

# Configure a media gallery meeting room in Sakai

Last Modified on 05/04/2026 11:14 am IDT

 This article is designated for all users.

## About

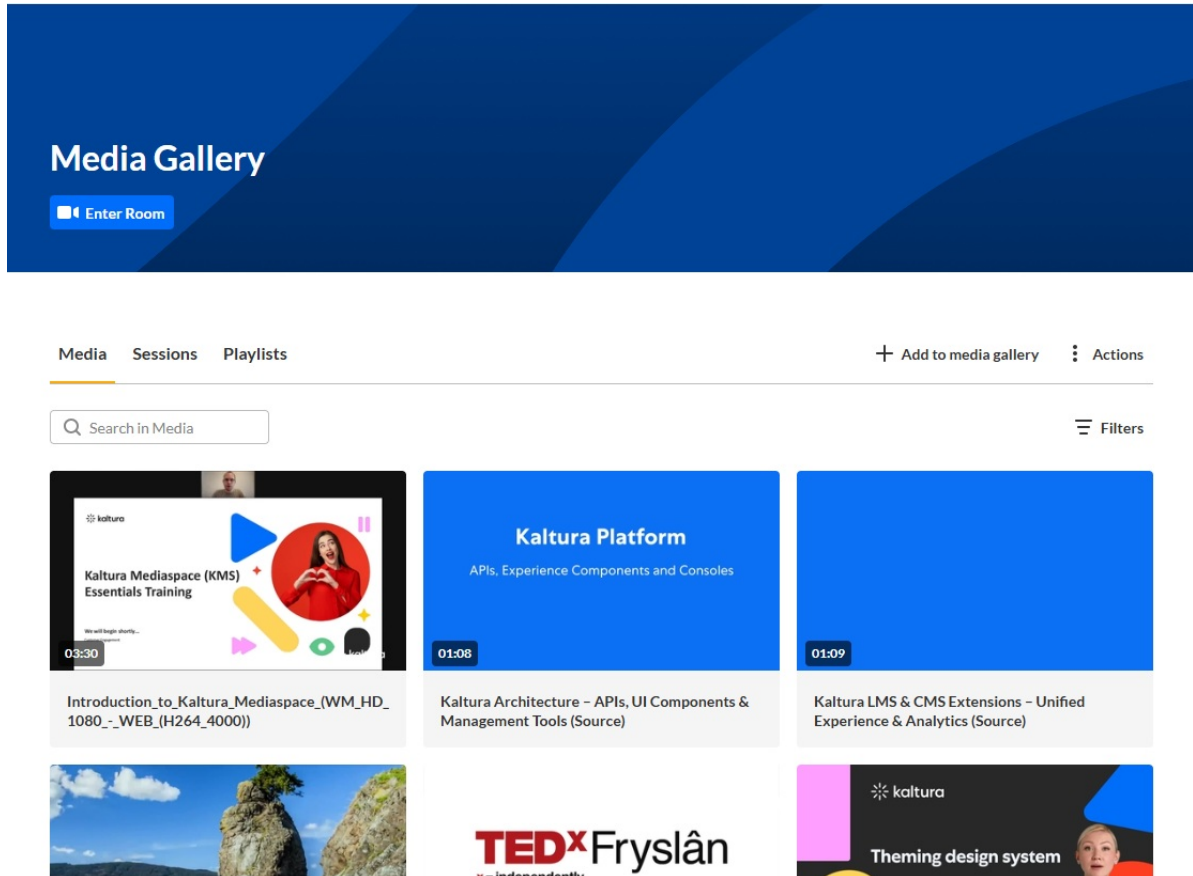
You can set up and manage a persistent meeting space for your media gallery from the **Meeting Room** tab.

