Set Participant Permissions

Kaltura Meetings allows instructors to:

- Set default permissions for all participants
- Give any one of your participants specific permissions for the live session
- Designate any of your participants as moderators or captioners

Set default permissions

In the System Settings, instructors can set default permissions <u>before</u> the live session begins for all participants.

To set default permissions

1. Click the **Settings** button (⚙).
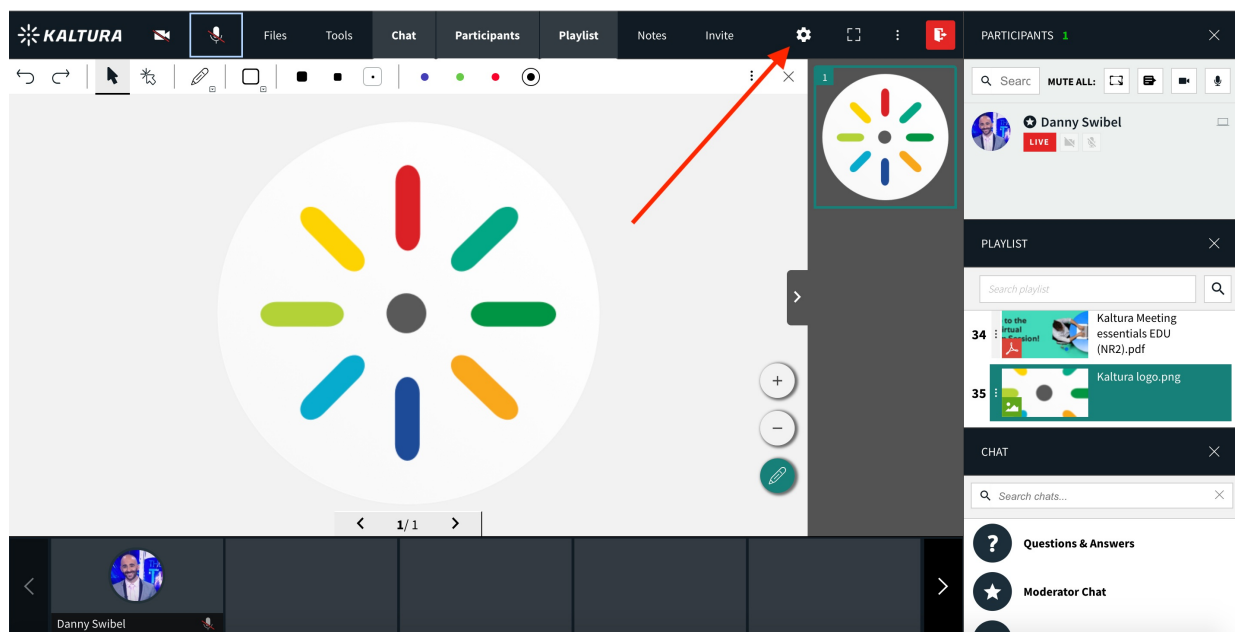
2. Navigate to **Default Permissions**.

![kaltura logo]

Settings   ✕

Device Settings	**Tools -** Allow all participants to:
Access & Security	☑ Draw on Whiteboard - *Draw on whiteboard and annotate files.*
Room Mode	☐ Play Shared Files - *Play files from the playlist & control playback on stage.*
Default Permissions	☐ Share their Screen - *Share selected screens, applications, and/or browser tabs.*
Chat Settings	☐ Write Notes - *Collaborate in the class notes tool.*
Browser Focus	**Participants List:**
	☑ Participants List - *See list of everyone that joined the session.*
	Participants List Sorting - ○ Alphabetical ● Time joined
Kaltura Meeting **version NR2**	Close

3. Click the permissions you wish to give all participants in your live session. This includes:

- Draw on Whiteboard - Draw on the whiteboard and annotate played files.
- Play Shared Files - Access the playlist and control playback of shared files on stage.
- Share their Screen - Share selected screens, applications, and/or browser tabs.
- Write Notes - Contribute to notes, edits notes, and add new notes.
- View Participant List - See a list of everyone who joined the session (sorted alphabetically or by the time they joined).

Set specific participant permissions

You can give participants their very own specific permissions during a live session. This includes:

- Draw on Whiteboard - Draw on the whiteboard and annotate played files.
- Play Shared Files - Access the playlist and control playback of shared files on stage.
- Share their Screen - Share selected screens, applications, and/or browser tabs.
- Write Notes - Contribute to notes, edits notes, and add new notes.
- View Participant List - See a list of everyone who joined the session (sorted alphabetically or by the time they joined).
- Access the Group Chat - Participate in the group chat.
- Submit questions to moderators - Submit questions to moderators via Questions & Answers.
- Initiate 1:1 chats with each other - Participate in 1:1 chats with each other.

