Assign and manage moderators for Kaltura Rooms in Video Portal

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> 🔐 **This article is designated for administrators.**

About

You can assign **Room moderators** and **Chat moderators** to help manage your Kaltura Room. Moderators can be individual users or groups, making it easier to manage permissions at scale.

You can also assign moderators and speakers in channel rooms and media gallery rooms.

Moderator settings appear in dedicated tabs on the room edit page and let you control who can manage chat activity, start and end sessions, and access moderator tools.

You can assign moderators and speakers in:

- Kaltura Rooms (rooms created with a template ID)
- Channel rooms
- Media gallery rooms

Moderator behavior and permissions

Moderator roles define what users can do in the room. The guidelines below outline how room and chat moderator permissions work.

- **Room owners** and **co-editors** are always the main hosts in the room. They have the highest level of control.
- **Moderators** can do almost everything co-editors do inside the room (open it, start it, manage it), but they can't edit the room settings.
- **Moderators** are different from collaborative roles (owner, co-editor, co-publisher). Adding someone as a moderator doesn't automatically give them those permissions.
- **Room moderators** and **Chat moderators** are managed separately. If someone needs both types of permissions, add them in both places.
- You can assign a **group** as a room or chat moderator. All users who belong to that group receive the moderator permissions when they join the room.

- Permissions are applied when a user joins the room. If group membership changes, access updates automatically, but the user may need to log out and log back in for the changes to take effect.
- Unlike co-editors, moderators can't access the media's edit page.

Access the room settings

1. Go to the media page for your room.
2. Click the **three-dot menu** below the player and select **Edit**.
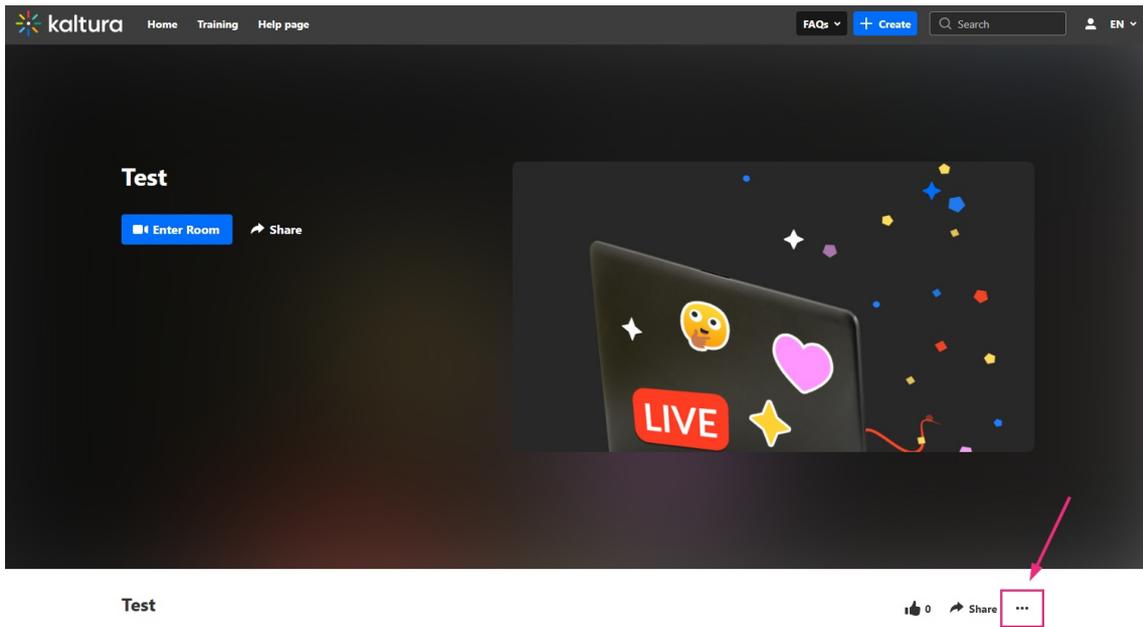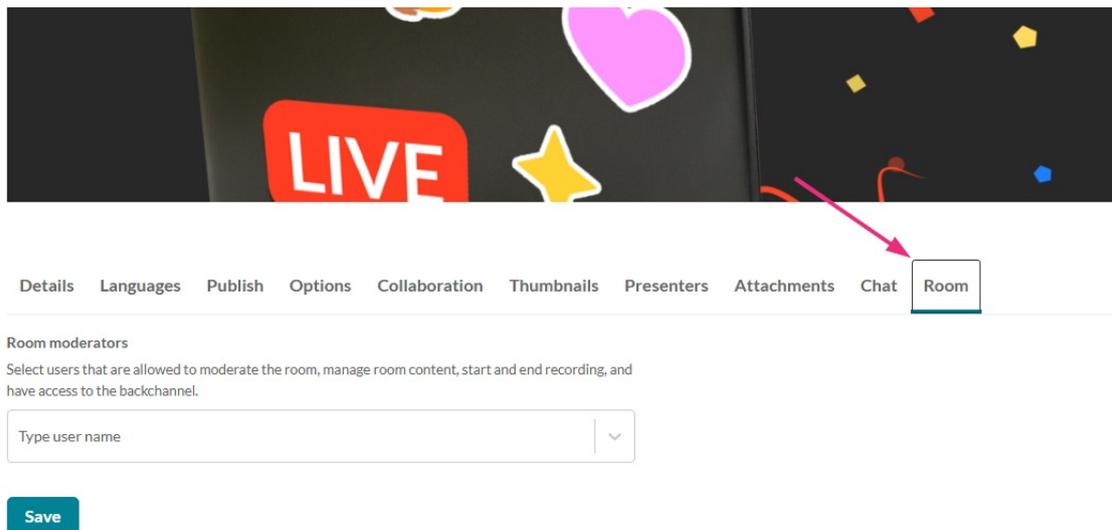

