

# Create a Kaltura Room within a media gallery in Sakai

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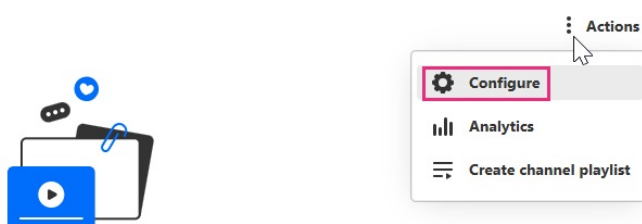
 This article is designated for faculty members.

## 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**.



No content available yet

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

## Edit Media Gallery

Details Playlists Advanced Settings **Room**

Description: Black ▼ Bold *Italic* Underline [List Icon] [List Icon] [List Icon] [List Icon] [Link Icon] [Image Icon]

Enter Description...

Tags:

- Options:
- ☐ Moderate content (media will not appear in media gallery until approved by the gallery manager)
  - ☒ Enable comments in Media Gallery
  - ☐ Keep comments private to Media Gallery.
  - ☐ Force media published only to this channel to always be played in the context of the channel
  - ☐ Display embedded media in this Media Gallery

Save

[Back to Media Gallery](#)

## Configure the room settings

1. Enable the room.

## Edit Media Gallery

Details Playlists Advanced Settings **Room**

Enable channel meeting room



Room template

KMS Video Portal - Panel room

Chat moderators

Select users that are allowed to moderate the chat, reply to QnA, launch polls and interactions, and have access to the backchannel.

Type user name

Enable Q&A

Enable 1:1 chat with a moderator for users accessing the room.

According to site default

Group Chat

Enable the group chat for users that browse within the room.

According to site default

Save

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.

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According to site default

Save

## Enter the room

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

## Media Gallery

 Enter Room

⋮ Actions



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



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