Clone a Kaltura Room in Brightspace

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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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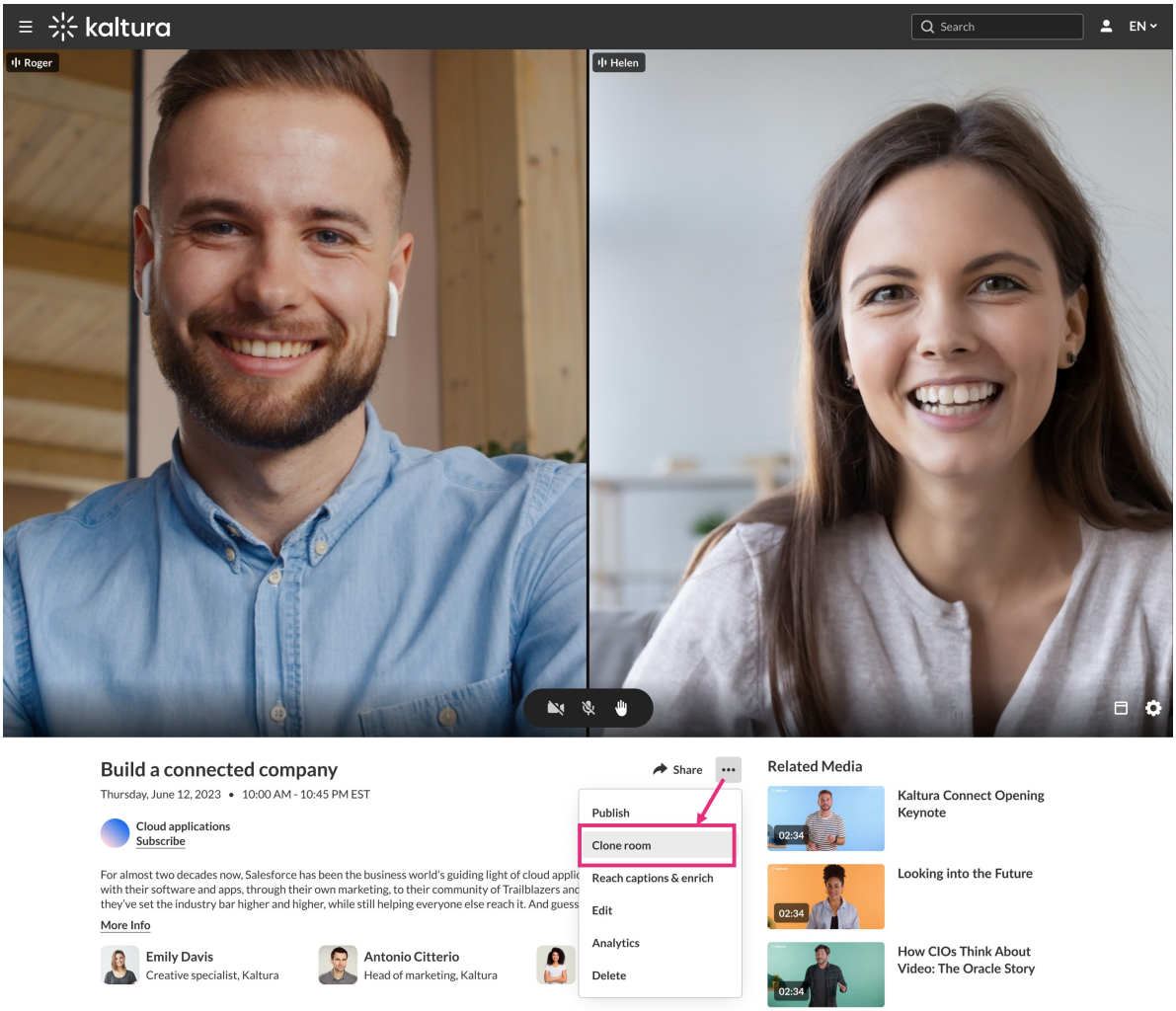
If you haven't set up a room yet, visit our article Create a Kaltura Room and start a meeting for instructions.

Access the Clone room feature

From the entry page

1. Navigate to the desired Kaltura Room entry your Kaltura video portal.
2. 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.

