Create a Kaltura Room within a media gallery in Sakai (legacy)

Content updated: 05/09/2025

This article is designated for faculty members.

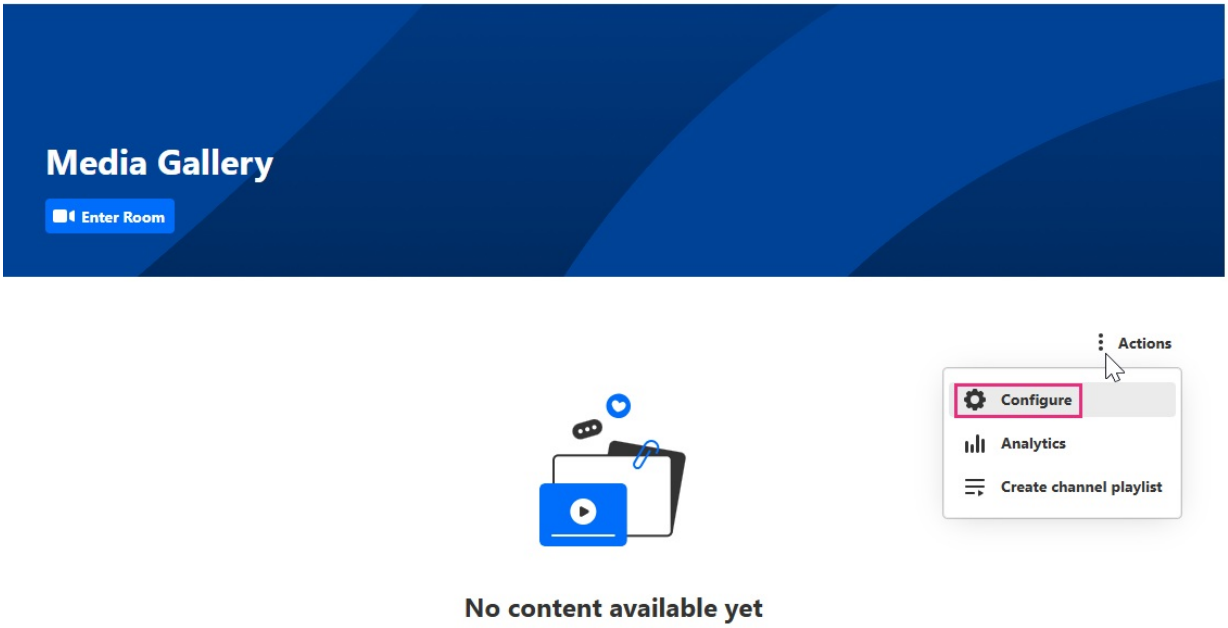
About

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.

