

# Manage participants in your Kaltura Room in Video Portal

Last Modified on 01/10/2026 10:45 am IST

 This article is designated for moderators and hosts

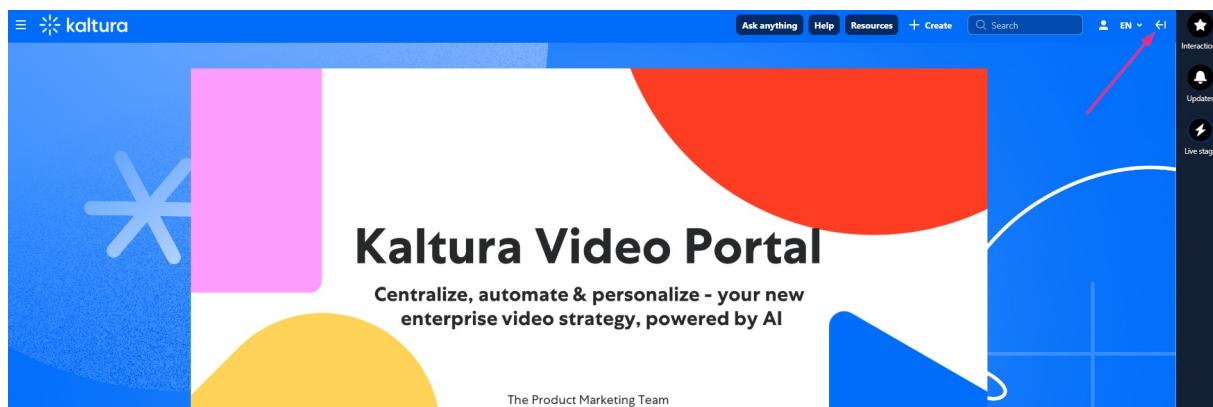
## About

This article explains how moderators manage participants in a live Kaltura Room using the **Participants list**. Moderators can control who's on stage, manage roles and permissions, and take quick actions to keep the session running smoothly.

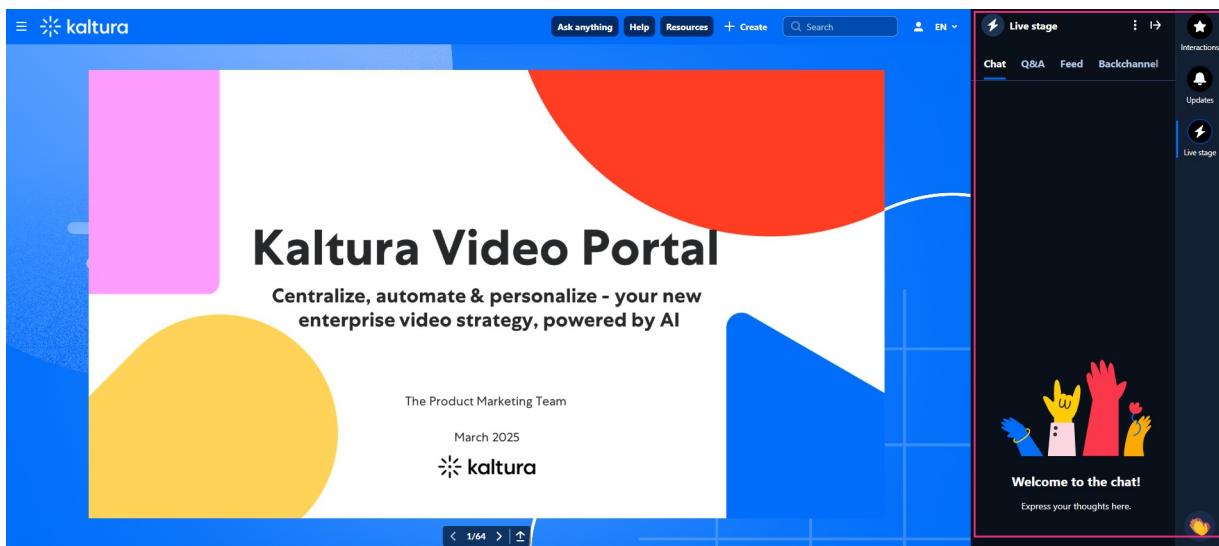
The **Participants** sub-tab shows all users in the room and lets moderators manage participant roles and actions.