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

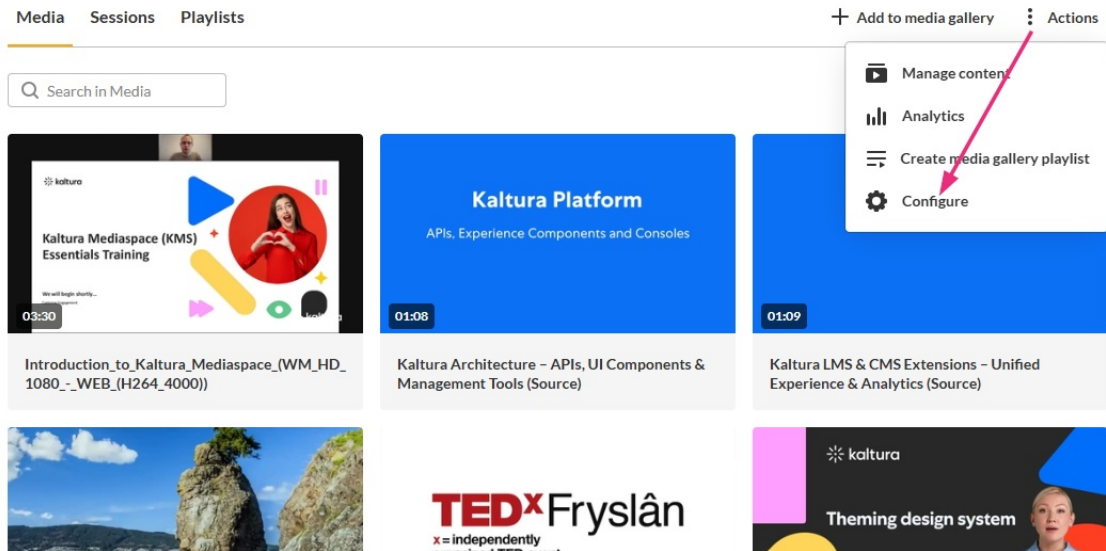
The Meeting Room tab appears only if it's enabled by your admin and is available for supported media galleries.

## Access the Meeting Room tab

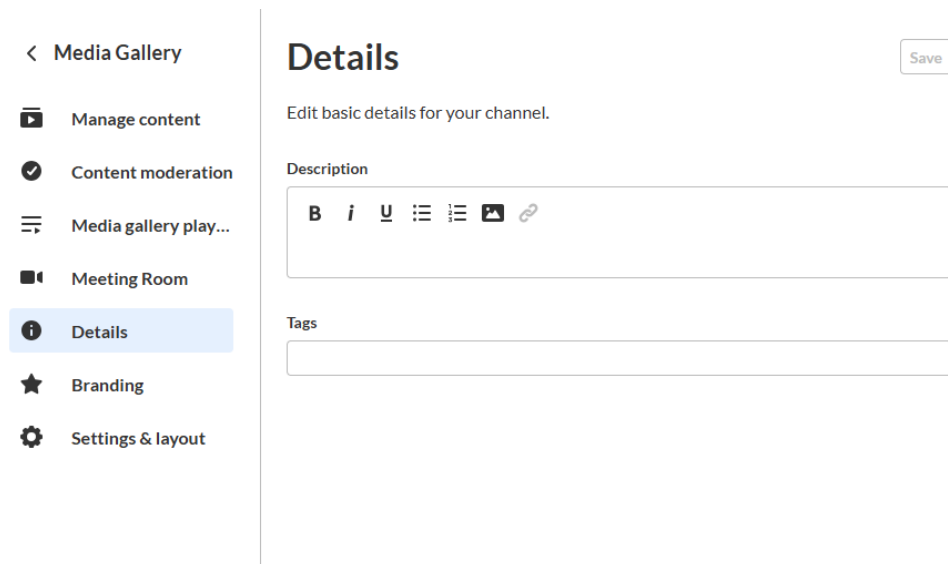
1. Open your course, and click on **Media Gallery**.  
The media gallery displays.



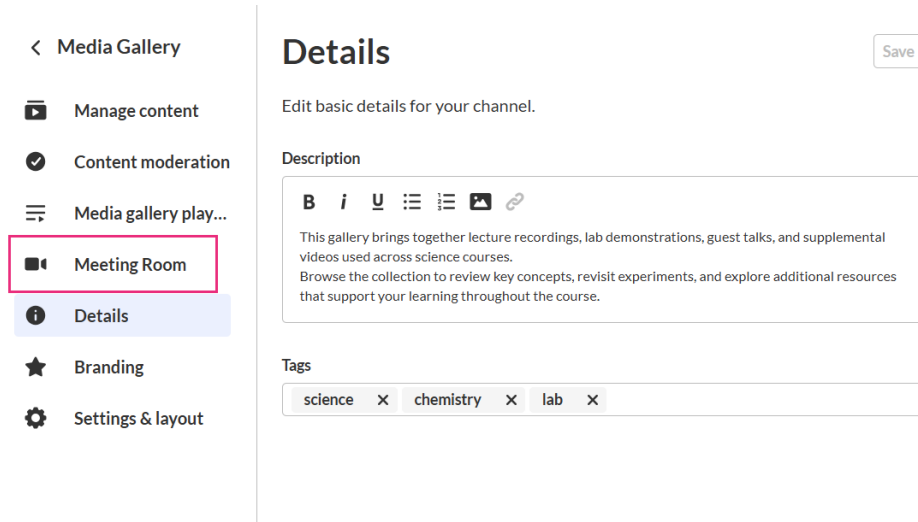
2. Click the **Actions** menu at the top right and select **Configure**.



