



How to hold a Kaltura meeting experience

Quick user guide for hosts & moderators

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Getting started

1 Create a meeting room

1 Log into your Video Portal or KAF application.

2 Click **+Create** and select **Meeting Room**.

3 The **Add New Meeting Room** page displays. Complete the metadata, schedule, room mode* and registration details. Then click **Create Event**.

*There are 2 room modes:

- **Interactive** - Everyone joins the session on stage (good for up to 25 participants).
- **Panel with Viewers** - Only host / moderators join on stage. All others join as viewers (good for up to 300 participants).

1 MediaSpace Sign In

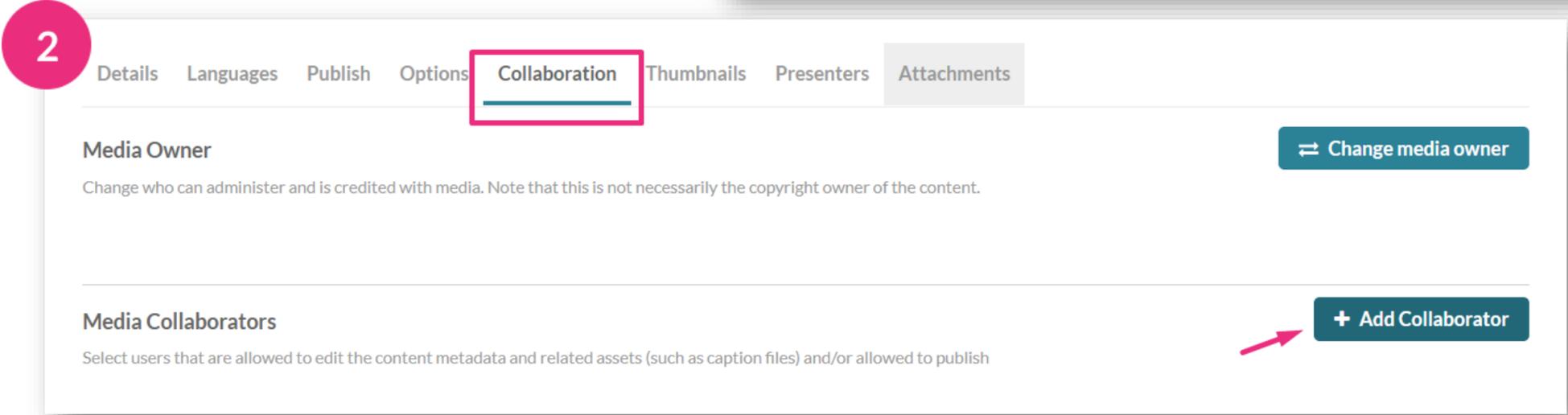
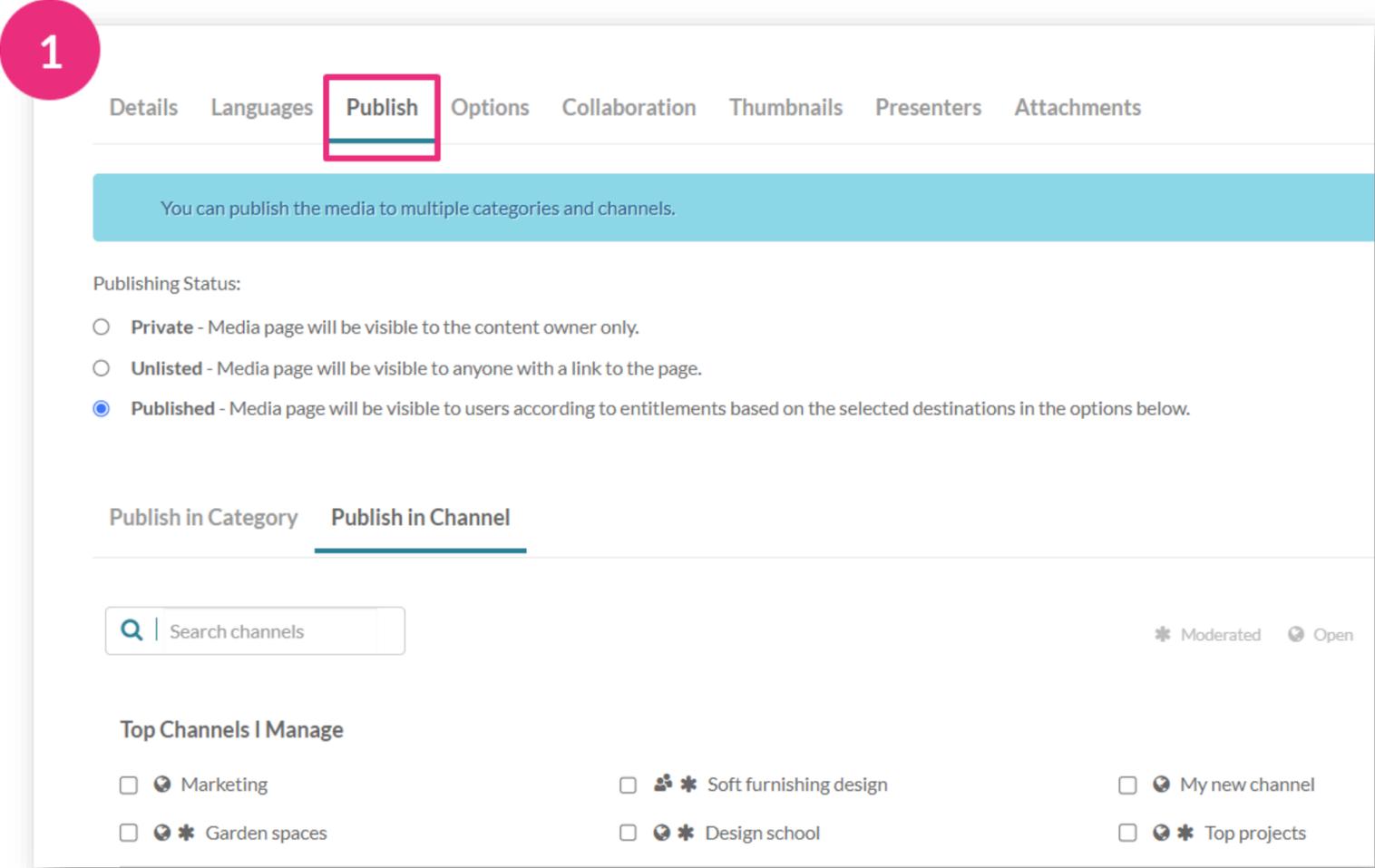
2 + Create

3 Add New Meeting Room

2 Edit the meeting details

- 1 Decide the publishing status, for example, you might want to publish the entry in a channel so that channel members can join the session. Click **Save**.
- 2 If you'd like to add other hosts, click the **Collaboration** tab and then **+Add Collaborator**.

Click **Back to Media Page** when done.



Pre-session

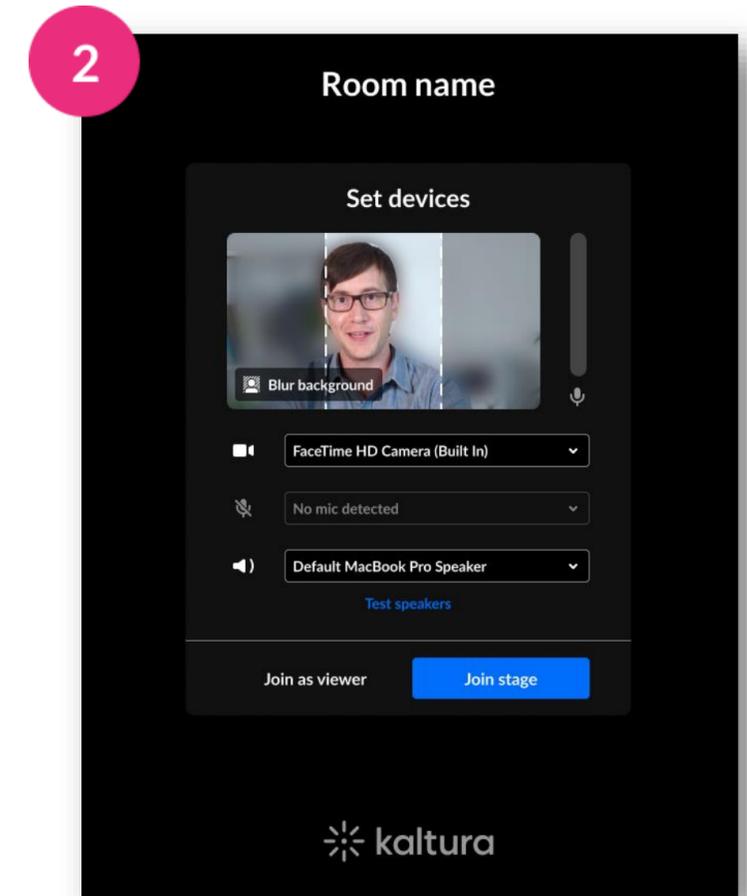
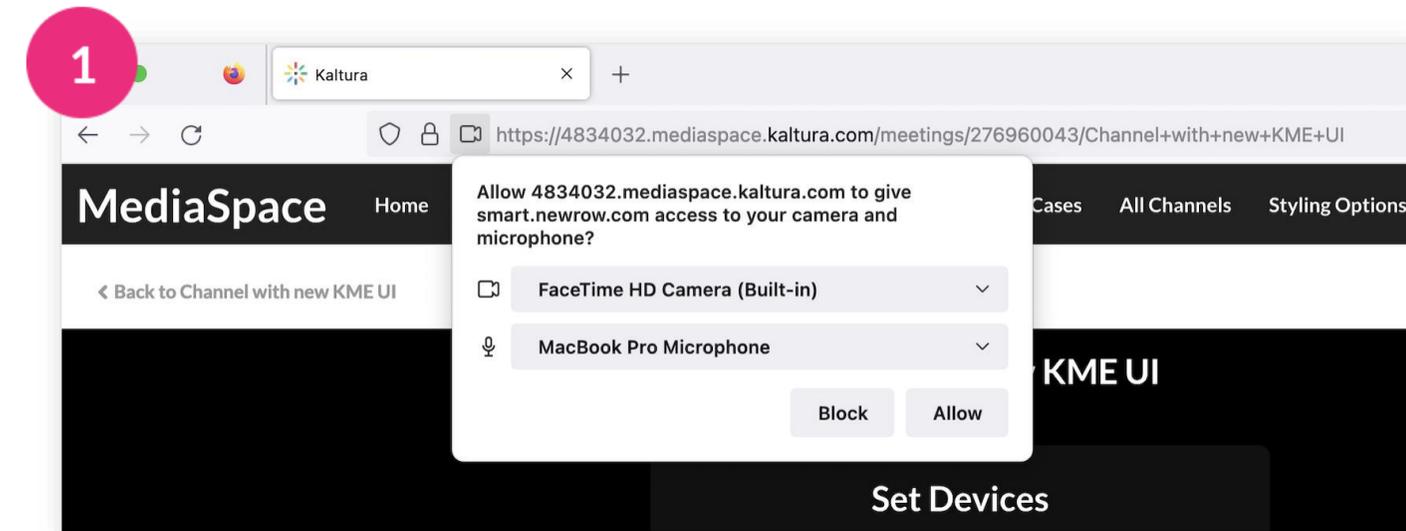
3 Set your devices

- 1 When you enter a room, you're prompted to set your devices. **Allow** your browser to access your devices.
- 2 Set your camera, microphone and speaker devices. You can blur your background too.

To do a quick test check, [click here](#).

