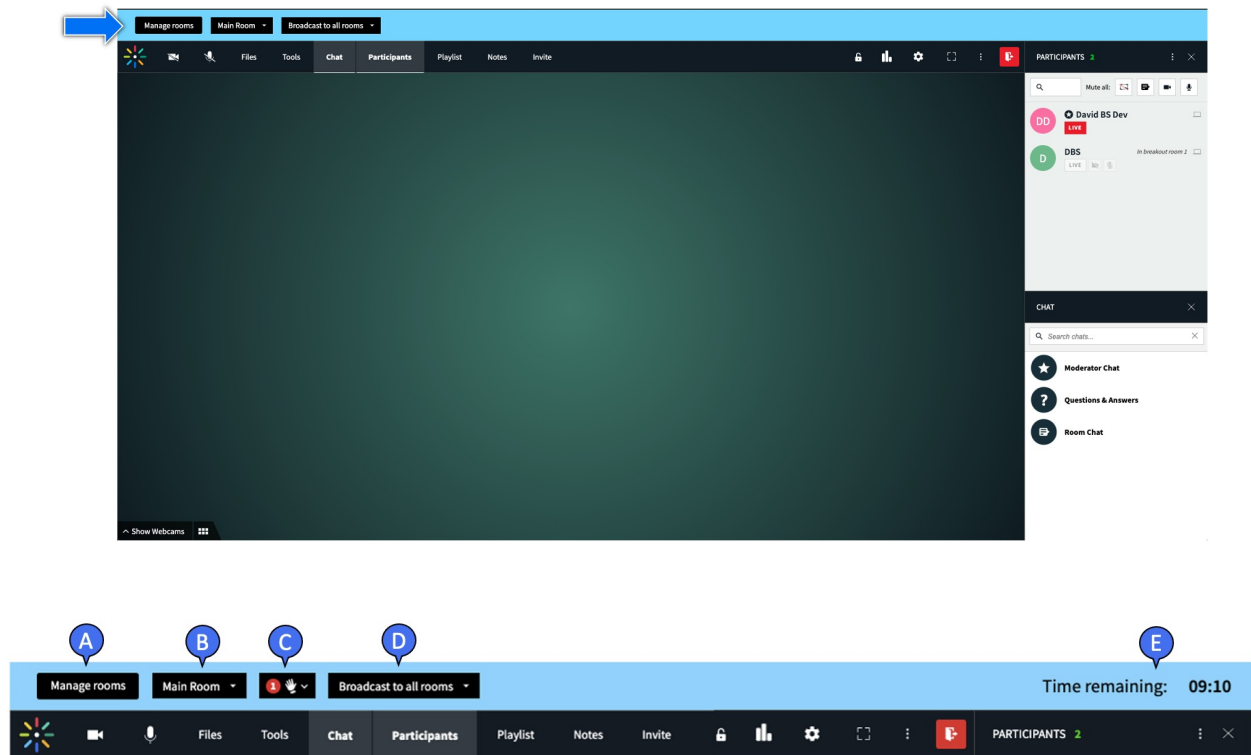![Kaltura logo]

Managing a Breakout Session - Hosts

Last Modified on 03/27/2025 8:36 am IST

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

Once the breakout rooms' session starts, a light blue, management ribbon is displayed on top of the host's screen. The banner's options allow easy access to all the main Breakout Room Manager's functions.

