

Manage Your Participants With The Participant List

Last Modified on 08/25/2025 7:29 pm IDT

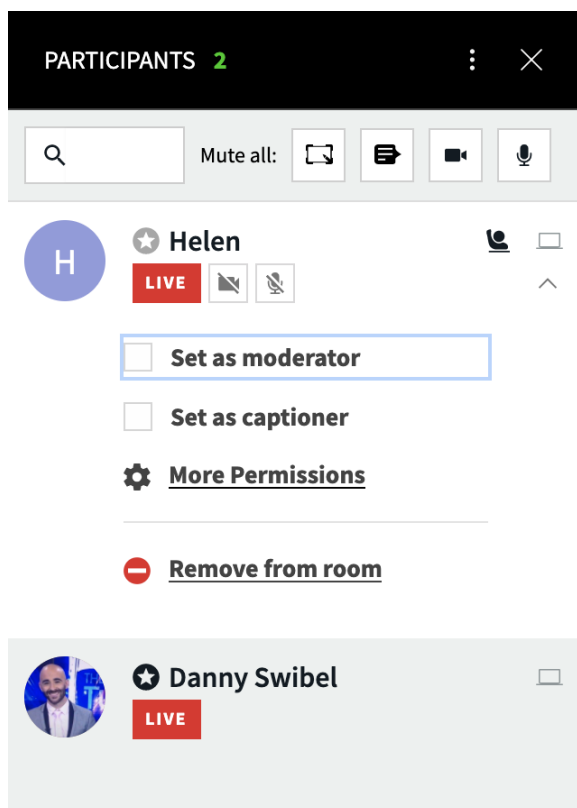
i Legacy notice

This article documents the **legacy KME Room**. For information on the new room, please visit the [new Kaltura Room documentation](#).

Not only does the participant list let you know who has joined your session, but it also enables you to effectively moderate your live session. The participant list shows a live list of people currently in the live session. As an instructor/host/moderator you can use the participant list to manage your participants.

Display The Participant List

When the participant list is hidden, select **Participants** in the upper bar.



Add/Remove Participants From Stage

- To add or remove participants from the stage, click the **Live** button corresponding to each user in the

participant list.

- The stage is where the broadcasting webcams and content display. In order to be seen and heard by class participants, you must be on stage.
- When the **Live** button is red the corresponding user is currently on stage. Click **Live** to remove them from the stage.
- When the **Live** button is white the corresponding user is not currently on stage. Click **Live** to add a participant to the stage.



Manage Participants' Webcams and Microphones

- As the instructor, host or moderator, you can enable or disable participants' devices.
- The devices are clickable when the participant has turned on their webcam and/or microphone.
- If the webcam and microphone buttons corresponding to a participant are not clickable, then the participant must first turn on their webcam & microphone.
- You can configure your room/session to set a Strong Mute (allowing hosts to mute participants and lock them in a state of mute) or Standard Mute (allowing hosts to mute participants temporarily-the participants can unmute themselves at any time). See [Strong Mute Vs Standard Mute](#).

Set Specific Participant Permissions

See the article [Set Participant Permissions](#) to see how you can set your participants as moderators or give them specific permissions that enable them to: share their screen, play shared files, draw on the whiteboard, or write notes.
