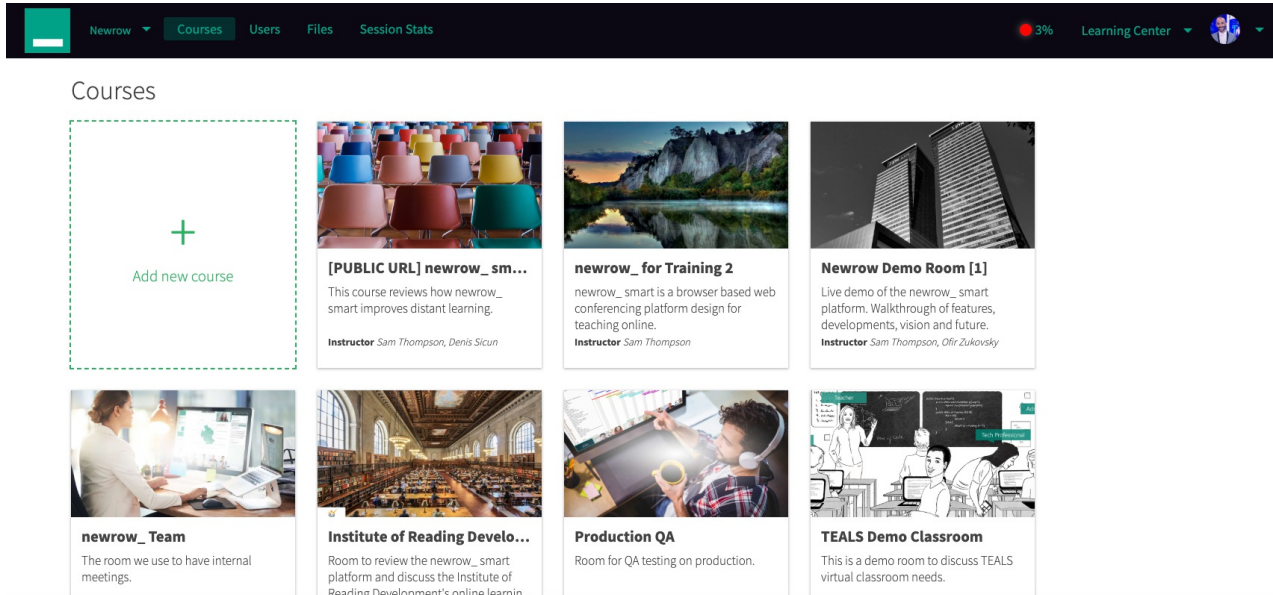


Navigating the Kaltura Meetings Backend | Administrators

Last Modified on 10/07/2020 9:12 pm IDT

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

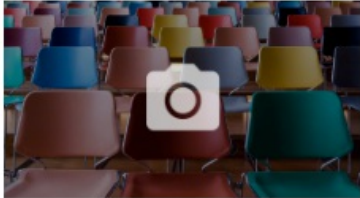


Courses

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:





Full Name

Email

Role: Student ▼

Courses

Search courses

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

Invite more users

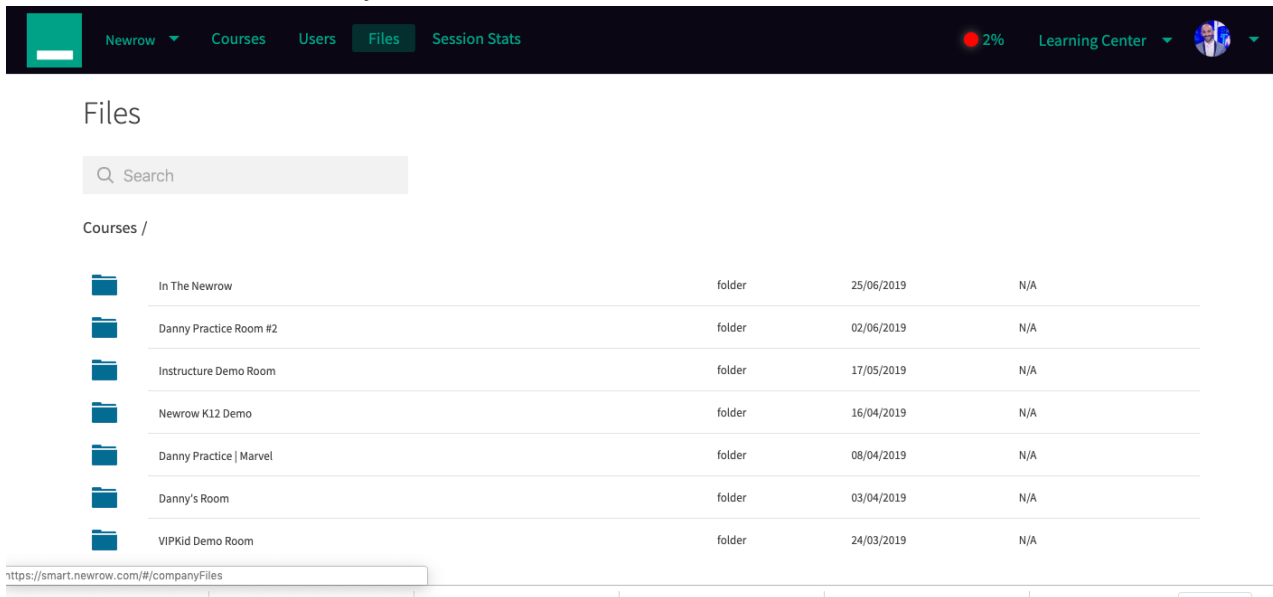
1. Enter the user's full name.
2. Enter the user's email address.
3. Assign the user a role by choosing:
 - **Student**. They will simply be able to access active rooms.
 - **Instructor**. They will be able to access active rooms, initiate live courses, and enter inactive course for preparation purposes.

