

Create a Kaltura Room within a media gallery in Canvas

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 This article is designated for faculty members.

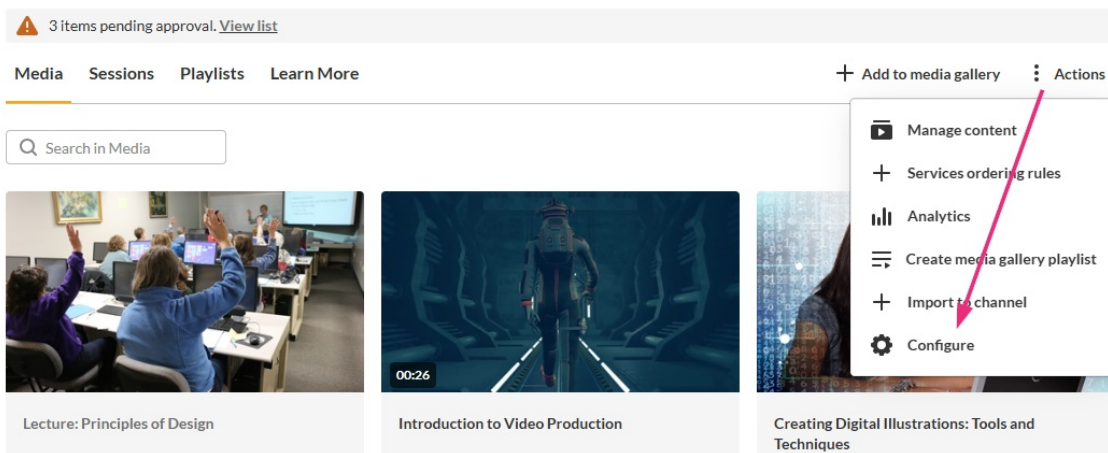
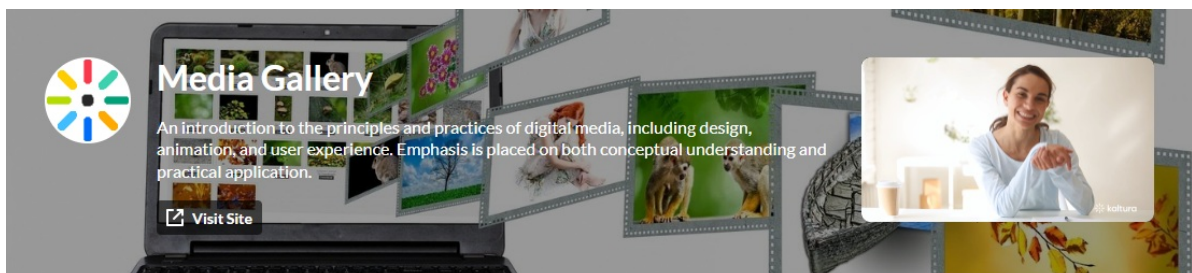
About

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.

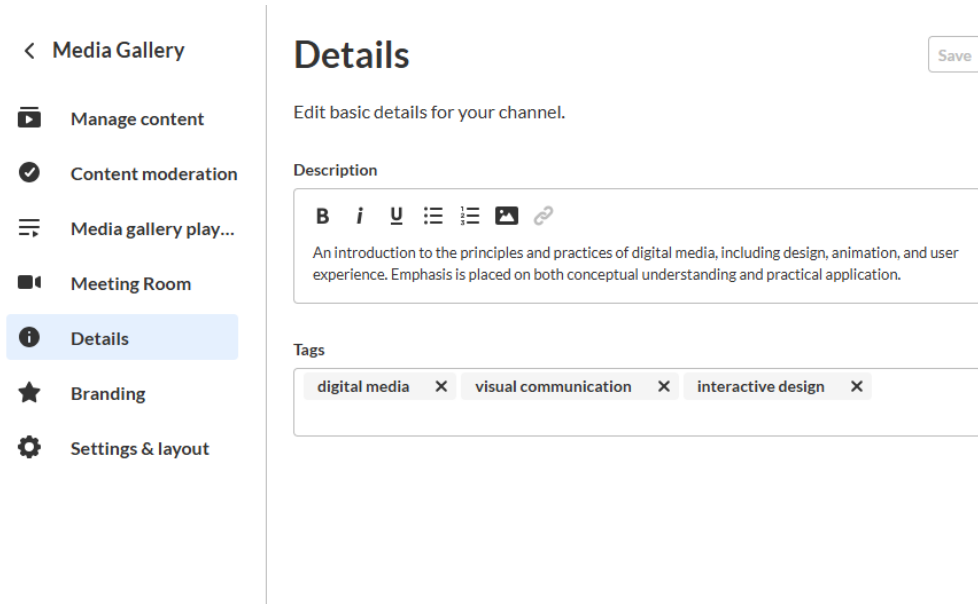
This type of room is ideal for ongoing collaboration, meetings, or informal group discussions - no need to set up a new session each time. In this guide, you'll learn how to enable and configure a room from within a media gallery.

