

Clone a Kaltura Room in Video Portal

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2会 This article is designated for all users.

About

The room cloning feature allows you to duplicate existing Kaltura Rooms and associated C&C (Chat and collaboration) assets with ease.

What happens when you clone a room?

When you clone a meeting 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.
- **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, along with a C&C instance containing all draft announcements.

What is not copied?

• **User permissions**: Only the owner who initiated the clone will have access to the new room. Co-editors and other users are not copied.

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.

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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 Kaltura video portal.
- 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.



My Media

Q Search My-Media		225 Results found		
Clear all filters			Podeseting tipe	
Sort By	¥	Raltura meetings	Sunday, April 06, 2025, 7:00 PM - 7:45 PM IDT (schedules) This is a description.	Edit
Media Type	¥		Meeting • Owner • 🔒 Private	Analytics
Publish Status	~		Kaltura Cantura recording - April 3rd 2025, 10:40:43 am	Clone room
Webcasts	×		VOD + Owner + 9 Plays + @ Private	Delete
Scheduling	¥	00:17		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 *				
Podcasting session 2				
Description B <i>i</i> U ∷⊟ ≟⊟ ⊠ ⊘				
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.



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 X
Close Go to the new room Save

The cloned room will appear as a new entry in your My Media.