

Configure a media gallery meeting room in Sakai - Theming

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 This article is designated for all users.

About

You can set up and manage a persistent meeting space for your media gallery from the **Meeting Room** tab.

From this tab, you can enable the meeting room, choose how participants interact, assign moderators, and control chat and Q&A settings.

The Meeting Room tab appears only if it's enabled by your admin and is available for supported media galleries.



The instructions below are for [Theming](#) users. If you don't have Theming enabled, visit our article **Create a Kaltura Room within a media gallery**.

Access the Meeting Room tab

1. Open your course, and click on **Media Gallery**.

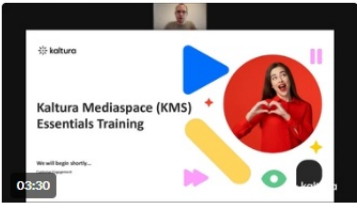
The media gallery displays.




[Media](#)
[Sessions](#)
[Playlists](#)

[+ Add to media gallery](#)
[⋮ Actions](#)

[≡ Filters](#)




Introduction_to_Kaltura_Mediaspace_(WM_HD_1080_-_WEB_(H264_4000))





Kaltura Platform
APIs, Experience Components and Consoles

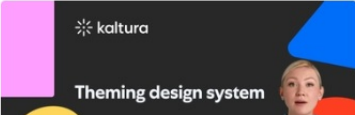
Kaltura Architecture – APIs, UI Components & Management Tools (Source)



Kaltura LMS & CMS Extensions – Unified Experience & Analytics (Source)

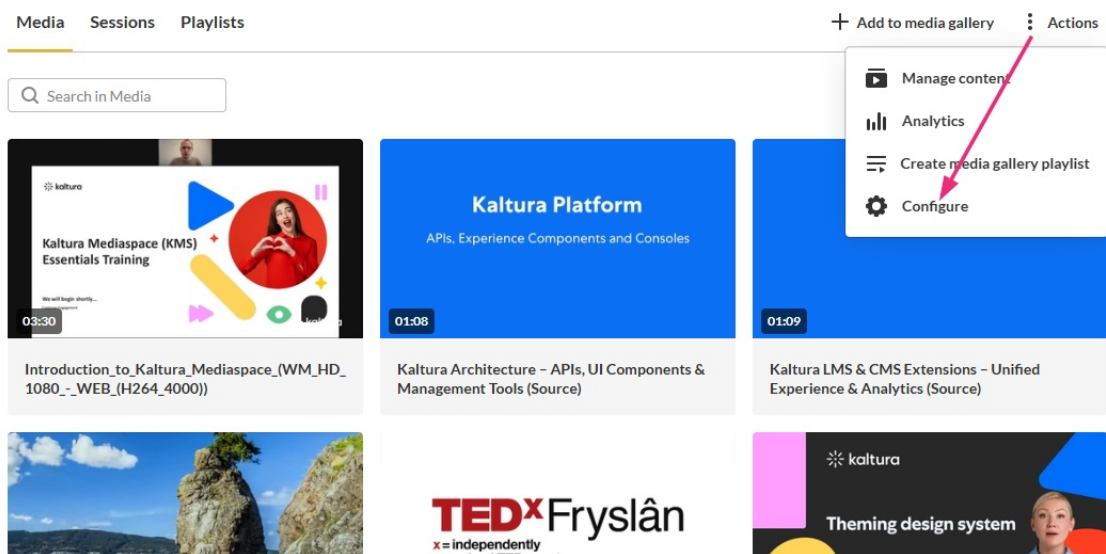




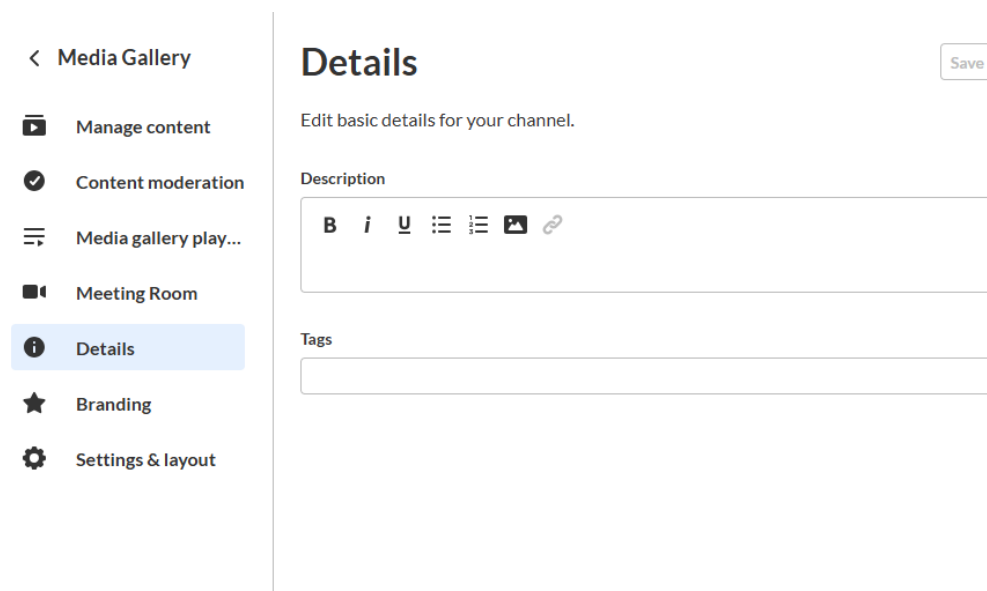


Theming design system

2. Click the **Actions** menu at the top right and select **Configure**.



The 'Details' page displays by default.



