Record breakout room sessions in a Kaltura Room in Brightspace

Last Modified on 03/17/2026 5:37 pm IST

This article is designated for all users.

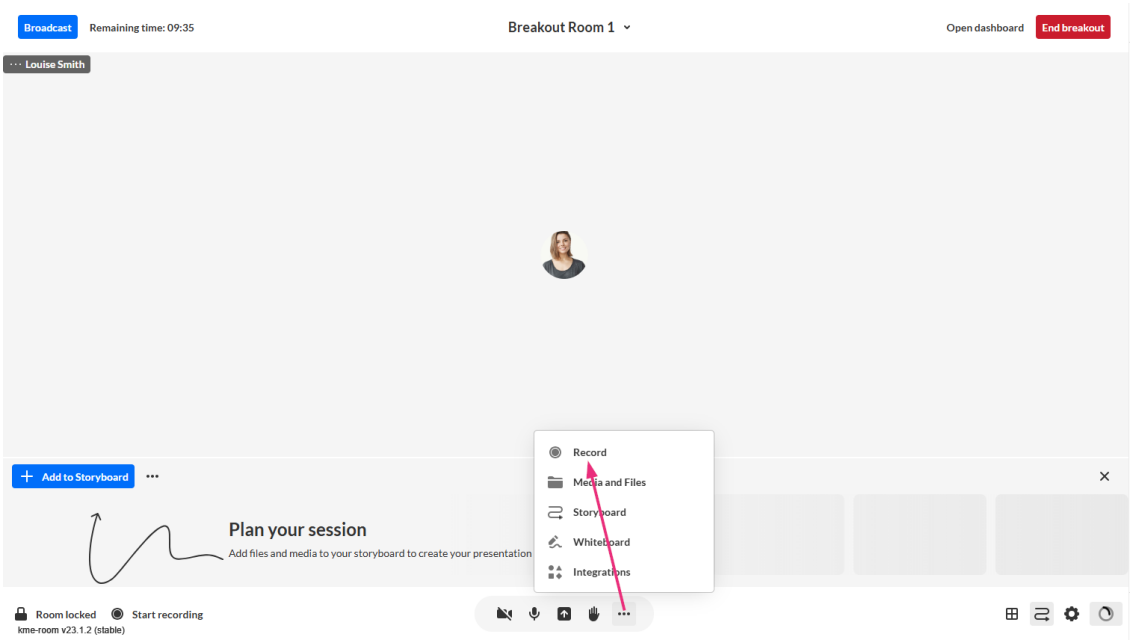
About

Moderators or participants with the appropriate permissions can record their breakout room session. The recording captures the content shown on stage within that breakout room and is saved as an individual recording file.

This article explains how to start, stop, and access a breakout room recording.