A. Manage Rooms - opens the breakout rooms manager from anywhere.

B. Main Room - the dropdown menu provides options for hosts to move between all active rooms, breakout rooms as well as the main room.
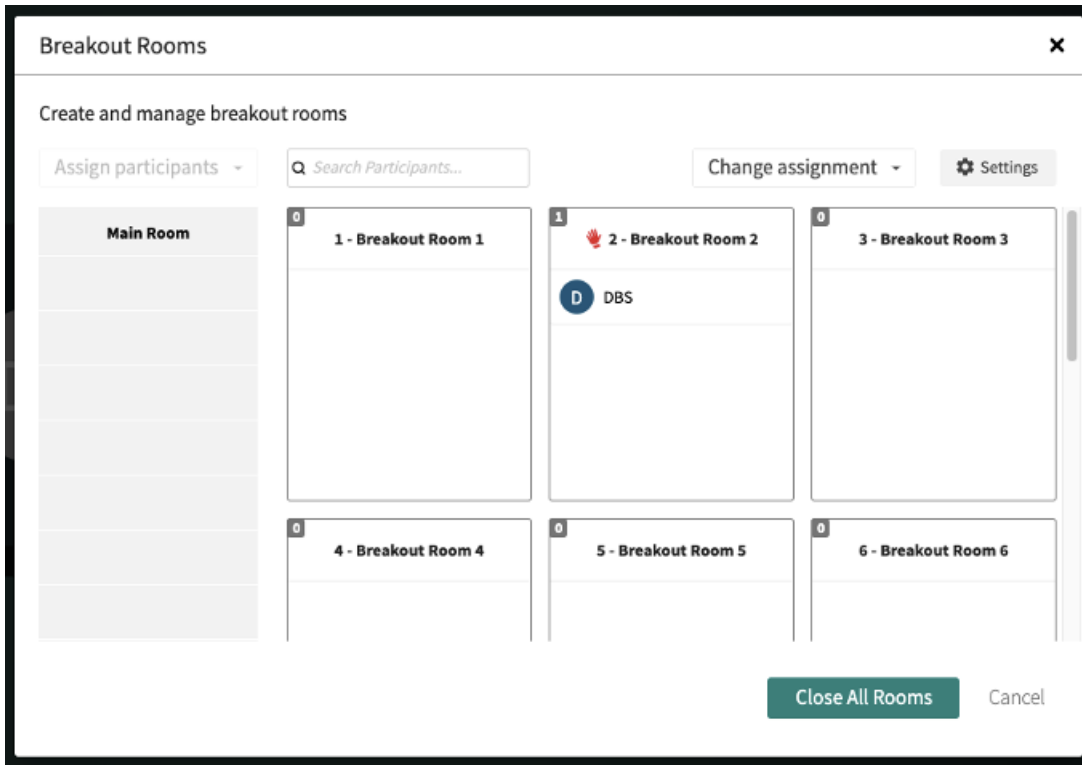
C. Call Host - (Optional) the dropdown lists all rooms with active host calls and allows hosts to reach these rooms with a click of a button. The Call Host option displays only if it was set .

D. Broadcast to All Rooms - allows for media and announcements broadcast from main room to all breakout rooms

E. Time Remaining - the Breakout Session timer that shows the time remaining to the current breakout rooms' session, The Time Remaining displays only if a session timer was set.
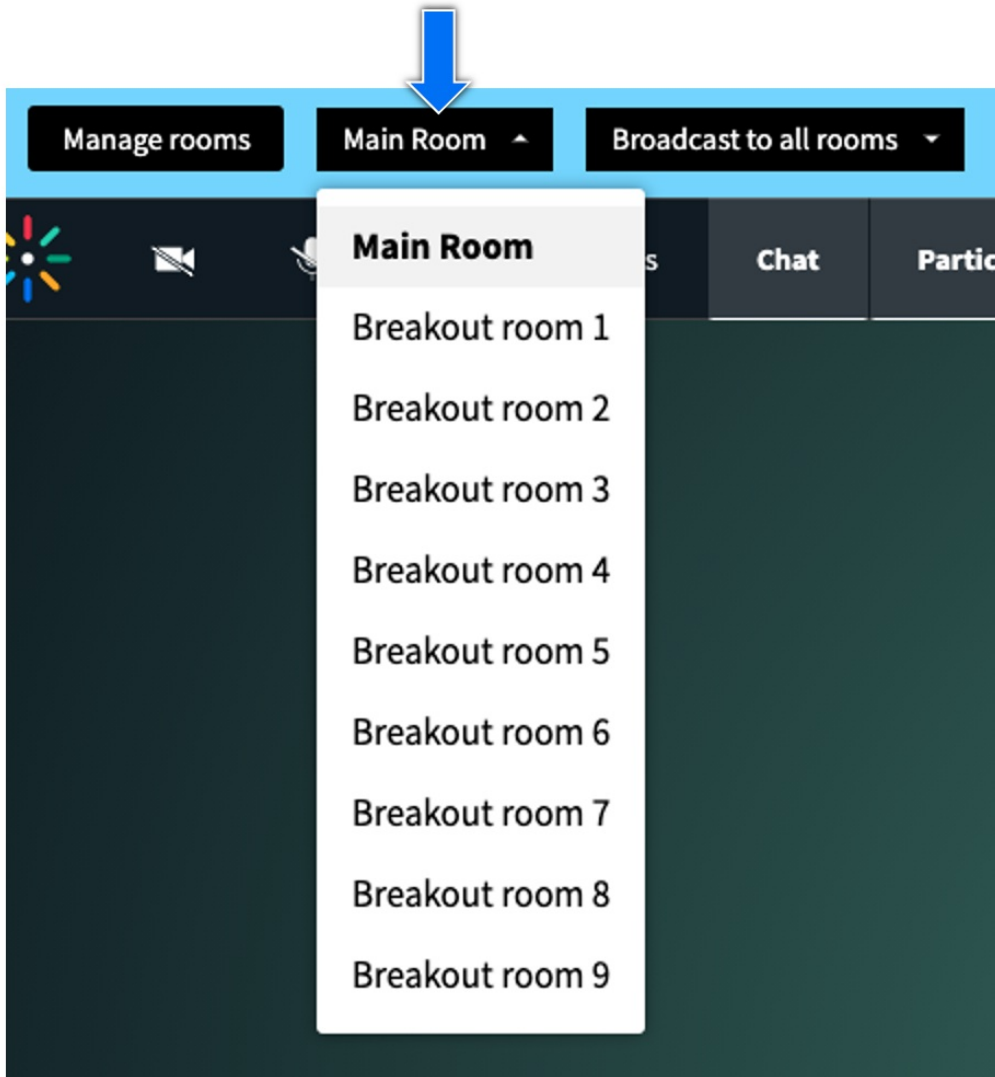
Manage Rooms Button