## Access the participants list

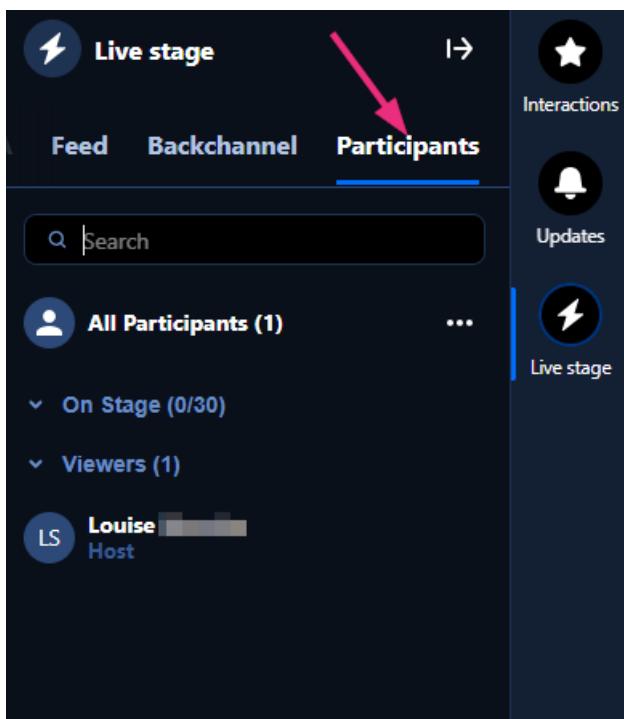
In your room, open the [Chat & Collaboration widget](#) by clicking the arrow in the top right corner of your room.



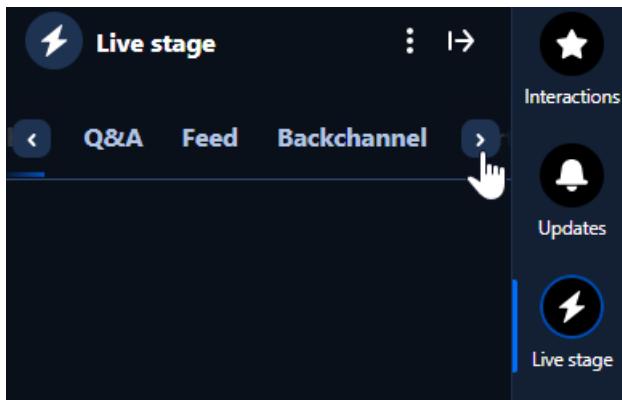
The engagement panel opens with the **Live stage** tab displayed by default.



Click the **Participants** sub-tab.



If you don't see the 'Participants' tab, you may need to click the arrow next to the sub tabs to scroll it into view.



## Understand participant groups

Participants are automatically grouped to help moderators quickly see who's doing what in the room:

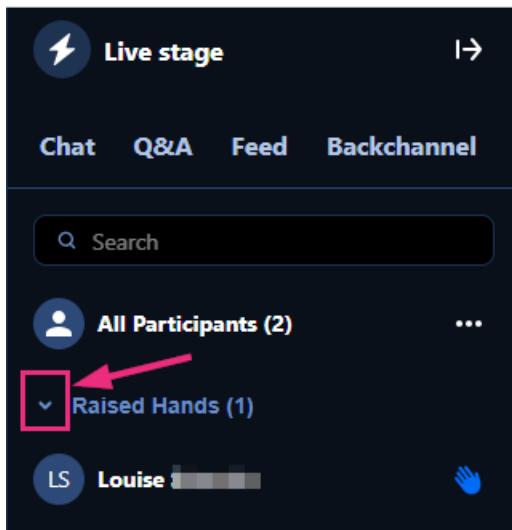
- **Raised hands** – Participants who requested to join the stage
- **On stage** – Participants currently sharing audio/video
- **Viewers** – Participants watching the session

Each group shows:

- **number of participants**
- **participant names**
- **role labels** (moderator, speaker, or custom permissions)

Icons for raised hand and microphone are displayed when relevant, to the right of each name.

