

# Create a Kaltura Room within a media gallery in Canvas

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A This article is designated for faculty members.

## About

A Kaltura Room can be tied directly to a media gallery, creating a persistent virtual meeting space that anyone with access to the media gallery can join. This type of room is ideal for ongoing collaboration, meetings, or informal group discussions - no need to set up a new session each time. In this guide, you'll learn how to enable and configure a room from within a media gallery.

## Access the room settings

1. Go to the desired media gallery and select **Configure** from the **three-dot menu**.



2. On the **edit** page, click the **Room** tab.



### **Edit Media Gallery**

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## Configure the room settings

1. Enable the room.



# **Edit Media Gallery**

Details	Playlists	Advanced Settings	Room	
Enable chan	nel meeting r	oom		
Room temp	late			
KMS Vide	o Portal - Pan	el room		~
Chat moder	ators			
Select users t access to the	hat are allowed backchannel.	d to moderate the chat, reply	to QnA, launch polls and i	interactions, and have
Type user	name			~
Enable Q&A	L.			
Enable 1:1 ch	at with a mode	rator for users accessing the	room.	
According	to site defaul	t		~
Group Chat				
Enable the gr	oup chat for us	ers that browse within the r	oom.	

2. Choose a room template:

- Interactive everyone can join the stage
- **Panel** only assigned presenters can join the stage

3. Assign **chat moderators** - Moderators can launch the room, access the backchannel chat, and manage the Q&A.

(Managers of the channel are automatically assigned as moderators. Members can join if the room is open.)

- 4. Enable **Q&A** and **Group Chat** based on how you want participants to interact.
- 5. Click **Save**. You can return to the media gallery by clicking 'Media Gallery' at the top.



Details Playlists Advanced Settings Room	
Enable channel meeting room	
Room template	
KMS Video Portal - Panel room	~
Chat moderators	
<b>Chat moderators</b> Select users that are allowed to moderate the chat, reply to QnA, laur access to the backchannel.	ich polls and interactions, and have
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## Enter the room

Click the **Enter Room** button on the media gallery page to launch or join the room.



**Media Gallery** 

Enter Room



Actions



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All recordings from the room are saved to the media gallery.

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The room remains available as long as it's enabled - no need to recreate it for each meeting.