

Clone a Kaltura Room in Video Portal

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 This article is designated for all users.

About

Cloning a Kaltura Room lets you duplicate an existing room setup, including its content, configuration, and assigned users. This is useful when you want to run a similar meeting, training, or session without setting everything up again from scratch.

What happens when you clone a room?

When you clone a room, the following components are duplicated:

- **Room assets:** All media content from the original room.
- **Storyboard:** The room's storyboard is fully copied.
- **Content from C&C:** All non-deleted interactions (e.g., notifications, polls, quizzes) are copied as 'Draft'.
- **Room settings:** The cloned room will maintain the same configuration as the original.
- **Assigned users and roles** – Collaborators, speakers, moderators, chat moderators, and room moderators are included
- **Ownership:** The new room is owned by the user who initiated the cloning process.
- **Parent reference:** The cloned room includes a reference to the original room as its parent.

The cloned room appears as a new entry in your Kaltura video portal or LMS and includes the same assets as the original, including your [C&C](#) instance containing all draft announcements.

Before you start

To use the room clone feature, ensure:

- [C&C \(Chat and Collaboration\)](#) is enabled in your video portal..
- You have ownership or co-editor permissions for the room you want to clone.



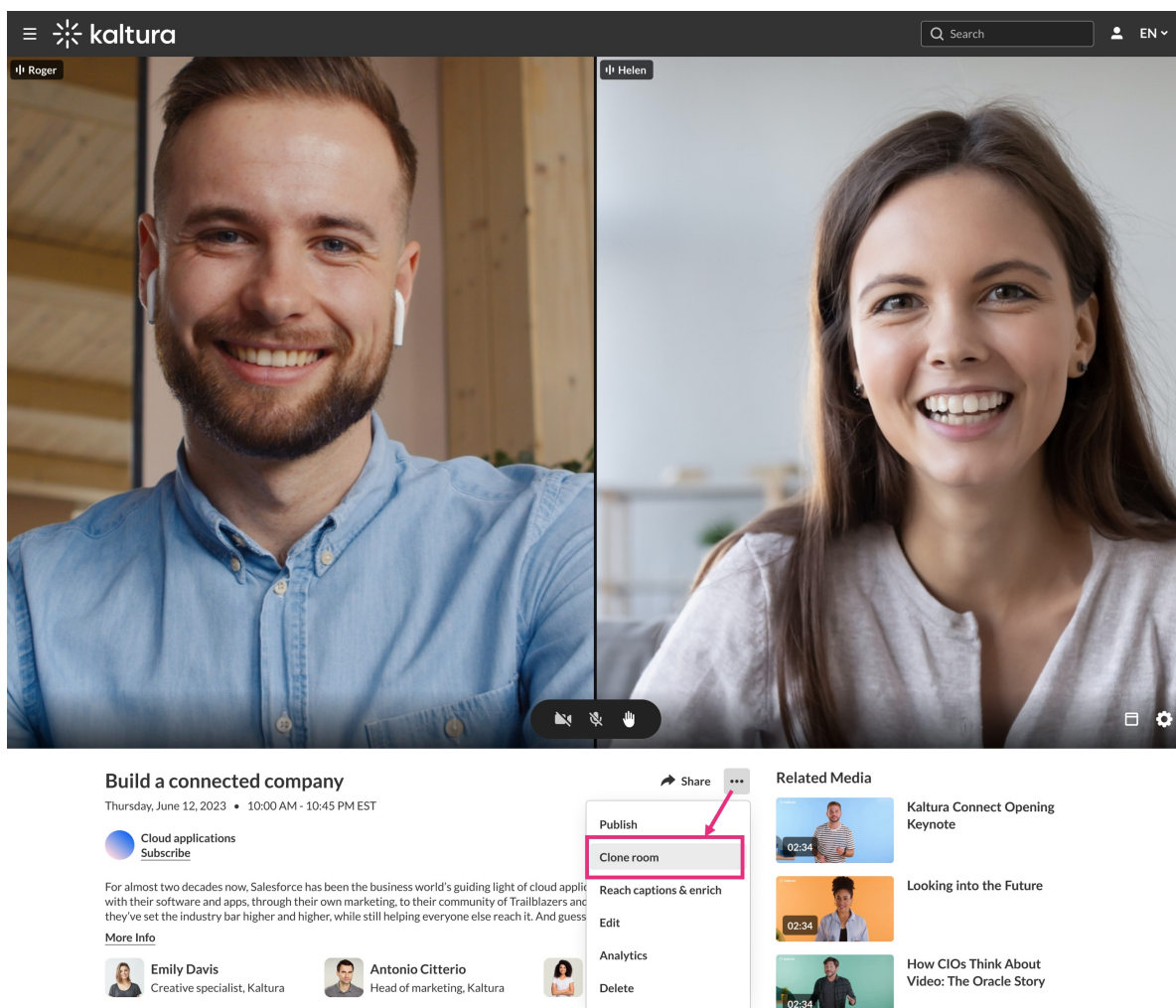
If you haven't set up a room yet, visit our article [Create a Kaltura Room and start a](#)

meeting for instructions.

Access the clone room feature

From the entry page

1. Navigate to the desired Kaltura Room entry your Video Portal.
2. Click the **three dots** below the entry and select **Clone room** from the drop-down menu.



From My Media

1. Go to [My Media](#) and locate the meeting room entry that you want to clone.
2. Click the **three dots** to the far right of the entry and select **Clone room** from the drop-down menu.

My Media

Search My-Media 225 Results found

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Podcasting tips
 Sunday, April 06, 2025, 7:00 PM - 7:45 PM IDT (scheduled)
 This is a description.
 Meeting • Owner • Private



Kaltura Capture recording - April 3rd 2025, 10:40:43 am
 VOD • Owner • 9 Plays • Private

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Clone room

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Clone the room

1. After selecting **Clone room** from the menu, a 'Clone room in progress' window appears.

- Enter a new name for the cloned room.
- Enter a description and tags.

2. Confirm your changes and click **Save**.

While the process completes (this may take a few minutes), you can continue editing the metadata for the new room.



Clone room is ready

Room was successfully cloned. You can continue editing the new room's metadata or navigate to the new room.

Name *

Podcasting session 2

Description

B *i* U ☰ ☰  

This is my new room

Tags

tags × |

Close Go to the new room **Save**

You'll receive a notification that the information was successfully saved.





3. You can then click **Go to the new room** to see your cloned room.

Clone room is ready

Room was successfully cloned. You can continue editing the new room's metadata or navigate to the new room.


Name *

Description

B *i* u    

This is my new room

Tags

tags 

[Close](#) [Go to the new room](#) [Save](#)

The cloned room will appear as a new entry in your [My Media](#).