

What are the different roles in your meeting?

Zoom

Within Zoom, four different roles are available to those in the call: Host, co-host, alternative host or participant.

- The host is the user that scheduled the meeting. They have full permission to manage the meeting. **In every meeting there can only be one host.**
- Co-host share most controls with the host. A co-host must be assigned during the meeting and cannot be assigned beforehand. Co-hosts cannot start a meeting and there can be several co-hosts in a meeting. The table below explains more about the possibilities of a co-host.
- The alternative host shares the same controls as the co-hosts but can also start the meeting. The host can attribute alternative host rights when they schedule a meeting.

Kaltura Live Room

Within Kaltura Live Room, there are only the options of Moderator or Participant. As moderator you have the full permission to manage the meeting and you can launch the meeting as well if the moderator has been added to the channel before the meeting has started. Furthermore, in Kaltura multiple people can have moderation right without the first person losing their moderation rights.

Microsoft Teams

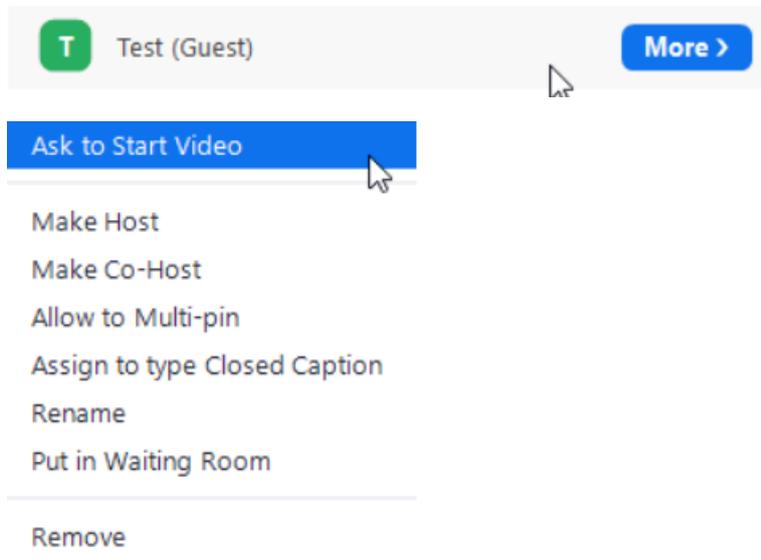
In a Microsoft Teams meeting you have three different roles:

- The organizer is the user who scheduled the meeting. This role can only be for one person. This person has full permission to manage the meeting.
- Presenters have almost all of the same possibilities as the organizer. Multiple people in the meeting can have presenter rights and this role can be ascribed before or during the meeting. The table below explains more about the possibilities of a co-host.
- Attendees have limited options during a meeting. They can only speak and share video, participate in the meeting chat, privately view a PowerPoint file shared by someone else, and pin or unpin someone's video for their own screen.

How to assign the different roles?

Zoom

Within Zoom you make someone a host during the call. However, this means that you will give away your own host rights since there can only be one host in the call. You do this by clicking on 'Participants' and then on the 'More' button shown below. You can now choose to make someone the host or a co-host. If you make someone co-host, you keep your host rights.



However, if you make someone the host, you can reclaim host rights again by clicking on 'Reclaim Host' on the right side of your screen below the participants' column.



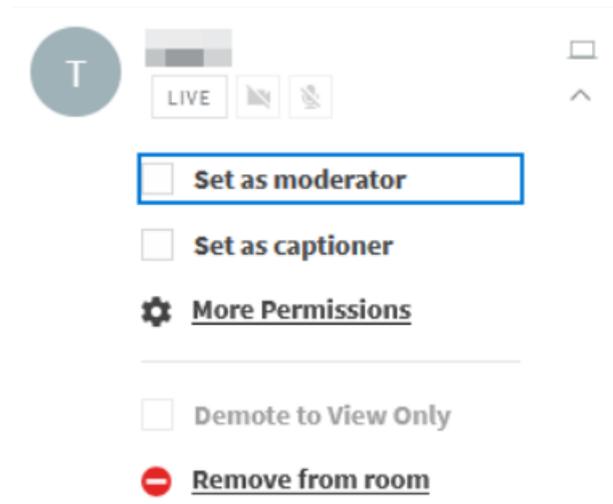
Kaltura Live Room

For Kaltura, you can also assign the moderator role beforehand to ensure that the moderator can start the meeting or you can assign moderator rights during the meeting.

