

Assign and manage moderators for Kaltura Rooms

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 This article is designated for all users.

About

This article explains how to add room moderators and chat moderators for a Kaltura Room session.



This feature requires the [ChatandCollaboration module](#) to be enabled.

Who can use this

- Media owners
- Co-editors

Moderator roles and permissions

Moderator roles define what users can do in the room.

- **Room owners** and **co-editors** are the main hosts in the room and have the highest level of control.
- **Room moderators** can open, start, and manage the room, but they can't edit the media settings.
- **Chat moderators** can manage chat during sessions (for example, moderate messages).
- **Room moderators** are separate from media roles (owner, co-editor, co-publisher). Assigning a moderator role doesn't grant edit permissions.
- If a user needs both room and chat permissions, select both roles when adding them.
- You can assign **groups** as moderators. All group members receive the selected permissions when they join the room.
- Permissions are applied when users join the room. If group membership changes, users may need to log out and log back in to see the update.
- **Room moderators** can't access the media edit page.

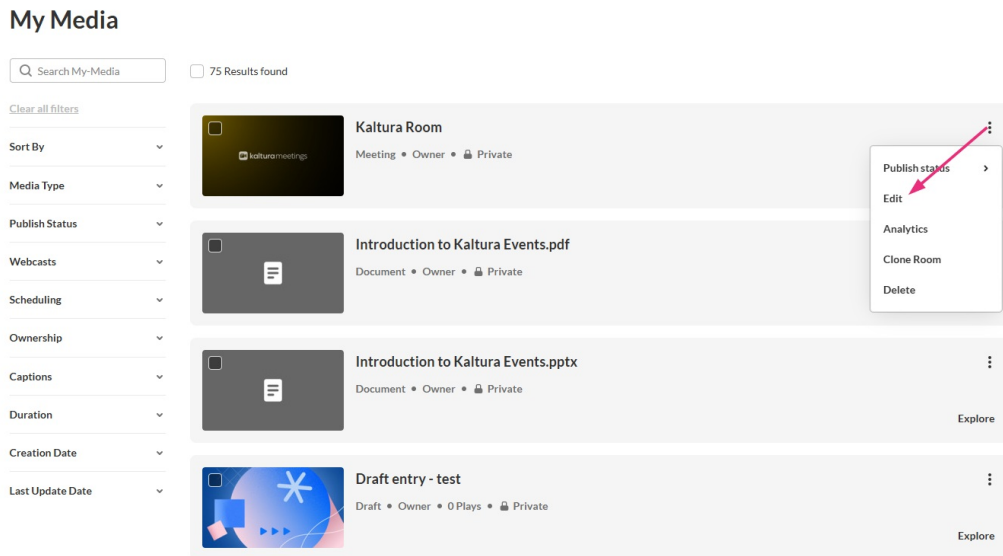
Access the chat settings

1. From the user menu, select [My Media](#).

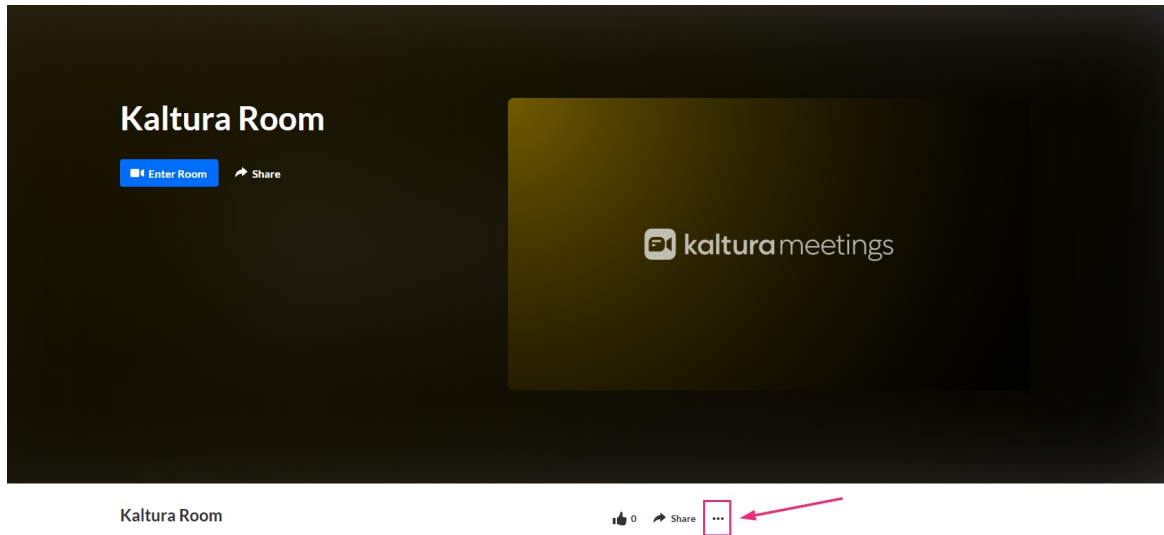


The 'My Media' page displays.

