Breakout rooms attendee guide for Kaltura Rooms

Last Modified on 03/15/2026 5:34 pm IST

This article is designated for all users.

About

Breakout rooms allow participants to join smaller group discussions during a session.

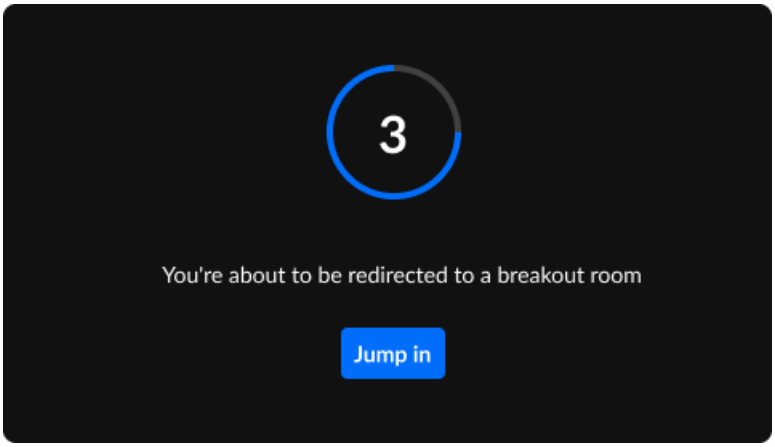
This article explains how to join and navigate a breakout room.

Join a breakout room

When a moderator launches breakout rooms, you will see a countdown before the breakout session begins.

You can:

- Wait for the countdown to finish, or
- Click **Jump in** to immediately enter your assigned breakout room.



Use the breakout room control bar

Once you enter a breakout room, a control bar appears at the top of the screen.

The control bar includes the following options.

Call moderator

If you need assistance, click **Call moderator.**



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The moderator will receive a notification and can join your breakout room to help.

After you send the request, the button changes so you can cancel the call if needed.

View remaining time

If the moderator set a timer for the breakout session, the remaining time appears on the control bar.



Moderators can adjust the time during the session, so the remaining time may increase or decrease.

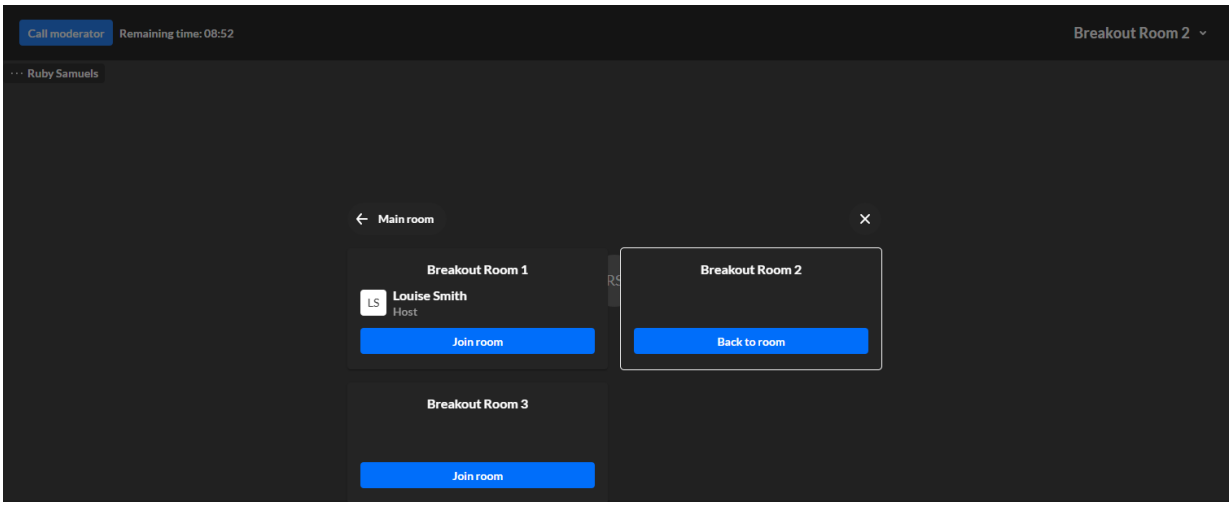
Switch rooms

If enabled by the moderator, you can move between breakout rooms.

1. Click the name of your current room in the control bar.

   A window displays all available breakout rooms.

2. Select the breakout room you want and click **Join room**.

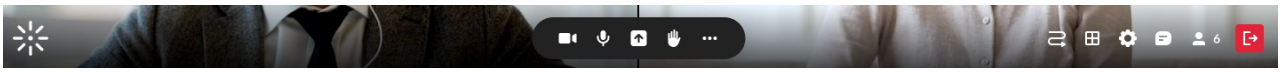
   You can also click **Main room** to return to the main room.

The moderator can also move participants between rooms during the session. If this happens, you will see a countdown before entering the new room.

Use the bottom toolbar

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The bottom toolbar includes the standard meeting controls.



Depending on the permissions set by the moderator, you may see options such as:

- Camera
- Microphone
- Raise hand
- Chat
- Screen sharing

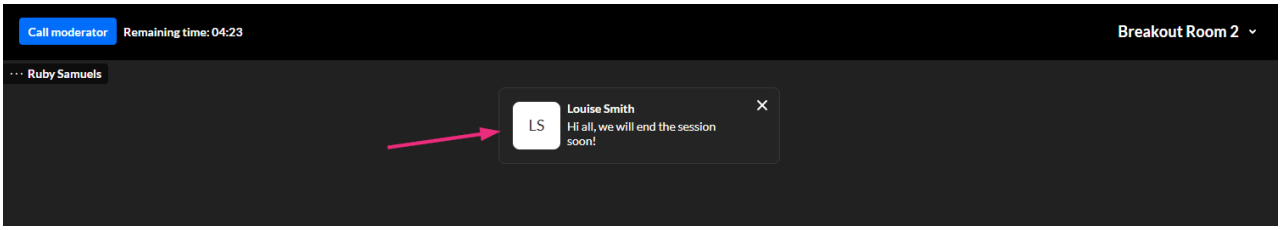
The **three-dot menu** may also include options to:

- Record the session
- Access or upload media files
- Add media to the storyboard

Receive broadcast messages

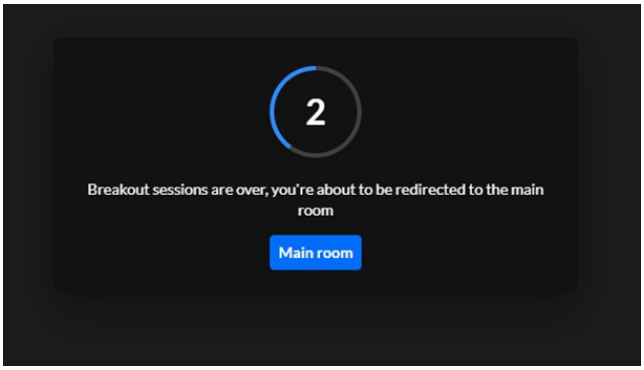
Moderators can send messages to all breakout rooms.

When this happens, the message appears as a notification on your screen.



Return to the main room

When the breakout session ends, or when the moderator closes the breakout rooms, a countdown appears.



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After the countdown finishes, you are automatically returned to the main room.

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