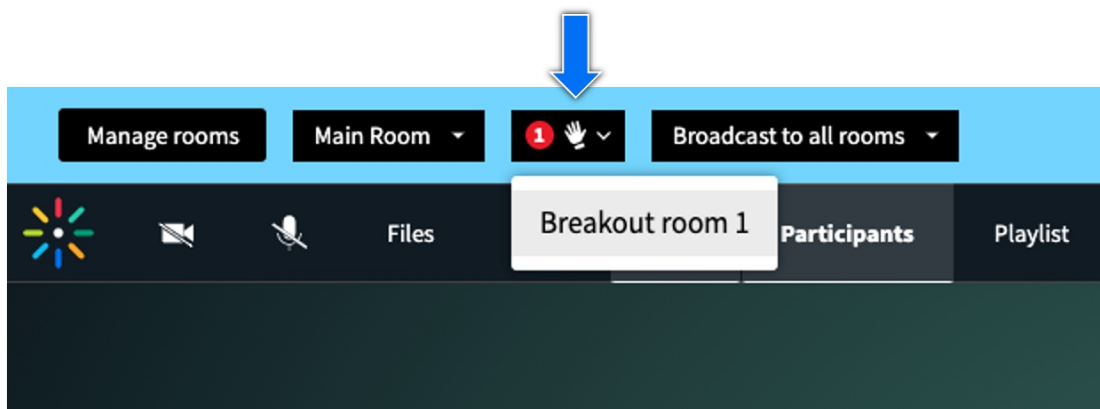The 'Manage Rooms' button opens the Breakout Rooms Manager window.

