Manage participants in your Kaltura Room

Content updated: 12/18/2025

This article is designated for moderators

About

Moderators can use the **Participants** tab to view and manage participants during a live session.

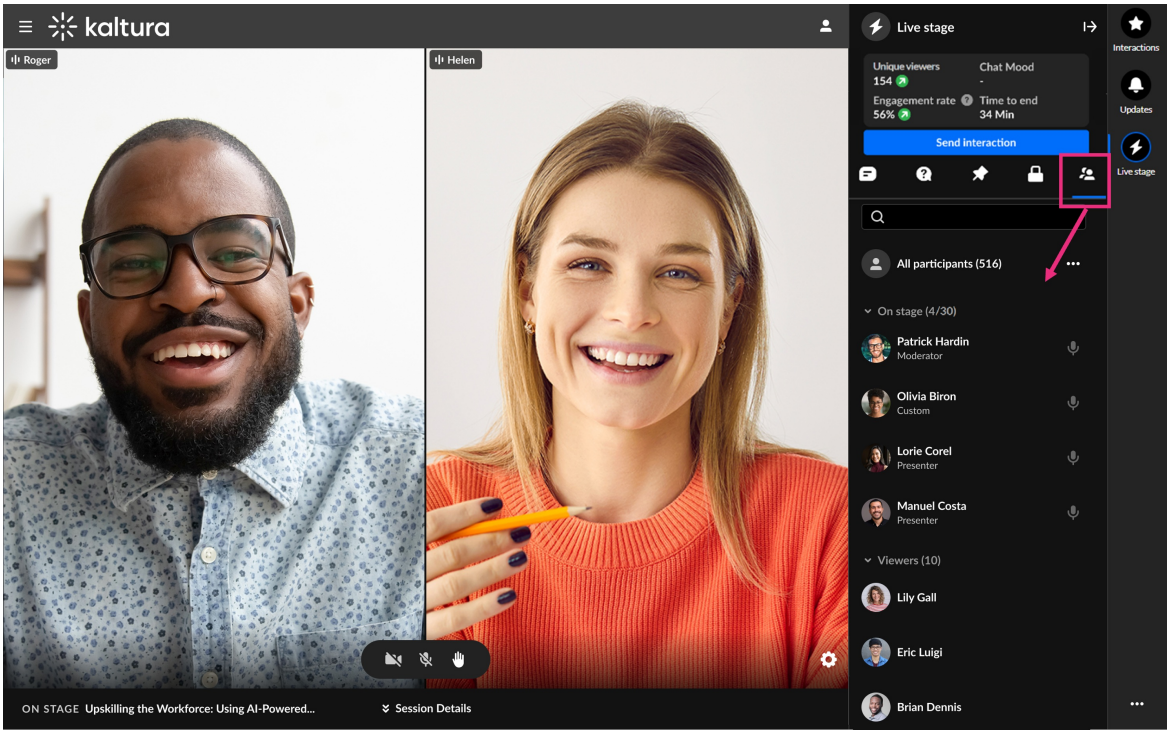
You can find participants, see their current status, manage their camera and microphone, lower raised hands, and remove participants from the session.

- The **Participants** tab is available for live sessions held in a Kaltura Room.
- For Kaltura Events, the **Participants** tab is automatically included in some custom event templates. If you're using a custom event template and the **Participants** tab isn't visible, contact your Kaltura representative to have it added.

Open the participants list

1. On the session page, click **Live stage** in the right navigation.
2. Click the **Participants (people) icon**.
   The participants list opens.

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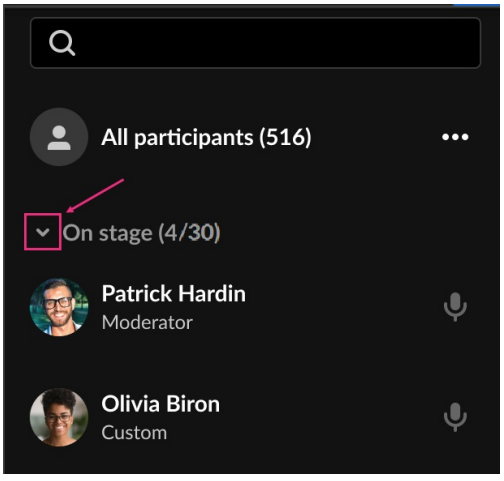


Understand participant groups

Participants are organized into groups based on their current status:

- **Raised Hands** – Participants who have raised their hand. This group only appears when one or more participants have a raised hand.
- **On Stage** – Participants who are currently on stage.
- **Viewers** – Participants who are watching the session.

Click the **arrow** next to a group to expand or collapse it. For larger groups, click **See more** or **See less** to change how many participants are displayed.

