

Manage participants during a live session

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 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.

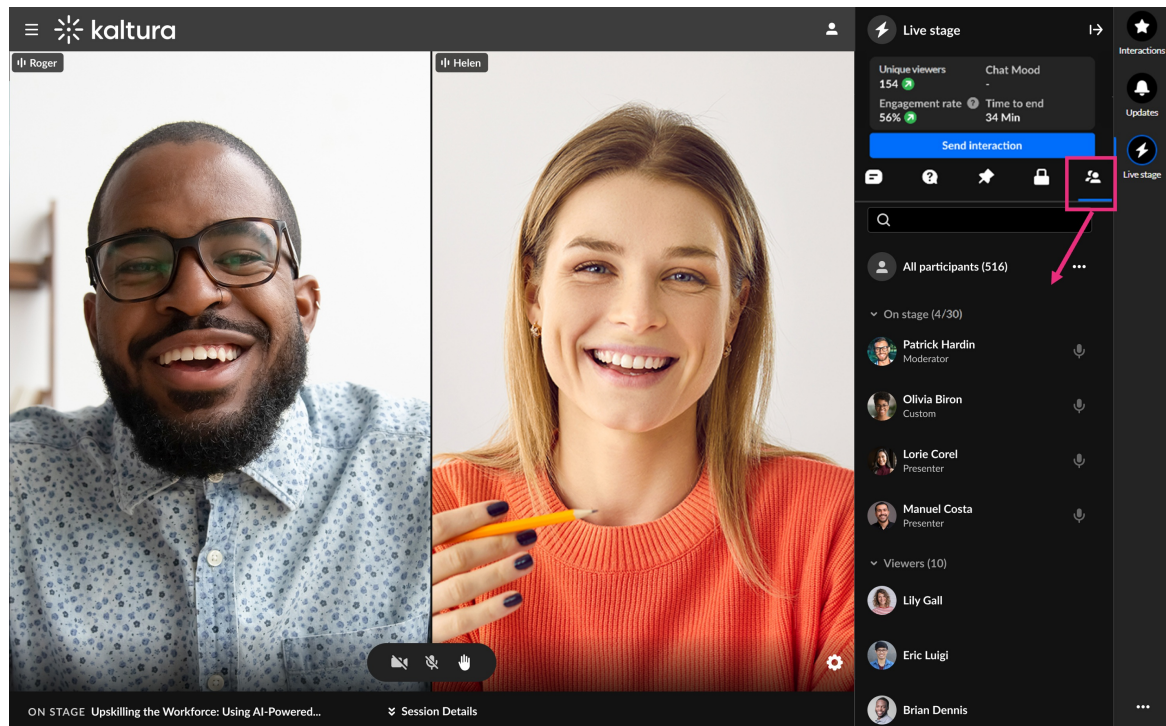


- The **Participants** tab is available for live sessions held in a [Kaltura Room](#).
- For Kaltura Events, the **Participants** tab is automatically included in some custom event templates. If you're using a custom event template and the **Participants** tab isn't visible, contact your Kaltura representative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

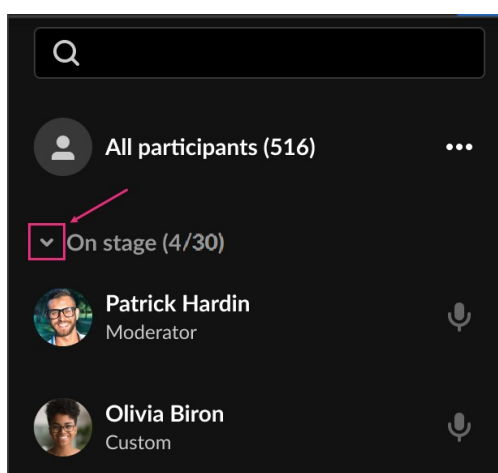


Understand participant groups

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.

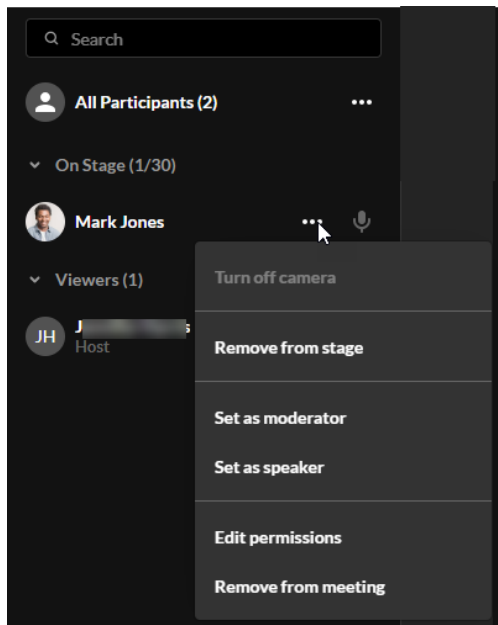
Click the **arrow** next to a group to expand or collapse it. For larger groups, click **See more** or **See less** to change how many participants are displayed.



Manage a participant

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.

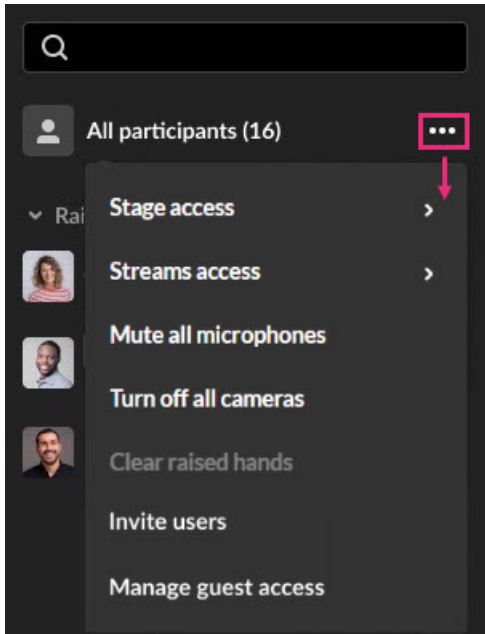
You can also:

- 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].

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.