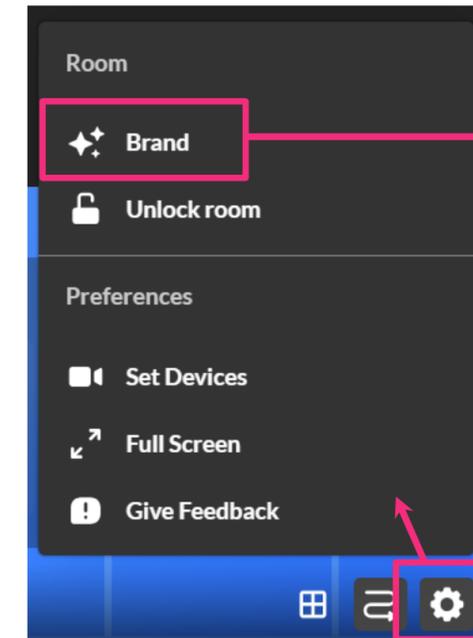
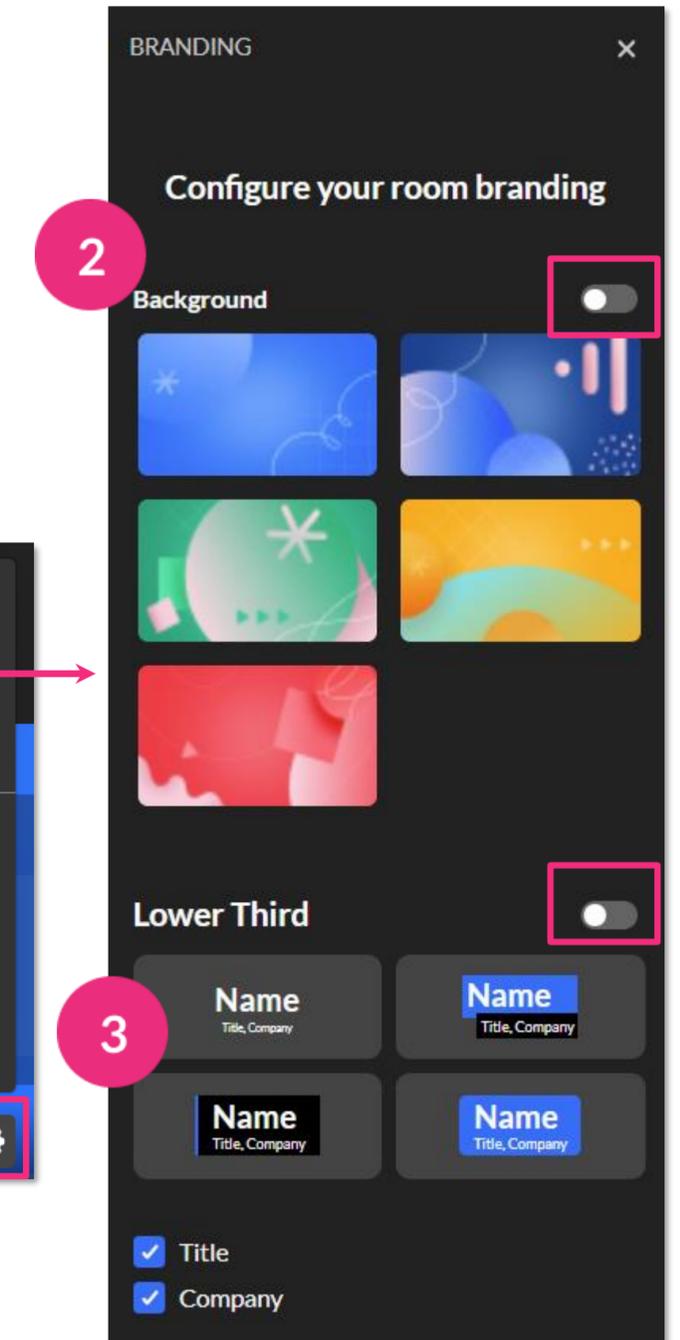
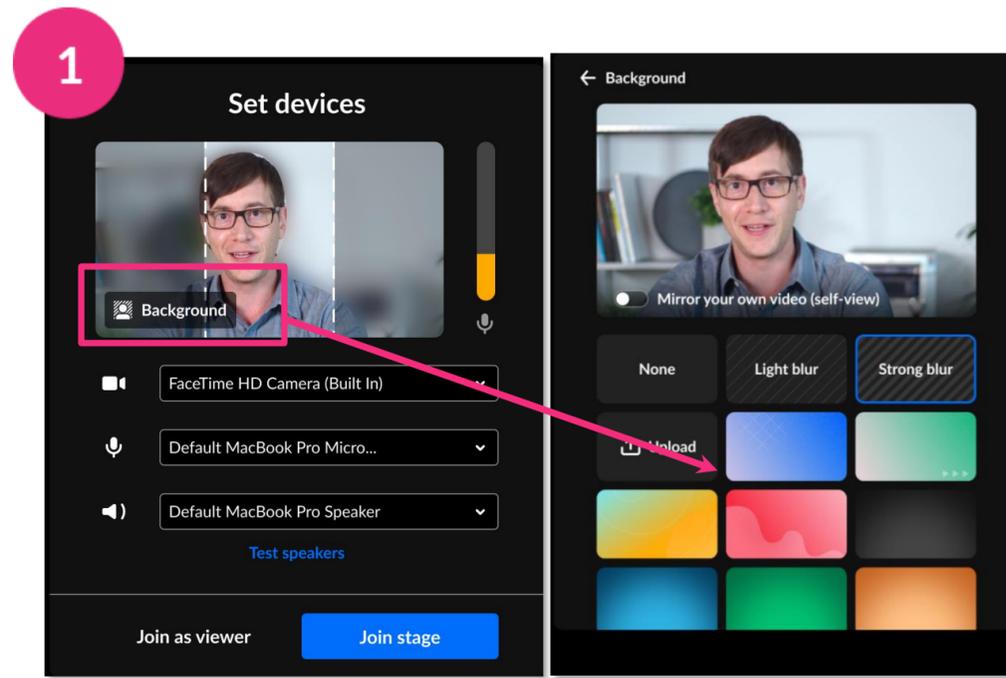


By default, all microphones are disabled while a video plays in the room. Microphones are re-enabled automatically when the video stops.



4 Customize your room

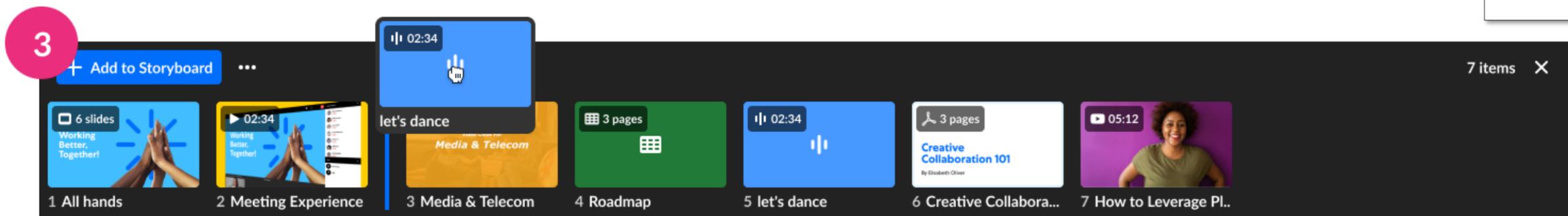
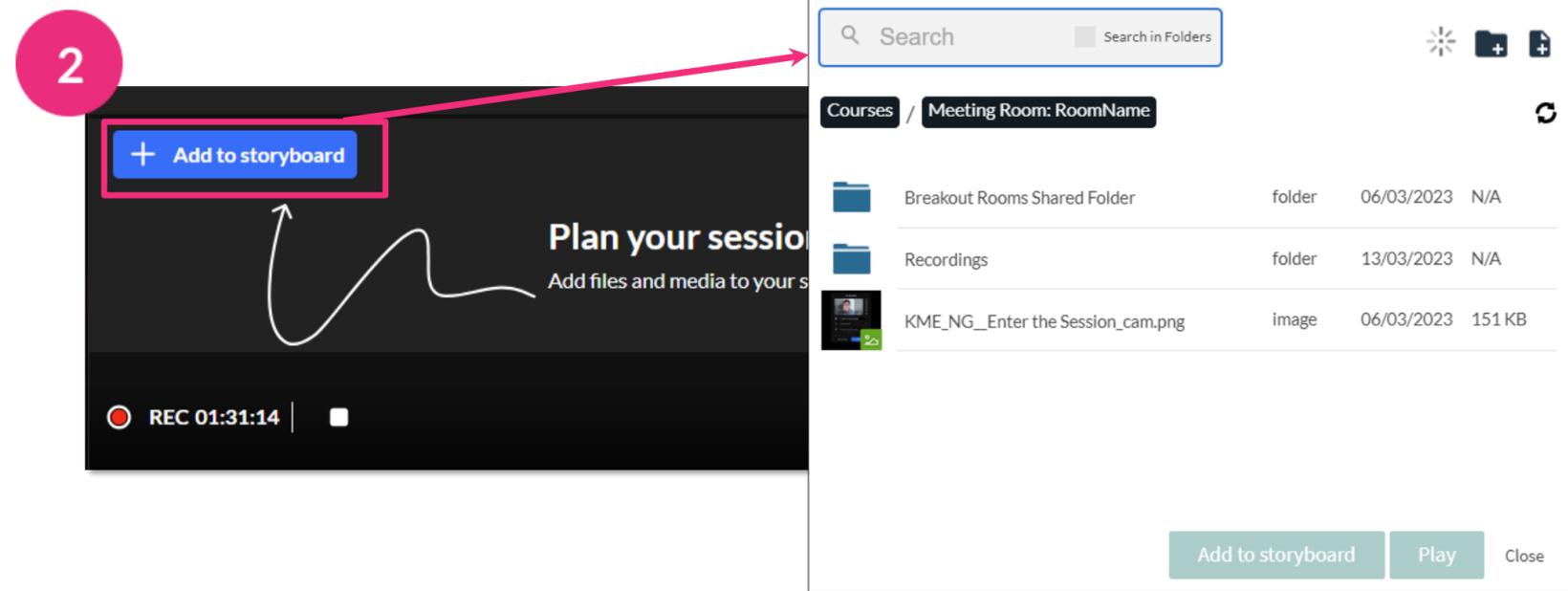
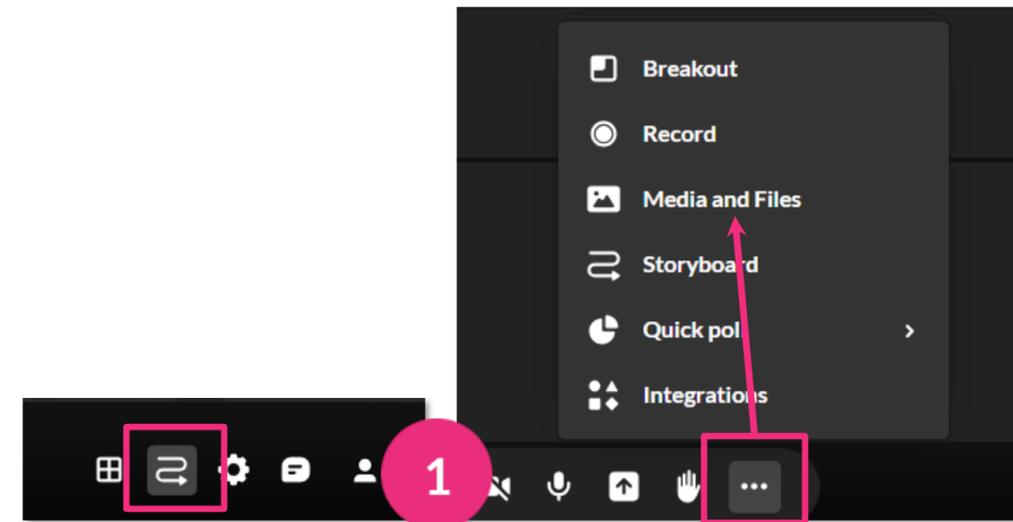
- 1 Click **Background** in the Set Devices window, then choose the background or blur density.
 - 2 While in your room, click the settings icon, then click **Brand**. In the branding panel, toggle on **Background**, then click the image you want. Your background immediately updates.
 - 3 Toggle on **Lower Third** and choose the type of display for the **name, title** and **company** of the participants on stage.
- ! When the lower third is active there is no speaking or raised hand indication.



5 Add files to the meeting

Use the Storyboard to organize your files ahead of time.

- 1 Open the storyboard by either clicking the **storyboard icon** or click the **3 dots menu** and then **Media and Files**.
- 2 Click **+Add to Storyboard**. In the Media and File manager window, select your desired file, then click **Add to storyboard**. Click **Close**.
- 3 To **remove files**, hover over the file you want to remove and click the **X**. To **rearrange files**, click and drag the file to the position you want.

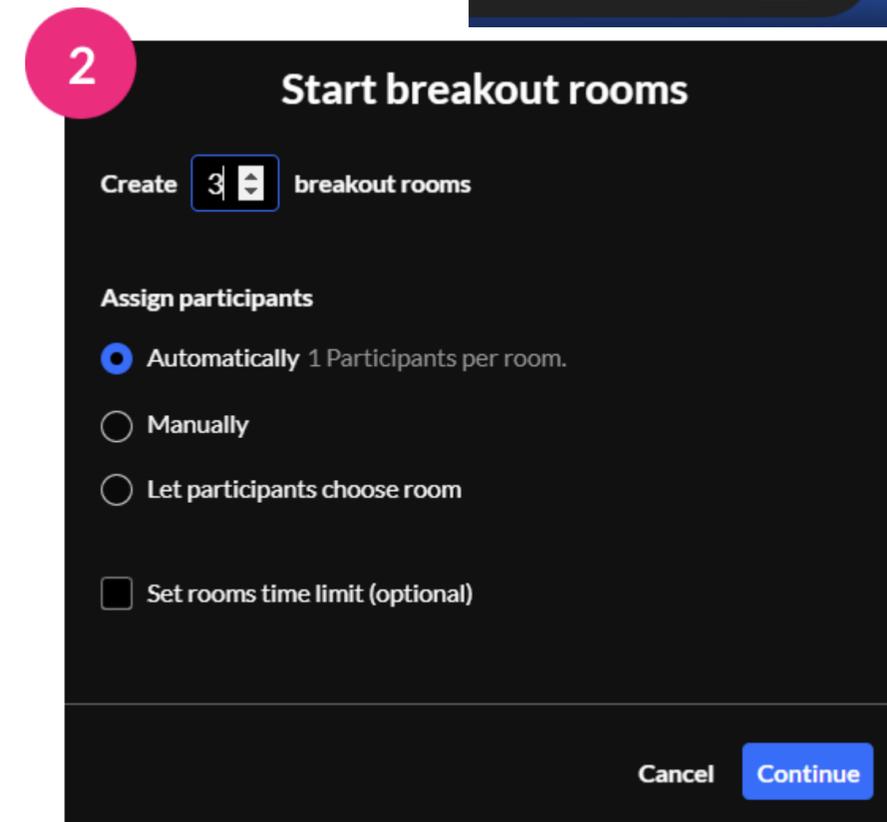
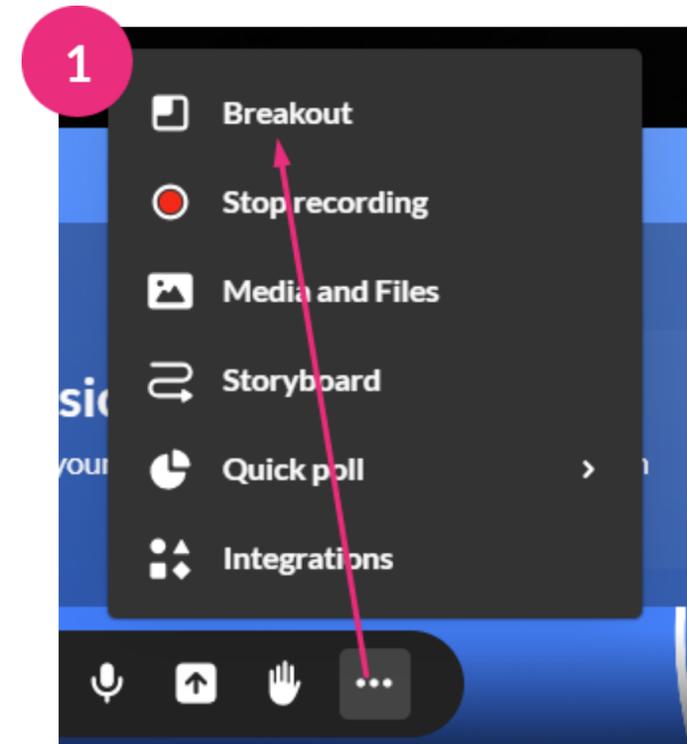


6 Set up breakout rooms

Breakout rooms allow you to split participants into smaller groups for group assignments or collaboration.

