

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.



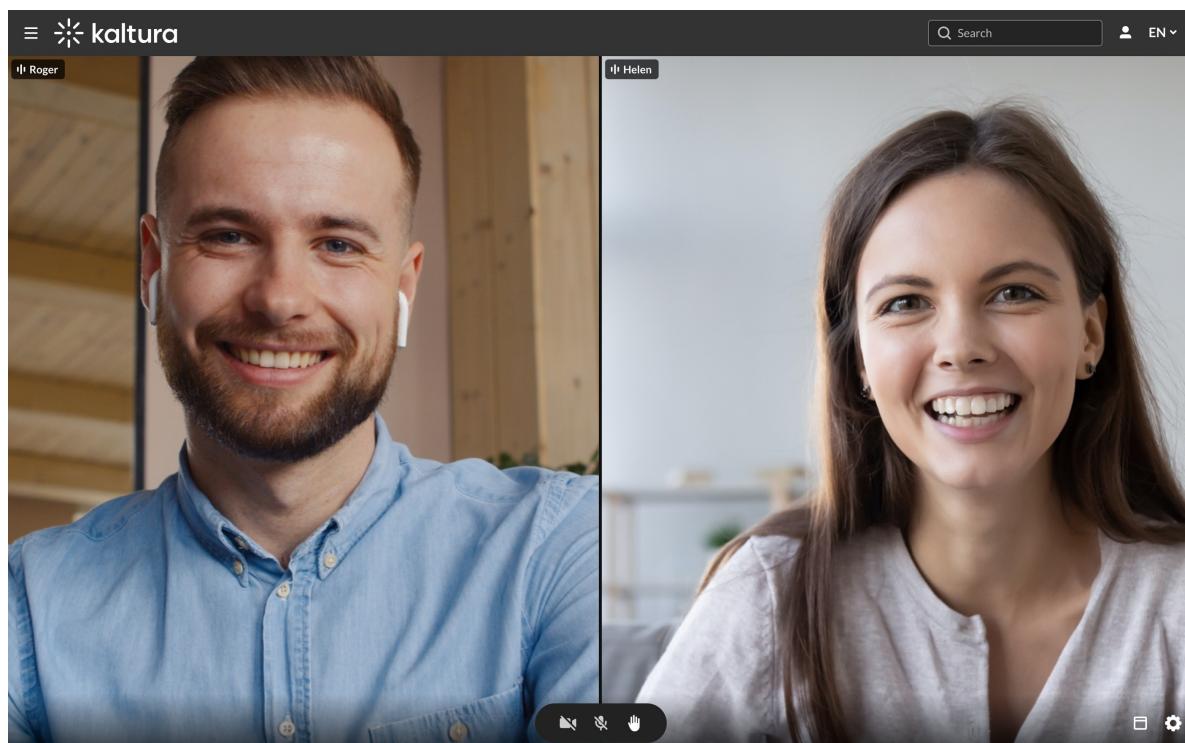
If you haven't set up a room yet, visit our article [Create a Kaltura Room and start a](#)

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.



The screenshot shows a video entry for 'Roger' and 'Helen'. Below the video player, there is a 'Clone room' menu option highlighted with a red box and an arrow pointing to it. The menu also includes options like 'Publish', 'Reach captions & enrich', 'Edit', 'Analytics', and 'Delete'. To the right of the video player, there is a 'Related Media' section displaying other video entries.

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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

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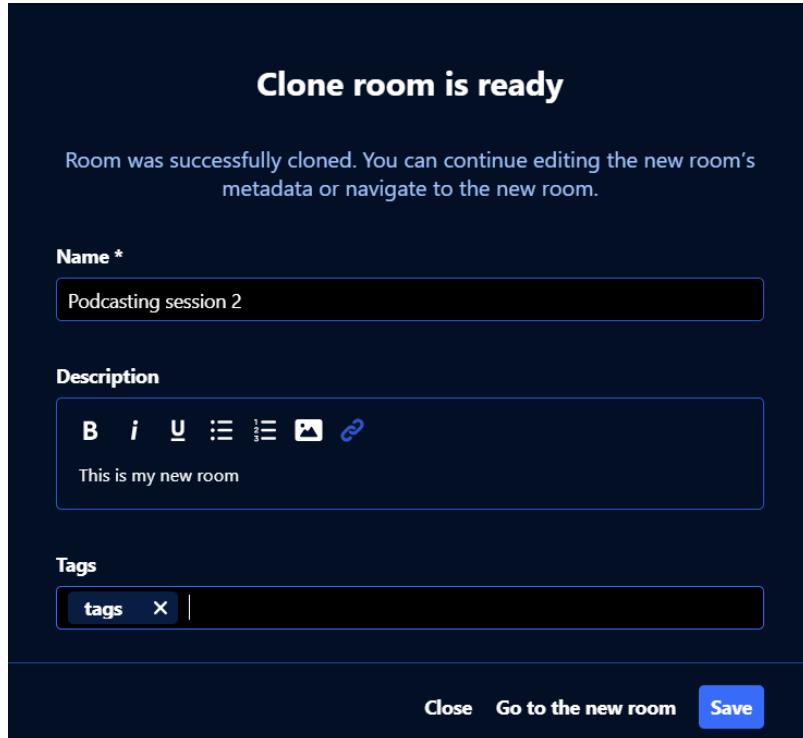
Clone the room

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

This is my new room

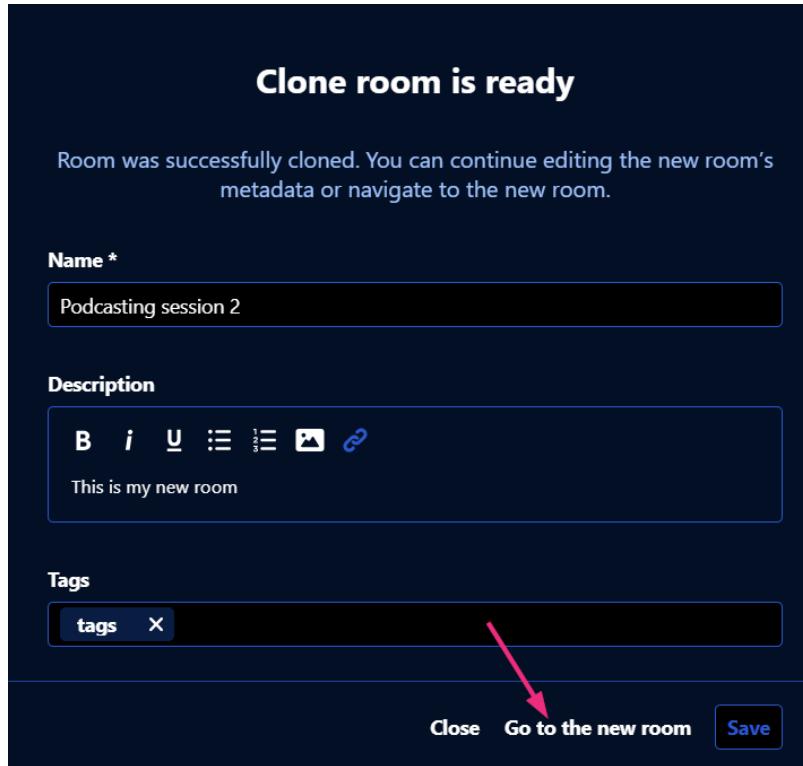
Tags

tags X |

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.



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