

Assign and manage moderators for Kaltura Rooms

Last Modified on 01/18/2026 6:59 pm IST

 This article is designated for administrators.

About

You can assign **Room moderators** and **Chat moderators** to help manage your Kaltura Room. 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.

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.

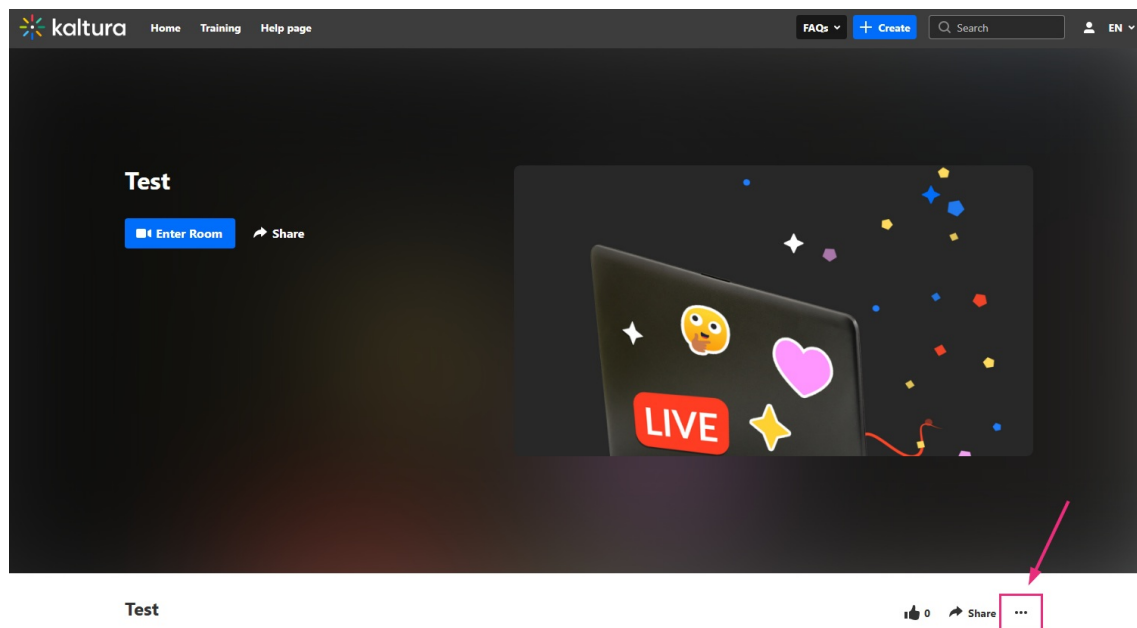
Unlike co-editors, moderators can't access the media's edit page.



This feature is available only for Kaltura Rooms (rooms created with a template ID).

Access the room settings

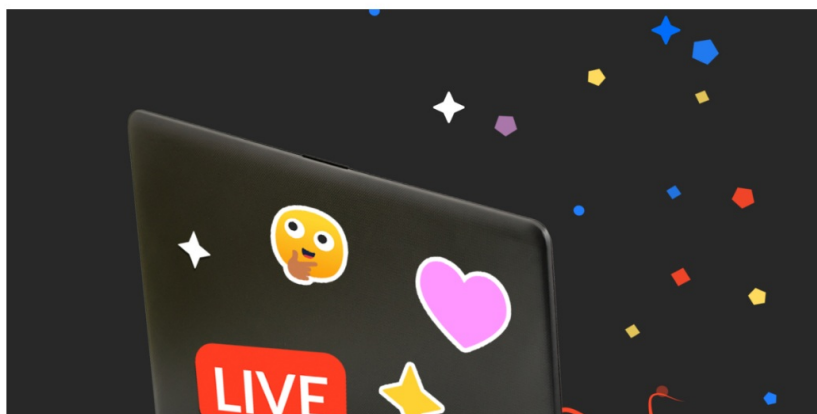
1. Go to the [media page](#) for your room.
2. Click the **three-dot menu** below the player and select **Edit**.



The edit media page displays.

[← Back to Media Page](#)

Test



Basic Info

Creator: Louise Smith

Owner: [Louise Smith](#)

Media Entry ID: 0_0vvwffcz

Media Type: Meeting

Publish Status: Private

Creation date:
October 03, 2025 10:48 AM Asia/Jerusalem

Update date:
October 03, 2025 12:08 PM Asia/Jerusalem

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Name:
(Required)

Test


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.



Details Languages Publish Options Collaboration Thumbnails Presenters Attachments Chat **Room**

Room moderators
Select users that are allowed to moderate the room, manage room content, start and end recording, and have access to the backchannel.

Type user name

Save

- In the **Room moderators** field, start typing the user's name and select the user from the auto-suggest list.

Room moderators
Select users that are allowed to moderate the room, manage room content, start and end recording, and have access to the backchannel.

Type user name

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







- Click **Save**.

Assign chat moderators

- Click the **Chat** tab.

Details Languages Publish Options Collaboration Thumbnails Presenters Attachments **Chat**

Name: (Required)

Description: **Black** **Bold** *Italic* Underline      

Join us for an insightful discussion on the latest trends and strategies in digital publishing. We'll explore best practices for content distribution, audience engagement, and monetization in an increasingly digital landscape. Whether you're a content creator, publisher, or media strategist, this session will provide actionable insights to help you stay ahead in the evolving digital ecosystem.

The Chat settings display.


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Enable chat on the entry

☒

Chat moderators

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


louise
@kaltura.com (Louise
)
x

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

Chat Type

Select the chat type on this media, choosing between a public or to turn it off completely. Choose "Per schedule" to use the default provided by your site admin.

Public QnA

- In the **Chat moderators** field, start typing the user's name and select them 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

- Click **Save**.

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.