- 1 Click the **3 dots menu**, then click **Breakout**.
- 2 In the **Start breakout rooms** window, you can:
 - set the number of breakout rooms (up to 15).
 - assign participants (up to 50 per room).
 - set time limit (optional). After the time limit, the breakout rooms close and all participants are sent back to the main room.

Click **Continue**.

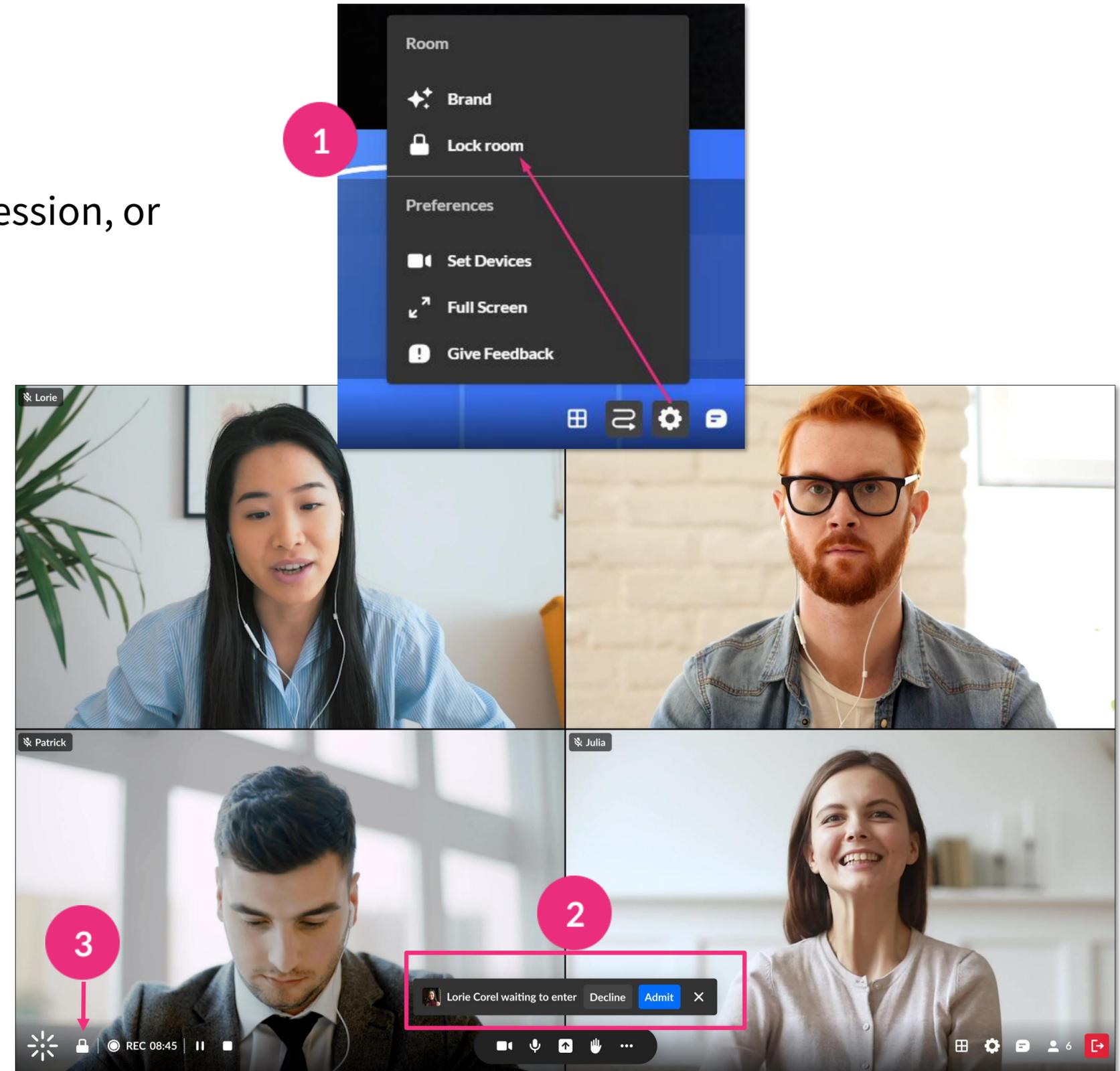


During your session

7 Lock the room

You can lock the room while you're preparing your session, or during your session to increase security measures.

- 1 Click the settings icon, then click **Lock room**.
- 2 While the room is locked, anyone joining the meeting will be sent to a virtual waiting room and you'll receive a notification with their name(s). Click **Admit** or **Decline**.
- 3 To unlock the room, choose **Unlock room** from the settings menu or click the **lock icon** in the lower left corner of the screen.

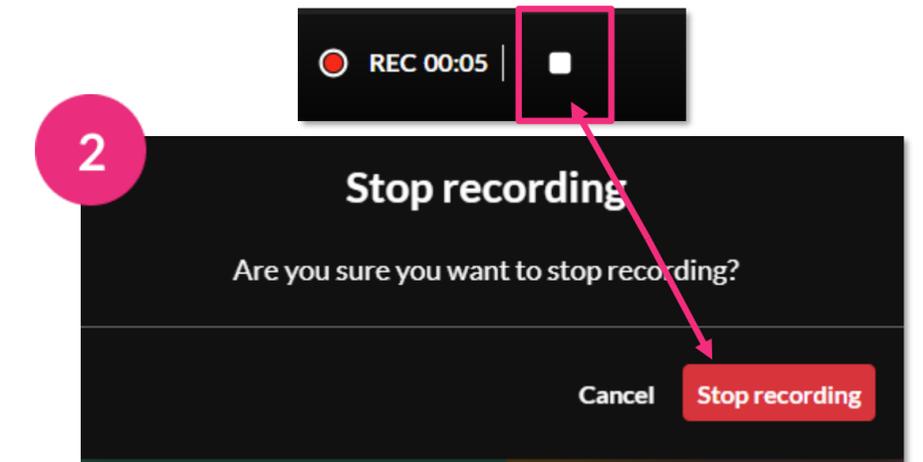
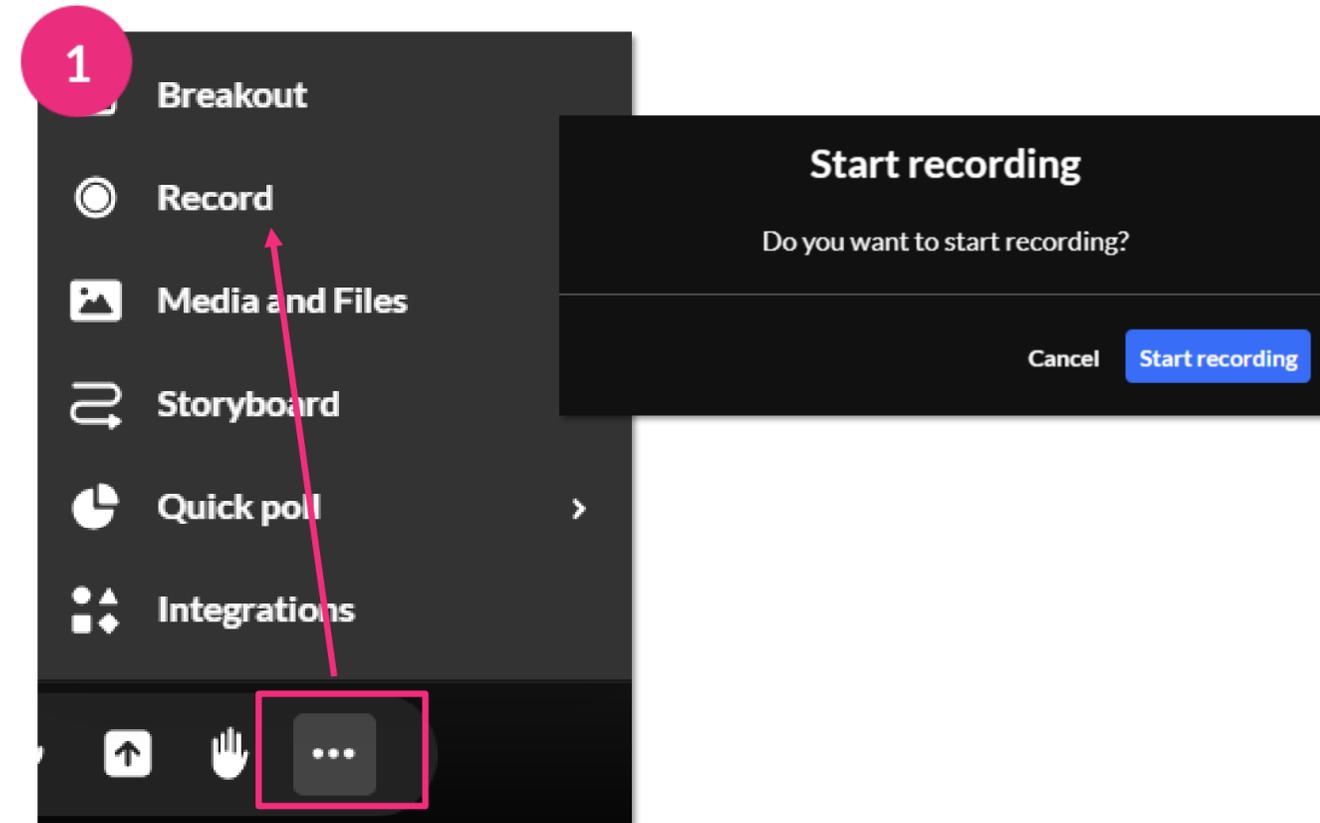


8 Record your session

- 1 Click the **3 dots menu**, then **Record > Start recording**. A notification announces that the session is being recorded and a red circle displays on the bottom left of the screen.

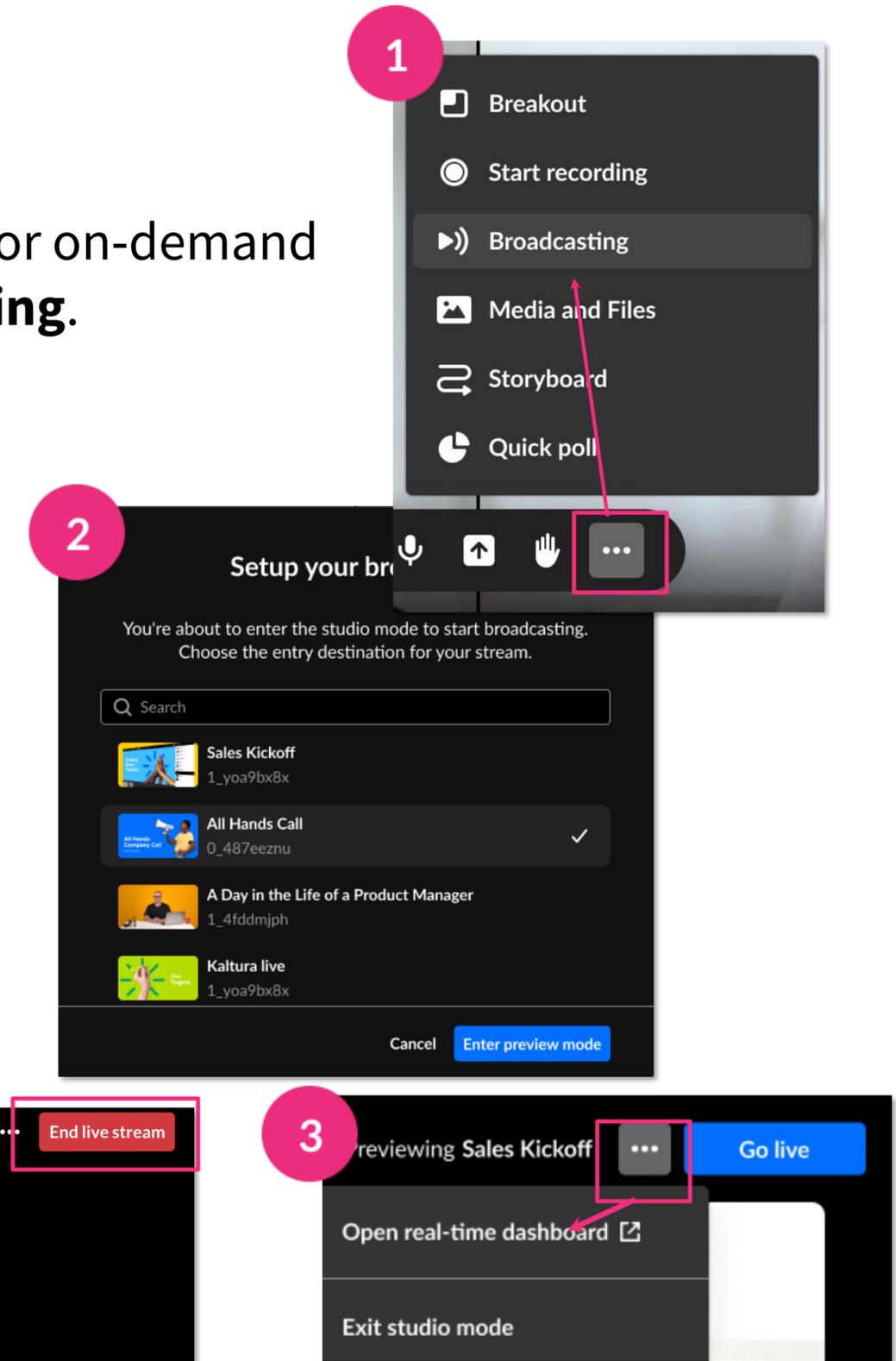
! If you leave the room, the recording continues until the session time-out, which is 15 minutes after the host leaves.