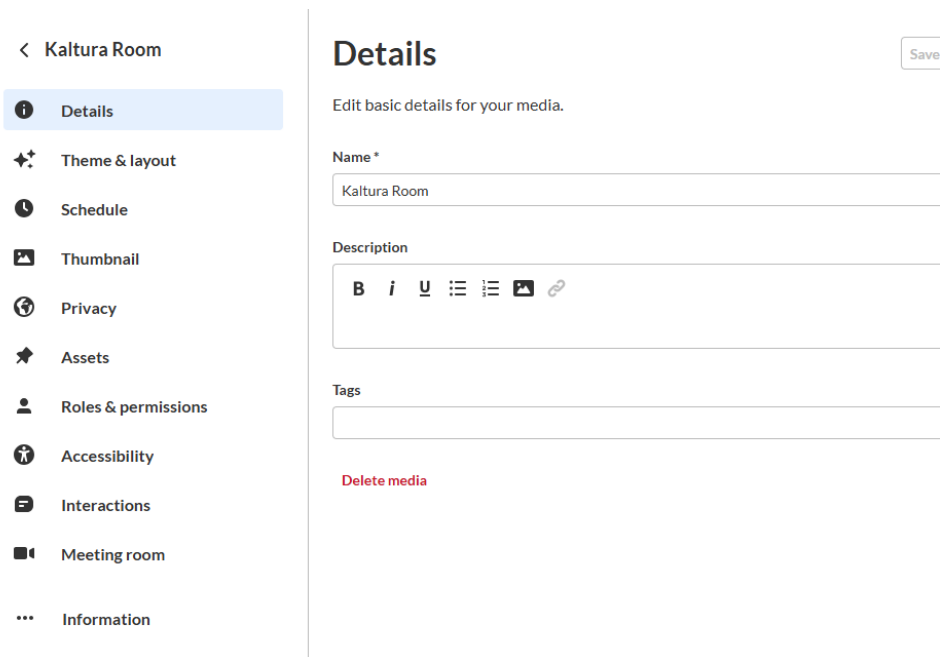
2. Click the **three dots** to the right of the desired media and select **Edit**.



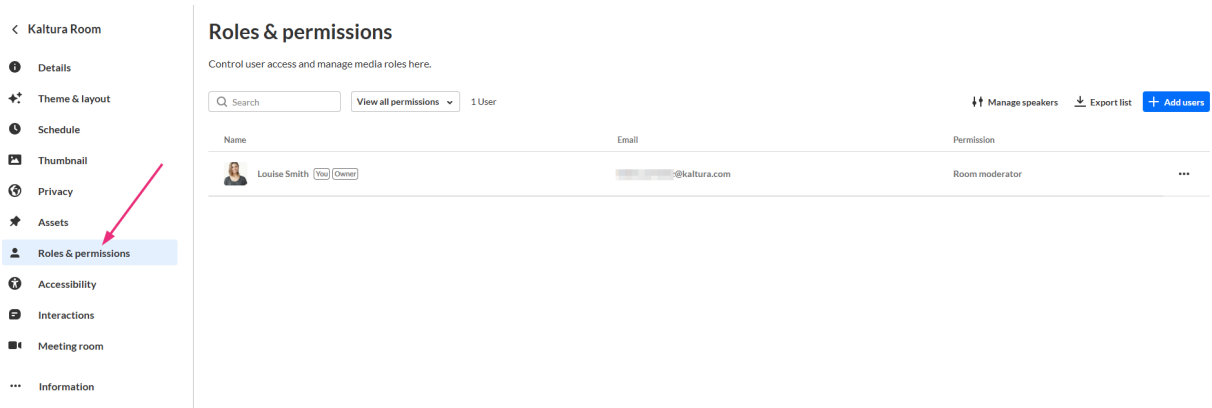
Alternatively, you can access the edit page from the [media page](#) by clicking the **three-dot menu** and selecting **Edit**.



The edit page opens on the **Details** tab by default, with a left-hand navigation.

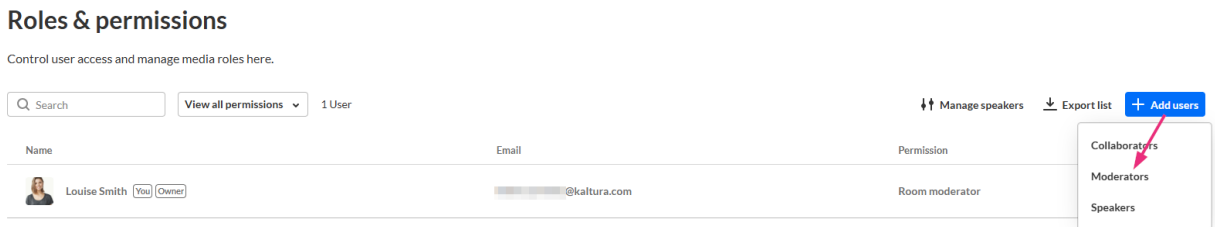


3. In the left navigation, click the **Roles & permissions** tab to display the Roles & permissions page.



Add moderators

1. Click **Add users** at the top right and select **Moderators**.



The 'Add moderators' window opens.

Add moderators

Select users who will have moderation permission in this media.

Select users

Select permissions

Chat moderator

Room moderator

2. In the **Select users** field, start typing the user or group name and select it from the auto-suggest list.
3. Under **Select permissions**, choose the relevant permissions:
 - Check **Room moderator** to grant full room moderation permissions.
 - Check **Chat moderator** to allow the user to manage chat during sessions.

You can select one or both permissions, depending on the role you want to assign.

4. Click **Add**.

Add moderators

Select users who will have moderation permission in this media.

Select users


BD Brian Dean × Type to select users

Select permissions

Chat moderator ⓘ

Room moderator ⓘ

Cancel **Add**



A success message displays, and the user is added to the list.



- When you add a group, all current and future members of that group receive moderator permissions.
- After you select a group, its name appears in the list of users. Individual users in that group aren't listed.