Create a channel in Content Hubs

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This article is designated for all users.

About

This article explains how to create channels in your Content Hub.

If you're an organizational group manager or someone authorized by your organization to create channels, you can also create channels in bulk and customize their settings and member permissions. For more information, check out our article Channel management in bulk.

- This feature requires the Theming module to be enabled, with the 'createchannel' feature set to 'Yes'.
- To create a channel, you need the required permission — see Channel roles and permissions in Content Hubs for details. Contact your administrator if you're unsure of your role or need channel-creation permission enabled.

Create a channel

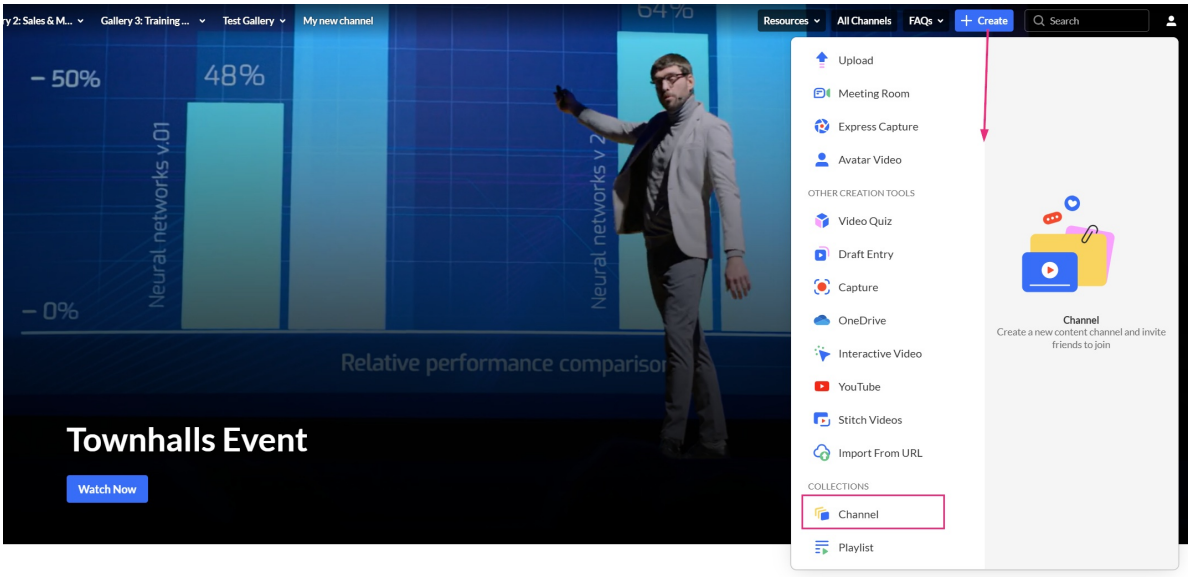
You can create a channel from the **+Create** menu or the **My Channels** page. Both options open the same 'Create channel' window.

From the +Create menu

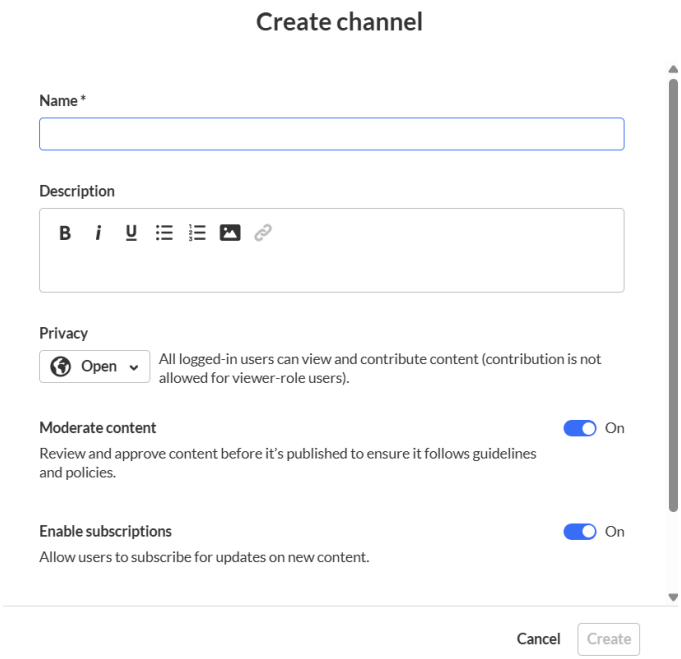
1. Select **Channel** from the **+Create** menu.