The first option entails you first have to make a channel and add the moderator there. This is explained in great detail on the [Brightspace support site](#).

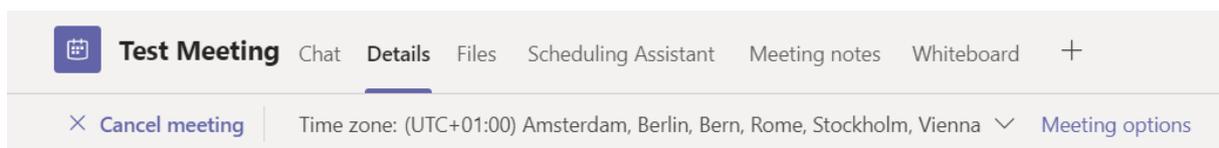
The second option is to grant moderation rights during the call. You can do this by clicking on the participant you want to make a moderator. If you click on the downward pointing arrow below, the menu will collapse and you can make someone a moderator.



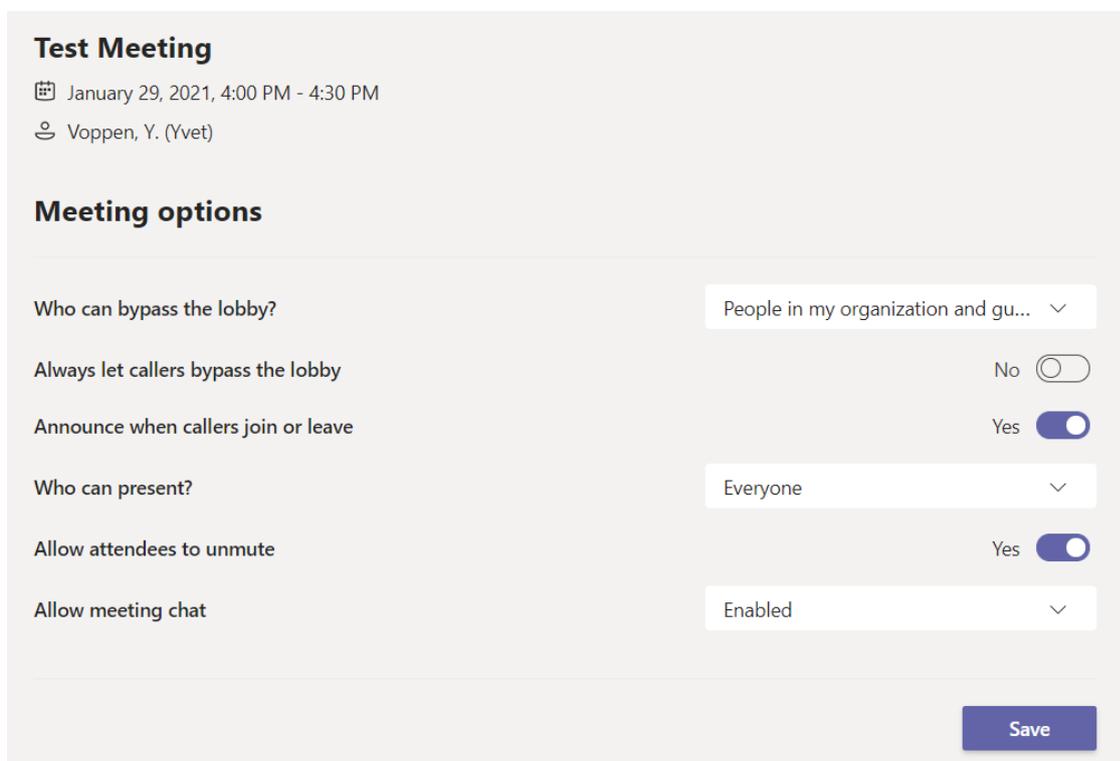


Microsoft Teams

In Microsoft Teams you can assign different roles beforehand. You do this by scheduling a meeting and clicking on the meeting afterwards. Your screen now looks like the pictogram below. In the second bar on the right side you see the option 'Meeting options', click on this button.