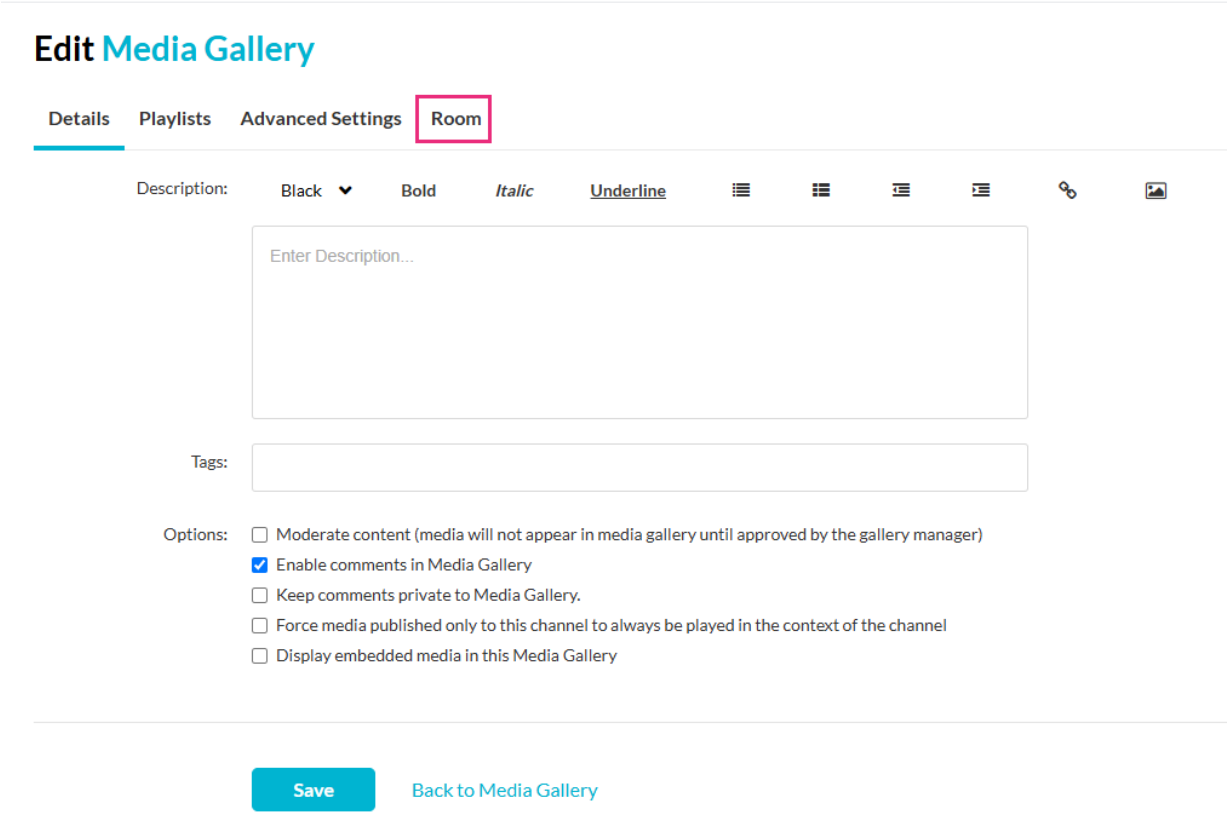
Access the room settings

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



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

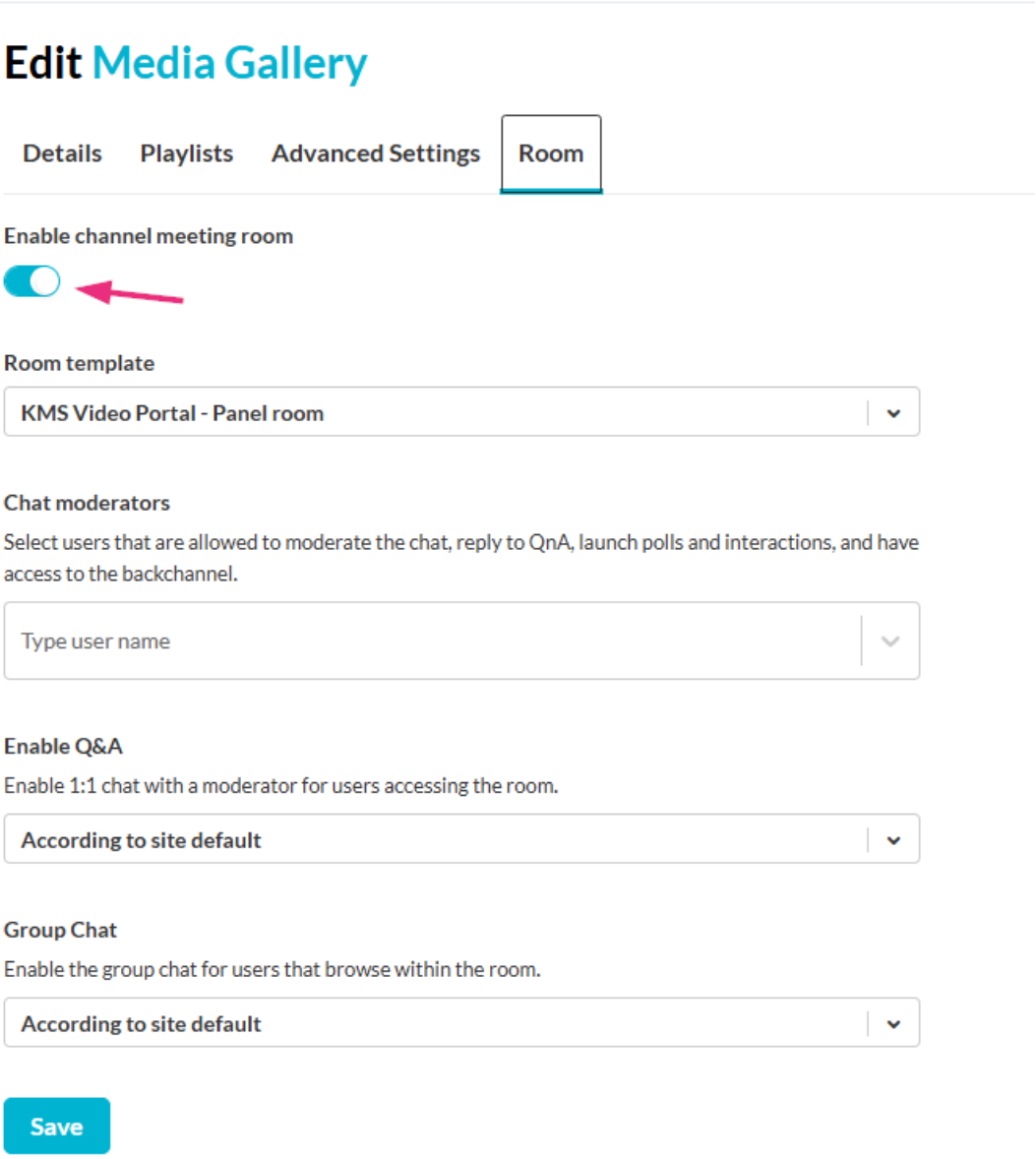
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Configure the room settings