Main Room - Rooms Dropdown Menu

The Rooms dropdown menu allows hosts to move between all active rooms, breakout rooms as well as the main room.
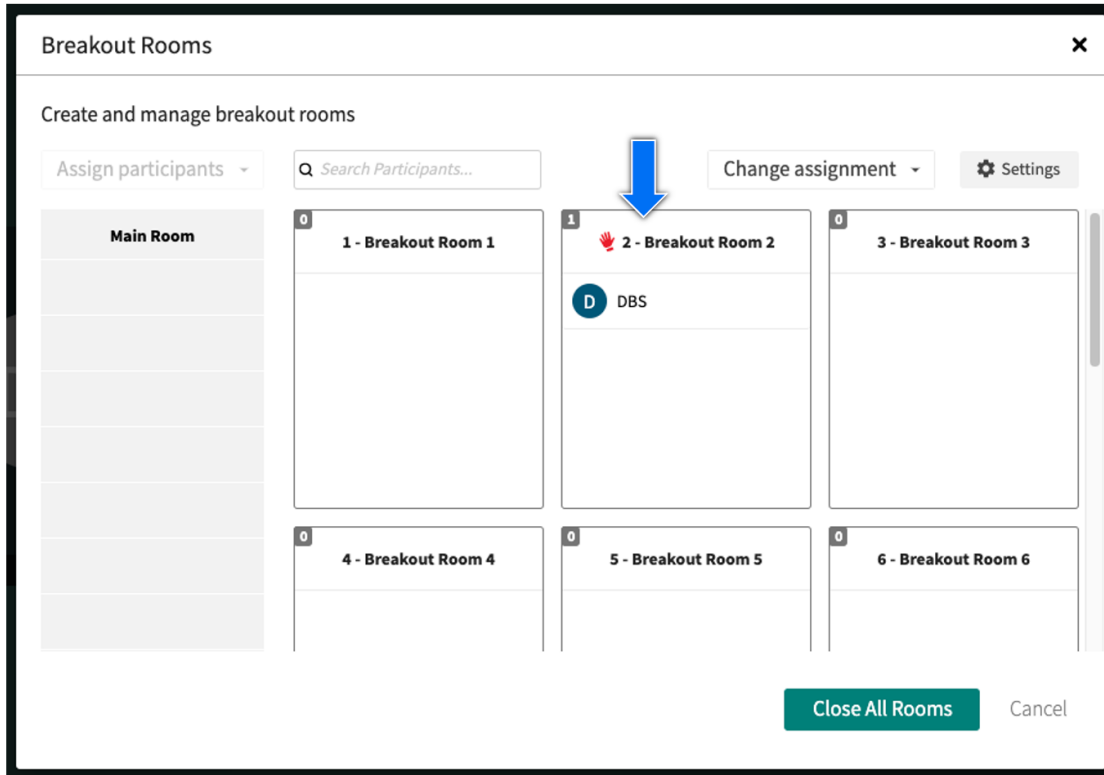
'Call Host' Indication

Clicking the 'Call Host' indication opens a dropdown menu listing all rooms with active host calls and allows hosts to reach these rooms within the click of a button.
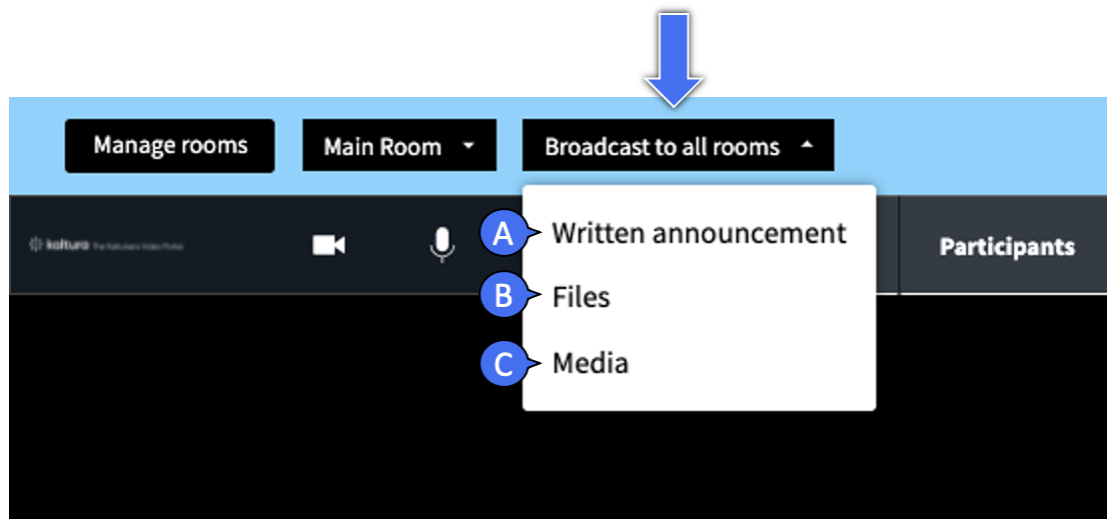
The 'Call Host' indication also displays in the breakout rooms manager window near the name of any breakout room with an active host call.
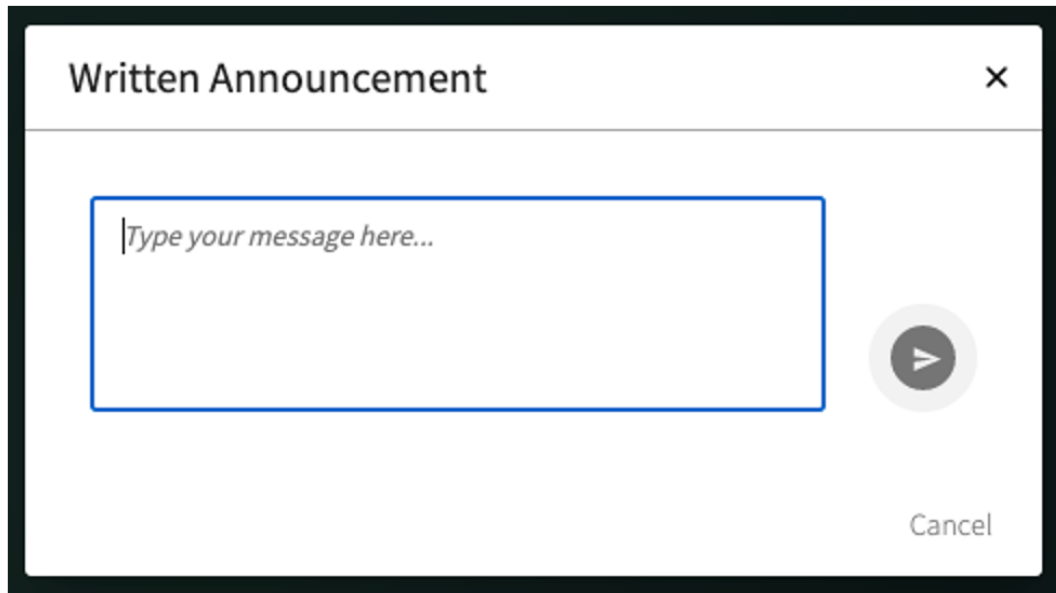

