Use the storyboard during your session in the Kaltura Room

Content updated: 04/26/2023

This article is designated for moderators

About

Moderators can use the **storyboard** in a Kaltura Room to manage and present media during a session. Media added to the storyboard can be presented, previewed, reordered, or removed at any time, making it easy to control the flow of content.

When media is presented, it appears on the **stage**: the main viewing area that all participants see during the session.

- For instructions on preparing content in advance, see Prepare your storyboard before a session in the Kaltura Room.
- If your slides include notes, see Use speaker notes while presenting slides in the Kaltura Room .

The storyboard is available only on desktop. If you join a Kaltura Room from a mobile device, including as a moderator, you can see content when it is presented on stage, but you can't add, remove, present, reorder, or otherwise control items in the storyboard. To manage the storyboard, join the room from a desktop browser.

Open the storyboard

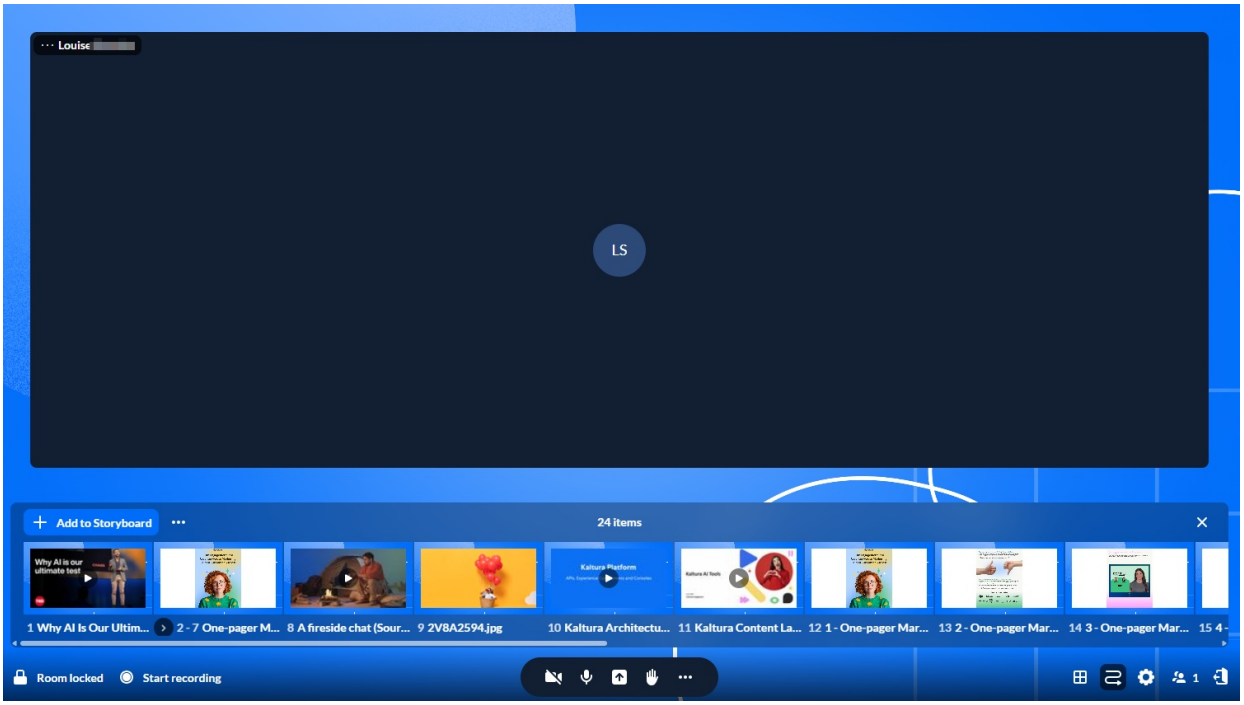
In your room, do one of the following:

- Select the **up arrow** to the right of the next or previous arrows.
- Select the **storyboard icon** at the bottom right of the toolbar.



The storyboard opens as a horizontal panel at the bottom of the screen.