1. Enable the room.

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2. Choose a room template:

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

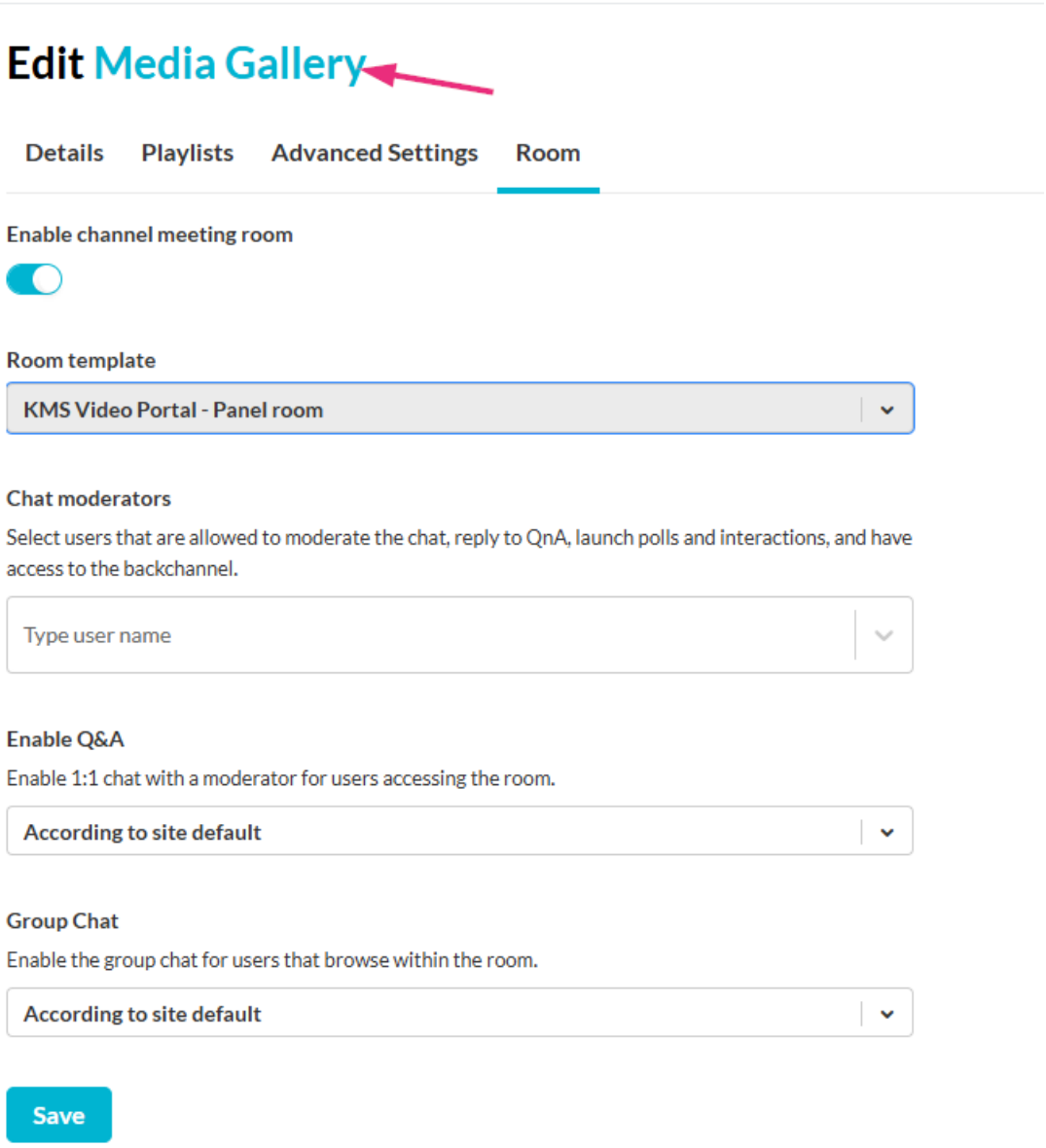
3. Assign **chat moderators** - Moderators can launch the room, access the backchannel chat, and manage the Q&A.

