

# Create a Kaltura Room within a media gallery in Sakai

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 This article is designated for faculty members.

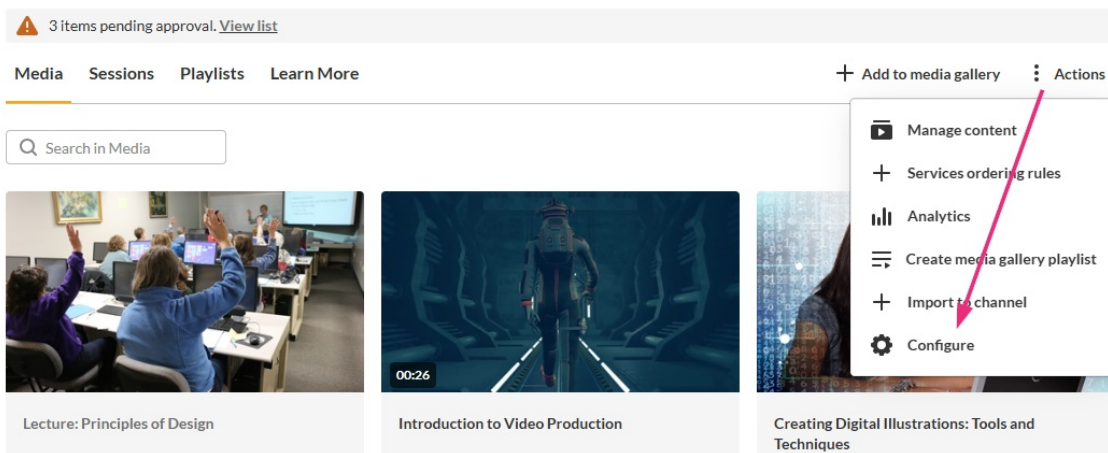
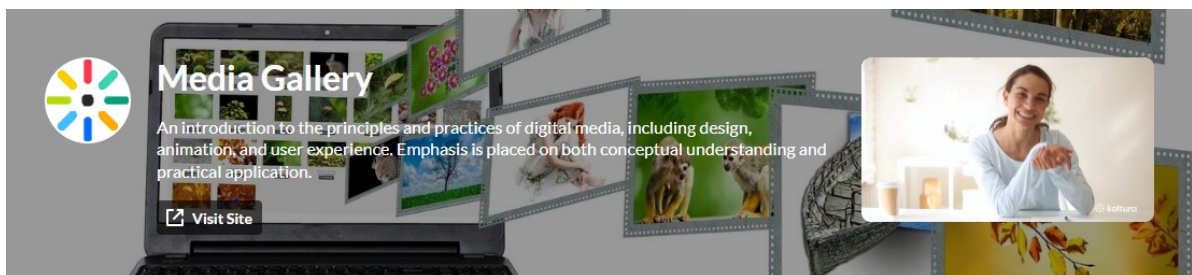
## About

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.

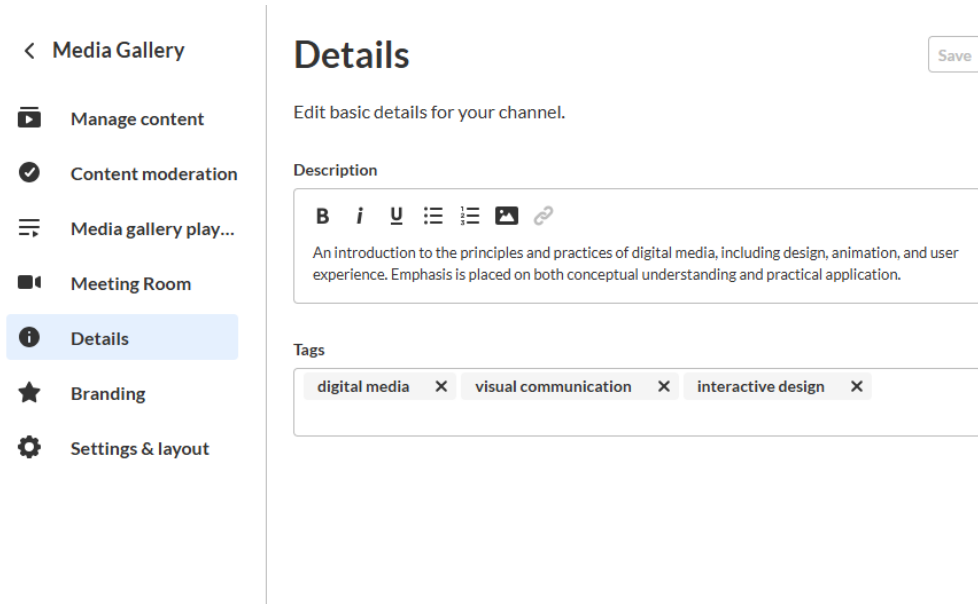
This type of room is ideal for ongoing collaboration, meetings, or informal group discussions - no need to set up a new session each time. In this guide, you'll learn how to enable and configure a room from within a media gallery.