Access the room settings

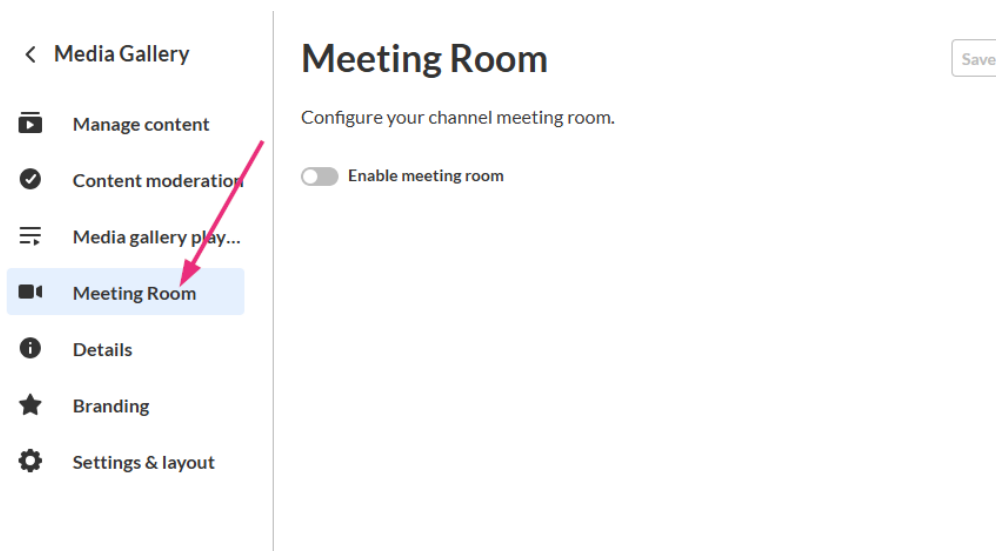
1. Go to the desired media gallery and select **Configure** from the **three-dot menu**.



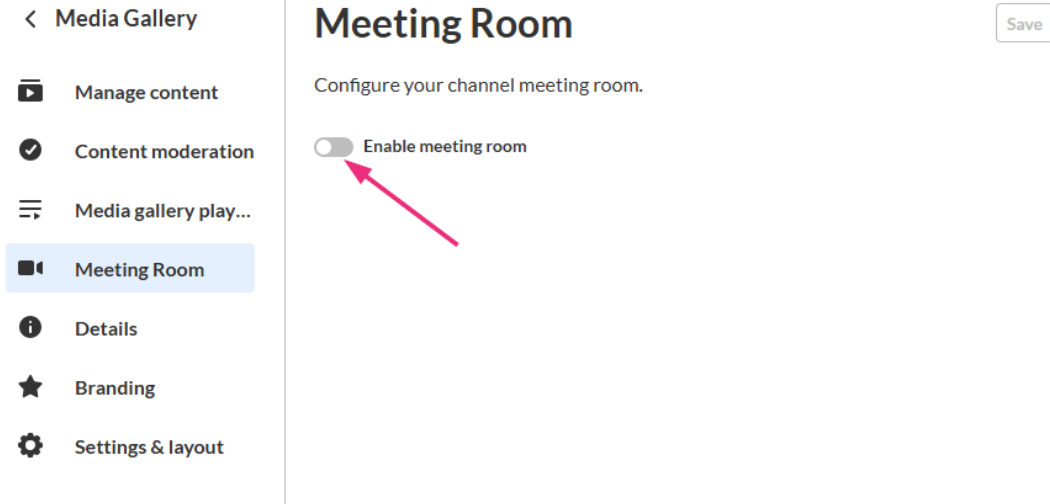
The edit page opens on the 'Details' tab by default.



2. In the left panel, click **Meeting room** to open the room settings.



3. Click the toggle to enable the meeting room.



The room settings display.


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.

Configure the room settings

1. Configure the following settings:

Room mode - Select how participants join the stage:

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

Room moderators - Assign room moderators who can launch the room, manage room content, start and end recordings, and access the backchannel.

- You can assign individual users or groups.

- When you assign a group, all current and future members of that group receive moderator permissions when they join the room.
- If group membership changes, access updates automatically, but the user may need to log out and log back in for the changes to take effect.
- Media gallery managers are automatically added as room moderators.
- Media gallery members can join the room when it's open.



If group membership, permissions, or roles are updated while a session is in progress (for example, promoting a participant to a moderator), the changes don't fully apply until the user leaves the room and rejoins.

Chat moderators - Assign chat moderators who can moderate chat, reply to Q&A, launch polls and interactions, and access the backchannel chat.

- You can assign individual users or groups.
- Group-based permissions are applied automatically when users join the room.

For detailed information about moderator behavior and permissions, see [Assign and manage moderators for Kaltura Rooms](#).

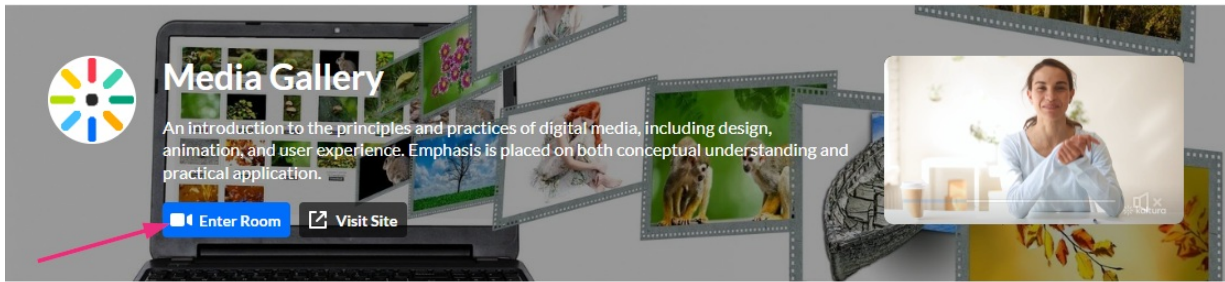
Enable Q&A - Enable or disable Q&A for participants.


Group Chat - Enable or disable group chat based on how you want participants to interact.

3. Click **Save**.

Enter the room


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




 3 items pending approval. [View list](#)

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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.