The edit media page displays.
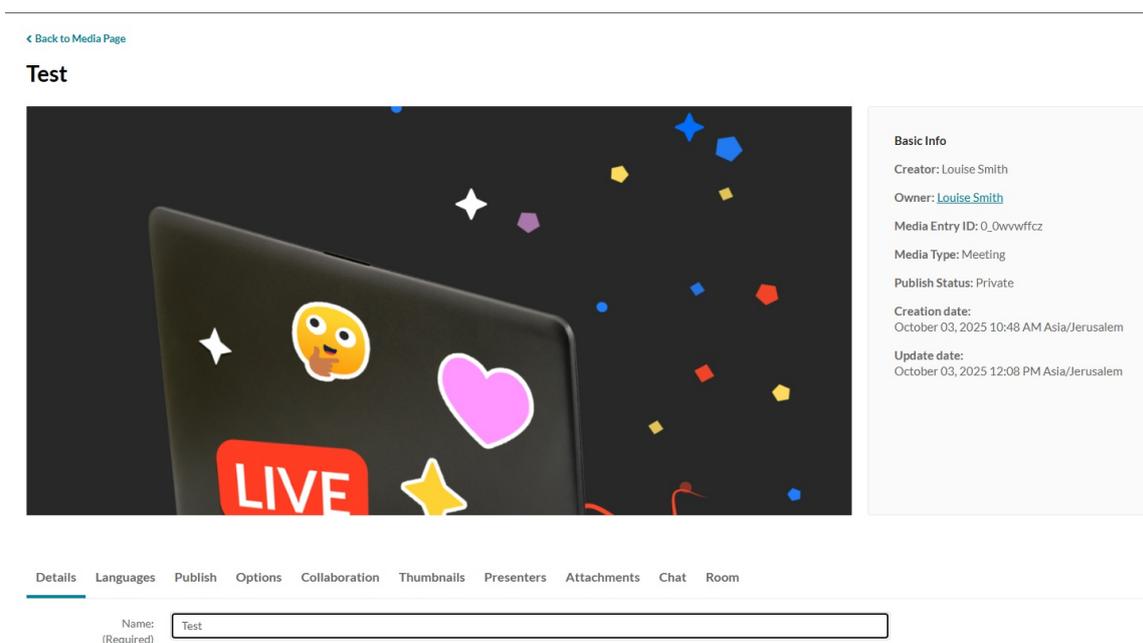
You'll see two tabs related to moderation:

- **Room** – Assign Room moderators
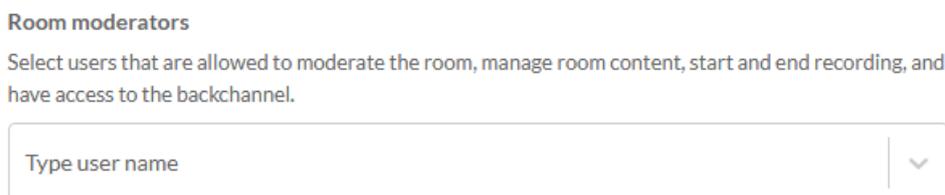- **Chat** – Assign Chat moderators and configure chat features

These tabs appear only when advanced rooms are enabled for your account.