- 2 To stop recording, click the **white square** next to the recording indicator OR click the **3 dots menu**, then **Stop Recording**. The recording will be uploaded to the Recordings folder in your **Media and Files** storage.



9 Broadcast your session

- 1 Broadcasting sends a livestream for others to watch either in real-time or on-demand later. To start a broadcast, click the **3 dots menu**, then click **Broadcasting**.
- 2 Select the webcast entry destination from the list (to learn more, see [Creating a webcasting event](#)), then click **Enter preview mode**.
- 3 Click the **3 dots menu**, then **Open real-time dashboard** to access analytics (to learn more, see [Real-time Analytics Dashboard](#)). Click **Exit studio mode** to return to your room without starting a broadcast. Click **Go live** to start the broadcast.
- 4 During a broadcast, a red **Live** counter displays on the top left of your screen displaying the time lapsed since the broadcast began. To end the broadcast, click **End live stream** button.



10 Present your content

- 1 Present videos** - Click a video to play it (it will be framed in blue in the Storyboard). You can play/pause, scroll forward and back, and adjust the volume.
- 2 Present documents or slides** - Use the arrows on the bottom to navigate, and the buttons on the right to open an annotations bar and to zoom in and out.
- 3 Stop presenting** - Click **Stop Presenting** on the stage, or on the Storyboard.

The screenshot displays the Kaltura presentation interface. At the top, there are four video thumbnails for participants: Lorie, Manuel, Patrick, and Julia. The main stage shows a slide titled "Where Are We Heading?" with a yellow background and a box of balloons. The slide content includes a list of four points: 1. Driving gender equality in tech, 2. Working Better, Together!, 3. Our Targets, 4. Work-Life Balance. Below the stage is a video gallery with seven items, including "Creative Collabor...", "Meeting Experience", "Media & Telecom", "Roadmap", "let's dance", "Creative Collabora...", and "How to Leverage PL...". A "Stop presenting" button is visible on the stage. On the right side, there is a storyboard with six items, including "All Hands Company Call", "Where Are We Heading?", "Our Targets", "Employee Awards", "Working Better, Together!", and "Thank You!". The interface also features navigation arrows and a "1/7" indicator.

11 Share your screen

1

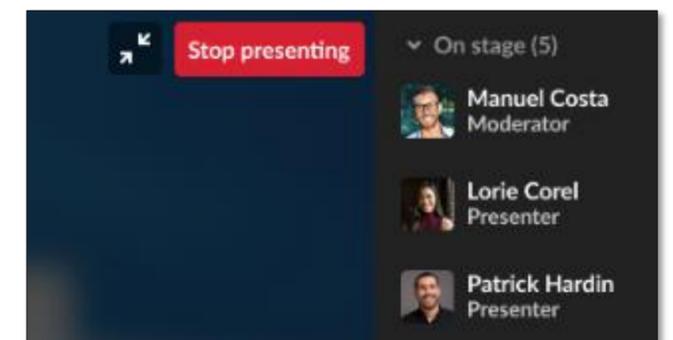
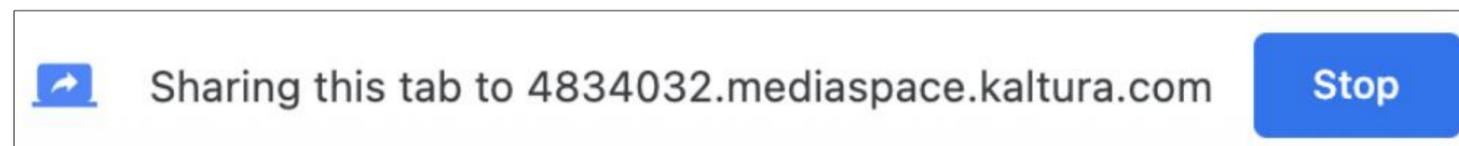
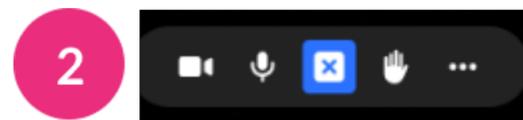
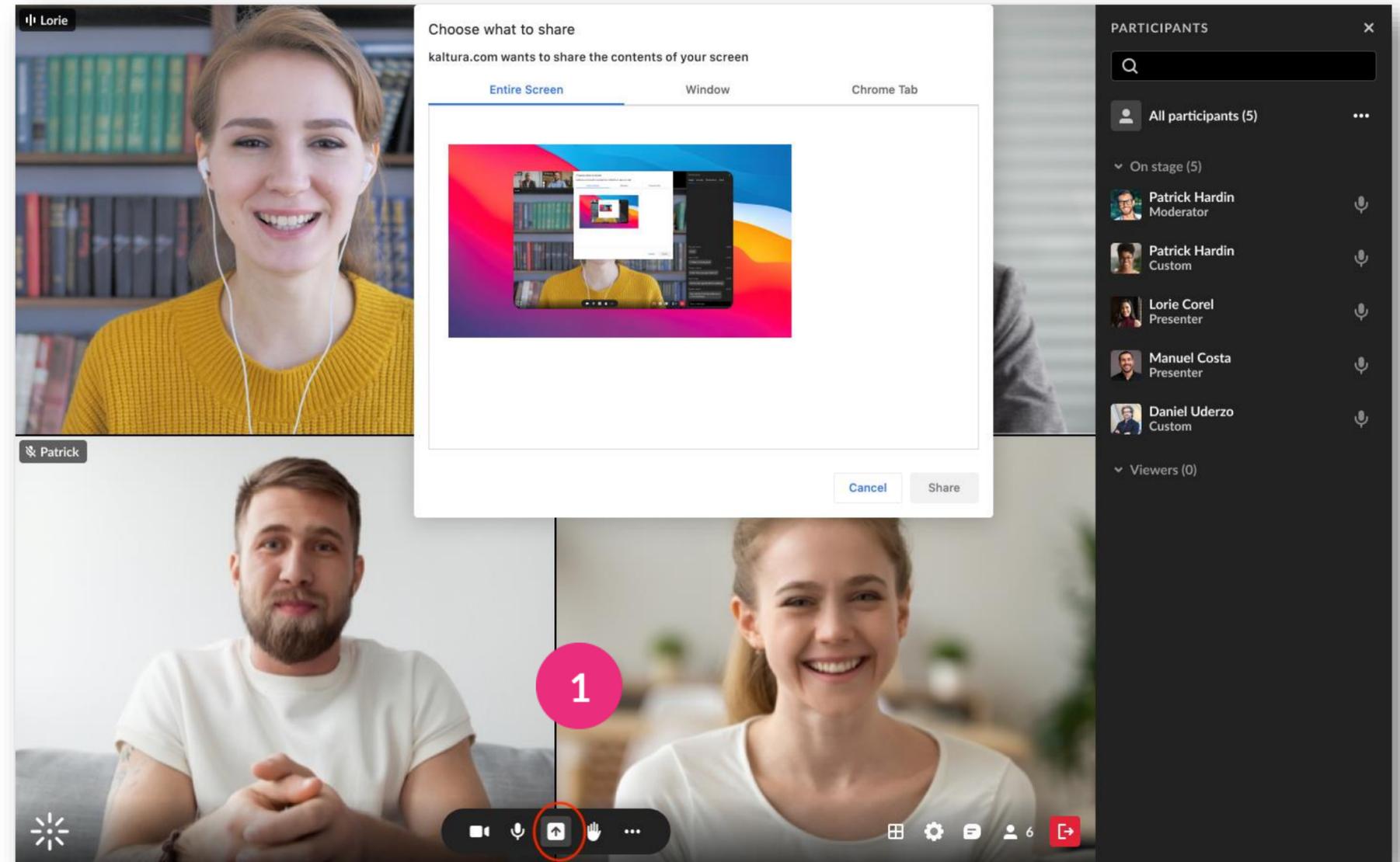
Click the **screen share icon** on the bottom toolbar. Choose from:

- **Entire Screen** – Everything on your screen. If you have multiple screens, choose which screen to share.
- **Window** - Choose which window to share. Once shared, it can't be hidden or minimized.
- **Tab** - Choose a specific browser tab.

Click **Share**.

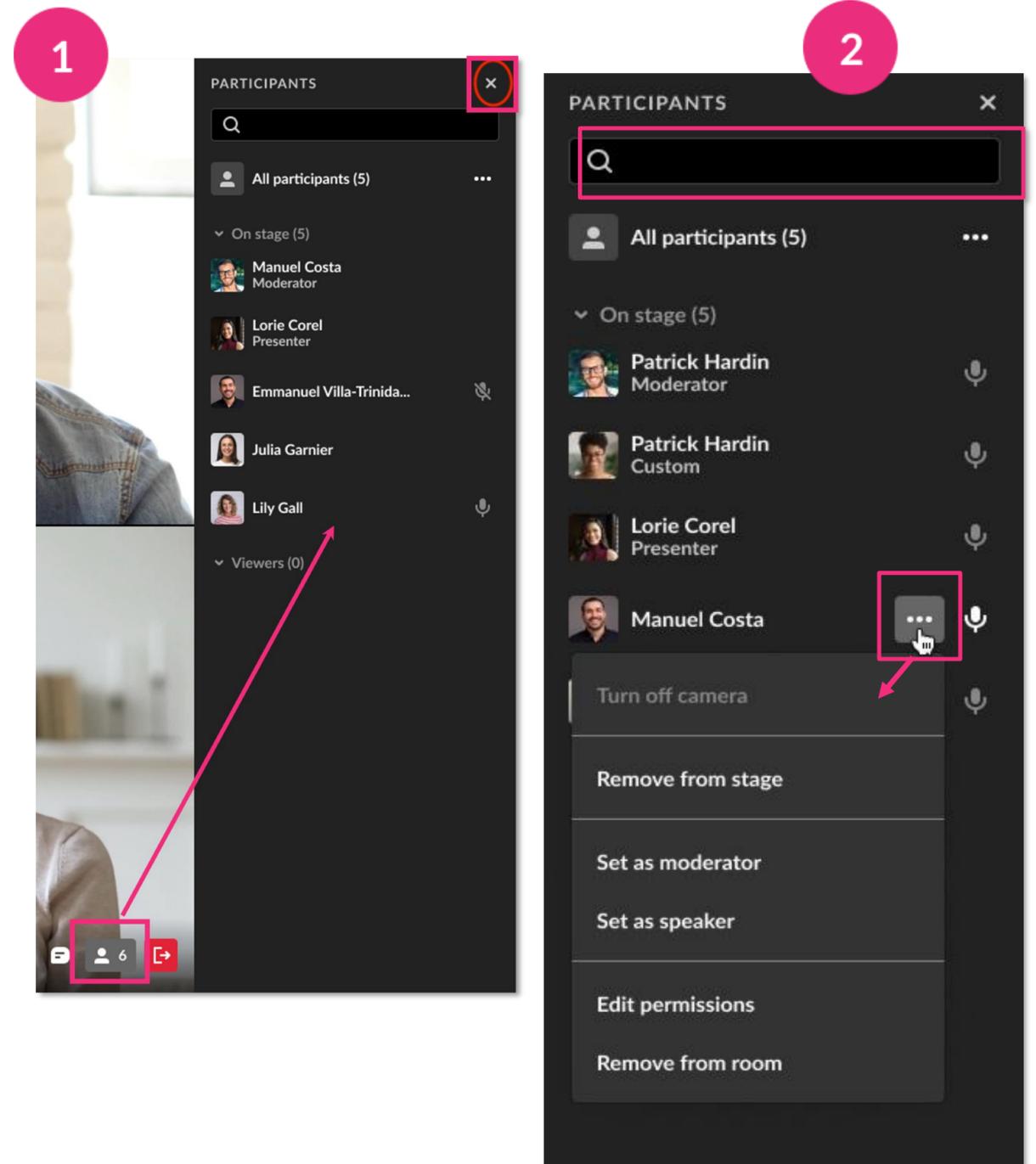
2

Stop sharing: Click the **X** on the bottom toolbar or **Stop** in the extension bar, or click **Stop Presenting** on the top right of the stage



12 Participants list

- 1 Open the Participants list by clicking the **user icon** on the bottom toolbar. The list has the three sections: **Raised hands**, **On stage**, and **Viewers**. Each section shows the number of participants and their names.
- 2 The list also has a:
 - **search bar** - Use to find participants who are in the room or on stage.
 - **microphone icon** next to each name - Click to mute/unmute.
 - **3 dots menu** next to each name - Click to display the following functions: **Turn off camera**, **Remove from stage**, **Set as moderator**, **Set as speaker**, **Edit permissions** and **Remove from room**.

