

Create a Kaltura Room within a channel

Last Modified on 12/28/2025 1:10 pm IST

 This article is designated for administrators.

About

A Kaltura Room can be tied directly to a channel, creating a persistent virtual meeting space that anyone with access to the channel can join.

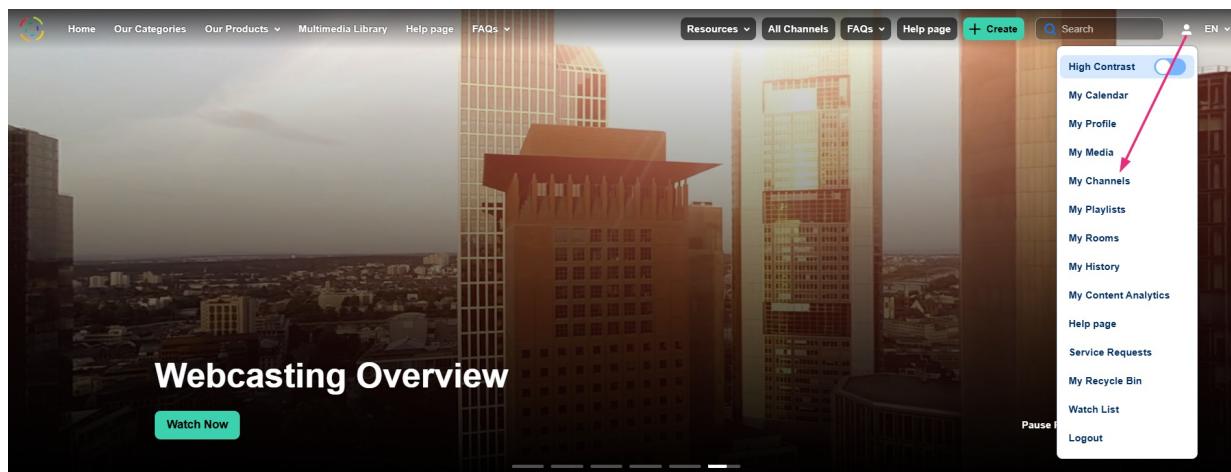
This type of room is ideal for ongoing team collaboration, department meetings, or informal group discussions - no need to set up a new session each time.

Access the room settings

1. Go to the desired channel. You can do this by selecting **My Channels** from the user menu.



Need to create a channel? Check out our [guide](#) here.



2. On the 'Channels' page, click the thumbnail of the desired channel.



Channels

Search for channels Membership: 1 Types: All Sort By + Create channel

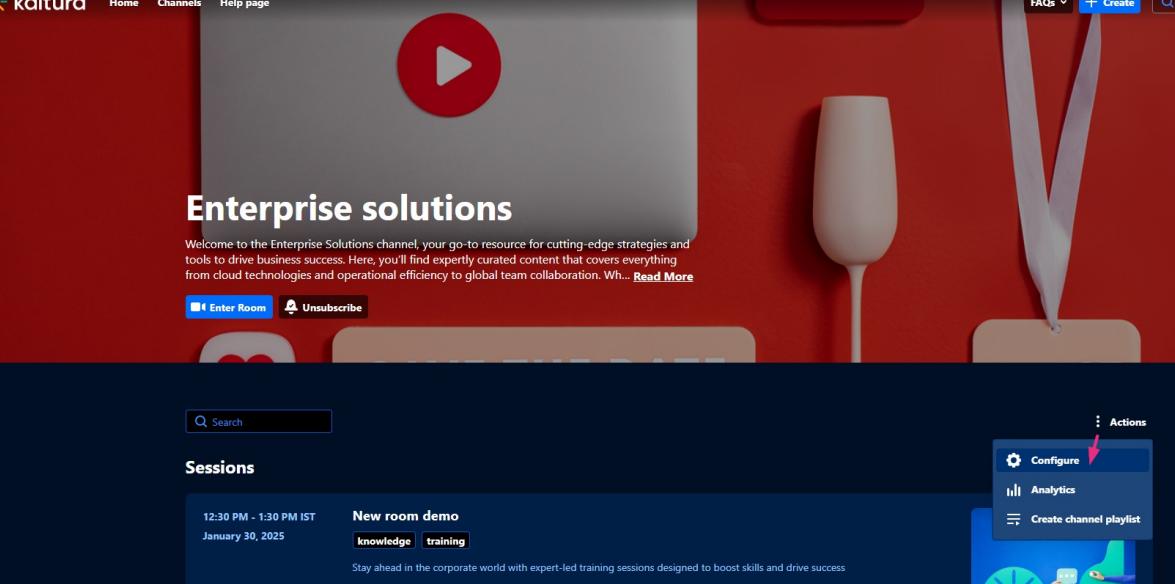
Enterprise solutions

1 Member • 1 Subscriber

Go to channel Unsubscribe

The channel page opens.

