

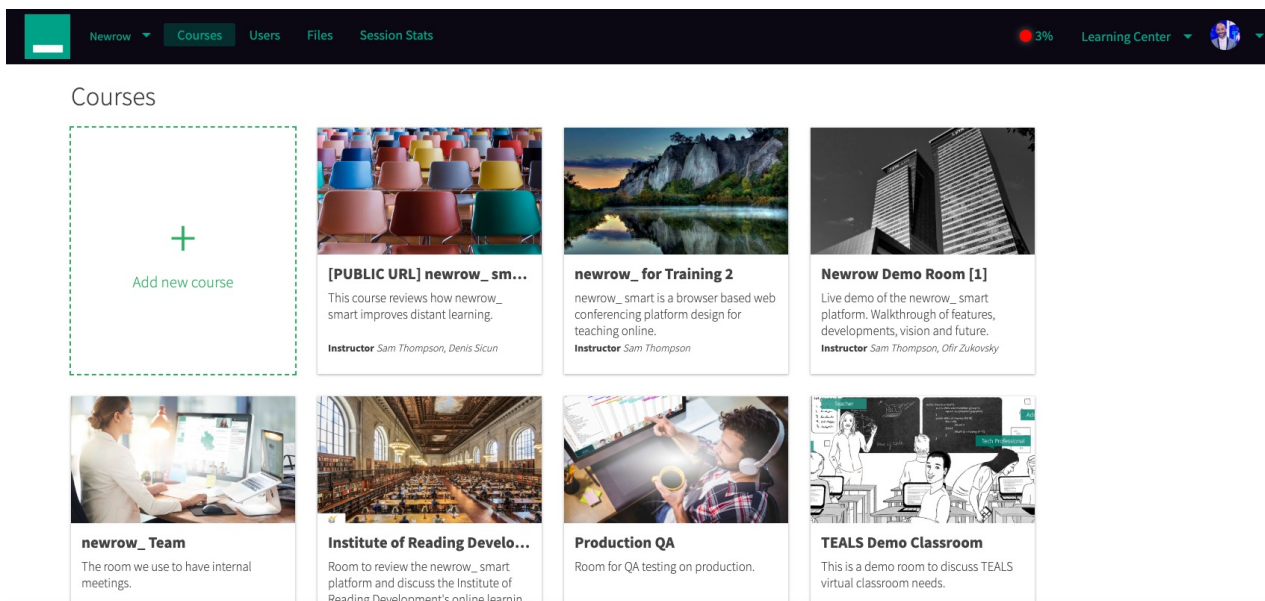
# Navigating the Kaltura Meetings Backend | Administrators

Last Modified on 08/25/2025 7:31 pm IDT

## **i Legacy notice**

This article documents the **legacy KME Room**. For information on the new room, please visit the [new Kaltura Room documentation](#).

This article describes how Administrators can add course, users, files, check session stats, adjust user access, adjust branding, and change plan/billing information.



The screenshot shows the Kaltura Meetings Backend Admin interface. At the top is a navigation bar with tabs: Newrow, Courses (selected), Users, Files, and Session Stats. On the right of the navigation bar, there is a 3% progress indicator, a Learning Center dropdown, and a user profile icon. Below the navigation bar, the 'Courses' section is displayed. It features a grid of course cards. The first card is a dashed green box with a green plus sign and the text 'Add new course'. The other cards are:

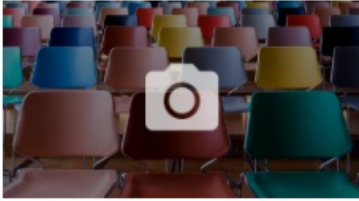
- [PUBLIC URL] newrow\_sm...**: This course reviews how newrow\_smart improves distant learning. Instructor: Sam Thompson, Denis Sicun.
- newrow\_for Training 2**: newrow\_smart is a browser based web conferencing platform design for teaching online. Instructor: Sam Thompson.
- Newrow Demo Room [1]**: Live demo of the newrow\_smart platform. Walkthrough of features, developments, vision and future. Instructor: Sam Thompson, Ofir Zukovsky.
- newrow\_Team**: The room we use to have internal meetings.
- Institute of Reading Develo...**: Room to review the newrow\_smart platform and discuss the Institute of Reading Development's online learn...
- Production QA**: Room for QA testing on production.
- TEALS Demo Classroom**: This is a demo room to discuss TEALS virtual classroom needs.

## Courses

See [Create Courses](#).

