kaltura

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.

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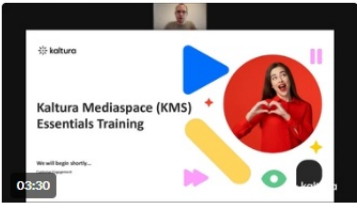
1. Open your course, and click on **Media Gallery**.

   The media gallery displays.
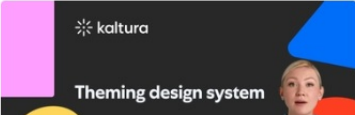
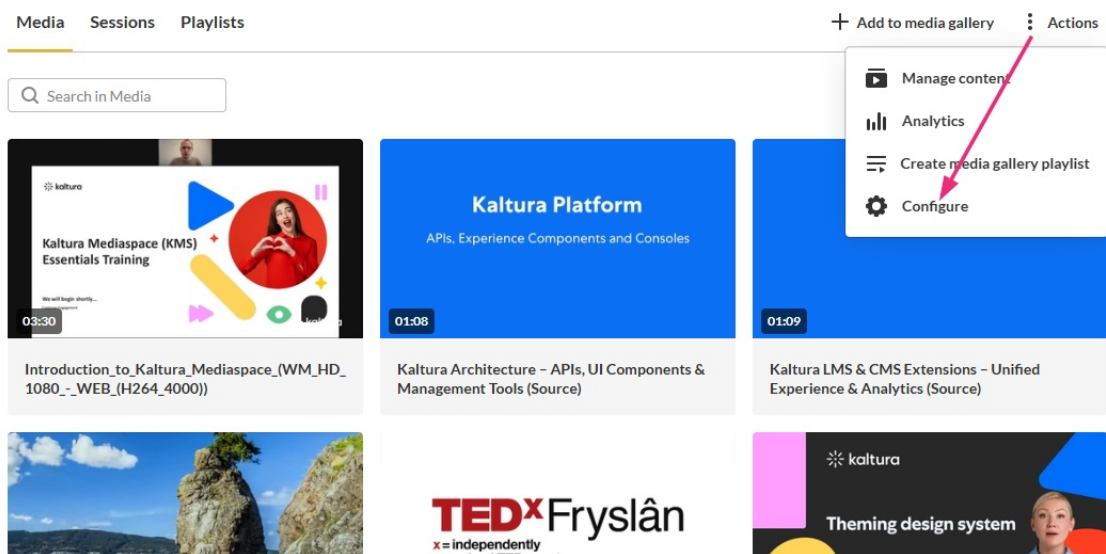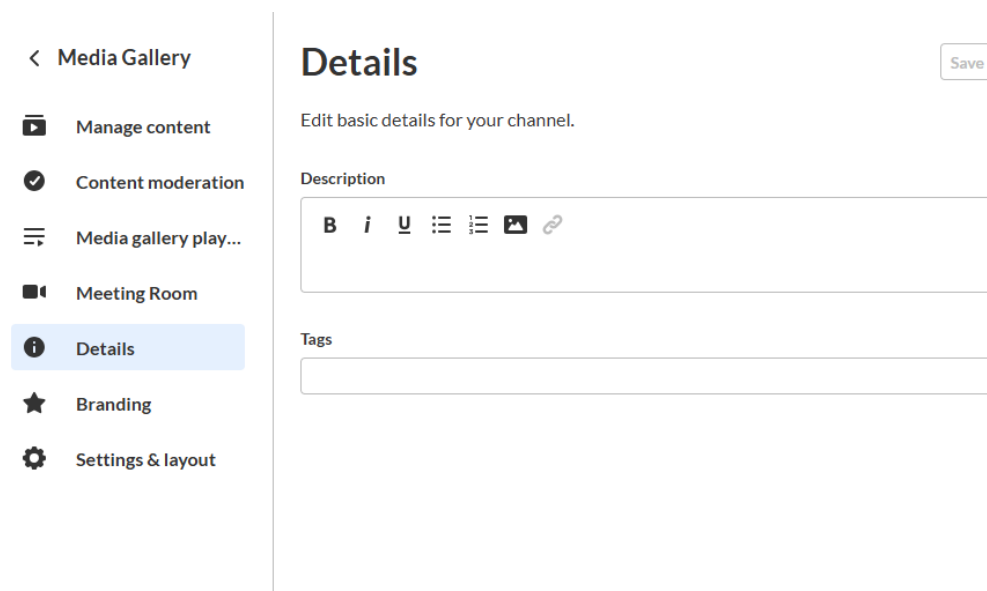
2. Click the **Actions** menu at the top right and select **Configure**.

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.

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.

> ℹ️
> Available options depend on your site configuration.

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

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.

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.
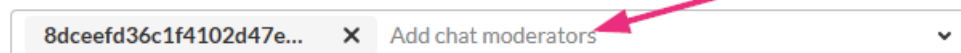
| 8dceefd36c1f4102d47e...   ✕   Add chat moderators   ⌄ |

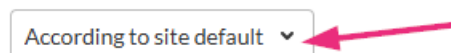Repeat to add additional chat moderators.

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.

| According to site default ⌄ |

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.

> ℹ️
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> For information about Kaltura Rooms, visit our article Introduction to the Kaltura Room.

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