

Manage scheduling administrators and permissions

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About

This article explains how to manage scheduling administrators and permissions.

Set up roles and permissions for users

1. In the Content Hubs Management Console, select the **Recscheduling** module, and select **Yes** to enable it.
2. In the **allowedUsers** section, select the specific users who can schedule events.

MANAGE CONFIGURATION
MANAGE USERS
KNOWLEDGE BASE
CLEAR THE CACHE
GO TO SITE
LOGOUT

Configuration Management

Developer Tools
How to enable "Developer Tools"?
Global
Application
Auth
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Capturespace
Channelplaylists
Chapters
Cielo24
Clipper
Comments
Contentpolicy
Cesupload
Customdata
Customfavicon
Disclaimer
Downloadmedia
Emailnotifications

Important Notice! (click to open)

Recscheduling

Module Info

description
Schedule Event Recordings

enabled

Yes

Enable the Recscheduling module.

allowedUsers

Select specific users who are allowed to schedule events
All added users will be able to see and edit all past and future events, including events not created by them.

1 DELETE

user
scheduling@kaltura.com
Select Users

2 DELETE

user
admin
Select Users

3 DELETE

user
private
Select Users

+ Add "allowedUsers"

exportResources

Download Resources List

manageResources

The CSV was submitted

Upload a resource definition file (.csv). See example format [here](#)
To learn more see [Add Calendar Resources through KMS](#)

additionalRootCategories

☒ Canvas
☒ Blackboard_KAF
☒ Moodle

Add additional root categories as a publishing destination for scheduled recordings. Note that all categories under additional root categories will be viewable by the users creating scheduled recordings. This option is only relevant to Kaltura MediaSpace publishing workflows for events.

Save

3. In the **manageResources** field, click **Upload a resource definition file (.csv)**. The list should contain all available resources for recording, the device name, and the device location.
4. In the **exportResources** field, click **Download the Resources list**.

In My Media, the Actions drop-down shows an icon indicating the roles allowed to schedule recordings.



For how publishing categories work with scheduled recordings, see [Configure publishing for scheduled recordings](#).