours cloud recording
- 1 self paced course

**smart\_custom**

Create your own smart plan



Add to cart

1 virtual classroom


Number of participants?

Renewal

## BILLING

See [Manage Your Billing Account Information](#).

In this section, you as a paying user you have access to Billing pages to see an overview of your plans, see a history of your invoices, update your billing address and update your payment method.

Newrow Courses Users Files Session Stats
3% Learning Center 

Overview

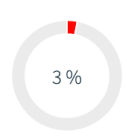
Invoices

Billing address

Payment method

### Recording hours

3%



1.47 / 50 hrs used  
Resets on: 2 Aug 2019

Add recording

**Plans 0 out of 26 are available**

Plans	Subscription type	Available
Free	annually	0 / 1
smart_25	annually	0 / 20
smart_15	monthly	0 / 1
Custom - C_/60/50	annually	0 / 3

Profile

Newrow  
Role: admin

Branding

Plans

Billing

Logout