To set specific participant permissions

1. Display the participant list.
2. Find the participant to whom you want to give additional permissions.
3. Click the drop-down carrot **(V)** that displays when your cursor hovers over the participant.
4. Click **More Permissions.**
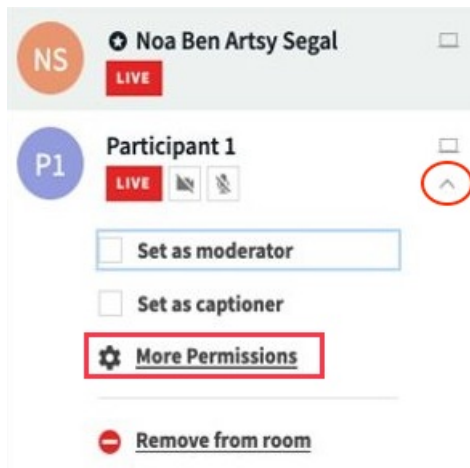
5. Select the check boxes corresponding to the permissions you want to give that user.
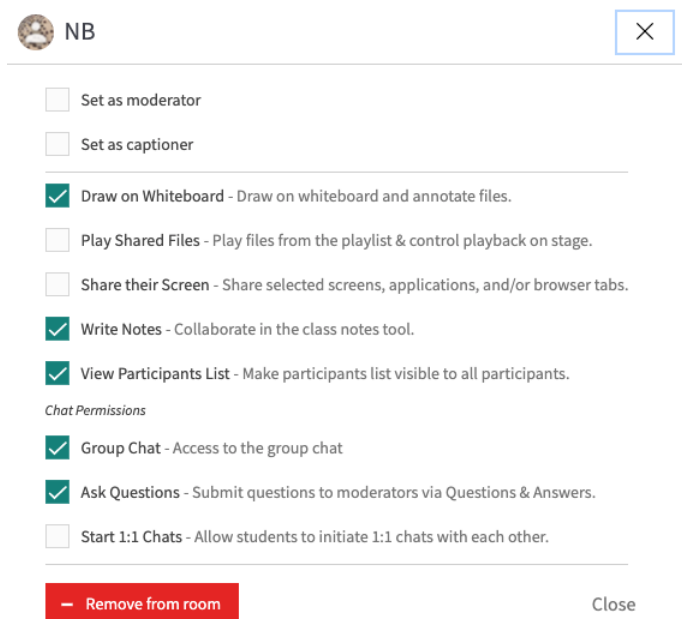
> 💡 Permissions are session-based, so giving a participant an additional permission in one session does *not* automatically give them that permission the next time they join.

> 💡 If you ever wish to remove a participant's individual permissions, simply find their name in the participant list and click off that individual permission you wish to remove.
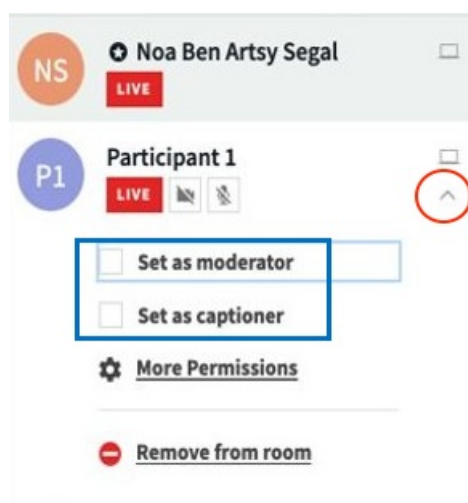
Set a participant as a moderator or captioner

Instructors can share content and control what participants are seeing on stage. The instructor can also set certain participants as moderators, and each room can be assigned multiple moderators. Participants designated as moderators have the same permissions as the instructor, except they can't end the session for everyone. The instructor can also set a certain participant as a captioner. A participant designated as a captioner can type live captions during the session.

> ⚠ Please note, a moderator can't set other participants as moderators unless they initiated the session. This can only be done by the instructor.

To set a participant as a moderator or captioner

1. Display the participant list.
2. Find the participant you want to set as the moderator or captioner and hover your cursor over them.
3. Click the drop-down carrot **(V)** that displays when your cursor hovers over the participant.
4. Select the appropriate checkbox (**Set as moderator** or **Set as captioner**).

> 💡 If designated as a moderator, the moderator icon (a black star) is displayed next to the participant's name. If designated as a captioner, the captioner icon (CC) is displayed next to the participant's name.

[template("cat-subscribe")]