You can click the arrow next to each group name to collapse or expand it. If a group is large, use **See more** or **See less** to control how many names are shown.



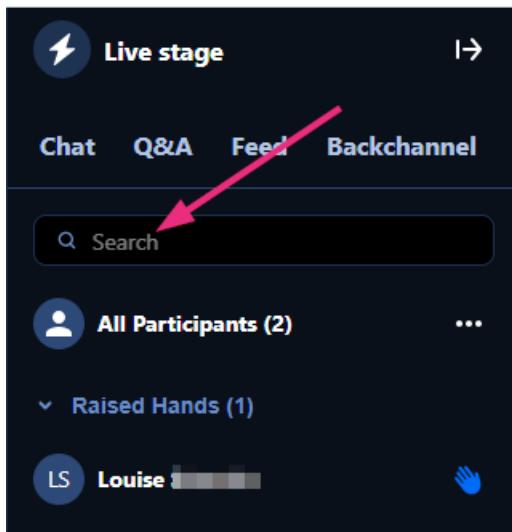
## Search for participants

Use the search bar at the top of the list to quickly find someone in the room.

As you type, results show:

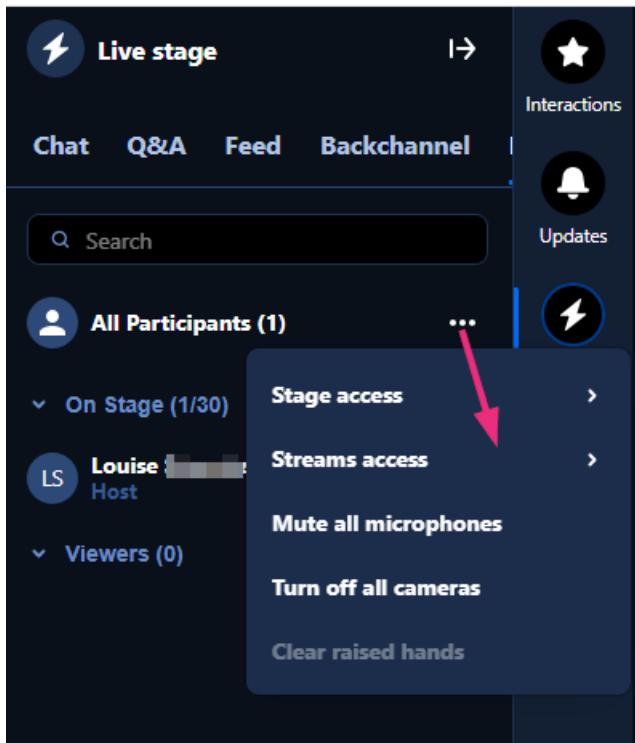
- Matching participant names
- Which group they belong to (raised hands, on stage, or viewers)

This is helpful when managing large sessions or checking who's already on stage.