Broadcast to All Rooms

The Broadcast to All Rooms menu provides the ability to broadcast media and announcements from the main room to all breakout rooms.
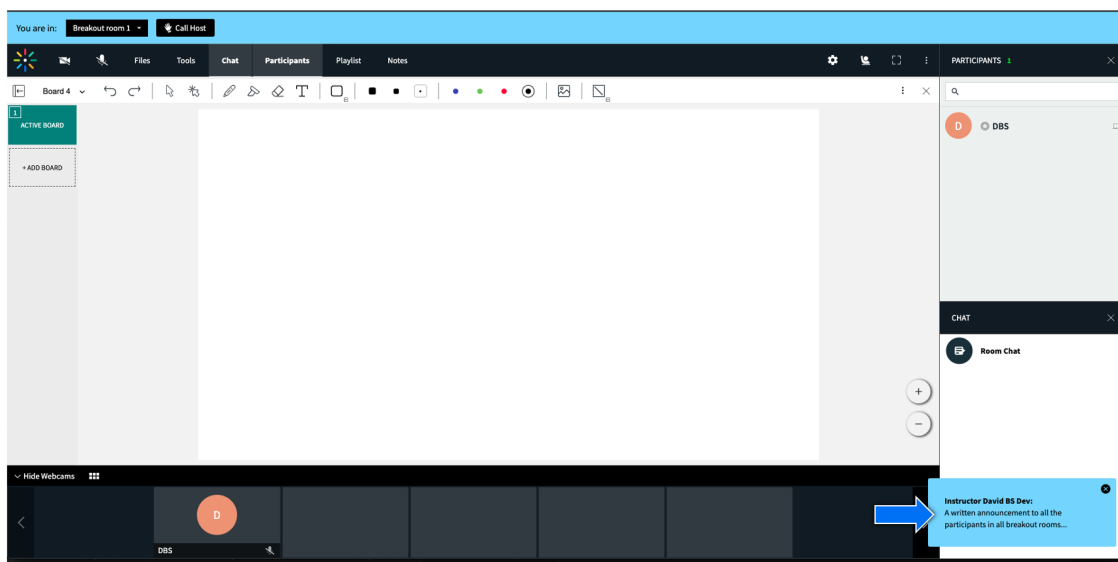
The following options are available:

Broadcast a Written Announcement (A)

Typing a message in the 'Written Announcement' window broadcasts the announcement to all active breakout rooms.