The 'Details' page displays by default.

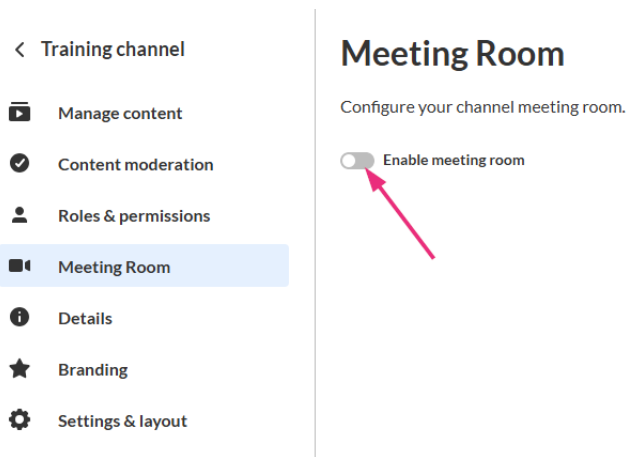


3. In the left navigation panel, click **Meeting Room**.



The 'Meeting Room' page opens.

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



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

 <b>Interactive</b> Everyone's camera is on by default • Up to 25 visible, 100 total participants. Great for workshops, training sessions, and lively group discussions	 <b>Webinar</b> Speakers take the stage while everyone else chats. Up to 10 cameras, 300 total participants. Easily bring audience members up to the stage
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### 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

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## 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.

 ✕ Add room moderators 

Repeat to add additional moderators.

## Assign chat moderators

Chat moderators manage chat and interaction features during the meeting.

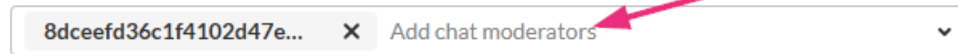
Chat moderators can:

- 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

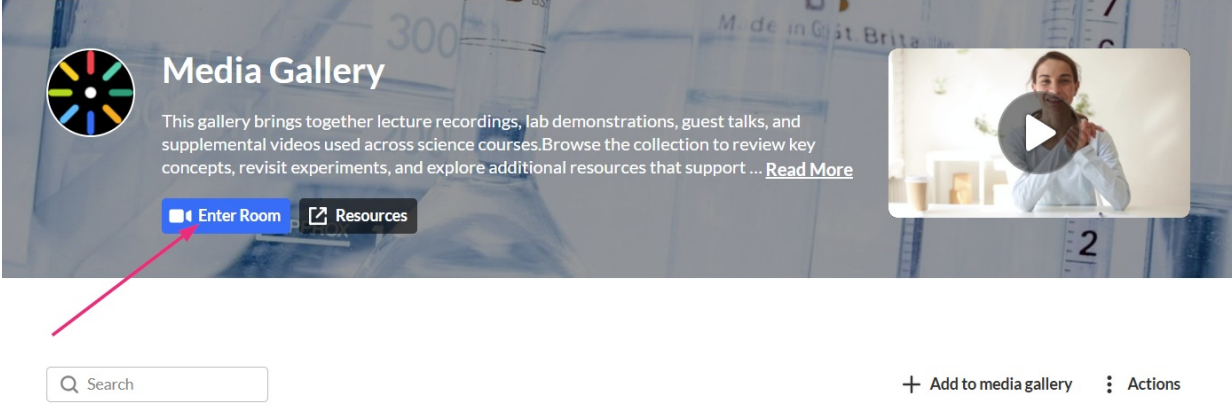
Enable the group chat for users that browse within the room.

According to site default ▾



## Enter the room

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



The screenshot shows the Media Gallery interface. On the left is a circular logo with colored segments. The main heading is "Media Gallery". Below it is a paragraph of text: "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](#)". Below the text are two buttons: "Enter Room" (with a play icon) and "Resources" (with a document icon). A red arrow points to the "Enter Room" button. To the right is a video player showing a person holding a play button. At the bottom left is a search bar with a magnifying glass icon and the text "Search". At the bottom right are two links: "+ Add to media gallery" and "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.