

# Clone a Kaltura Room in Content Hubs

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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.
- You have ownership or co-editor permissions for the room you want to clone.

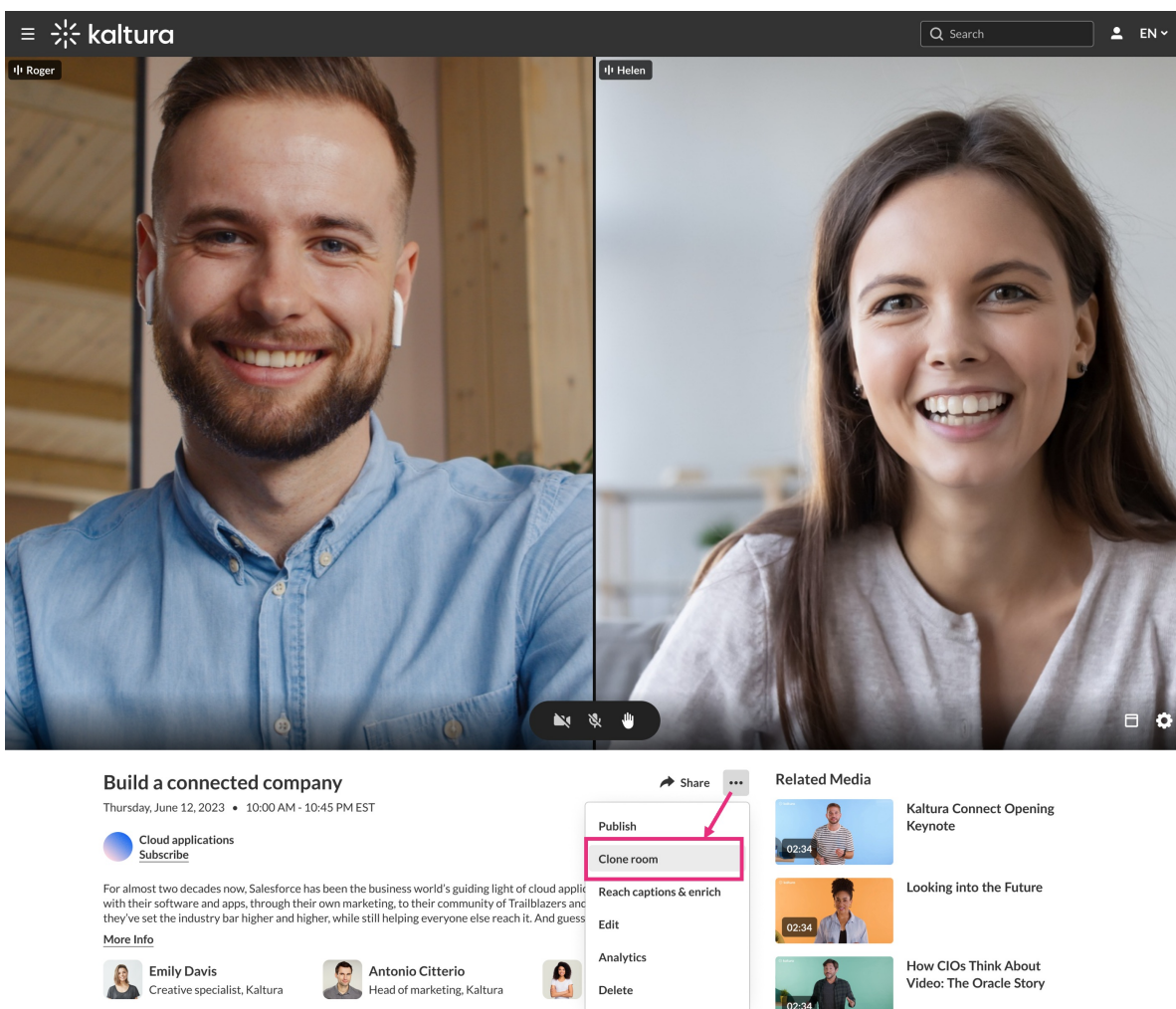


If you haven't set up a room yet, visit our article [Create a Kaltura Room and start a meeting](#) for instructions.

## Access the clone room feature

From the entry page

1. Navigate to the desired Kaltura Room entry your legacy 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

[Clear all filters](#)

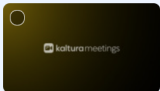
Sort By ▼

Media Type ▼


Publish Status ▼

Webcasts ▼

Scheduling ▼



**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

Edit

Analytics

Clone room

Delete

Explore

## 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 \***

**Description**

**B** *i* U    

This is my new room

**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**

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

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