- **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.)

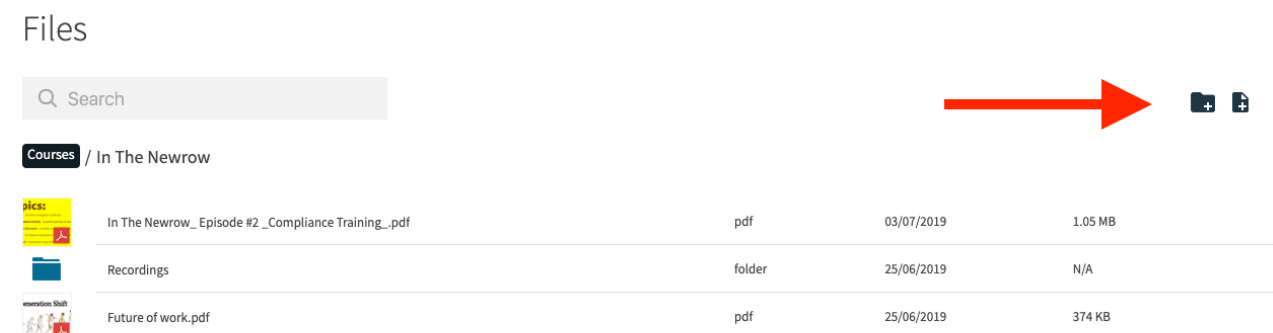
Files

See [Upload Files To Share](#).

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



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



Session Stats

See [Session Stats](#).

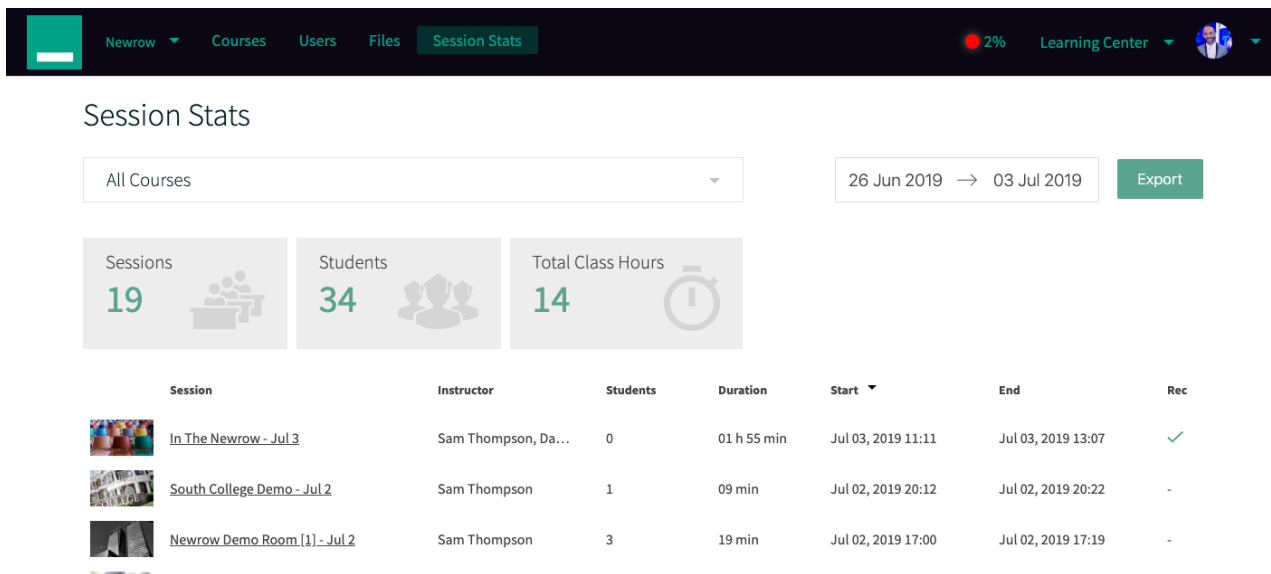
Session Stats provide instructors and virtual classroom administrators statistics on the courses offered within their organization.