3. At the far right, click the Actions **three-dot menu** and select **Configure**.



Enterprise solutions

Welcome to the Enterprise Solutions channel, your go-to resource for cutting-edge strategies and tools to drive business success. Here, you'll find expertly curated content that covers everything from cloud technologies and operational efficiency to global team collaboration. Wh... [Read More](#)

Enter Room Unsubscribe

Search

Sessions

12:30 PM - 1:30 PM IST New room demo
January 30, 2025 knowledge training

Stay ahead in the corporate world with expert-led training sessions designed to boost skills and drive success

Actions

- Configure (highlighted)
- Analytics
- Create channel playlist

The edit page opens.

4. On the **edit** page, click the **Room** tab to open the room settings.



Edit Enterprise solutions

Details Playlists Users Collections Advanced Settings **Room**

Name:
(Required)

Description:    

Welcome to the Enterprise Solutions channel, your go-to resource for cutting-edge strategies and tools to drive business success. Here, you'll find expertly curated content that covers everything from cloud technologies and operational efficiency to global team collaboration. Whether you're looking to streamline your operations or scale your business, our playlists are designed to equip you with the knowledge and insights to stay ahead in today's competitive market. Explore our sessions and discover innovative solutions tailored for modern enterprises.

Tags:

Privacy: **Open** - All logged in users can view and contribute content (contribution is not allowed for viewer-role users).
 Restricted - All logged in users can view content and 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 may be published to other channels, according to publishing entitlements.

Options: Moderate content (Media will not appear in channel until approved by channel manager)
 Enable comments in channel
 Force media published only to this channel to always be played in the context of the channel
 Enable subscription to channel (link to subscribe <https://15932.nvq2.mediaspace.kaltura.com/channel/Events+Channel/10198112/subscribe>)

Save Back to Channel

Configure the room settings

1. Under **Enable channel meeting room**, click the toggle to enable the room.

Edit Sample videos for channel testing

Details Theme Playlists Message Board Users Collections Advanced Settings **Room**

Enable channel meeting room



Room template

Interactive - Everyone's camera is on by default • Up to 25 visible, 100 total particip... | 

Room moderators

Select users that are allowed to moderate the room, manage room content, start and end recording, and have access to the backchannel.

Type user name 

Chat moderators

Select users that are allowed to moderate the chat, reply to QnA, launch polls and interactions, and have access to the backchannel.

Type user name 

Enable Q&A

Enable 1:1 chat with a moderator for users accessing the room.

According to site default 

Group Chat

Enable the group chat for users that browse within the room.

2. Configure the following settings:

Room template - Select how participants join the stage:

- **Interactive** - everyone can join the stage
- **Webinar** - assigned presenters join the stage; all others join as viewers

Room moderators - Assign room moderators who can launch the room, manage room content, start and end recordings, and access the backchannel.

- Channel managers are automatically added as room moderators.
- Channel members can join the room when it's open.

Chat moderators - Assign chat moderators who can moderate chat, reply to Q&A, launch polls and interactions, and access the backchannel chat.

Enable Q&A - Enable or disable Q&A for participants.

Group Chat - Enable or disable group chat based on how you want participants to interact.

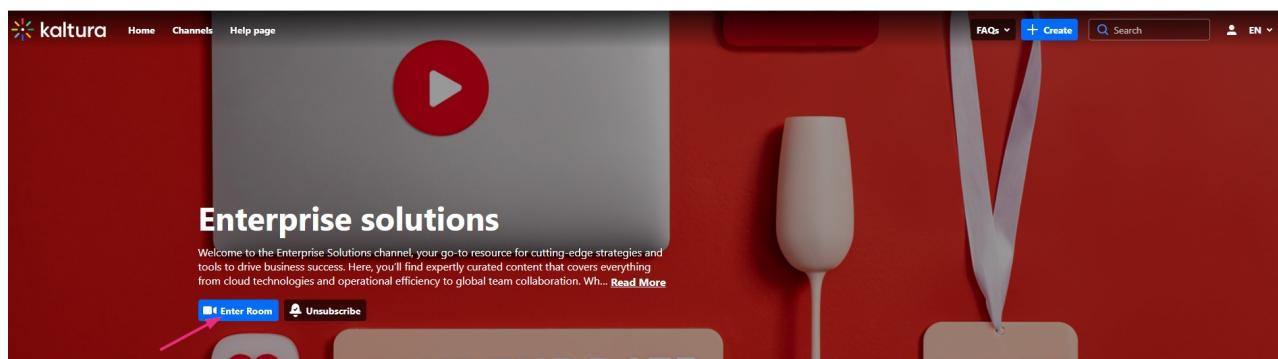


For public or subscriber-only channels, consider disabling group chat to prevent unwanted posts.

3. Click **Save**.

Enter the room

Click the **Enter Room** button on the main channel page to launch or join the room.



All recordings from the room are saved to the channel's media.



The room remains available as long as it's enabled - no need to recreate it for each meeting.