Record a session in your Kaltura Room

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> 👤🔒 **This article is designated for moderators**

About

Moderators and hosts can record a Kaltura Room session. The recording captures the content shown on the stage, including shared content and participants on camera.
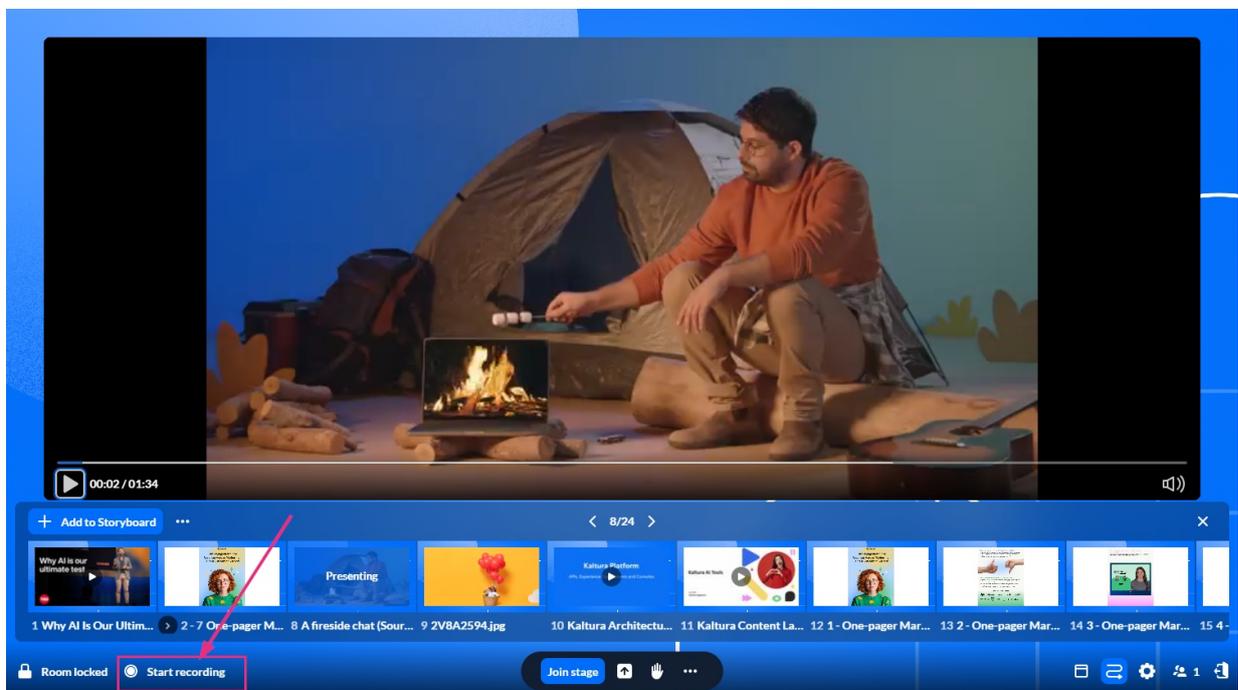
Recordings are stored in the room's media library and can be viewed, shared, or downloaded after the session.

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> - Recordings are standard 1080P MP4 video files.
> - A session can run for up to 72 hours, but recordings are limited to 24 hours.