## Manage all participants at once

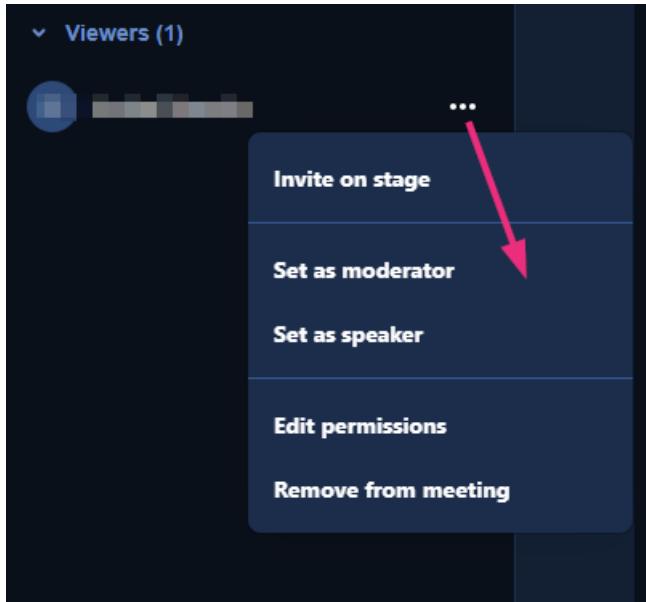
At the top of the Participants list, click the **three dots** next to **All participants** to take bulk actions:



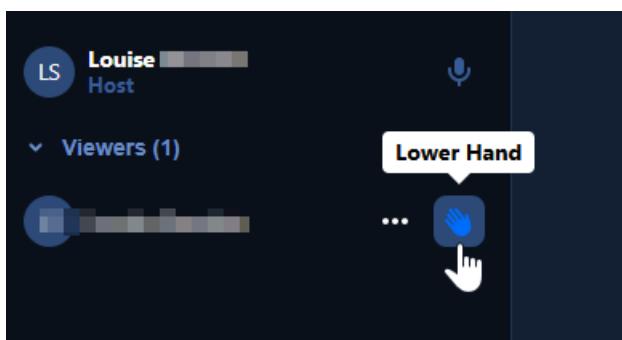
- **Stage access** - Controls how participants can join the stage. You have the following options:
  - *Everyone on stage* - Participants join the stage with their camera and microphone enabled.
  - *Join by request* - Participants must request permission from a moderator to join the stage.
  - *Invite only* - Only moderators can invite participants to join the stage.
- **Streams access** - Blocks or restores a participant's ability to turn on their camera and / or microphone (when device access is restricted, the participant sees a message explaining that the host temporarily disabled access)
- **Mute all microphones** (except yours)
- **Turn off all cameras** (except yours)
- **Clear raised hands**

## Manage individual participants

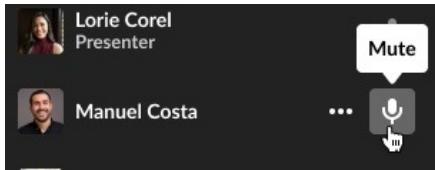
Click the **three dots** next to a participant's name to see additional actions. Available options depend on your role and permissions.



- **Invite on stage / Remove from stage** - 'Invite on stage' sends the user a 'Set devices' popup window where they can **Decline invitation** or **Join stage**. Until the participant responds to an invitation, you'll have the option to **Revoke invite on stage** (even if another moderator initiated the invitation).
- **Streams access** - Blocks or restores the participant's ability to turn on their camera and/or microphone. When access is restricted, the participant sees a message explaining that the host temporarily disabled access.
- **Set as moderator** - Sets that participant as a moderator.
- **Set as speaker** - Sets that participant as a speaker.
- **Edit permissions** - Edits the participant's user permission. See [User permissions](#) for more information.
- **Remove from meeting** - Removes the user from the meeting.
- You can also:
  - click the **raised hand icon** to lower it.

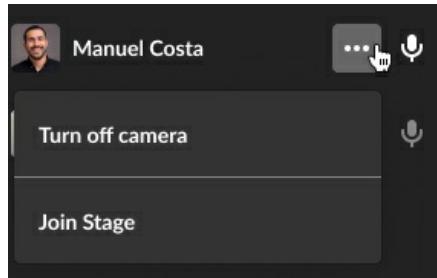


- click the **microphone icon** to mute/unmute (available when the participant is on stage)



- Only users with the right permissions can control other people's webcams or change their roles.
- In some organizations, promotion to higher roles (such as moderator) is limited by **email domain**. When this restriction is enabled, only participants whose email address matches an approved domain can be promoted. This is configured by an admin in the [Newrow module](#).

## Manage your own stage status



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