kaltura

Create a Kaltura Room and start a meeting in Canvas

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👥 **This article is designated for all users.**

About

Creating a meeting room is simple and flexible. Customize your room's settings, including its name, description, schedule, and mode, to fit your needs.

Whether for collaborative sessions or larger events, you can tailor the room to ensure an optimal experience for participants.

✅ If you're interested in enabling the room with our C&C (Chat and Collaboration) feature, please contact your Kaltura representative for more details.

ℹ️
- This feature requires the following to be enabled:
  - Meeting Entry module
  - Theming module with the 'createroom' feature set to 'Yes'.
- If a **Theme** is configured on your account, rooms will automatically open with the active theme colors applied. This ensures that the room's look and feel is consistent with your site's branding. Learn more in our Theming article.

Create a room

1. On your My Media page, click the **+Create** button and select **Meeting Room** from the drop-down menu.

My Media

My Calendar   My analytics   ⋮   + Create

Upload

Meeting Room

Express Capture

OTHER CREATION TOOLS

Video Quiz

Draft Entry

Capture

OneDrive

Interactive Video

COLLECTIONS

Media Gallery

Stitch Videos

YouTube

Search My-Media

☐ 724 Results found

YouTube Draft Entry
YouTube • Owner • 1 Play • 🔒 Private

Learning video - Quiz
This is a new video
00:19   Quiz • Owner • 0 Plays • ⚠ Published
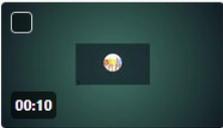
Rec - Jan 30, 2025 2:26 PM - Kaltura Training Course - BACKUP
00:10   VOD • Co-Publisher, Co-Editor • 0 Plays • ⚠ Published
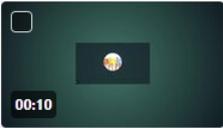
Rec - Jan 30, 2025 2:26 PM - Kaltura Training Course
00:10   VOD • Co-Publisher, Co-Editor • 1 Play • 🌐 Published   ⋮

Explore

The **Create a Room** window opens.

Create a Room

Name *

Room mode

KMS Video Portal - Interactive room   KMS Video Portal - Panel room

Room availability
⦿ Always open   ◯ Specific time frame

Cancel   Create

2. Complete the following fields:

- **Name** (Required) - Enter a name for your room. This will appear on the media page.
- **Room Mode** - Select one of the room modes: **Interactive room** or **Panel room**. Read more about room modes below.
- **Room availability** - Specify when the room should be open to the participants:
  - **Always**: The room will remain open once started by a moderator (non-scheduled room).
  - **Specific Time Frame:** Set a start and end time for a scheduled room. The default duration is one hour, starting at the next quarter hour (for example, 10:50 AM opens at 11:00 AM).

3. Click **Create**.

You'll be taken to the room's entry page.
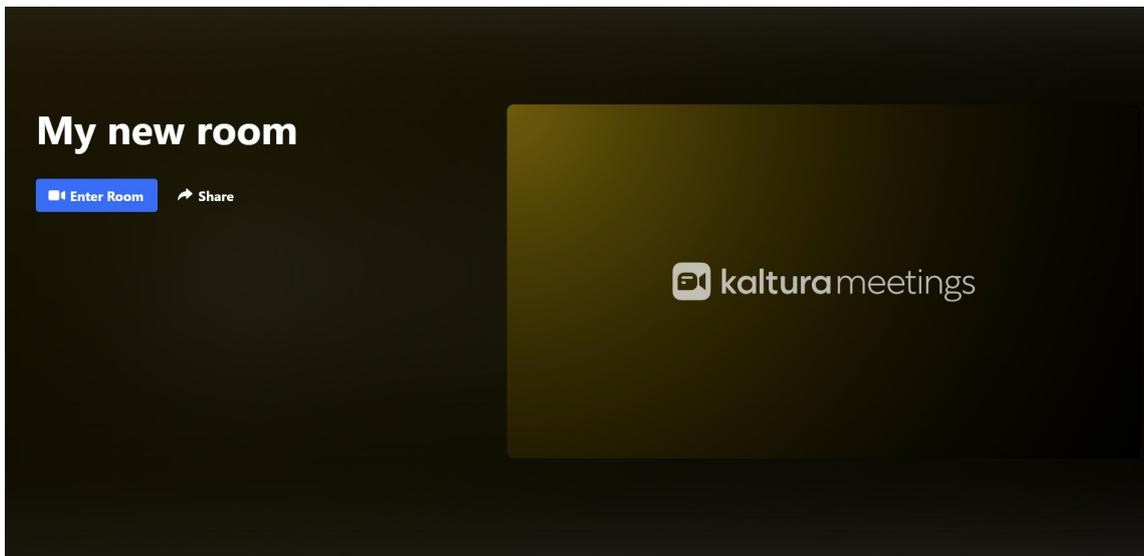
My new room

👍 0   ↱ Share   ⋯

You can modify the session's settings as well as manage the chat settings for the C&C feature on the edit page. Visit our articles 'Edit media' and 'Manage chat settings for the Kaltura Room' for instructions.

> ✅
>
> If you're the entry owner, co-editor, or co-publisher (as set in the Collaboration tab on the edit page), you can always locate the media entry page for your meeting room in My Media or in the location where it's published.

Room modes

Choose from the following options:

- **System template - Interactive room:** Each participant automatically joins the room on stage, with the ability to enable or disable their camera/microphone.

- This mode is great for a meeting, virtual class, or in general any collaborative session of maximum 25 live participants (it can be increased up to 50 upon request).

- **System template - Panel room:** Only the room host and moderators (up to 10 of them) join the session on stage. All other participants join the session as viewers, with their camera/audio disabled. Hosts and moderators can invite viewers to stage, and viewers can then accept or reject the invitation.

- This mode works better for webinars, lectures or in general for larger events of up to 300 participants.

- **Custom templates** - You can also opt for a **personalized template**, allowing you to select specific Kaltura template features to include or exclude. This exclusive template, tied to your account and partner ID, ensures a tailored solution. The system will automatically apply your customized template settings each time a moderator starts a new session.

- To request a personalized template, contact your Kaltura representative.

Start a meeting

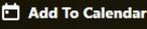Anyone who is <u>owner</u> or <u>co-editor</u> can start a session:

1. Navigate to the room.
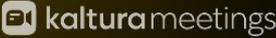2. Click the **Start Meeting** button.

![Kaltura logo]

← Back

THIS SESSION WILL START SOON

My New Room session

Tuesday, February 25, 2025 8:30 AM - 9:30 AM IST

🎥 Start Meeting   📅 Add To Calendar

🎥 kaltura meetings

My New Room session

Tuesday, February 25, 2025 • 8:30 AM - 9:30 AM IST

👍 0   ⋯

ℹ️ If a start time was set (see above), the meeting can begin automatically. Participants can join early but will wait in the waiting room until the host or moderator arrives.