

Create a channel in legacy Video Portal

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 This article is designated for all users.

About

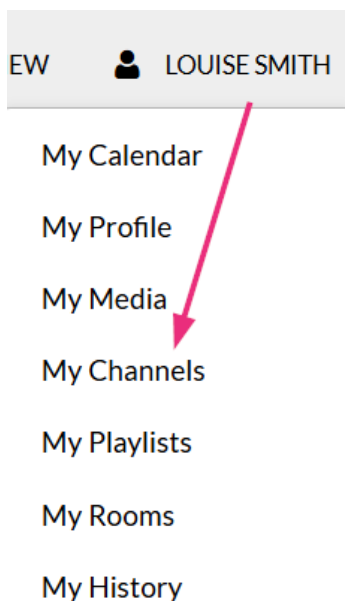
In this guide, you'll learn how to create and set up channels in your legacy Video Portal. If you're an organizational group manager or someone authorized by your organization to create channels in your legacy Video Portal, you can also create channels in bulk and customize their settings and member permissions.

For more information, check out our article [Channel management in bulk](#).

Check out the video below for quick and easy instructions on creating a new channel.

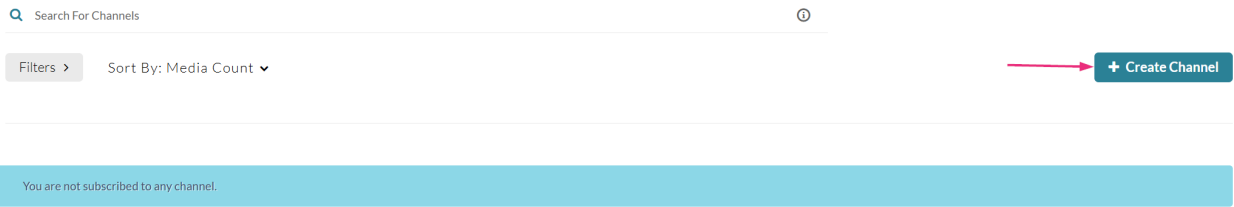
Access My Channels page

1. Choose **My Channels** from the user menu.



2. On the **My Channels** page, click **+Create Channel**.

My Channels



The **Create a New Channel** page displays.

Details tab

The Details tab displays by default. Here you can configure the details for your new channel.

Metadata

Enter values for:

- **Name** – Enter the name for the Channels page. The channel name is limited to 60 characters.
- **Description** – Enter a summary of the channel content to display on the My Channels page.









A formatting toolbar appears above the text field. Use it to style text, add links, images, and more to your description.

- **Tags** – Enter a descriptive tag(s) to use in searches.

Edit Sailing School

Details Advance Settings Theme Playlists Users Collections

Name: (Required)

Description: **Black** ▼ **Bold** *Italic* Underline      

Tags:

Privacy

Choose the **Privacy** settings for the channel.

- Privacy:
- Open** - All logged in users can view and contribute content (contribution is not allowed for viewer-role users).
 - Restricted** - All logged in users can view content and only channel members can contribute content.
 - Private** - Only channel members can view and contribute content.
 - Shared Repository** - Only channel members can view and contribute content; Content may be published to other channels, according to publishing entitlements.
 - Public, Restricted** - Anyone can view content (including anonymous not logged-in users). Only channel members can contribute content according to their publishing entitlements.
 - Public, Open** - Anyone can view content (including anonymous not logged-in users) and all logged in users can contribute content.

- **Open** - All logged-in users can view and contribute content (contribution isn't allowed for viewer-role users).
- **Restricted** - All logged-in users can view content and only channel members can contribute content.
- **Private** - Only channel members can view and contribute content.
- **Shared Repository** - Only channel members can view and contribute content. Content can be published to other channels according to publishing entitlements.
- **Public, Restricted** - Anyone can view the content (including anonymous, not logged-in users). Only channel members can contribute content according to their entitlements.
- **Public, Open** - Anyone can view the content (including anonymous, not logged-in users) and all logged-in users can contribute content.

Options

Choose the **Options** settings for the channel.










- Options:
- Enable comments in channel
 - Keep comments private to channel.
 - Force scheduled media in this channel to be played in the context of the channel
 - Enable subscription to channel (link to subscribe <https://4834032.mediaspace.kaltura.com/channel/Training+channel/336930422/subscribe>)
 - Enable Newrow Live Room

- **Moderate content** - Select this option if you want to approve media before it gets published. (Media won't appear in the channel until the channel manager approves.)
- **Enable comments in channels** - If enabled, Comments are displayed when the media item is accessed through a channel. To manage comments made via the media page, see [Disable comments and Close Discussion](#).
- **Keep comments private to channel** - Select this option to keep comments private to the channel
- **Force scheduled media in this channel to be played in the context of the channel** - If media is in only one channel on the site, it will automatically gain that channel's context, even if accessed through a direct link or search. Example: If a user goes to a media entry URL such as "base_URL/media/t/1_abcdefghij", and that media is only in one channel on the site, the URL will change to include the channel context: "base_URL/media/t/1_abcdefghij/12345678".
- **Enable subscription to channel** - This option lets users subscribe to your channel and get an email notification for new items. The link to subscribe is provided: <https://4834032.mediaspace.kaltura.com/channel/Training+channel/336930422/subscribe>
- **Enable Newrow Live Room** - Select this option to enable [Kaltura Meetings](#).

Categories

Depending on your entitlements, choose the galleries that this channel will be associated with, for example, these are the gallery options of this Video Portal site.

Categories: Assign the channel to one or more categories:

-  Learning Assets
-  Video Tips
-  Video Tools
 -  Tutorials
 -  CaptureSpace Lite
 -  Interactive Video Quizzing
 -  MediaSpace
 -  Video Player
-  Video Use Cases

Click **Save**. A message appears saying your information was saved.