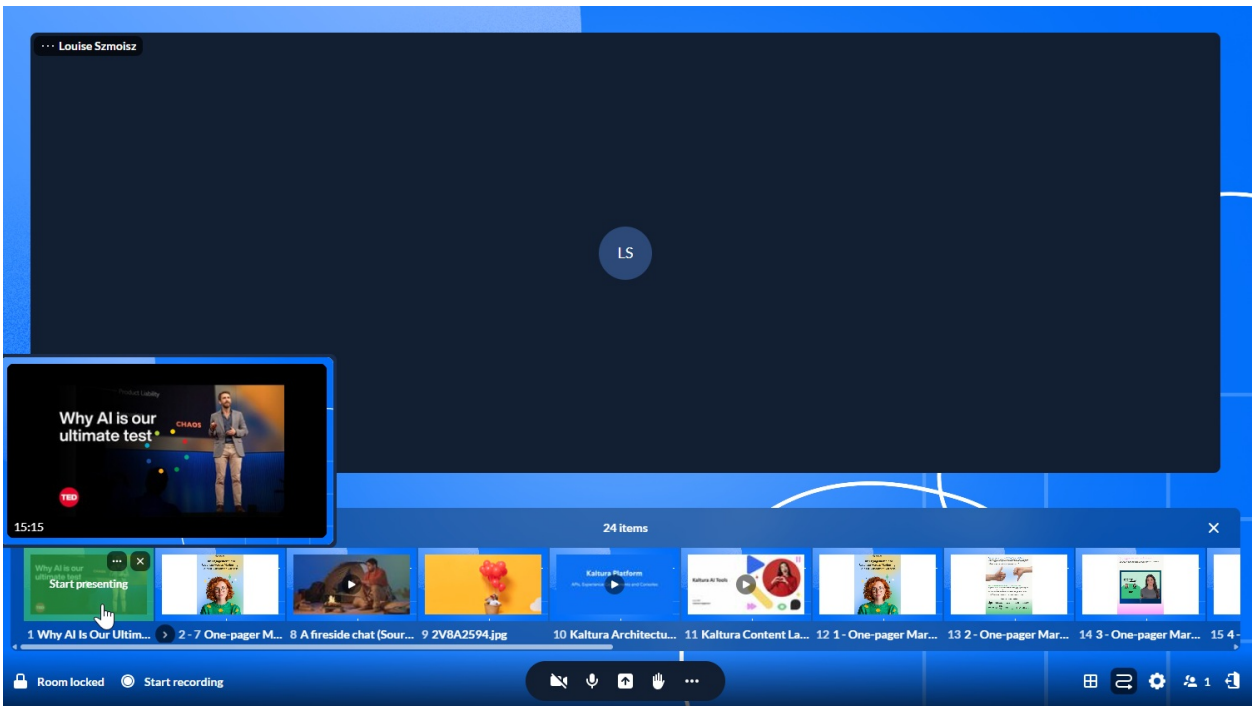
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All media added to the storyboard appears as thumbnails, ready to be presented on stage.

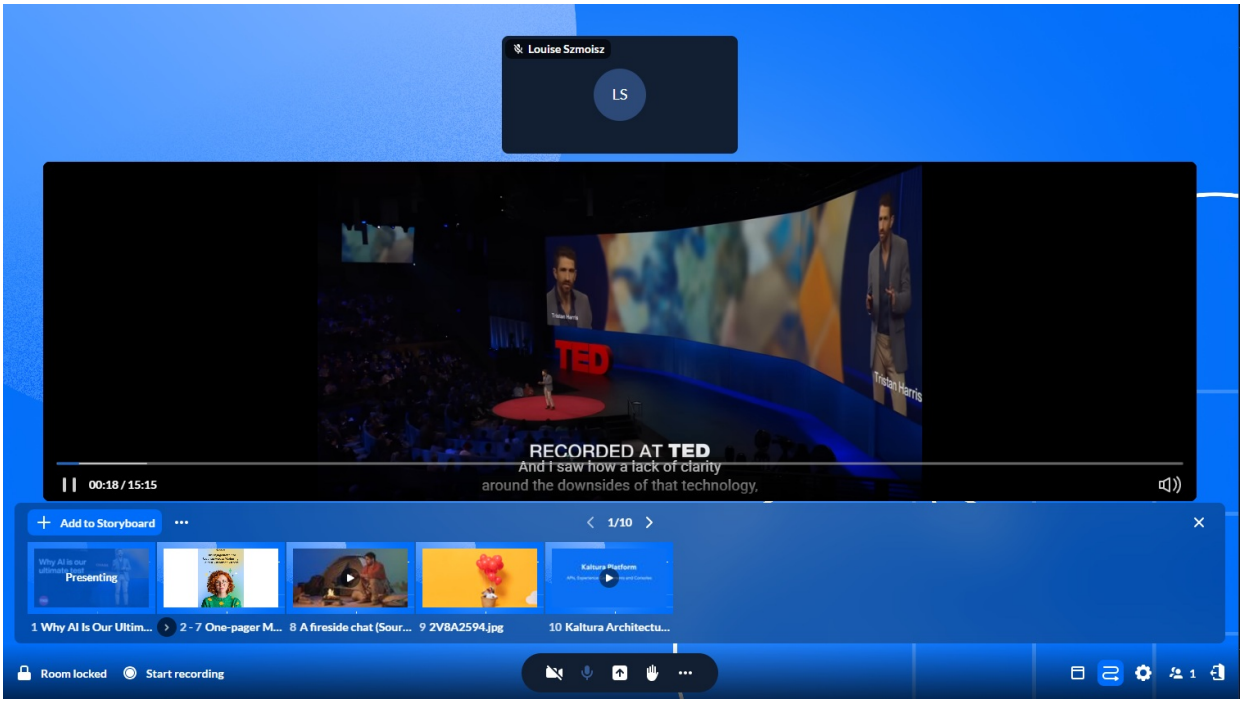
Present content

Find the item you want on the storyboard and select it.



The item appears for all participants, and the storyboard thumbnail changes to **Presenting**.