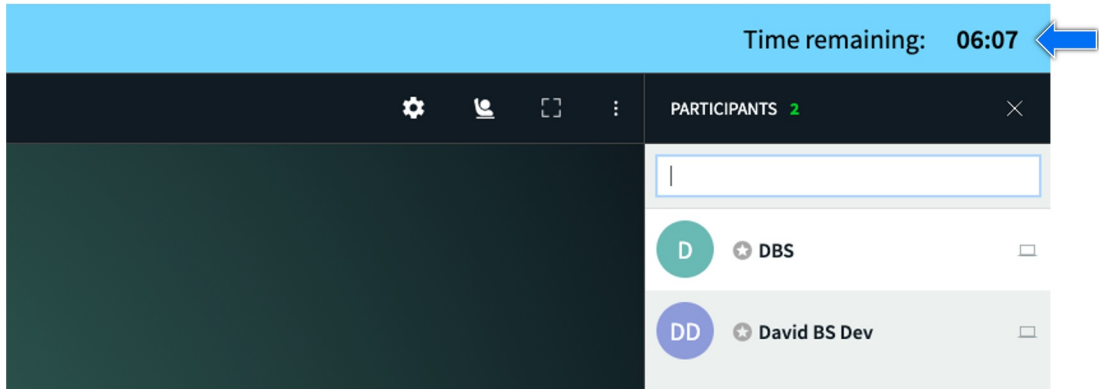The message pops up from the bottom right corner of the window for all active users
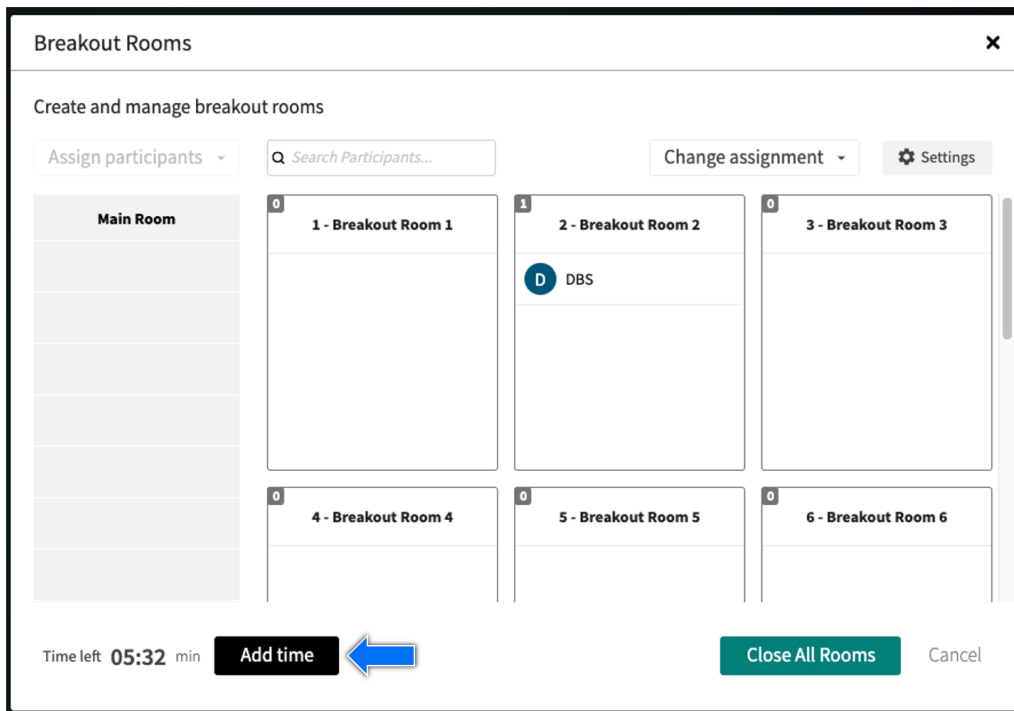

Broadcast Files or Media (B & C)

Choosing the 'Files' or 'Media' options opens the Files browser or the Media Library browser, accordingly. Hosts can then choose files or media entries and play them on stage in all breakout rooms concurrently.

Breakout Session Timer

The breakout session timer shows the time remaining to current breakout rooms session if a session timer was set

The timer may be extended by any number of minutes through the 'Add Time' function in the Breakout Rooms Manager window.

Click the 'Add time' button to open the time extension menu, and click '+' and '-' to adjust the desired number of minutes. When ready = click the 'Add' button to apply the selected time extension to the active session.

4 - Breal

1 min Add

Time left 05:09 min Add time