- Click **+Add new course** to add new courses. You will then have the option to adjust:

Course image  
Recommended  
resolution  
2560 x 1440



Course name

Plan

Inactive - Course will not be visible to course user: ▼

Summary  
150

Describe the course in 150 characters or less

Description  
500

Enter detailed description

Add users

1. **COURSE IMAGE** - This will be the image of your particular course and in turn the image users will see when they get an invite to your virtual calssroom. Click the camera image to add your desired picture. The recommended resolution is 2560X1440.
2. **COURSE NAME** - This is the name of the course you're teaching (i.e. Bill's Math Class).
3. **PLAN** - The course may either be (a):
  - *Inactive*. This means the course will not be visible to course users. Instructors will still have the ability to enter the course to prepare their lessons ahead of time.
  - *Smart\_15 plan*. 1 virtual classroom, 2 hours cloud recording, 1 self-paced course, up to 15 webcam users per live session.
  - *Smart\_25 plan*. 1 virtual classroom, 2 hours cloud recording, 1 self-paced course, up to 15 webcam users per live session.
  - *Smart\_custom plan*. This is a custom designed plan that contain a myriad of options.
  - (One purchased license/plan of Kaltura allows you to have one active course. Two purchased licenses/plans of Kaltura allows you to have two active courses, etc. An administrator can create as many courses as they like, preparing it with content or editing it, but the class can only go LIVE if it is made active with a purchased license/plan)
4. **SUMMARY** - You must describe the course in 150 characters or less. This will be displayed in the course box, below the name and picture associated with the course.
5. **DESCRIPTION** - You must enter a description of the course in 500 characters or less.
6. **ADD USERS** - This is the area where you can add users to this particular course who have already been entered into the system previously. If you have not added users yet, you can save and proceed to the next section.

## Users

See [Add Users to Virtual Classrooms](#).

- Click **Users** to add new users to your virtual classroom. You will then be asked to:

---

Role: Student ▼

Courses



**[PUBLIC URL] newro...**  
 Instructor Sam Thompson, ...

☐



**newrow\_ for Training 2**  
 Instructor Sam Thompson

☐



**Newrow Demo Room [1]**  
 Instructor Sam Thompson, ...

☐



**PHX Staff Training**

☐

☒ Invite more users

1. Enter the user's full name.
2. Enter the user's email address.
3. Assign the user a role by choosing:
  - **Student.** They will simply be able to access active rooms.
  - **Instructor.** They will be able to access active rooms, initiate live courses, and enter inactive course for preparation purposes.
  - **Administrator.** They will have the full capabilities as the main administrator, able to create courses, add students, change the company branding and billing information. Administrator access should be given sparingly.
4. Assign the user a specific course or several.
5. Click Invite.
6. When you click the Invite button, a user will receive an email invitation, where they will be asked to confirm their account. (You have the option to invite more users by clicking the box in the bottom left.)

## Files

See [Upload Files To Share](#).

Click **Files** to access/add new files to your virtual classroom.

## Files

Courses /

|                                                                                   |                         |        |            |     |
|-----------------------------------------------------------------------------------|-------------------------|--------|------------|-----|
|  | In The Newrow           | folder | 25/06/2019 | N/A |
|  | Danny Practice Room #2  | folder | 02/06/2019 | N/A |
|  | Instructure Demo Room   | folder | 17/05/2019 | N/A |
|  | Newrow K12 Demo         | folder | 16/04/2019 | N/A |
|  | Danny Practice   Marvel | folder | 08/04/2019 | N/A |
|  | Danny's Room            | folder | 03/04/2019 | N/A |
|  | VIPKid Demo Room        | folder | 24/03/2019 | N/A |

https://smart.newrow.com/#/companyFiles

After a folder is created within a course, click into the folder and begin adding files or subfolder.

## Files

Courses / In The Newrow

|                                                                                     |                                                    |        |            |         |
|-------------------------------------------------------------------------------------|----------------------------------------------------|--------|------------|---------|
|  | In The Newrow_Episode #2 _Compliance Training_.pdf | pdf    | 03/07/2019 | 1.05 MB |
|  | Recordings                                         | folder | 25/06/2019 | N/A     |
|  | Future of work.pdf                                 | pdf    | 25/06/2019 | 374 KB  |



## Session Stats

See [Session Stats](#).

Session Stats provide instructors and virtual classroom administrators statistics on the courses offered within their organization.

Instructors can access data related to the courses they teach while administrators can access data from all courses offered within their virtual classroom.

The first data points available are:

- **Session overview** - List view of live classes that took place in the specified date range with information around: Instructor/s, number of students, duration, start time,

end time, and whether a recording took place.

- **Recordings** - Preview recordings that took place in specified sessions
- **Attendance list** - See a list of participants that joined each live session: Name, role, email, time entered, time exited, and duration of attendance.
- **Chat history** - See a record of chat history entered throughout the session.