3. In the left navigation panel, click **Meeting Room**.

< Media Gallery

Manage content

Content moderation

Media gallery play...

Meeting Room

Details





Branding

Settings & layout

Details

Edit basic details for your channel.

Description

B *i* U    

This gallery brings together lecture recordings, lab demonstrations, guest talks, and supplemental videos used across science courses. Browse the collection to review key concepts, revisit experiments, and explore additional resources that support your learning throughout the course.

Tags

science x chemistry x lab x

Save

The 'Meeting Room' page opens.

- If the Meeting Room is not enabled already, click the toggle to enable it.

< Training channel

Manage content

Content moderation

Roles & permissions

Meeting Room

Details

Branding

Settings & layout

Meeting Room

Configure your channel meeting room.

☐ Enable meeting room

After enabling the meeting room, the settings display.

< Media Gallery

Manage content

Content moderation

Media gallery play...

Meeting Room

Details

Branding

Settings & layout


Meeting Room

Save


Configure your channel meeting room.

☒ Enable meeting room

Room mode



Interactive
Everyone's camera is on by default • Up to 25 visible, 100 total participants. Great for workshops, training sessions, and lively group discussions



Webinar
Speakers take the stage while everyone else chats. Up to 10 cameras, 300 total participants. Easily bring audience members up to the stage

Room Moderators

Select users that are allowed to moderate the room, manage room content, start and end recording, and have access to the backchannel.

Add room moderators

Chat Moderators

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

Add chat moderators

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

Configure your room as desired, then click **Save** at the top right.

Configure your room

Choose a room mode


Use **Room mode** to define how participants join and interact in the room.




Available options depend on your site configuration.

- **Interactive** – everyone can join the stage
- **Webinar** – assigned presenters join the stage; all others join as viewers

Room mode

**Interactive**
Everyone's camera is on by default • Up to 25 visible, 100 total participants. Great for workshops, training sessions, and lively group discussions

**Webinar**
Speakers take the stage while everyone else chats. Up to 10 cameras, 300 total participants. Easily bring audience members up to the stage

Assign room moderators

Room moderators manage the meeting room and control the session.

Room moderators can:

- Launch the room
- Moderate participants
- Manage room content
- Start and end recordings
- Access the backchannel

To assign room moderators, start typing a user's name in the field and press 'enter' to add the user.

Room Moderators

Select users that are allowed to moderate the room, manage room content, start and end recording, and have access to the backchannel.

e0be464cf59cd2dc4524... X

Add room moderators

▼

Repeat to add additional moderators.

Assign chat moderators

Chat moderators manage chat and interaction features during the meeting.

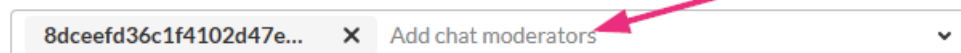
Chat moderators can:

- Moderate chat messages
- Reply to Q&A
- Launch polls and interactions
- Access the backchannel

To assign chat moderators, start typing a user's name in the field and press 'enter' to add the user.

Chat Moderators

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



Repeat to add additional chat moderators.

Enable Q&A

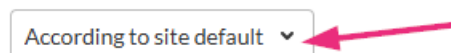
Use **Enable Q&A** to control whether participants can start one-to-one Q&A chats with a moderator during the meeting.

Select one of the following options:

- **According to site default** – Uses the Q&A setting defined by your administrator.
- **On** – Enables one-to-one Q&A chat between participants and moderators.
- **Off** – Disables Q&A chat for participants.

Enable Q&A

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



Group chat

Use **Group Chat** to control whether participants can send messages in a shared chat during the meeting. When group chat is enabled, messages are visible to everyone in the meeting.

Select one of the following options:

- **According to site default** – Uses the group chat setting defined by your administrator.
- **On** – Enables a shared group chat for all participants in the room.
- **Off** – Disables group chat for participants.

Group Chat

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

According to site default ▾

Enter the room

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

Read More'. Below the description are two buttons: 'Enter Room' (highlighted with a red arrow) and 'Resources'. To the right is a video thumbnail. At the bottom, there is a search bar, '+ Add to media gallery', and 'Actions'." data-bbox="100 298 878 422"/>

Media Gallery

This gallery brings together lecture recordings, lab demonstrations, guest talks, and supplemental videos used across science courses. Browse the collection to review key concepts, revisit experiments, and explore additional resources that support ... [Read More](#)

Enter Room **Resources**

Q Search + Add to media gallery ⋮ Actions



For information about Kaltura Rooms, visit our article [Introduction to the Kaltura Room](#).



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