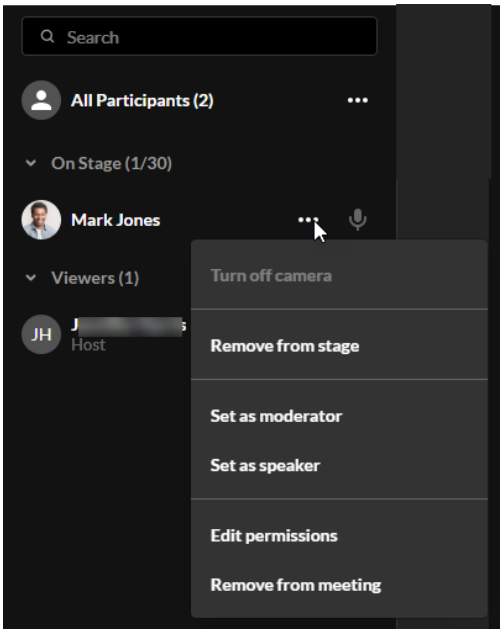


Manage a participant

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Use the **search field** at the top of the participants list to find a participant. As you type, matching participants display along with the group they belong to.

Click the **three dots** next to a participant's name to see additional actions. Available options depend on the participant's current status and your permissions.



Depending on the participant's status, you can:

- **Turn off camera** - Turns off the participant's camera.
- **Invite on stage** – Invites the participant to join the stage. Until the participant responds, you can select Revoke invite on stage to cancel the invitation.
- **Remove from stage** – Removes the participant from the stage.
- **Set as moderator** - Changes the participant's role to moderator.
- **Set as speaker** - Changes the participant's role to speaker.
- **Edit permissions** - Edits the participant's user permission. See User permissions for more information.
- **Remove from meeting** - Removes the user from the session.

You can also:

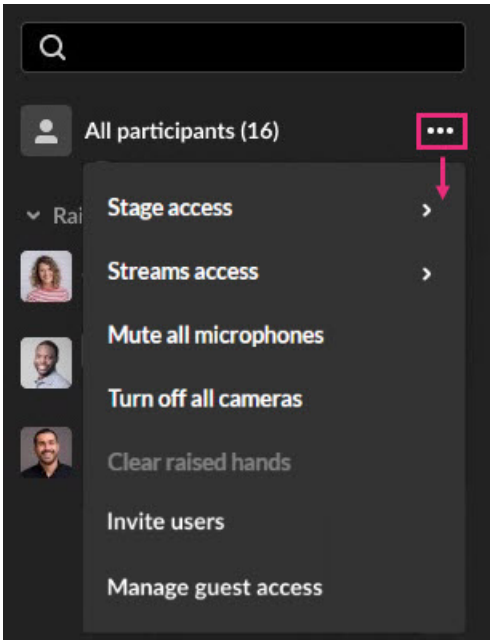
- Click the **raised hand icon** to lower a participant's hand.
- Click the **microphone icon** to mute an on-stage participant. Participants must unmute their own microphones.

For more information about managing stage access, see [Manage stage access during a live session]. For more information about roles and permissions, see [Manage participant roles and permissions during a live session].

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Manage all participants

Click the **three dots** next to **All participants** to view actions that apply to multiple participants:



- **Stage access** - Controls how participants can join the stage.
- **Streams access** - Prevents non-moderator participants from turning on their cameras and microphones, or restore their access.
- **Mute all microphones** - Mutes all participant microphones except moderator microphones.
- **Turn off all cameras** - Turns off all cameras except your own.
- **Clear raised hands** - Lowers all participants' raised hands.
- **Invite users** - Invites users to join the session.
- **Manage guest access** - Creates and manages guest links for the session.

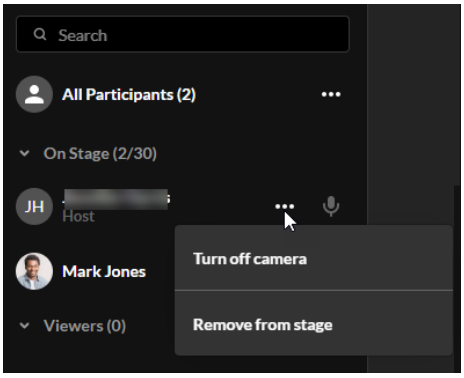
For more information about stage settings, see [Manage stage access during a live session]. For more information about inviting users and managing guest access, see Invite users and Manage guest access.

Manage your own camera, stage status, and microphone

From your own entry in the participants list:

- Click the **three dots** next to your own name to join or leave the stage and turn off / on your camera.
- Click the **microphone icon** to mute or unmute yourself.

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