Manage participant roles and permissions during a live session

Last Modified on 09/01/2026 11:10 pm IDT

This article is designated for moderators

About

Moderators can change a participant's role or permissions during a live session from the **Participants** tab.

You can assign a participant as a moderator or speaker, or control individual permissions such as screen sharing, camera and microphone access, and Storyboard access.

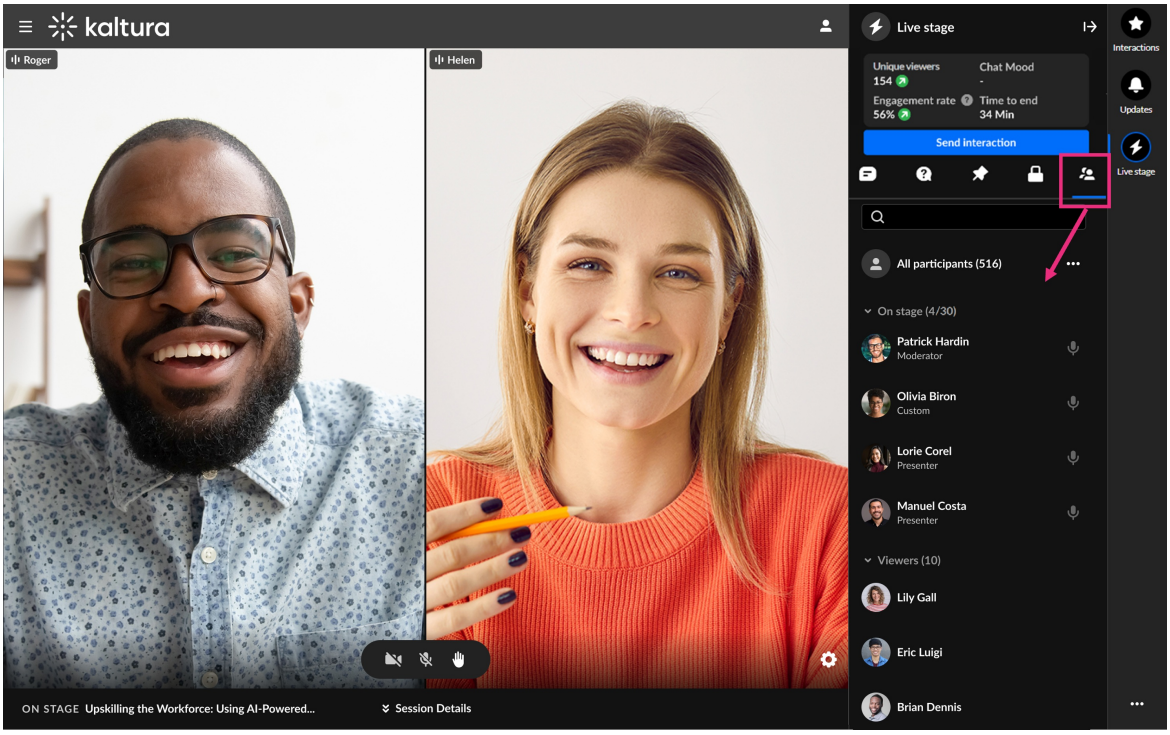
Changes to roles and permissions apply to the current session only.

- 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.

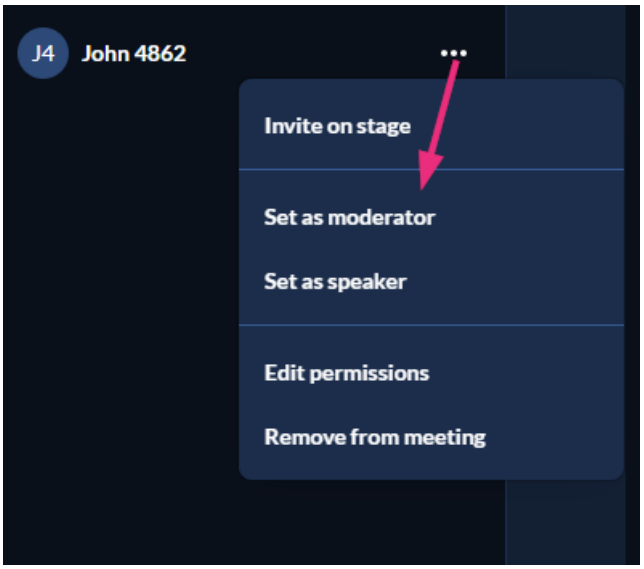
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Change a participant's role

1. Find the participant in the **Participants** list.
2. Click the **three dots** next to their name.
3. Select one of the following:

- **Set as moderator** – Assigns the moderator role to the participant.
- **Set as speaker** – Assigns the speaker role to the participant.