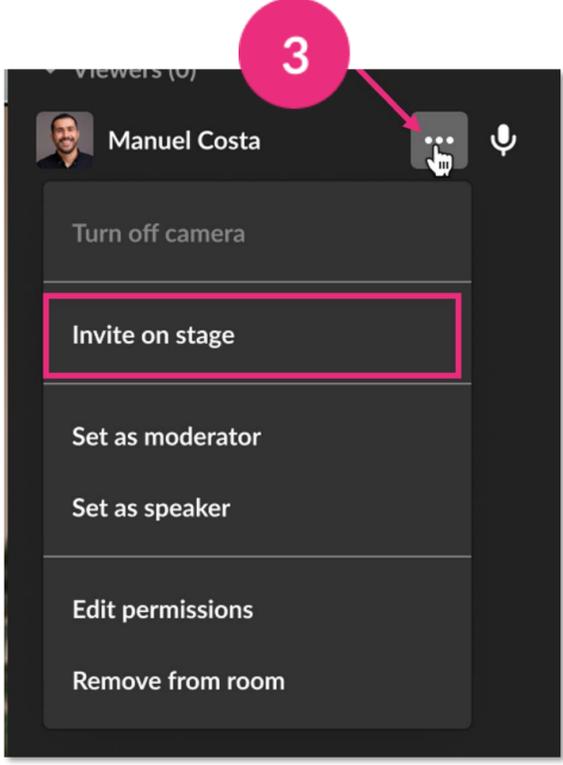
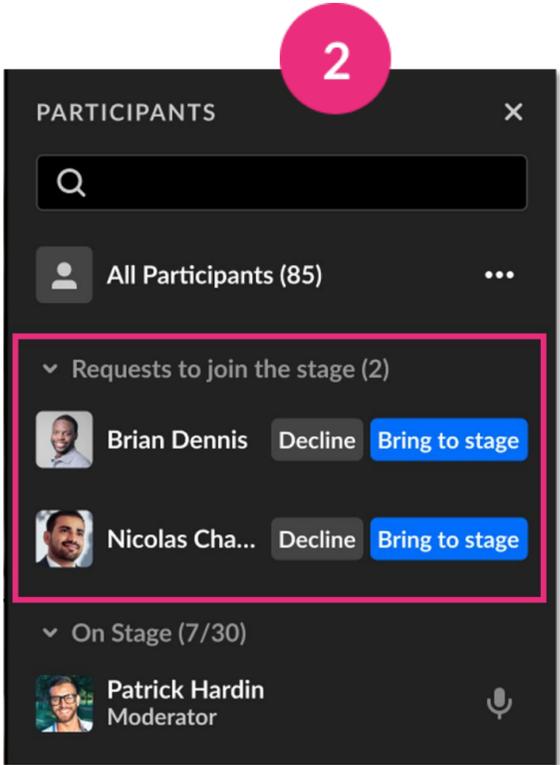
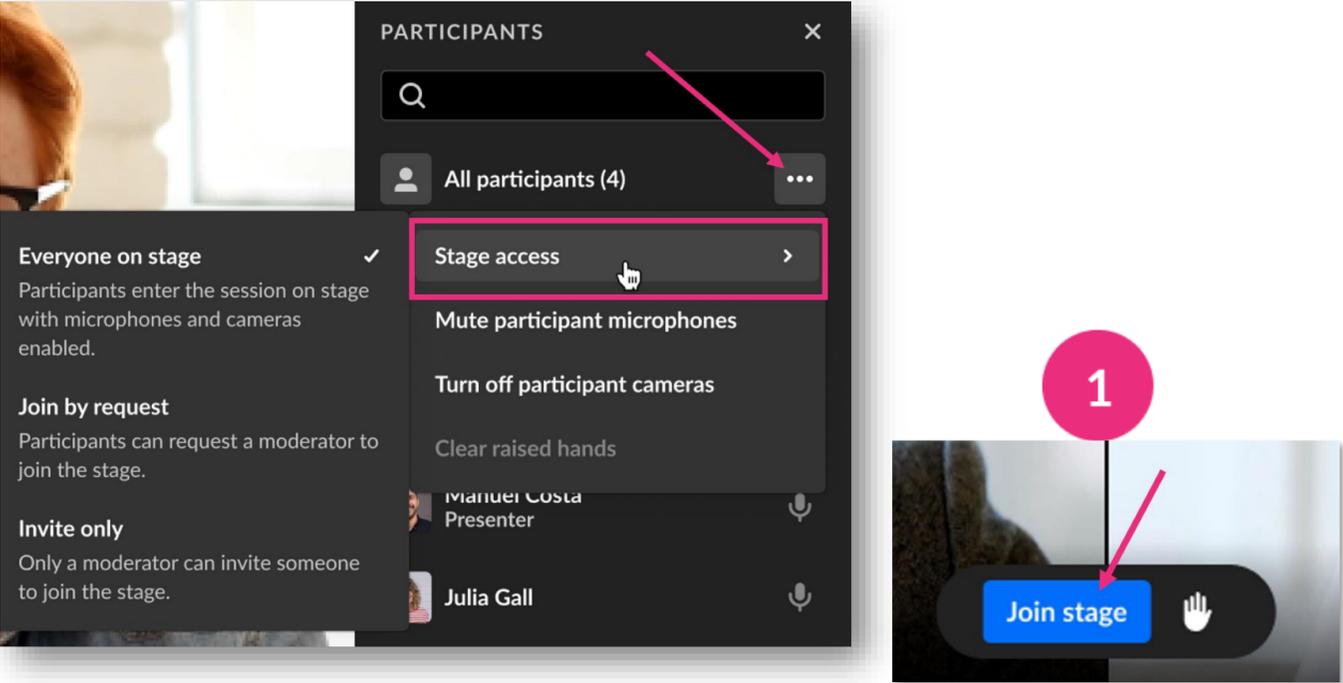


13 | Stage access

Stage Access has three modes which you access from the **settings menu** at the bottom of the screen or from the **3 dots menu** in the participants list:

- 1 **Everyone on stage** - Up to 100 participants can join the stage without permission by clicking **Join stage**.
- 2 **Join by request** – A participant can send a request to join the stage. Click **Decline** or **Bring to stage**.
- 3 **Invite only** - You can invite a participant by clicking the **3 dots menu** next to their name > **Invite on stage**. The participant can then join or decline.

! You can take a participant **off stage** by clicking their name in the participants list > **Remove from stage**.



14 Stage management

- 1 Content is presented as a highlighted tile on stage, with all the other tiles moved to a top tray.
- 2 Use the **3 dots menu** at the top right to:
 - Fit to frame
 - Turn off camera
 - Remove from stage
- 3 Use the **Participant's tile** to:
 - Set/unset as moderator
 - Edit permissions
 - Remove from meeting

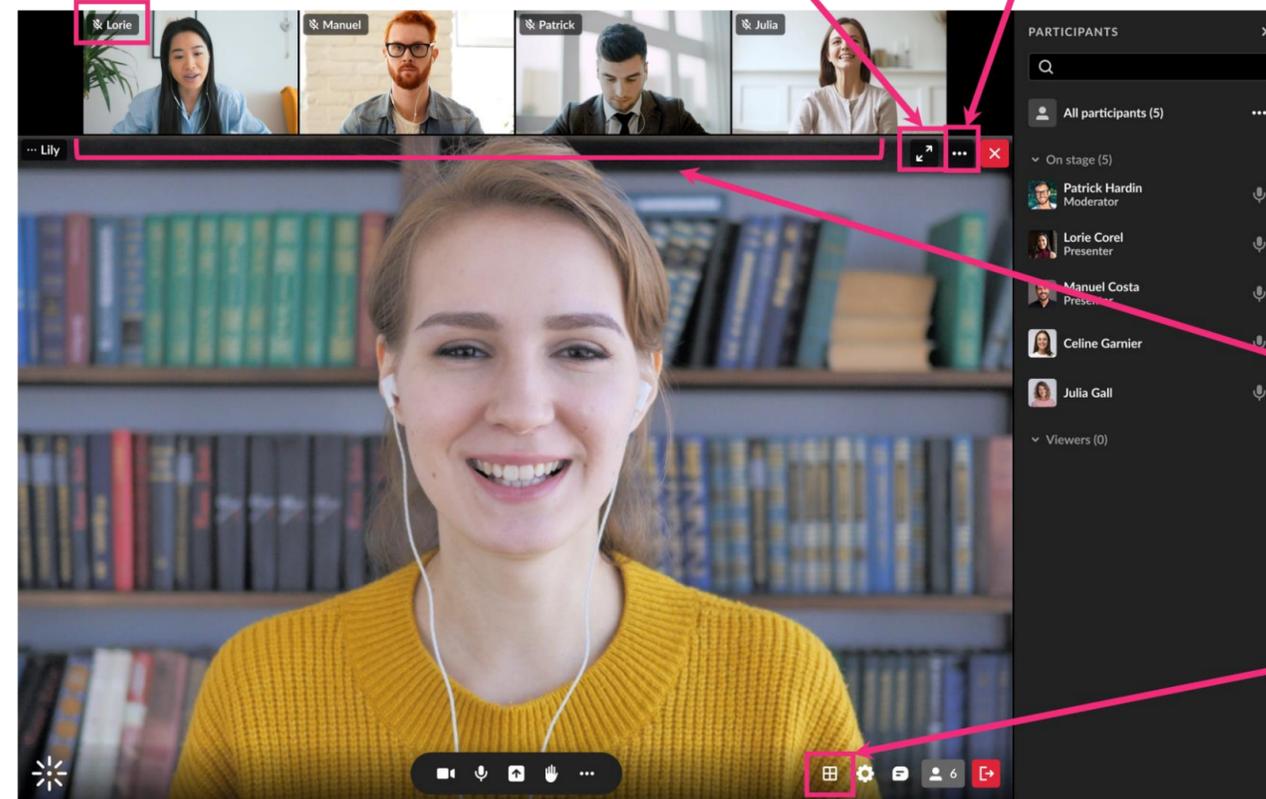


[Back](#)

Name and mic indicator

Click to expand tile.
Click again to minimize.

3 dots menu

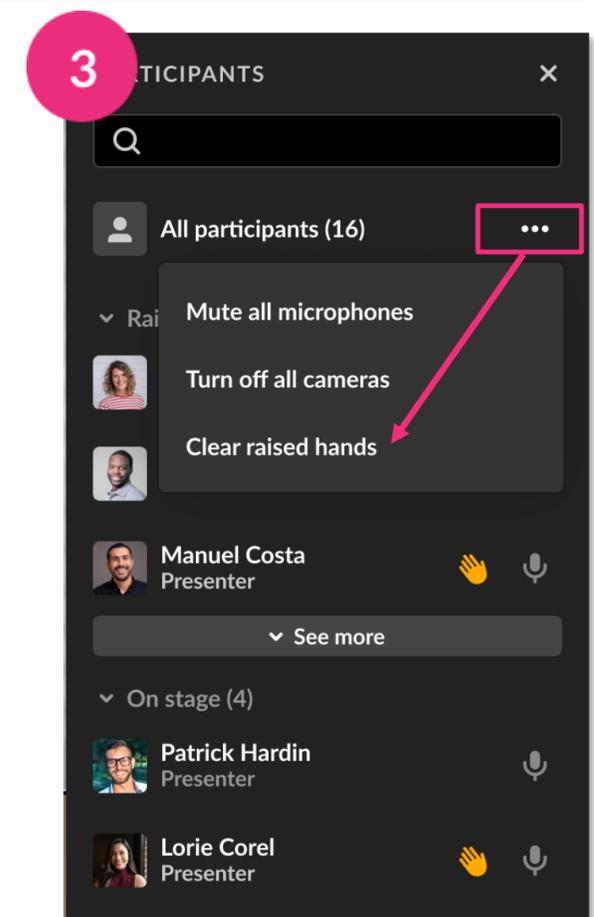
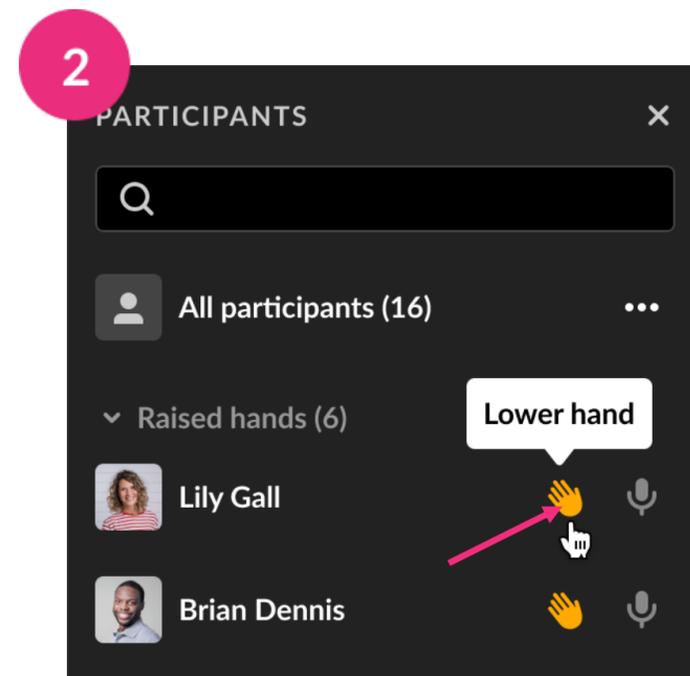
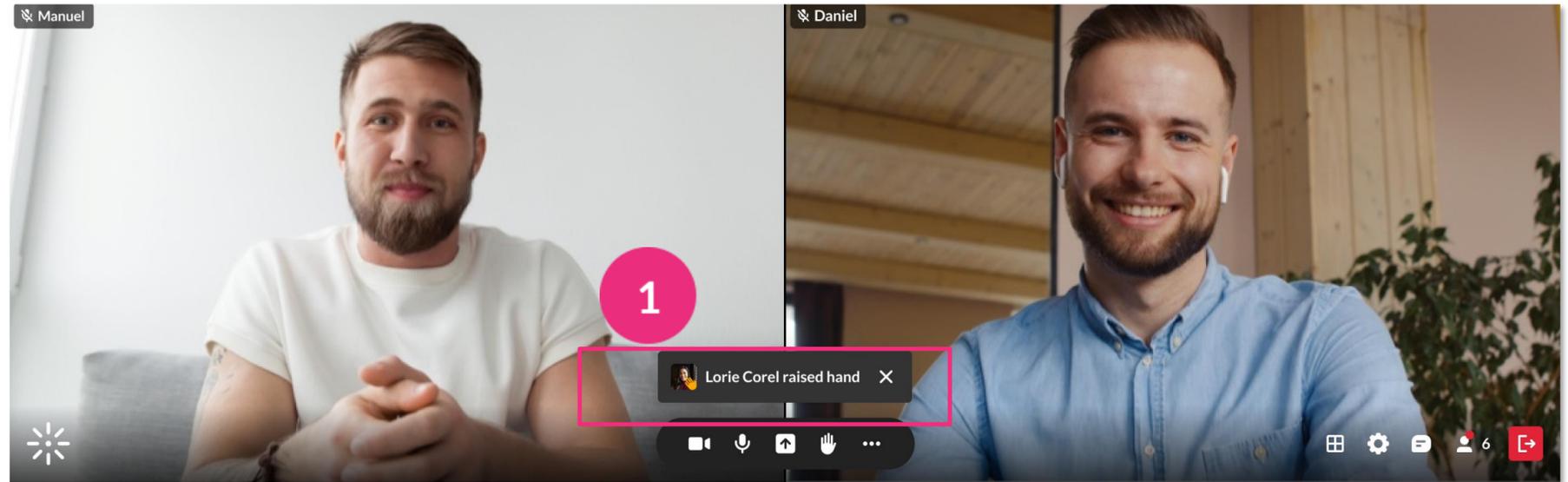


Up to 25 tiles can be displayed at a time.