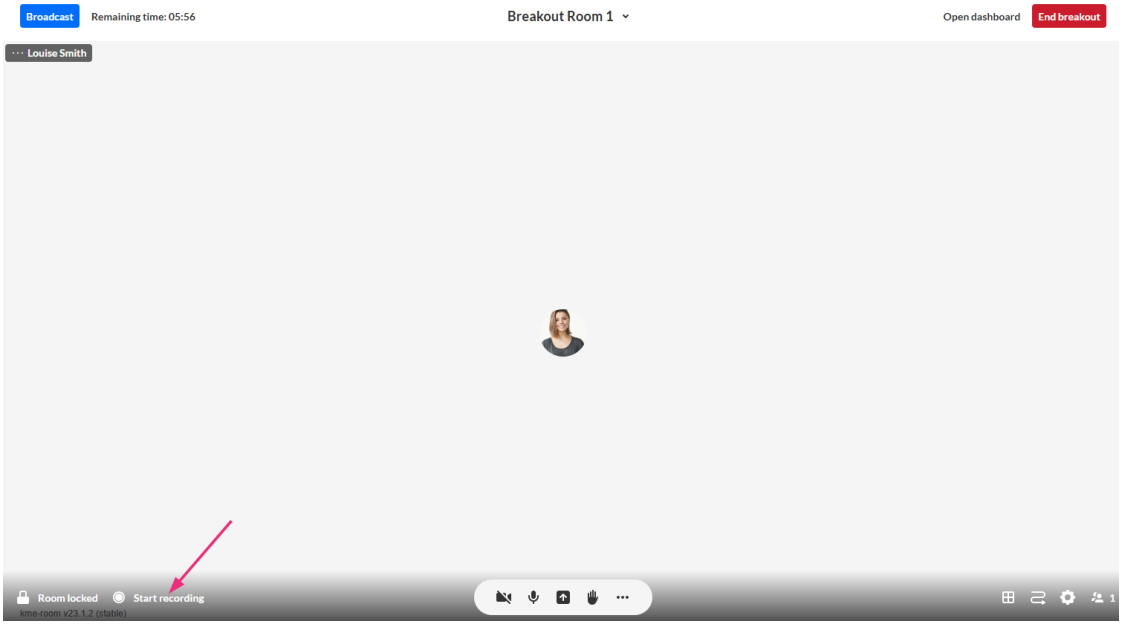
Start recording

1. In your room, click the **three dots** on the bottom toolbar, and select **Record**.



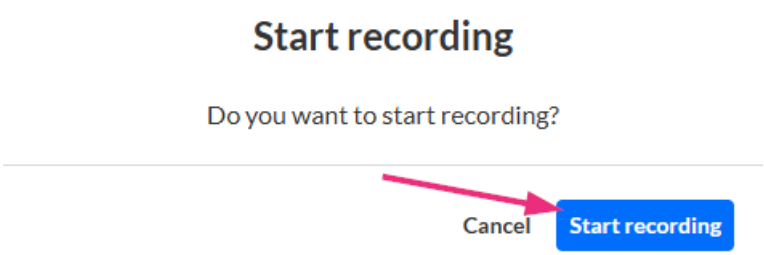
You can also click the **recording indicator** at the bottom left of your screen.

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A confirmation displays: *Do you want to start recording?*

2. Click **Start recording**.

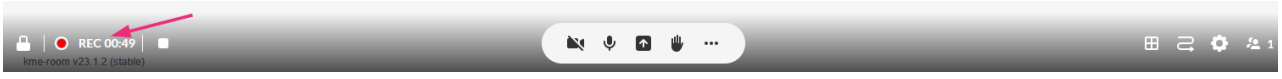


A message displays: *Recording will start momentarily*.

When recording begins, a new message displays: *This session is being recorded*.

3. Click **Confirm**.

A red indicator appears at the bottom left of your screen.



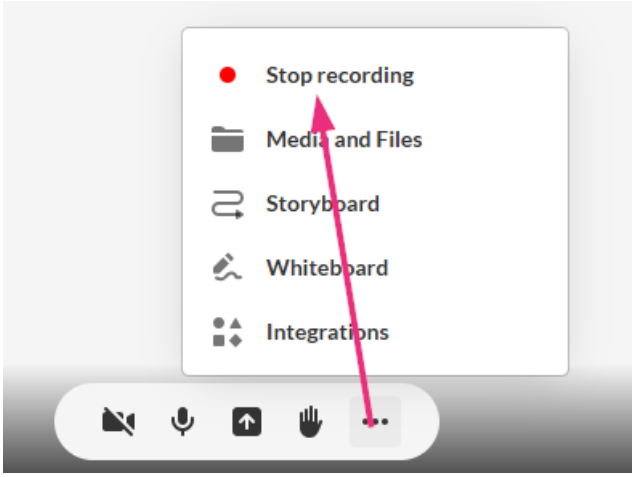
Participants see only the red circle and REC indicator, while moderators also see the **time counter** and **stop button**.

Stop recording

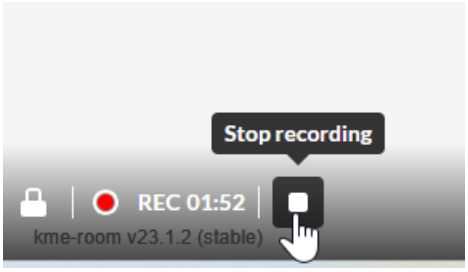
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You can stop the recording in either of the following ways:

- Click the **three dots** on the bottom toolbar and select **Stop recording**.



- Click the **square stop icon** in the recording indicator at the bottom left of your screen.



Access a recording

The recording is saved in the following locations:

- **Breakout room recordings folder** in the media selector, accessible only to moderators. Learn more in our article Prepare your storyboard for a session in the Kaltura Room.
- **My Media** for credentialed users in your specific platform.
- The **channel** where the live room was launched in Kaltura's Video Portal.

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