

Configure a media gallery meeting room in Sakai - Theming

Last Modified on 01/17/2026 1:13 pm IST

 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.

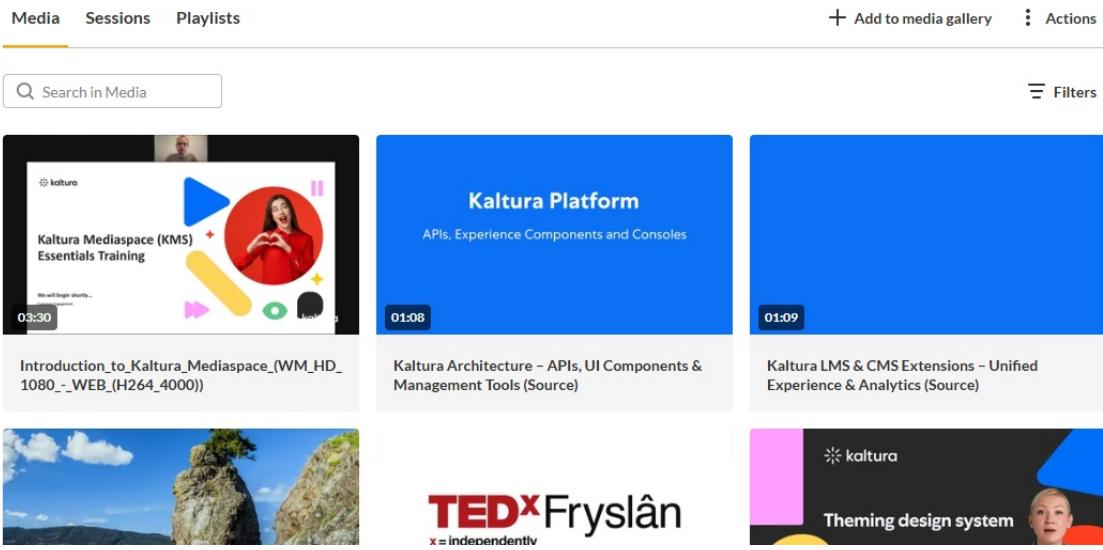


The instructions below are for [Theming](#) users. If you don't have Theming enabled, visit our article [Create a Kaltura Room within a media gallery](#).

Access the Meeting Room tab

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

The media gallery displays.

A screenshot of the Kaltura Media Gallery interface. The top navigation bar includes "Media", "Sessions", "Playlists", "Add to media gallery", and "Actions". A search bar labeled "Search in Media" is located above the media list. The media list consists of five items, each with a thumbnail image, title, and duration. The items are: 1. "Introduction_to_Kaltura_Mediaspace_(WM_HD_1080_-_WEB_(H264_4000))" (duration 03:30). 2. "Kaltura Platform APIs, Experience Components and Consoles" (duration 01:08). 3. "Kaltura Architecture - APIs, UI Components & Management Tools (Source)" (duration 01:09). 4. "Kaltura LMS & CMS Extensions - Unified Experience & Analytics (Source)" (duration 01:09). 5. "TEDxFryslân x=independenttv" (duration 01:09). The "Actions" menu is visible on the right side of the interface.

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



Media Sessions Playlists

Search in Media

Media Gallery

Enter Room

Add to media gallery Actions

Manage content Analytics Create media gallery playlist Configure

Introduction_to_Kaltura_Mediaspace_(WM_HD_1080_-WEB_(H264_4000))

Kaltura Platform

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

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

TEDxFryslân

The 'Details' page displays by default.

Media Gallery

Manage content Content moderation Media gallery play... Meeting Room Details Branding Settings & layout

Details

Save

Edit basic details for your channel.

Description

Tags

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

- < Media Gallery
- Manage content
- Content moderation
- Media gallery play...
- Meeting Room**
- Details
- Branding
- Settings & layout

Details

Save

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

The 'Meeting Room' page opens.

4. 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.

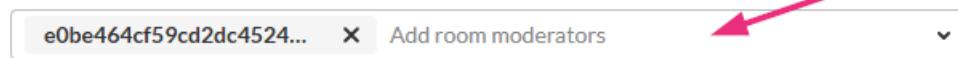
Room moderators can:

- 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... Add room moderators 

Repeat to add additional moderators.

Assign chat moderators

Chat moderators manage chat and interaction features during the meeting.

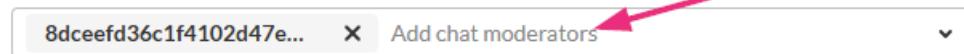
Chat moderators can:

- 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.



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

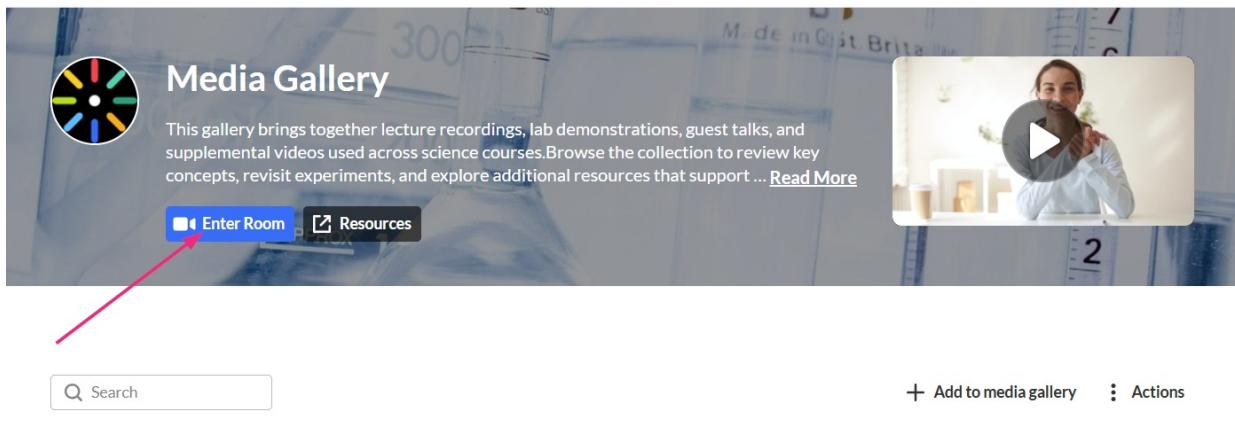
Enable the group chat for users that browse within the room.

According to site default 



Enter the room

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



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.