A new page will open that will look like this:

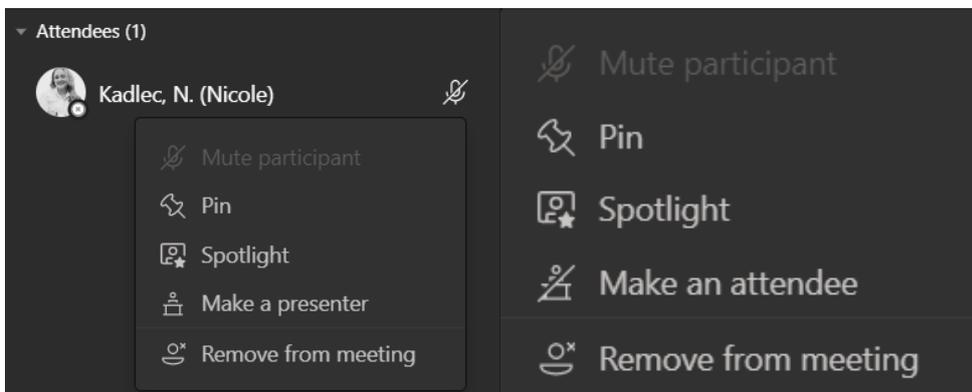
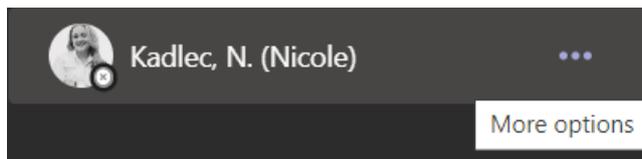


Here you can see the different meeting options. First of all, you can make sure your moderator can bypass the lobby. Secondly, you can now change 'Who can present?' to include the moderator and

anyone else who you will present or moderate during your meeting. This also ensures that your students cannot disturb the meeting by using the presenter rights themselves. If you click on the downward pointing arrow, you get the options: 'Everyone', 'People in my organization', 'Specific people' and 'Only me'. Click on 'Specific people' and there you can find all the participants, including the moderator you have added to your invite. Click on their name to add them as moderator. Click on the **Save** button and the moderator will have the moderation rights to help you out during the meeting.



The second option is by doing this in a meeting. During the meeting you can click on 'Participants'. If you click on the three dots next to the name of the person you want to make a presenter, you will see the option 'Make a presenter'



During the meeting you can also turn someone back to an attendee by clicking on 'Make an attendee'.

What can your moderator do for you?

	Kaltura Live Room (as moderator)	Microsoft Teams (as presenter)	Zoom (as a co-host or alternative host)
Start the meeting	✓**	✓**	✓*
Mute/unmute themselves	✓	✓	✓
Start/stop their own video	✓	✓	✓
View participants list	✓	✓	✓
Share screen	✓	✓	✓
Chat with participants	✓	✓	✓
Create or edit poll/quiz	✓	✗	✗
Start polling/quiz	✓	✗	✓
End meeting	✓	✗	✗
Mute or unmute participants	✓	✓	✓
Stop participants video	✓	✗	✓
Spotlight a video	✓	✓	✓
Change who attendees can chat with	✗***	✗	✓
Remove attendees	✓	✓	✓
Invite others to join	✓	✓	✓
Assign participants to breakout room	✓	✗	✗****
Record the session	✓	✓	✓
Admit participants from the lobby/waiting room	✓	✓	✓
Give others co- host/presenter/moderation rights	✓	✗	✓
Make a presentation/video playlist	✓	✗	✗
Share a presentation within the program without sharing the screen	✓	✓	✗

* = Only if you are assigned as alternative host before the meeting takes place.

** = Only if you assign the person moderation/presenter rights before the meeting takes place.

*** = But you do have the option of a moderator chat with only the moderators.

**** = If you want your moderator to create breakout rooms, you can make the moderator Host and reclaim those rights by clicking on 'Reclaim Host' after the moderator has made the breakout rooms.

Invite

Unmute Me

Reclaim Host