kaltura

Create a Kaltura Room and start a meeting in Brightspace

Last Modified on 06/13/2025 6:57 pm IDT

👥 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.

Focused use for internal communication, not intended for external events. For external events, consider using Kaltura Events.

> ℹ️ If you're interested in enabling the New Room with C&C feature, please contact your Kaltura representative for more details.

Create a room

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

![Kaltura logo]

My Media
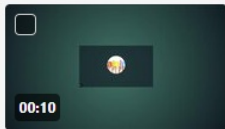
The **Add New Meeting Room** page displays.

Add New Meeting Room

2. Complete the following fields:
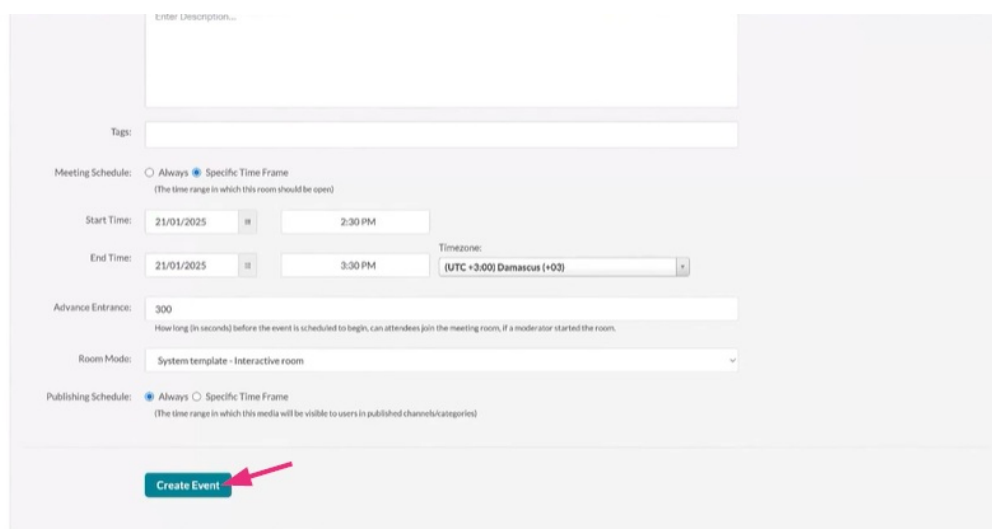
- **Name** (Required) - Enter a name for your room. This will appear on the media page.
- **Description** - Add a description for your room. Use the editing tools to format text, add hyperlinks, or include images.
- **Tags** - Add tags to help categorize and search for the entry. Media with matching tags will appear under **Related Media** on the media page.
- **Meeting Schedule** - 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).
- **Advanced Entrance** - If applicable, enter the number of seconds participants can enter the room before the scheduled start time. This value is set by your Kaltura Meetings administrator and can be adjusted per room. By default, this is set to 15 minutes.
- **Room Mode** - Select one of the room modes:
  - **System template - Interactive room**
  - **System template - Panel room**

> ✅ Read more about room modes below.
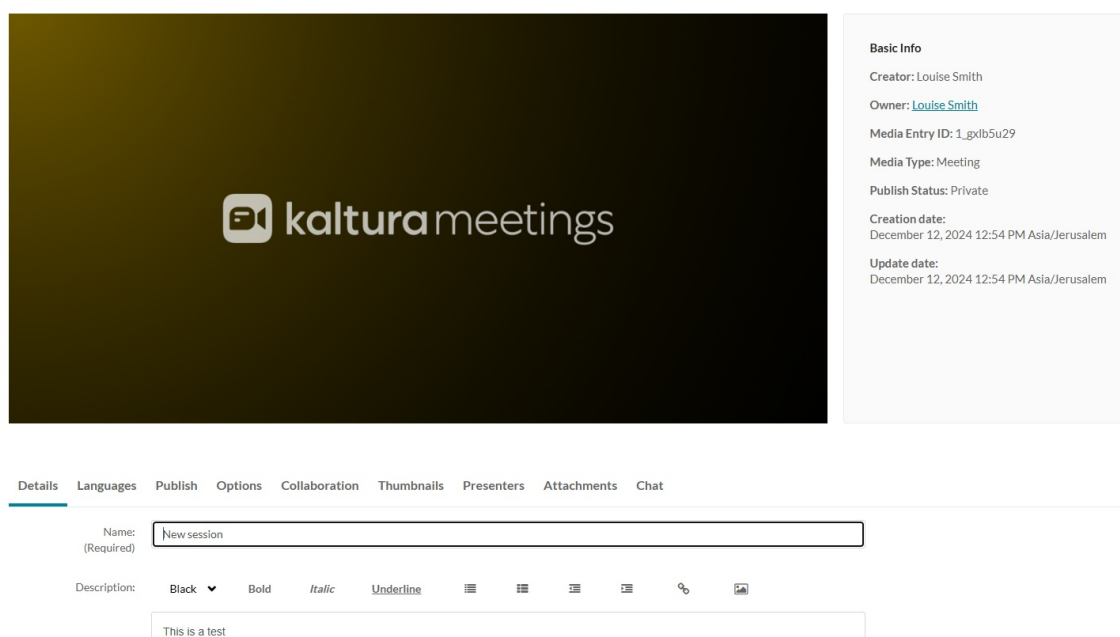
- **Publishing Schedule** - Choose when the session will be visible to users:
  - **Always**: The session is always visible.
  - **Specific Time Frame**: Set a start and end time for visibility.

3. When you have finished setting up your session, click **Create Event** at the bottom of the page.

You'll be taken to the edit page, where you can modify the session's settings. For a detailed guide on editing media, check out our article 'Edit media'.

New session

> ✅ 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
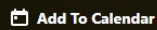
Anyone who is owner or co-editor can start a session:

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

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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

My New Room session
Tuesday, February 25, 2025 • 8:30 AM - 9:30 AM IST

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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.