

## **Set Participant Permissions (Legacy)**

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## i Legacy notice

This article documents the **legacy KME Room**. For information on the new room, please visit the **new Kaltura Room documentation**.

Your participants can be set as a moderator to help you manage your live session or be given limited permissions to contribute to the live session.

## What Permissions Can You Give?

You can give specific participants additional permissions to further collaborate in the live session. Additional permissions enable specific participants to:

- **Draw on Whiteboard & Annotations** enables set participants to draw on the whiteboard/annotate shared files.
- Play shared files enables set participants to access the playlist and control playback of shared files.
- **Share their screen** enables set participants to share their screen.
- Write notes enables set participants to contribute to notes, edit notes, and add new notes.
- View Participants List -allows instructors to limit users ability to see participant list.
- Engage In Chat allows participants to engage in room chats and Q&A chat with instructors.

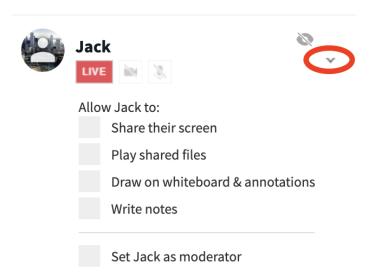
## How Can I Set Individual Participant Permissions?

Within the live classroom, instructors are able to alter the permissions of their participants individually.

- 1. Display the Participant List.
- 2. Find the participant you want to give additional permission to.
- 3. Click the drop down arrow ( $\mathbf{v}$ ) that displays when your cursor hovers over the participant.
- 4. You have a choice of what permissions you can set. You can click:
  - a. **Set As A Moderator** to give full moderator permissions.
    - a. The room owner or Instructor is the room's permanent Instructor/moderator. The room owner can set participants as moderators to enable them to share content and help run the live session.
    - b. Moderators are able to share content and control what participants are seeing on stage.
    - c. Moderators cannot alter others' permissions as the main Instructor can.
    - d. Moderator will have an icon (a star) next to their name.
  - b. Click on specific permissions you want to grant to participant.
    - a. Share their screen



- b. Play shared files
- c. Draw on whiteboard & annotations
- d. Write notes



☑Permissions are session based so giving a specific participant additional permissions in one session does not give them those permissions automatically the next time they join.