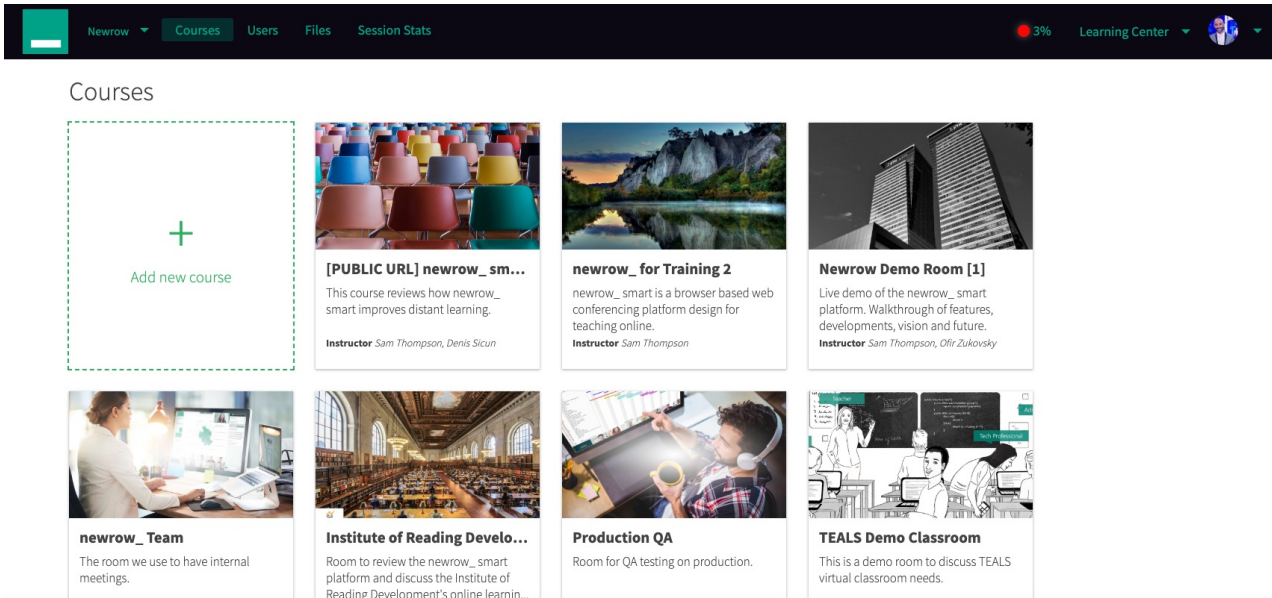


Navigating the Kaltura Meetings Backend | Administrators

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.

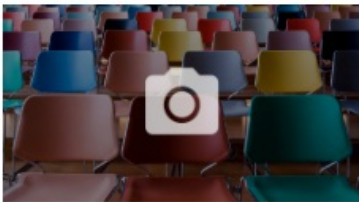


Courses

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

	[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.

Files

Q Search

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

Q Search



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.

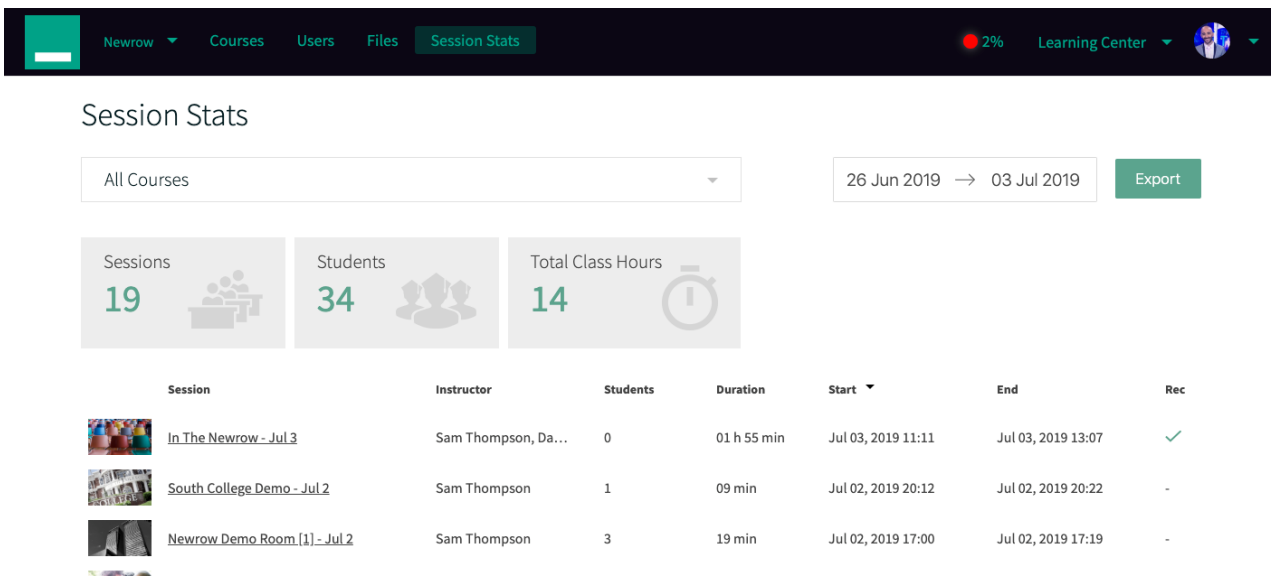
The first data points available are:

- **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).



The screenshot shows the 'Session Stats' page in the Kaltura interface. At the top, there is a navigation bar with 'Newrow', 'Courses', 'Users', 'Files', and 'Session Stats' (highlighted). On the right, there is a '2%' indicator, 'Learning Center', and a user profile icon. Below the navigation bar, the page title 'Session Stats' is displayed. A dropdown menu is set to 'All Courses'. To the right, a date range selector shows '26 Jun 2019 → 03 Jul 2019' and an 'Export' button. Three summary cards are shown: 'Sessions' with a value of 19, 'Students' with a value of 34, and 'Total Class Hours' with a value of 14. Below these cards is a table with the following data:

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
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Participants Chat History

Q 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

Branding

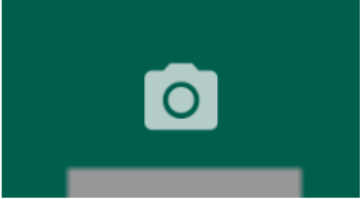
See [Customize Your Virtual Classroom With Your Branding](#).

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

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

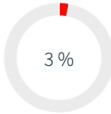
Overview

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

[template("cat-subscribe")]