## Access the room settings

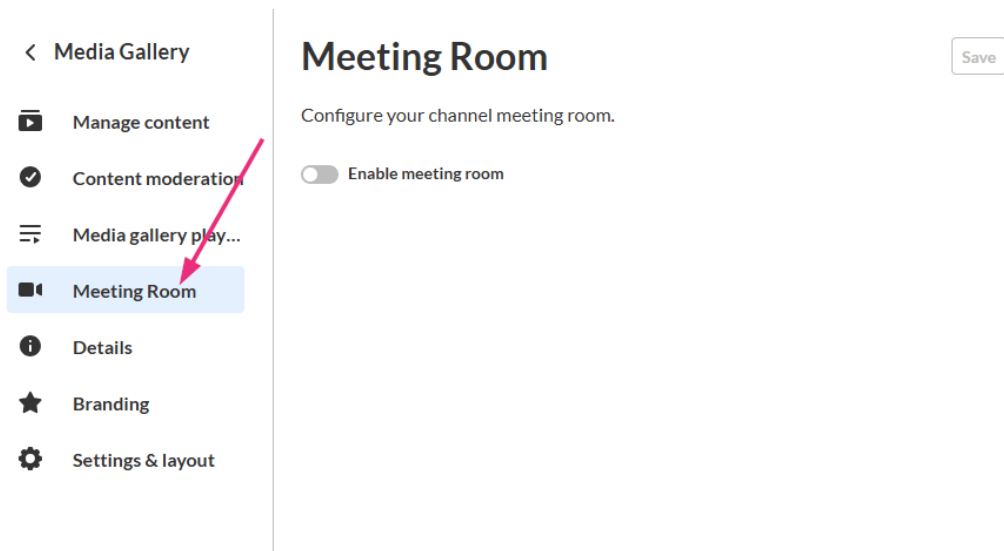
1. Go to the desired media gallery and select **Configure** from the **three-dot menu**.



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.


- < 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



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](#).

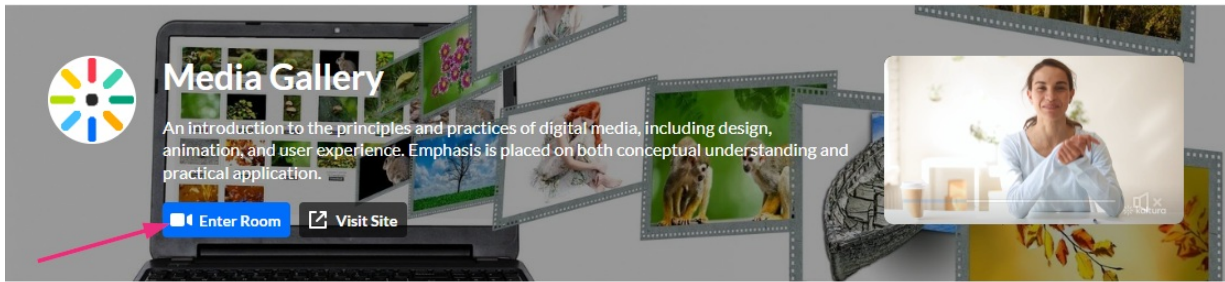
**Enable Q&A** - Enable or disable Q&A for participants.

**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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00:26  
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**i** 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.