Assign room moderators

1. Click the **Room** tab.

2. In the **Room moderators** field, start typing the user or group name and select it from the auto-suggest list.

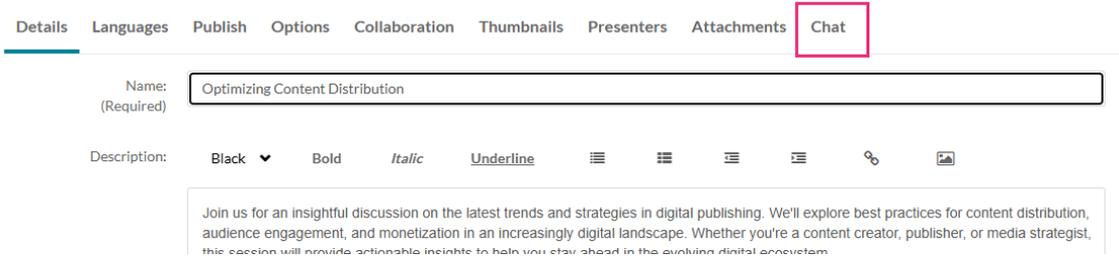You can add multiple users to the field, one after the other.

3. Click **Save**.

> ⓘ
> - When you add a group, all current and future members of that group receive room moderator permissions.
> - After you select a group, its name appears in the Room moderators field. Individual users in

that group aren't listed.
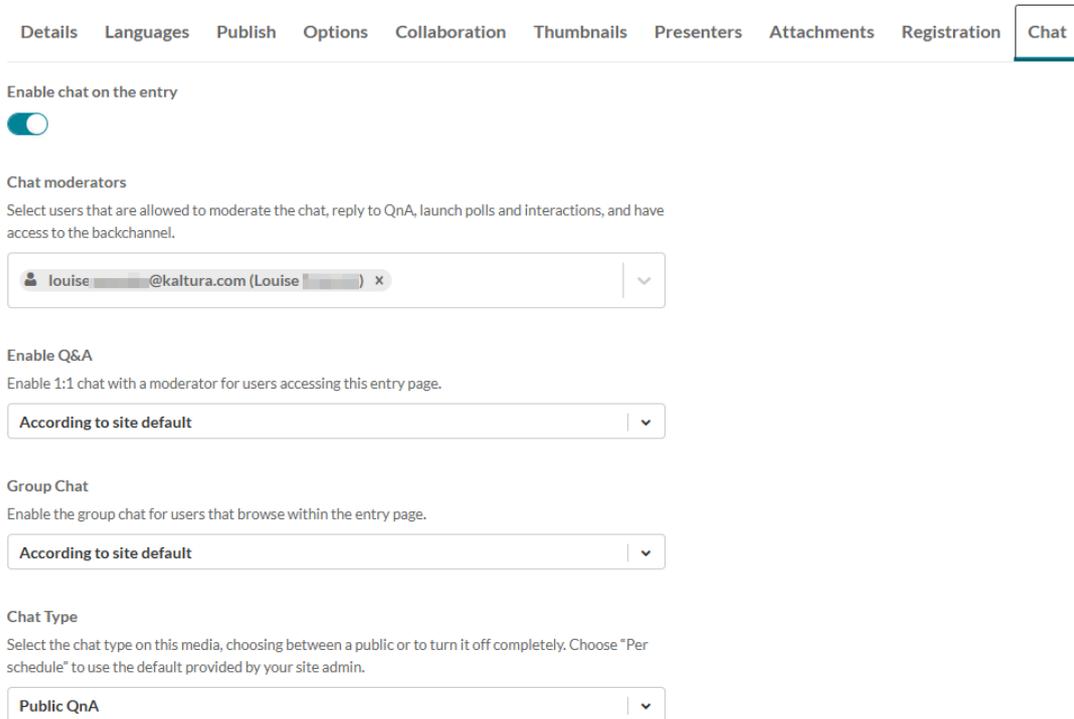
Assign chat moderators

1. Click the **Chat** tab.

The Chat settings display.

2. In the **Chat moderators** field, start typing the user or group name and select it from the list.

Chat moderators

Select users that are allowed to moderate the chat, reply to QnA, launch polls and interactions, and have access to the backchannel.

Type user name

Enable Q&A

Enable 1:1 chat with a moderator for users accessing this entry page.

According to site default

Group Chat

Enable the group chat for users that browse within the entry page.

According to site default

3. Click **Save**.

> ℹ️ Chat moderator permissions apply automatically to future sessions.

> ✅ To configure chat features such as Q&A, group chat, or disabling chat, see Chat settings for Kaltura Rooms.