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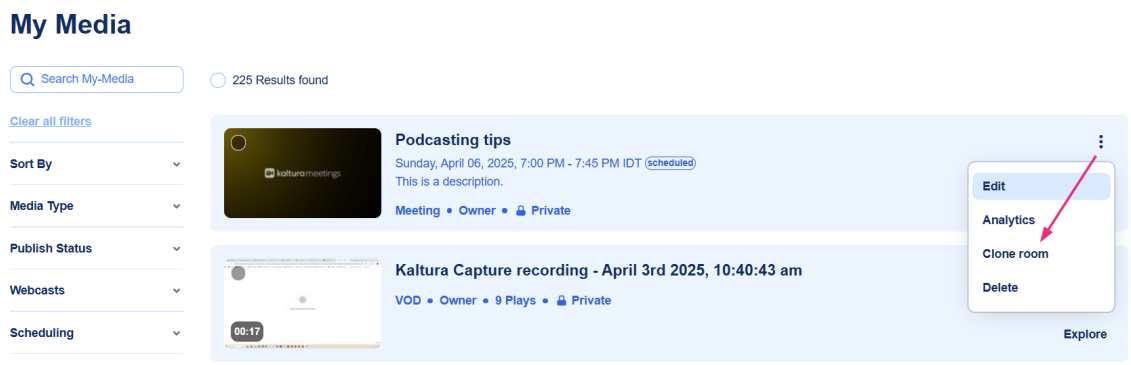


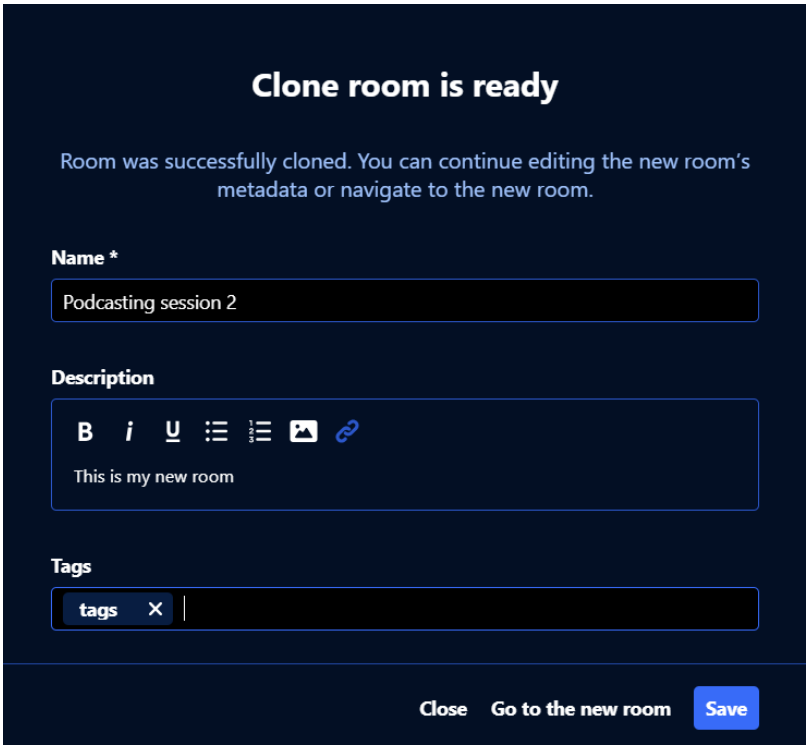
Clone the room

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.



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.

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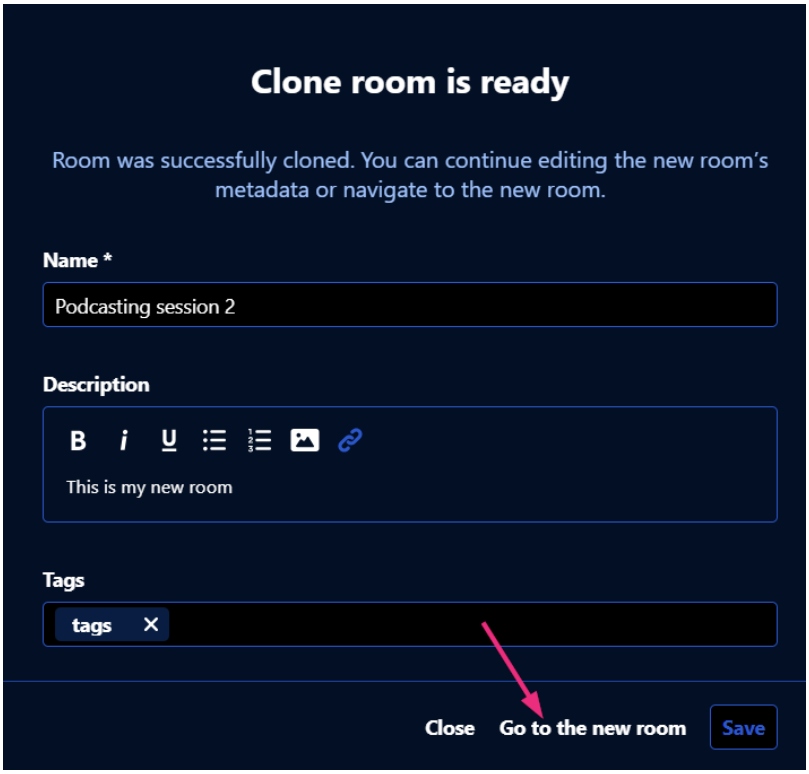

The cloned room will appear as a new entry in your My Media.

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