Click to change from grid view to side-by-side view.

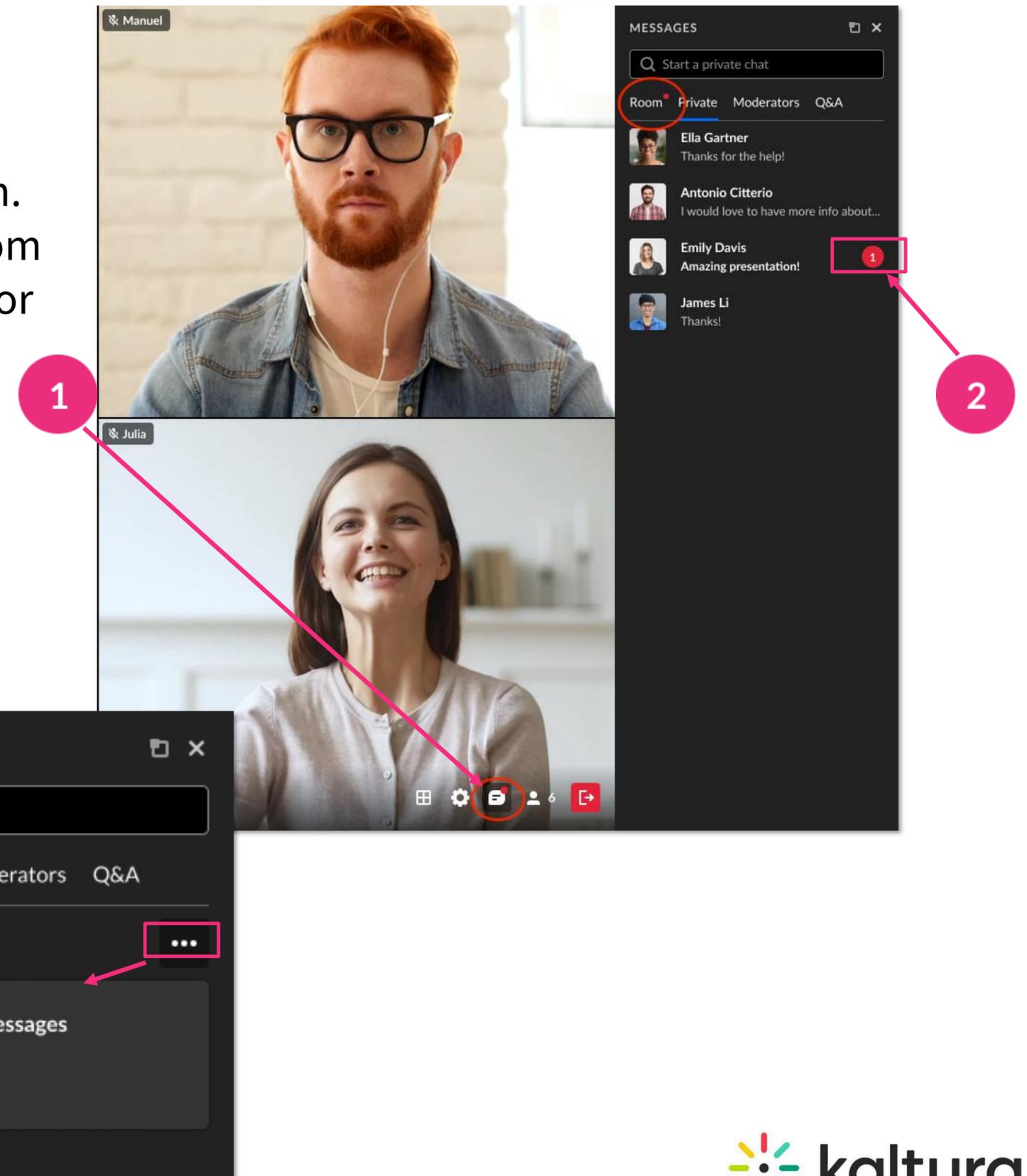
15 Manage raised hands

- 1 A raised hand triggers a notification at the bottom of your screen, and a hand icon next to their name on the participants list.
- 2 Participants can lower their hand, or you can do it by clicking the **hand icon** next to their name.
- 3 You can lower all raised hands by clicking the **3 dots menu** next to 'All Participants' > **Clear raised hands**.



16 Manage chats

- 1 Chats are shown in a chat bar to the right of your screen. To display the chat bar, click the **chat icon** on the bottom of your screen. To hide chat, click the **X** in the top right or click the chat icon again.
- 2 When there's a new message, a red dot appears next to the name. If your chat bar is closed, you'll see the red dot on the chat icon.
- 3 You can clear chat history by clicking the **3 dots menu** > **Clear all messages**.

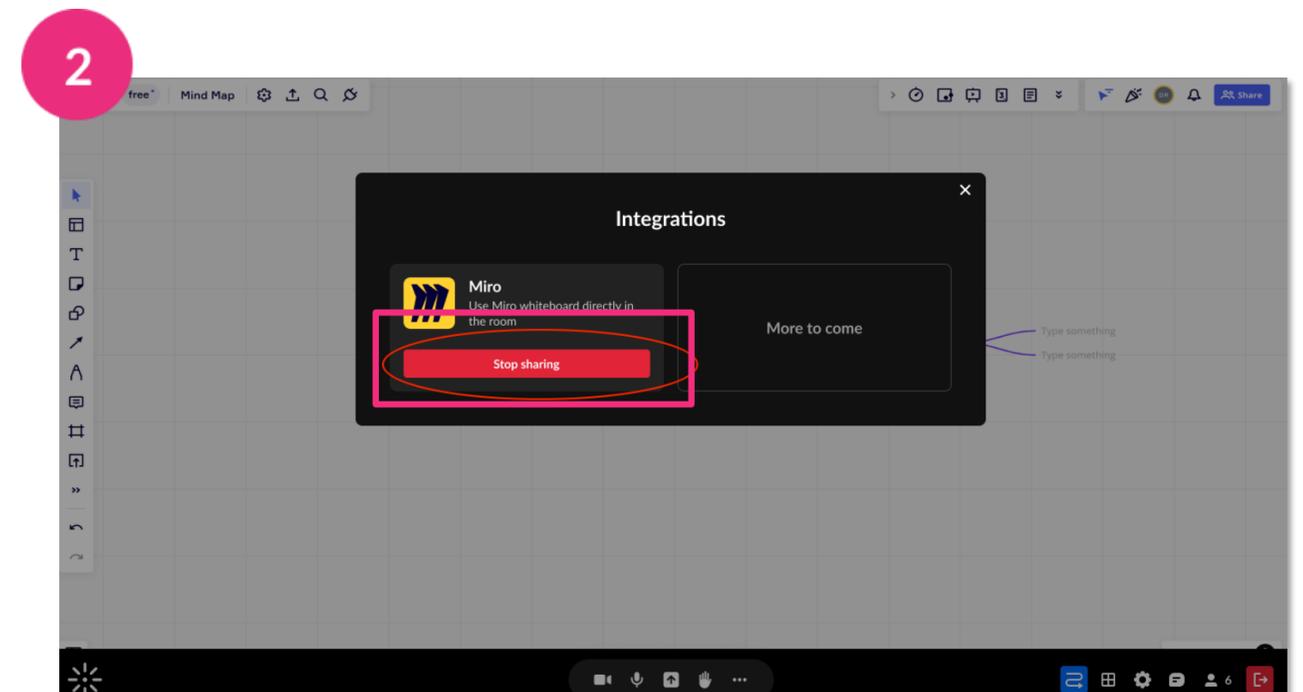
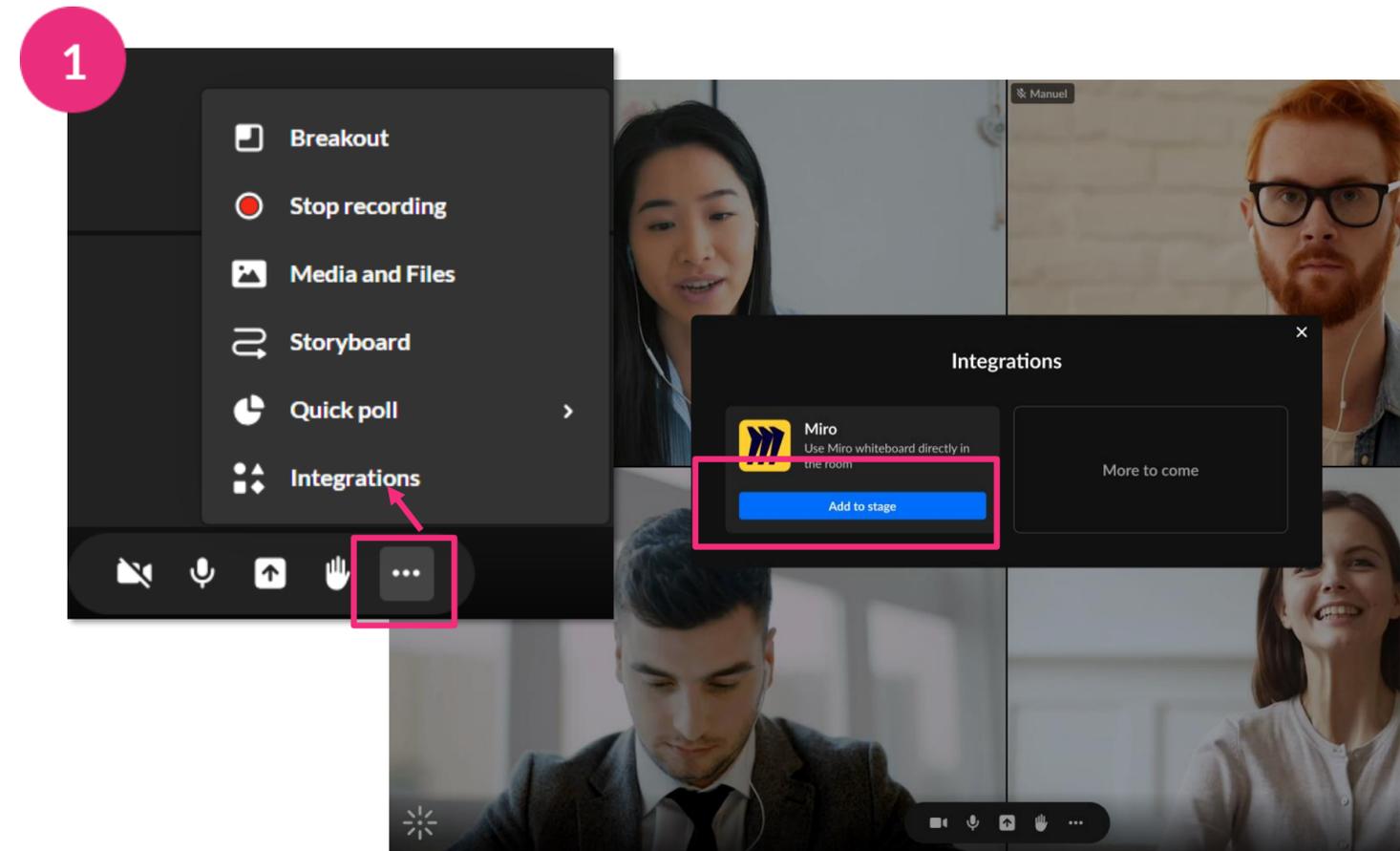


17 Use the Miro whiteboard

- 1 Click the **3 dots menu**, then click **Integrations > Add to stage**. The whiteboard displays below the webcams. (If the Miro integration not enabled, you'll see a message advising you to contact your admin.)
- 2 To close the whiteboard, click the **3 dots menu > Integrations > Stop sharing**. You can also click the **Stop sharing** button on the top right of the board.

! Miro whiteboard content won't be included in recorded content.