If you don't see the **Channel** option, you can ask your administrator to configure it.

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The Create channel window opens.



2. Complete the following:

Enter a **Name** (up to 60 characters) and **Description**. The description appears on the channel page.

If a channel with the same name already exists, the **Name** field is highlighted and the message "Channel with the same name already exists" is displayed. Enter a unique channel name before creating the channel.

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Click the **Privacy** menu and select one of the following:

- **Open** – All logged-in users can view and contribute content. Users with the Viewer role can view content but can't contribute.
- **Restricted** – All logged-in users can view content. Only channel members can contribute content.
- **Private** – Only channel members can view and contribute content.
- **Shared Repository** – Only channel members can view and contribute content. Content can be published to other locations based on entitlements.
- **Public, Restricted** – Anyone, including guests, can view content. Only channel members can contribute content according to their publishing entitlements.
- **Public, Open** – Anyone, including guests, can view content. All logged-in users can contribute content. Users with the Viewer role can view content but can't contribute.

Enable **Moderate content** (if available) to require contributed media to be reviewed and approved. Media won't appear in the channel until a channel manager approves it.

Enable **Subscription** (if available) to allow users to subscribe to the channel and receive email notifications when new content is added.

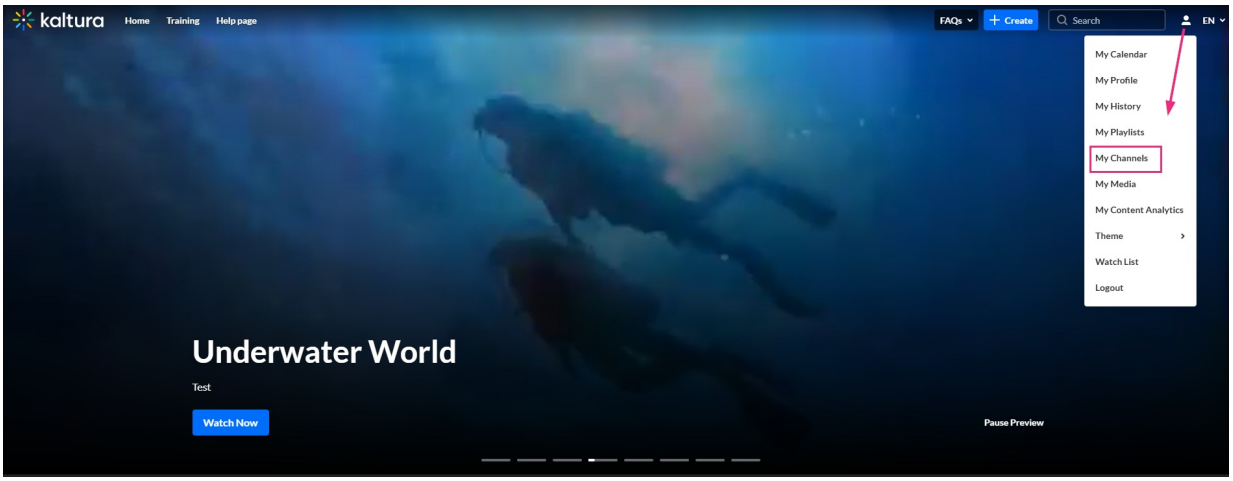
Enable **Kaltura Room** (if available) if you want to create a Kaltura Room for the channel. For more information, see Create a Kaltura Room within a channel.

3. Click **Create**.

The new channel is created and opens on its channel page.