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.

NOTE: 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	Instructor	Students	Duration	Start	End	Rec
 In The Newrow - Jul 3	Sam Thompson, Da...	0	01 h 55 min	Jul 03, 2019 11:11	Jul 03, 2019 13:07	✓
 South College Demo - Jul 2	Sam Thompson	1	09 min	Jul 02, 2019 20:12	Jul 02, 2019 20:22	-
 Newrow Demo Room [1] - Jul 2	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

Search 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


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



Company name

Logo
Recommended resolution 106x60


Upper bar color 

Upper bar text color 

Save

Cancel

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

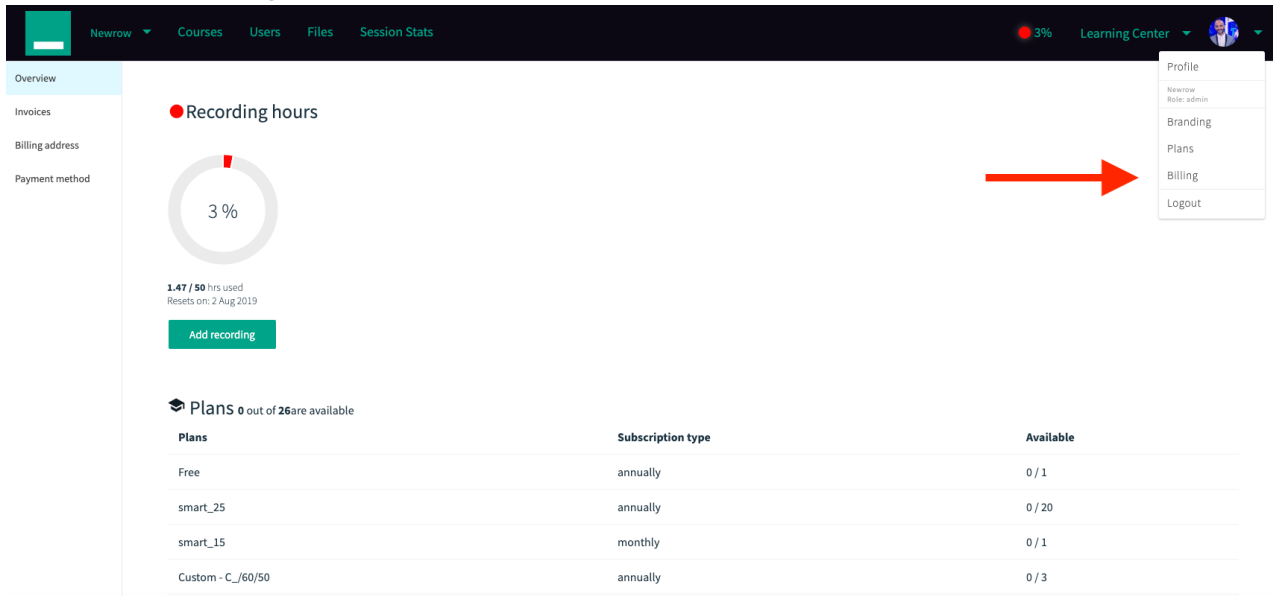
Number of participants?

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.



The screenshot shows the Kaltura Billing interface. At the top, there is a navigation bar with 'Newrow', 'Courses', 'Users', 'Files', and 'Session Stats'. On the right, it shows '3%' recording progress and 'Learning Center'. A user profile dropdown menu is open on the right, with a red arrow pointing to the 'Billing' option. The main content area is titled 'Recording hours' and features a circular progress indicator showing 3% completion. Below this, it states '1.47 / 50 hrs used' and 'Resets on: 2 Aug 2019', with an 'Add recording' button. A section titled 'Plans 0 out of 26 are available' contains a table with the following data:

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