

North Island College Instructors

Creating a Kaltura Classroom – Virtual Personal Meeting Room(s) That Never Expires

All North Island College instructors can create a Kaltura Virtual Meeting Room (in addition to the rooms linked to your Brightspace Courses) for activities such as office hours, meetings with students from many classes, external meetings with people at other institutions or elsewhere in the world etc.

1. **Go to:** <https://video.nic.bc.ca> (NIC MediaSpace)
2. **Top right:** Guest > Login
3. **Enter:** NIC credentials (NIC email and password)
4. **Now:** logged into NIC MediaSpace to create rooms, upload video etc.
5. **Top right:** drop down menu under your name > My Rooms
6. **Faint button under Room Name:** + New Room
7. **Give Room a Name:** e.g., Instructor Office Hours Room > Add
8. **Rename a Room:** Once room created > Edit
9. **Get URL to invite people:** New link to room> Enter Room > Invite Tab in black bar> Copy Link URL
10. **Send URL:** to people (anywhere in world) to invite meet (no need to schedule times or dates)

NOTE:

- Room is PERSISTENT: it never expires! Use the same link over and over.
- If you need another meeting room, you can create another one with a different name (+ New Room)
- You, the owner of the meeting room, need to start the meeting before others can join. (Enter room to open)
- Use URL you put in a calendar invite or email - or come back to NIC MediaSpace to access.