From the My Channels page

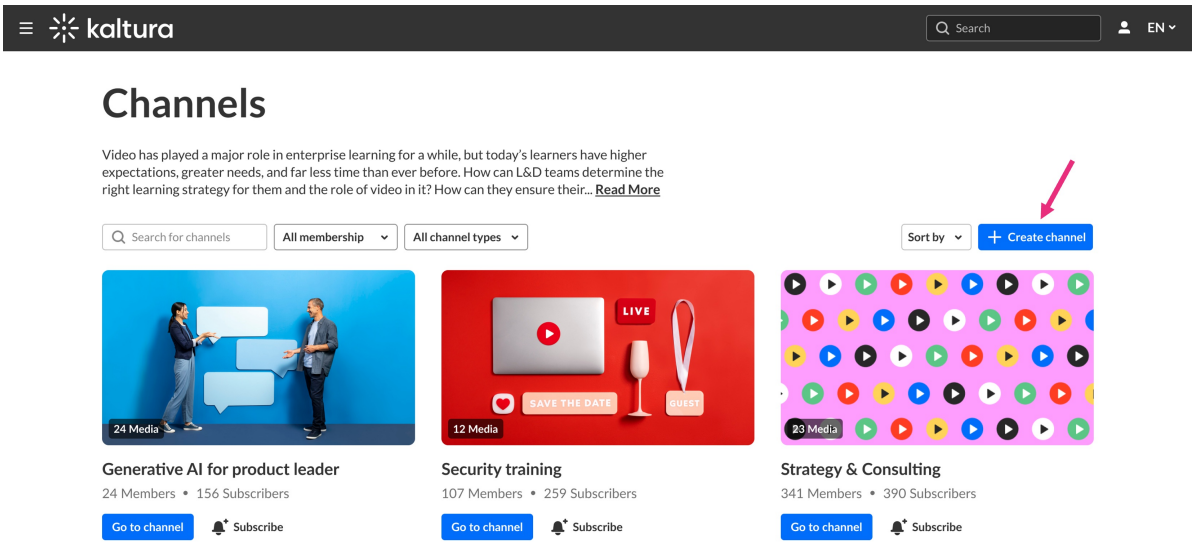
1. Select **My Channels** from the user menu.



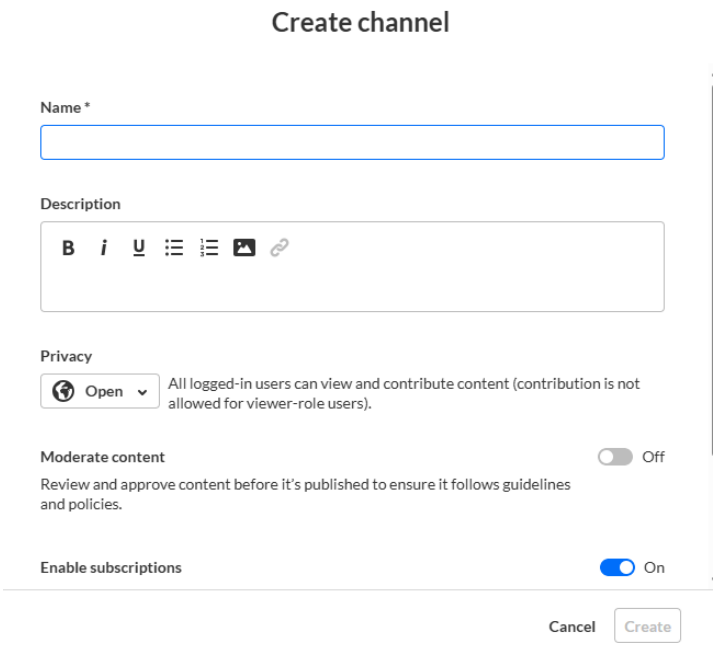
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The 'Channels' page opens.

2. Click +**Create Channel** at the far right.



The Create channel window opens.



Complete the channel settings as described above, then click **Create**.

Next, see Add media to a channel in Content Hubs.

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