Start recording

1. Click **Start recording** at the bottom left of the toolbar (next to the 'Room locked' indicator).

You can also click the **three dots** in the center of the bottom toolbar, then select **Record** from the menu that opens.
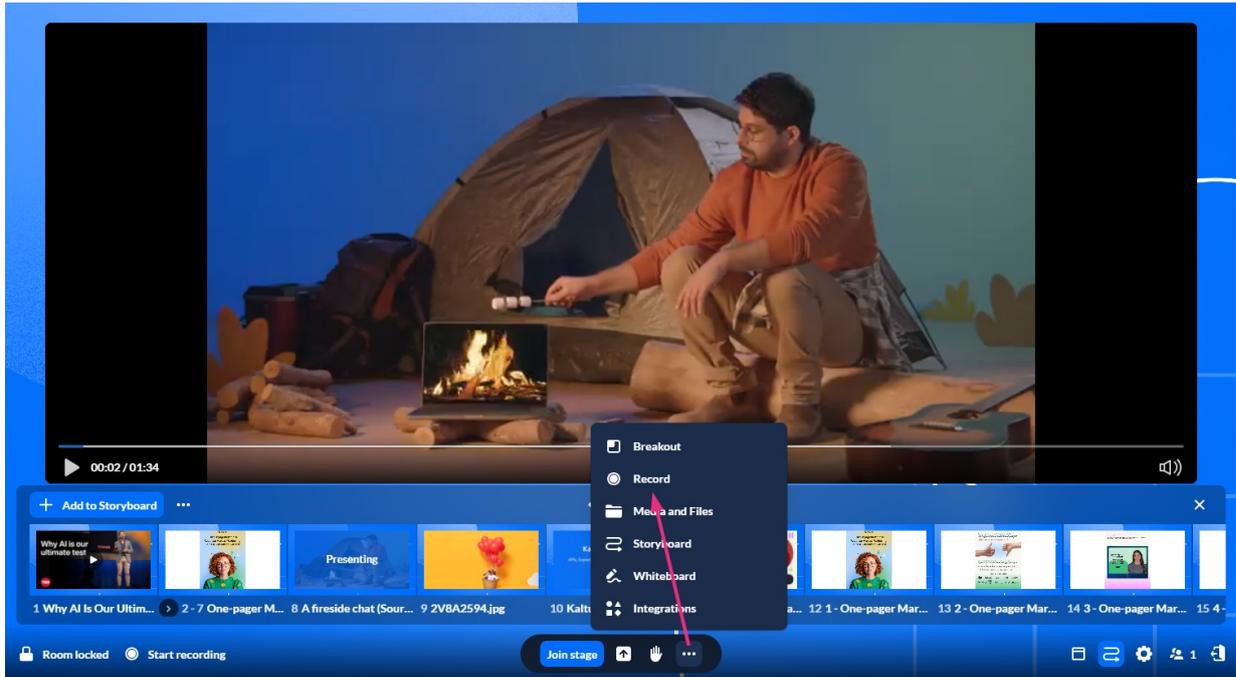
A confirmation message displays: *Do you want to start recording?*

2. Click **Start Recording**

- Recording may take a minute to initialize. A notification displays on everyone's screens: *Recording will start momentarily, please wait*.
- Next, participants see a notification stating: *This session is being recorded*.
- Participants must click **Confirm** to acknowledge the message.

During recording

- A recording indicator appears at the bottom left of the screen.
- Moderators see a recording timer and a **Stop recording** control.

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The recording captures stage content and participant video, but participant names are not displayed on the recorded video tiles.

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You cannot start or stop recordings from a mobile device, even if you're a host or moderator. However, if you're on stage, your audio and video will be recorded as part of the session.

Stop recording

1. Click the **square icon** on the bottom left of the screen or click the **three dots** and select **Stop recording** from the menu.
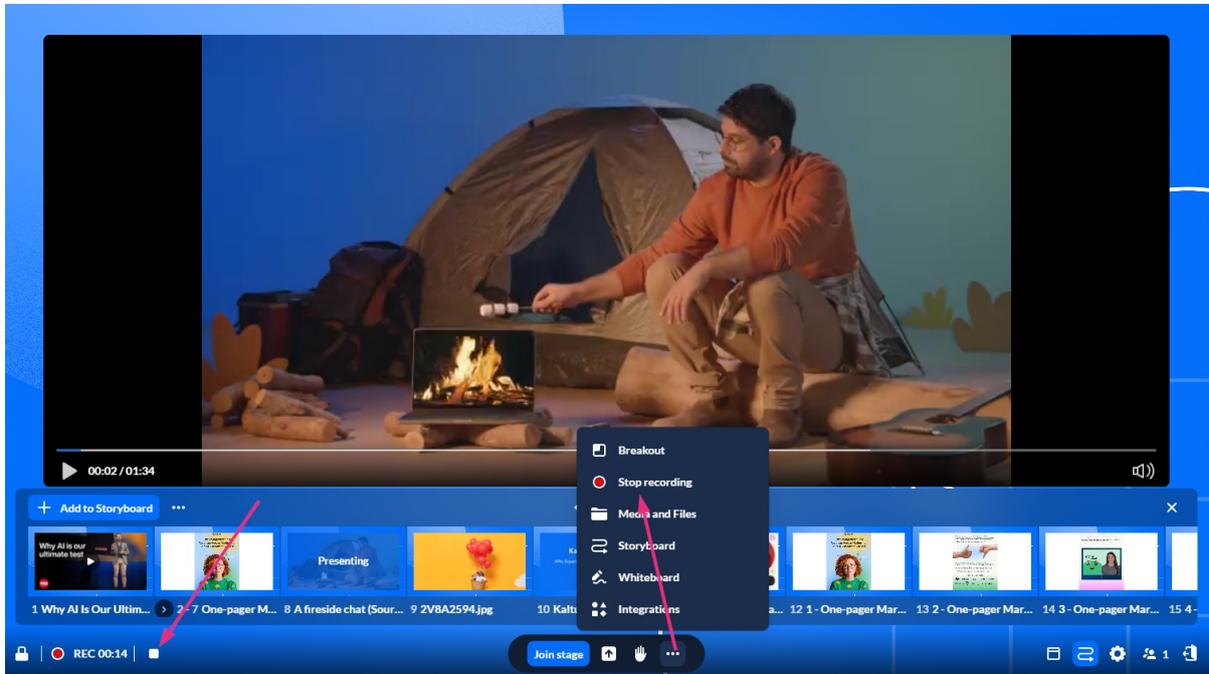
A confirmation message displays: *Are you sure you want to stop recording?*

2. Click **Stop recording**.

- Participants will see a notification that the recording has ended.
- The recording is then uploaded and processed.