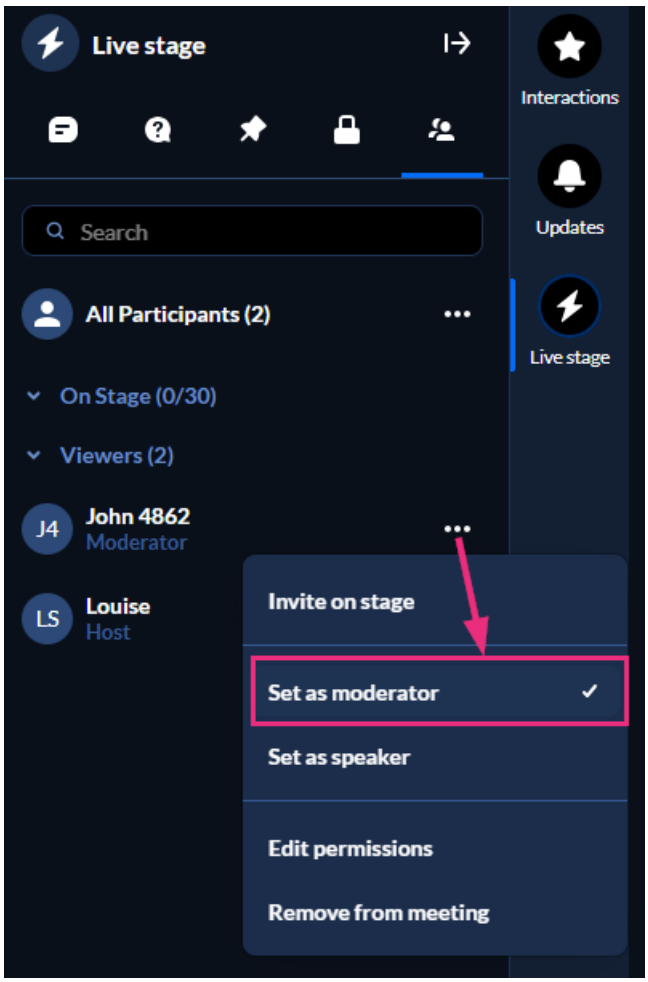


A **checkmark** appears next to the assigned role.

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Role changes apply to the current session only.

To remove a role assigned during the session, click the **three dots** next to the participant's name, then select the checked role again to clear it.



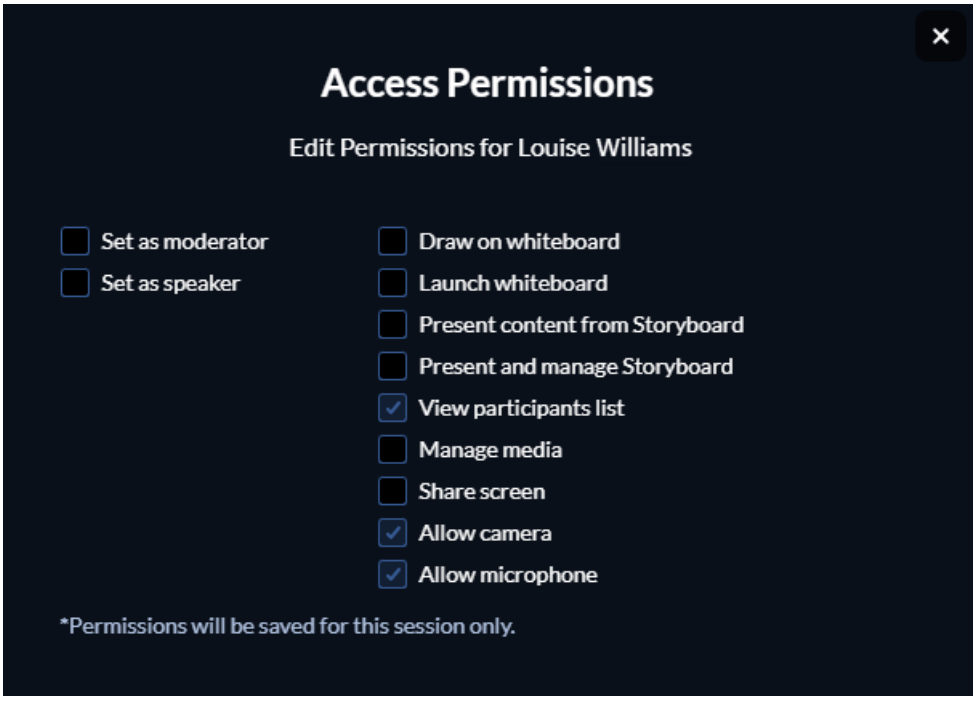
A moderator role that was assigned before the session can't be removed during the session.

Edit a participant's permissions

1. Find the participant in the **Participants** list.
2. Click the **three dots** next to their name.
3. Select **Edit permissions**.

   The **Access Permissions** window opens.

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4. Update the participant's permissions as needed:

- **Set as moderator**
- **Set as speaker**
- **Draw on whiteboard**
- **Launch whiteboard**
- **Present content from Storyboard**
- **Present and manage Storyboard**
- **View participants list**
- **Manage media**
- **Share screen**
- **Allow camera**
- **Allow microphone**

For details about the available permissions, see User permissions.

The changes are saved for the current session only.

In some organizations, promotion to higher roles (such as moderator) is limited by email domain. When this restriction is enabled, only participants whose email

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address matches an approved domain can be promoted.

This is configured by an admin in the Newrow module.

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