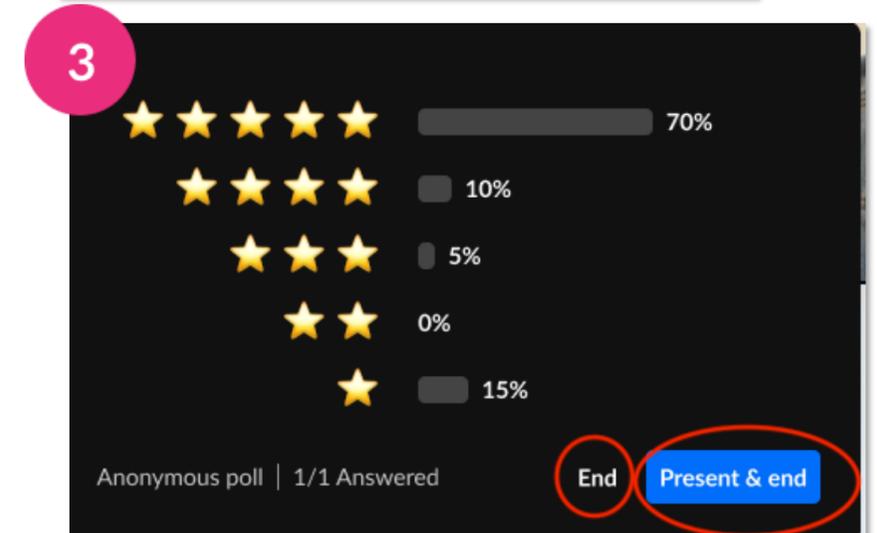
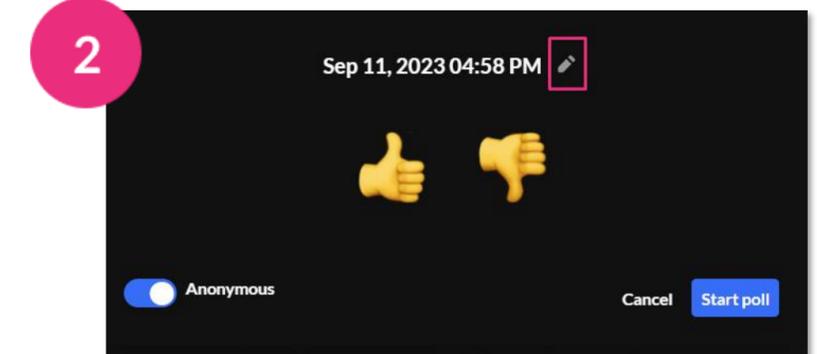
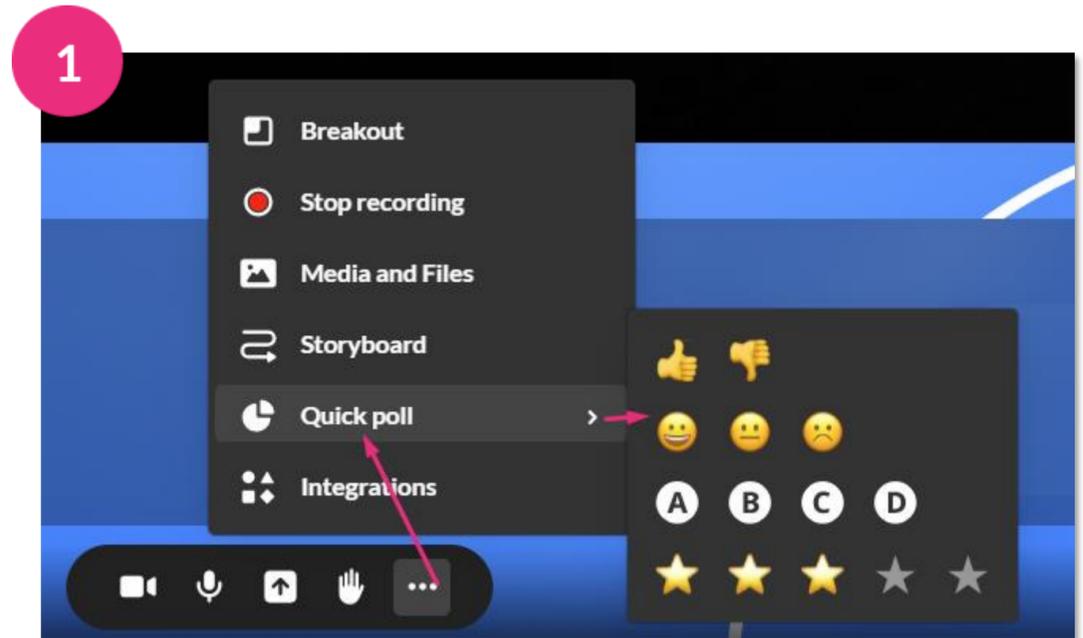
For more information on using the whiteboard, see [Miro's help article](#).



18 Launch a quick poll

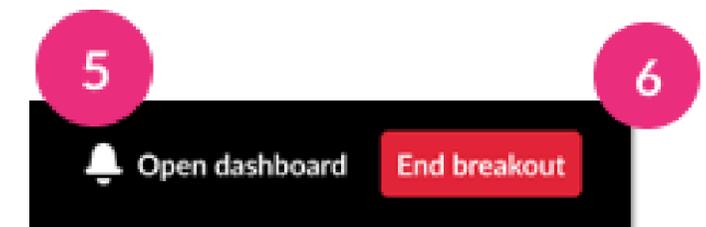
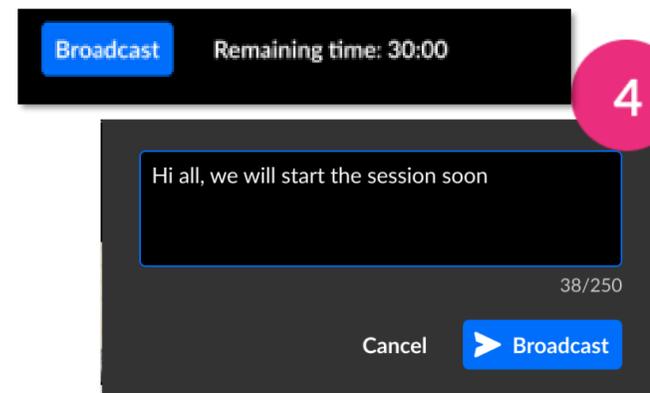
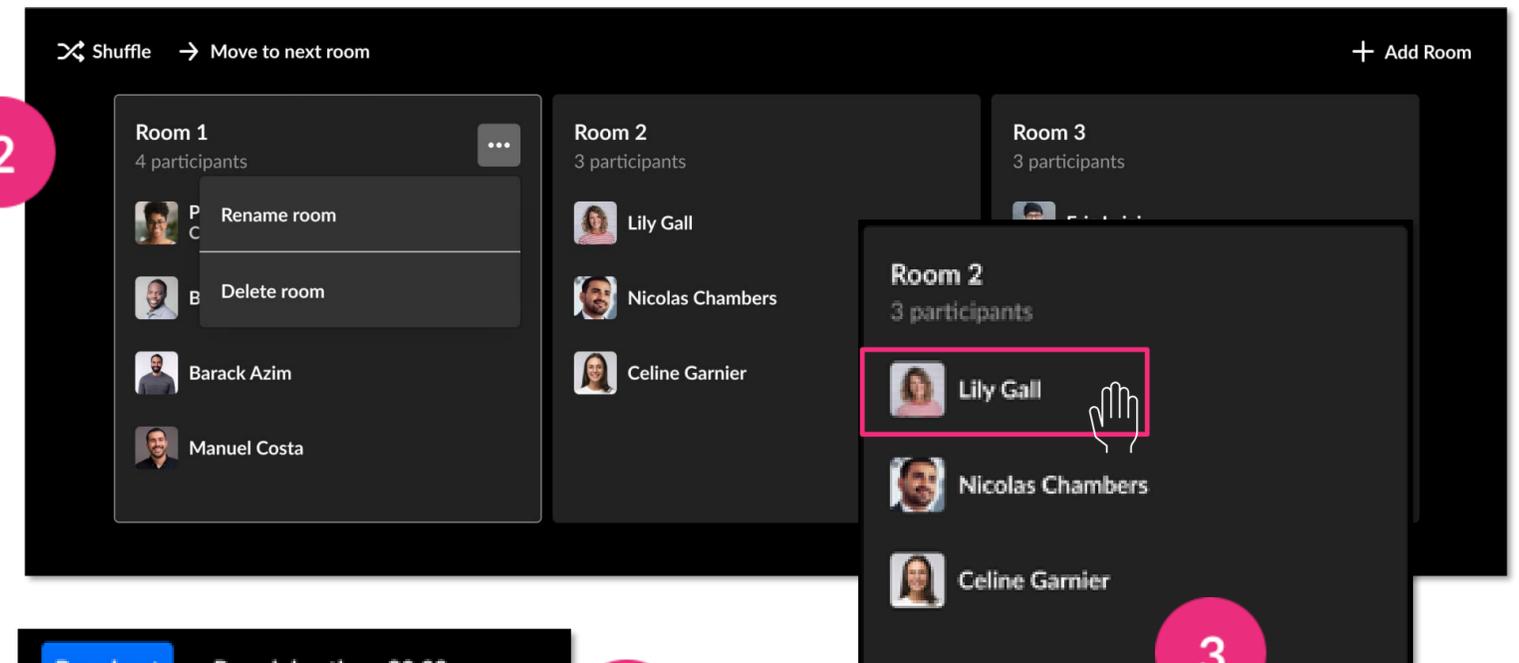
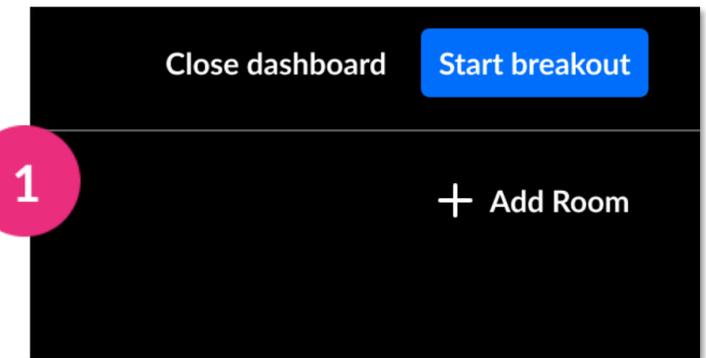
- 1 Click the **3 dots menu** then **Quick Poll**.
 - **Thumbs up / down** - for Yes/No or Agree/Disagree questions
 - **Happy / Neutral / Sad faces** - for feelings about the topic
 - **A / B / C / D** - for multiple-choice responses
 - **Stars** - for Likert scale polling
- 2 Give your poll a title, or toggle on for responses to be anonymous. Then click **Start poll**.
- 3 To end the poll, click **End**, which stops the poll without participants seeing the results, or **Present & end**, which stops the poll and displays the results.

All your results can be accessed after the session. Click this [link to post-session poll results](#).



19 Launch breakout rooms

- 1 If you've set up breakout rooms, click **Start breakout** on the dashboard. All users assigned to breakout rooms will see a countdown to join their rooms.
- 2 When you hover over a room, a **3 dots menu** will display with options to rename or delete a room.
- 3 You can move participants by dragging their name or a multi-selection into different rooms.
- 4 Click **Broadcast** in the banner, type your message and click Broadcast.
- 5 Participants can trigger the **bell icon** to call you. Click the icon to see who called, then join the room to respond to the call.
- 6 Click **End breakout**. This sends a countdown to participants to end the session, and all are returned to the main room.



20 Breakout rooms dashboard

Click the to send a broadcast out to all the rooms.

Search among all the participants assigned to any of the rooms.

Click to adjust the remaining time in the breakout rooms.

Click to enable / disable a time limit as well as set permissions for participants.

Click to exit the window.

Click to randomly re-assign participants to different rooms.

All participants who are assigned to the main room.

Click to end session.

Click to add a room.

Click to move all participants from the room they're in to the next room, for example, when you want to assign different subjects to different rooms.

Click to assign all participants to the main room.