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> If the moderator or host leaves the room while recording is active, the recording continues until the session times out, which occurs <u>15 minutes after the host leaves</u>.

Access the recording

Completed recordings are automatically added to the **Recordings** folder in the room's **Media and Files** storage.
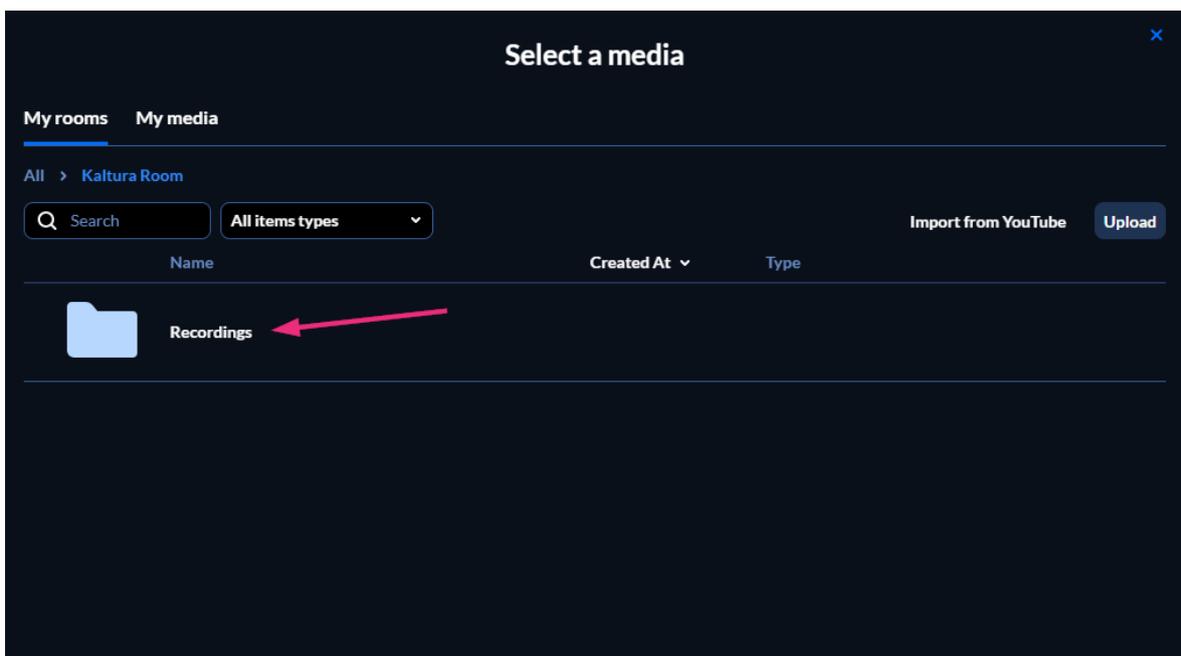
To access recordings:

1. Click the **three dots** on the bottom toolbar and select **Media and Files** from the menu.
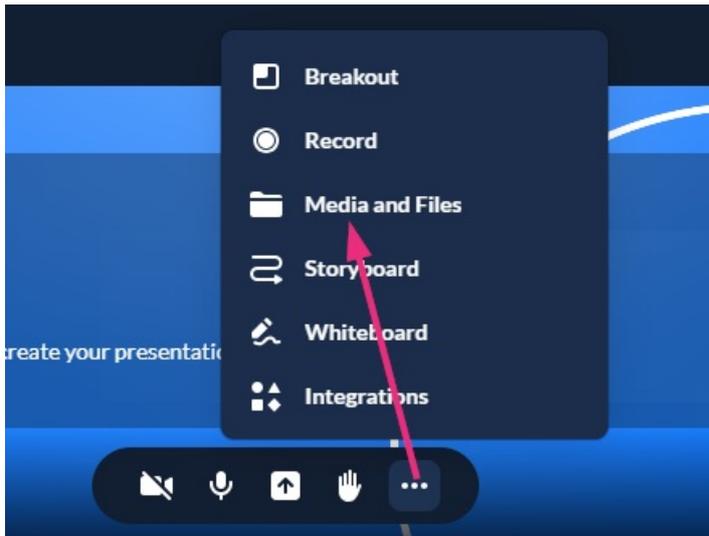
The media selector opens.

2. Click the **Recordings** folder.

Recording files are named using the format: *Rec – date and timestamp – meeting title*

Recordings can also be accessed from your media library depending on how the room is configured in the Kaltura platform you're using.