 You can adjust the time field to reflect a certain period of time (i.e. gauge how many students in a day, week, month, etc).


Newrow ▾ Courses Users Files **Session Stats**
2% Learning Center ▾ 

### Session Stats

All Courses ▾
26 Jun 2019 → 03 Jul 2019
Export

Sessions  
**19**


Students  
**34**


Total Class Hours  
**14**


| Session                                                                                                                          | Instructor          | Students | Duration    | Start ▾            | End                | Rec |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------|----------|-------------|--------------------|--------------------|-----|
|  <a href="#">In The Newrow - Jul 3</a>        | Sam Thompson, Da... | 0        | 01 h 55 min | Jul 03, 2019 11:11 | Jul 03, 2019 13:07 | ✓   |
|  <a href="#">South College Demo - Jul 2</a>   | Sam Thompson        | 1        | 09 min      | Jul 02, 2019 20:12 | Jul 02, 2019 20:22 | -   |
|  <a href="#">Newrow Demo Room [1] - Jul 2</a> | Sam Thompson        | 3        | 19 min      | Jul 02, 2019 17:00 | Jul 02, 2019 17:19 | -   |

Your list of sessions conducted will include:

- Who the instructor was
- How many students attended
- The duration of the session
- The start and end time
- If a recording of the session was taken

← newrow\_ Team - Jul 2

Start Time  
**03:07PM**


Students  
**2**


Duration  
**01:40:58**


Participants

Chat History

| Name                                                                                            | Role          | Email            | Joined ▲ | Left    | Duration    |
|-------------------------------------------------------------------------------------------------|---------------|------------------|----------|---------|-------------|
|  Sam Thompson  | Instructor    | sam@newrow.com   | 03:07PM  | 04:20PM | 01 h 12 min |
|  Danny Swibel  | Administrator | danny@newrow.com | 03:07PM  | 04:48PM | 01 h 39 min |
|  Ofir Zukovsky | Student       | ofir@newrow.com  | 03:08PM  | 04:20PM | 01 h 12 min |

When you click into an individual session, you will be able to view:

- Student Names
- Student Email
- Instructor
- Time student joined room
- Time student left room
- Total duration spent with the room
- Recordings
- Chat History

## Profile

See [Update Your Profile Settings](#).

In the Profile menu, you will be able to change your picture, display name, language, and password.



Display name  
**Danny Swibel**

Language: [English \(US\)](#)

[Change Password](#)

## Branding

## Branding

See [Customize Your Virtual Classroom With Your Branding](#).

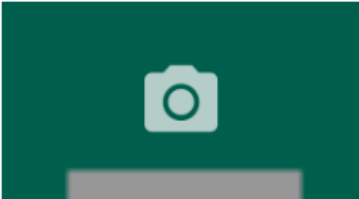
In this section, you can upload your logo and update your virtual classroom with the colors of your organization.

**Branding** ✕

Company name

Newrow

Logo  
Recommended resolution  
106x60



Upper bar color



Upper bar text color



Save

Cancel

## Plans

See [Active vs Inactive Courses | Plans](#).

In this section, you can add/upgrade Kaltura Live rooms, as well as check remaining recording hours.

Newrow
Courses
Users
Files
Session Stats

Your plans and resources

Plans
Free x 1 - annually
smart\_25 x 20 - annually
smart\_15 x 1 - monthly
Custom - C / 60/50 x 3 - annually

Recording hours
1.47 hrs out of 50 hrs used
Resets on: 2 Aug 2019

Add / Upgrade

smart\_15
\$32/month
\$384 billed yearly
Add to cart

- 1 virtual classroom
- 2 hours cloud recording
- 1 self paced course

smart\_25
\$51/month
\$612 billed yearly
Add to cart

- 1 virtual classroom
- 2 hours cloud recording
- 1 self paced course

smart\_custom
Create your own smart plan

1 virtual classroom
Number of participants?
Renewal Yearly

## BILLING

See [Manage Your Billing Account Information](#).

In this section, you as a paying user you have access to Billing pages to see an overview of your plans, see a history of your invoices, update your billing address and update your payment method.

Newrow
Courses
Users
Files
Session Stats
3% Learning Center

Overview
Invoices
Billing address
Payment method

Recording hours
3%
1.47 / 50 hrs used
Resets on: 2 Aug 2019
Add recording

Plans 0 out of 26 are available

| Plans               | Subscription type | Available |
|---------------------|-------------------|-----------|
| Free                | annually          | 0 / 1     |
| smart_25            | annually          | 0 / 20    |
| smart_15            | monthly           | 0 / 1     |
| Custom - C_ / 60/50 | annually          | 0 / 3     |

Profile
Newrow
Role: admin
Branding
Plans
Billing
Logout