(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.

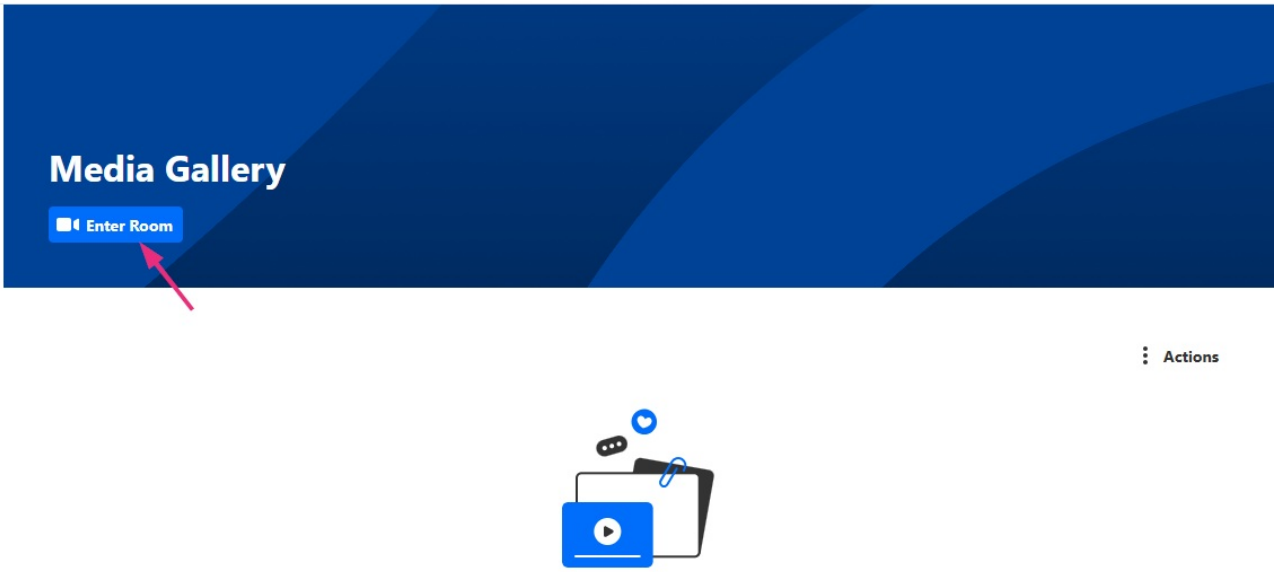
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Enter the room

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

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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.

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