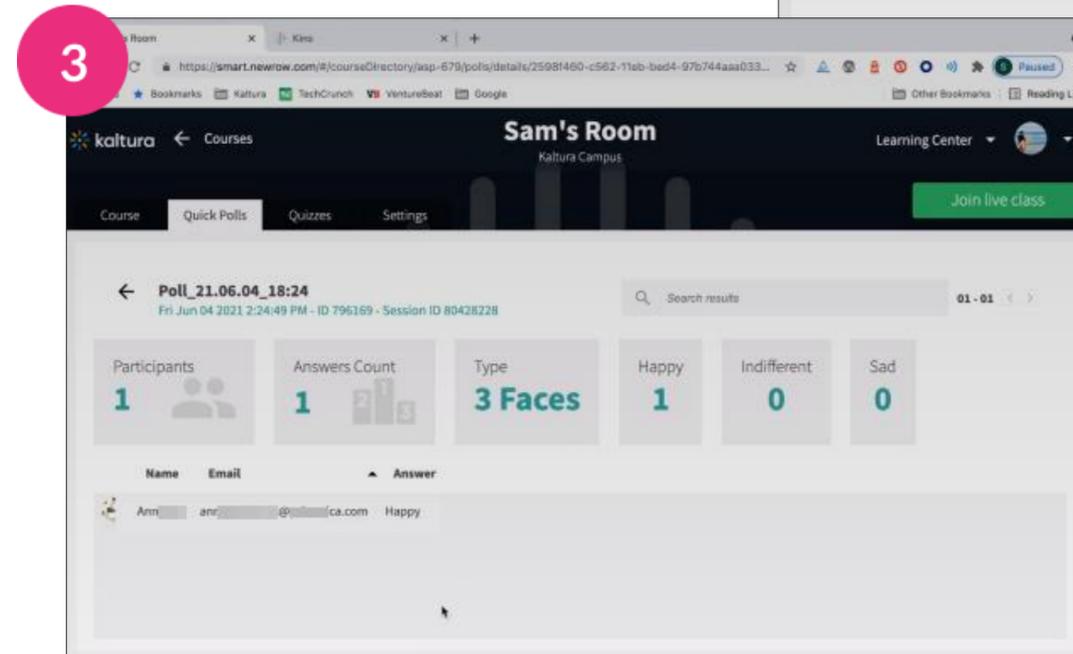
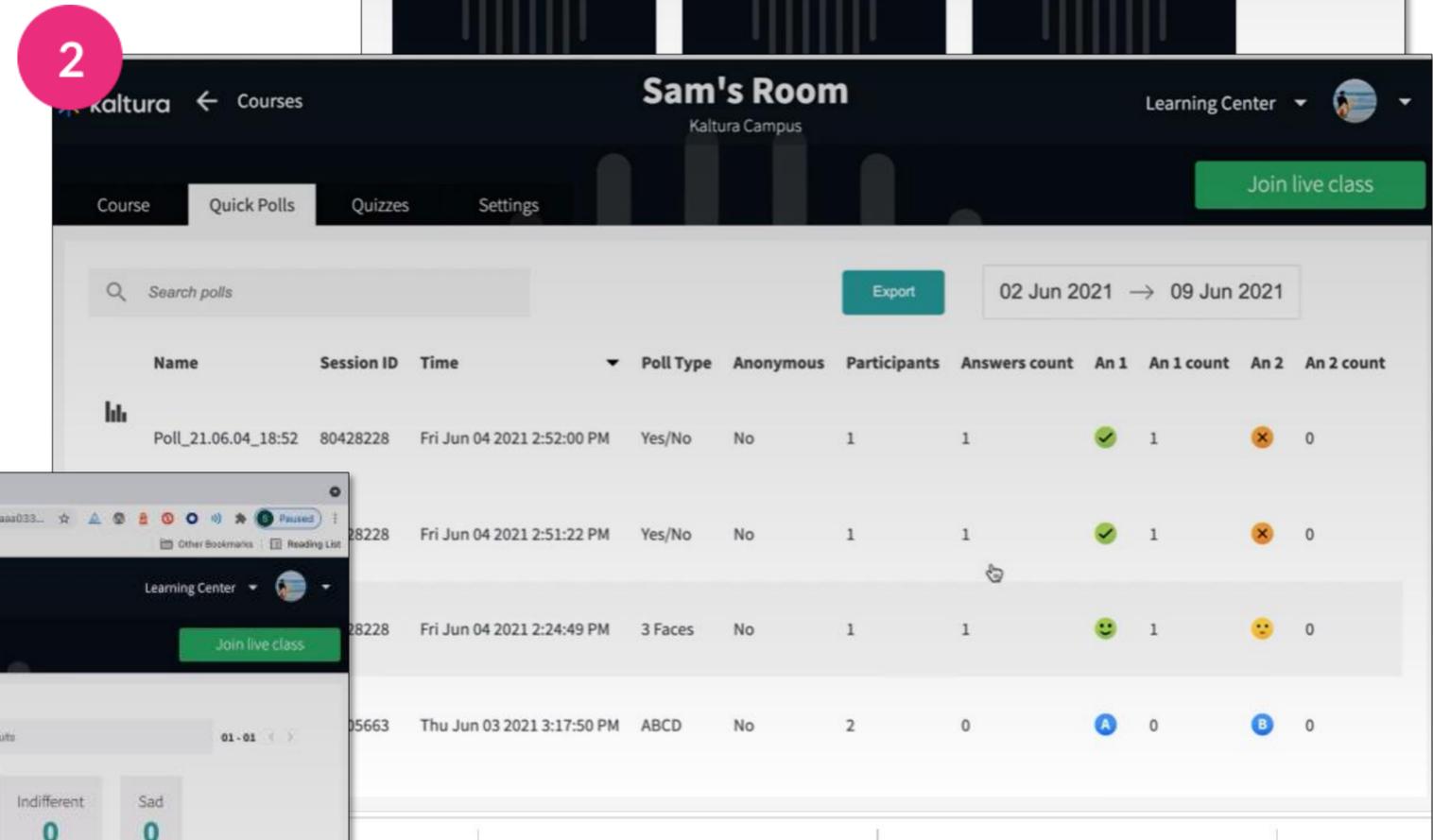
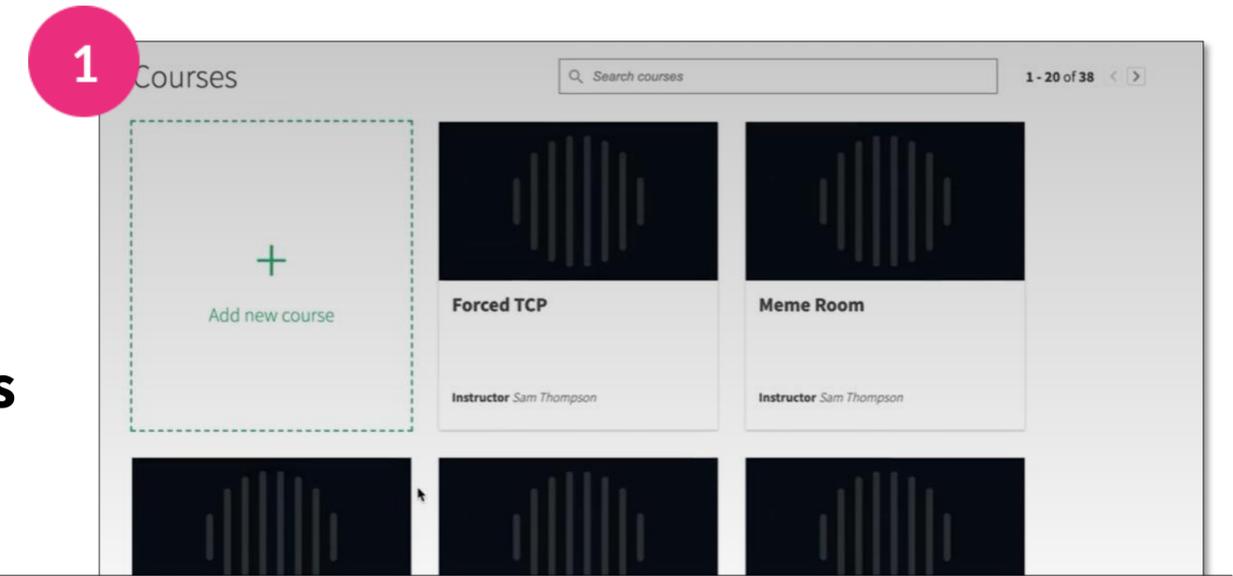
The screenshot shows a dashboard for managing breakout rooms. At the top, there is a 'Broadcast' button, a search bar for participants, a 'Remaining time: 30:00' indicator with a gear icon for settings, and buttons for 'Close dashboard' and 'End breakout'. Below the search bar, there are 'Shuffle' and 'Move to next room' buttons. On the right side, there is an 'Add room' button. The main area displays three breakout rooms: 'Main Room' with 2 participants (Patrick Hardin, Moderator and Lorie Corel, Speaker), 'Room 1' with 4 participants (Parisley Jane, Custom; Brian Dennis; Barack Azim; Manuel Costa), 'Room 2' with 3 participants (Lily Gall; Nicolas Chambers; Celine Garnier), and 'Room 3' with 3 participants (Eric Luigi; Antonio Citterio; Daniel Uderzo). At the bottom, there is a 'Gather back everyone' button.

Rooms display with names and number of participants per room.

Post session

21 Quick poll results

- 1 All your Quick poll statistics and results can be viewed and exported. Go to your account at smart.newrow.com. In the **Courses** tab, click the relevant course, then click the **Quick Polls** tab.
- 2 Each poll has the following information: **Name, session ID, time, poll type**, whether the poll was **anonymous** or not, how many **participants** took part, number of **answers counted**.
- 3 Click on the row to see statistics, including the break-down of responses.



22 Recording files

1 Completed recordings are added to the **Recordings folder** in the Media and Files storage. Breakout room recordings are saved in the **Breakout recordings folder**.

2 When you select your recording file in **Media and Files**, you can play the file, add it to the storyboard, delete or rename it, download or share it.

Recordings are also accessible from My Media, and from a channel's media tab.

1 Breakout

- Record
- Media and Files
- Storyboard
- Quick poll
- Integrations

Media and Files

Search Search in Folders

Courses / Meeting Room: RoomName

Breakout Rooms Shared Folder	folder	06/03/2023	N/A
Recordings	folder	13/03/2023	N/A
KME_NG_Enter the Session_cam.png	image	06/03/2023	151 KB

2 Media and Files

to storyboard Play Close

Search

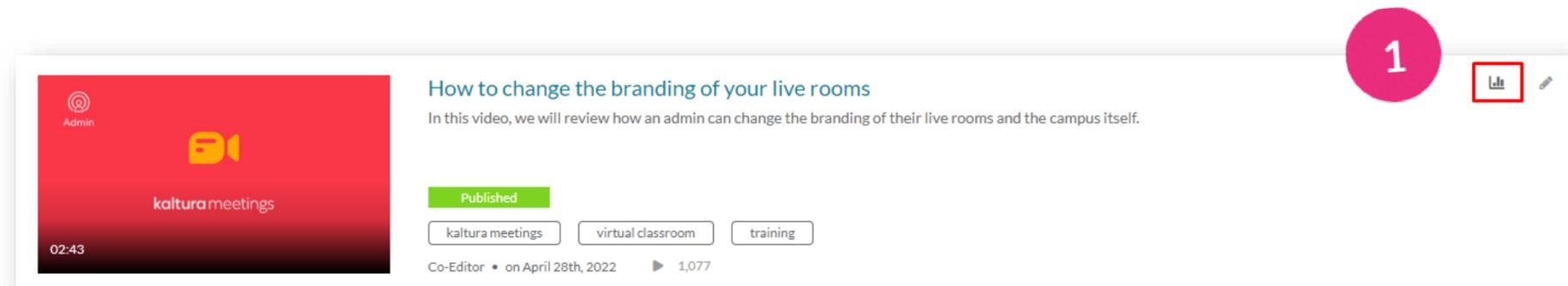
Courses / Meeting Room: RoomName / Recordings Back to room files

Rec- Sep 15, 2023 3:50 PM - Meeting Room...	video	15/09/2023	N/A
Rec- Sep 14, 2023 5:15 PM - Meeting Room...	video	14/09/2023	N/A
Rec- Sep 13, 2023 3:49 PM - Meeting Room...	video	13/09/2023	N/A
Rec- Sep 11, 2023 1:07 PM - Meeting Room...	video	11/09/2023	N/A
Rec- Aug 16, 2023 3:11 PM - Meeting Room...	video	16/08/2023	N/A

Add to storyboard Play Close

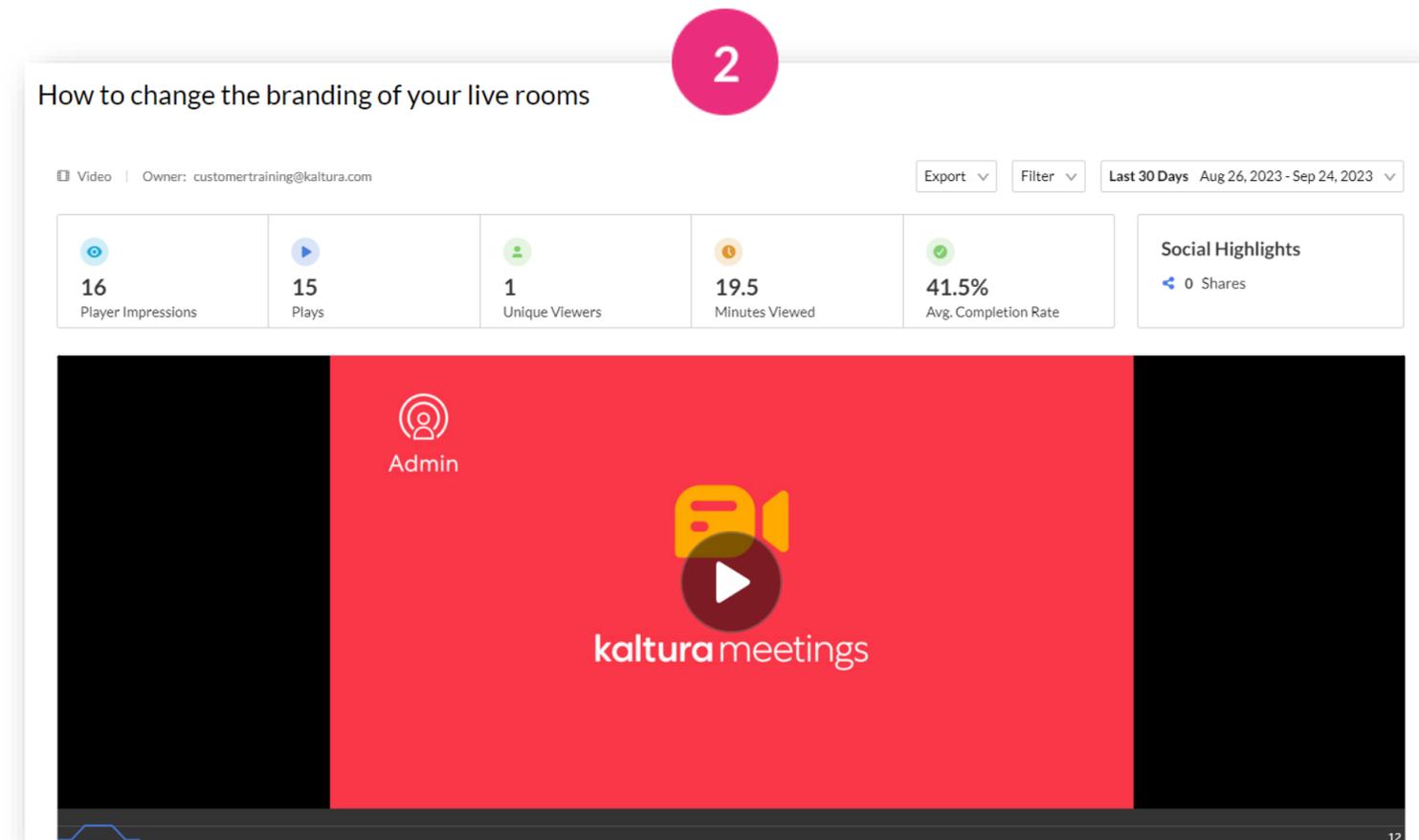
23 Analytics

1 To view room analytics in Kaltura Video Portal, go to **My Media**. Next to the room name, click the analytics icon.



2 The **Analytics** dashboard displays the player impressions, number of plays, number of unique viewers, etc. To learn more, see [Media analytics](#).

! You can export specific analytics, and filter, sort and compare periods.



Kaltura reserves the right to revise this document and to make changes in content as product updates are released. There is no obligation on the part of Kaltura to provide notification of such revisions and/or changes.

Please see [Kaltura's Knowledge Center](#) for the most up-to-date product documentation.