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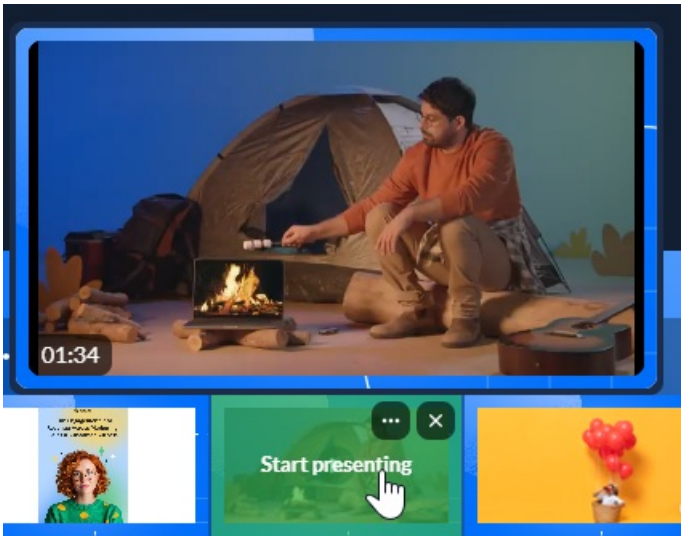
If the item you present includes audio, all microphones are automatically **muted** when playback starts. To speak while media is playing, see Speak while media is playing.

Storyboard thumbnail behavior

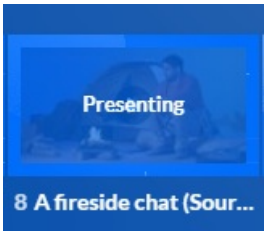
Each item on the storyboard appears as a thumbnail. The thumbnail color changes depending on its state.

- When you hover over an item, the thumbnail turns green and displays **Start presenting**. A preview popup of the media also appears so you can review the content before presenting it.

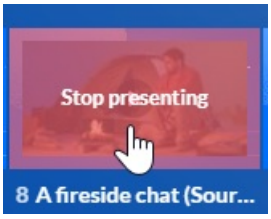
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- When an item is being presented, its thumbnail turns blue and displays **Presenting**.



- If you hover over the item that is being presented, the thumbnail turns red and displays **Stop presenting**.

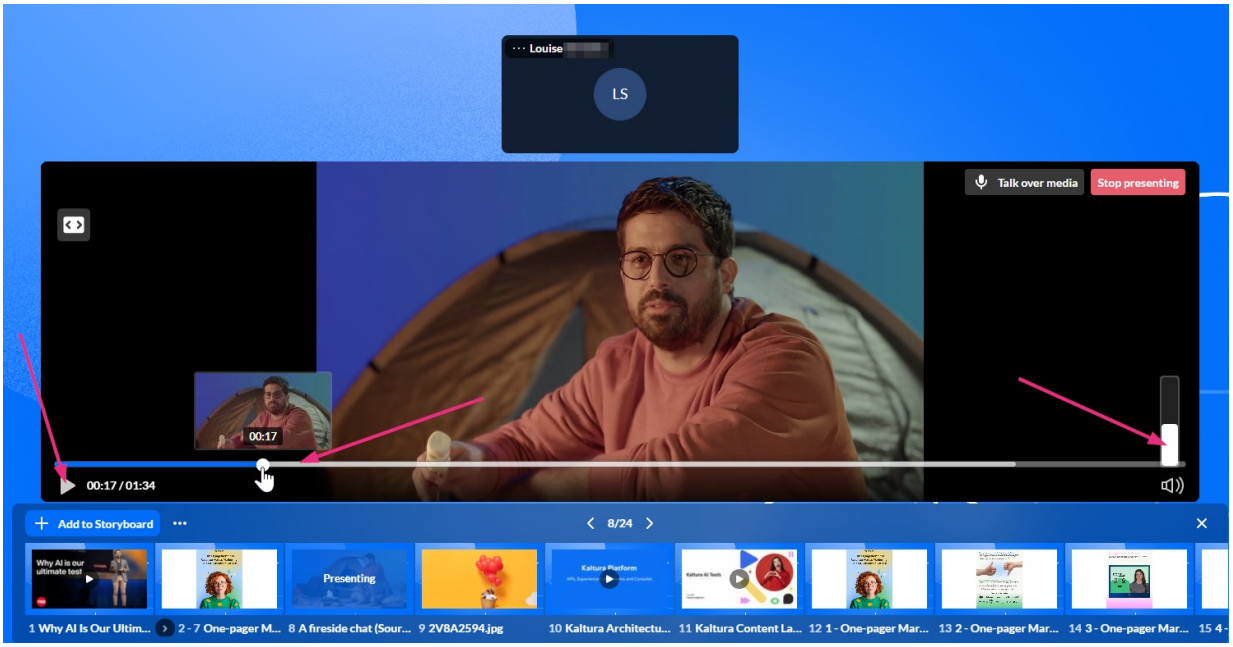


Play videos and audio

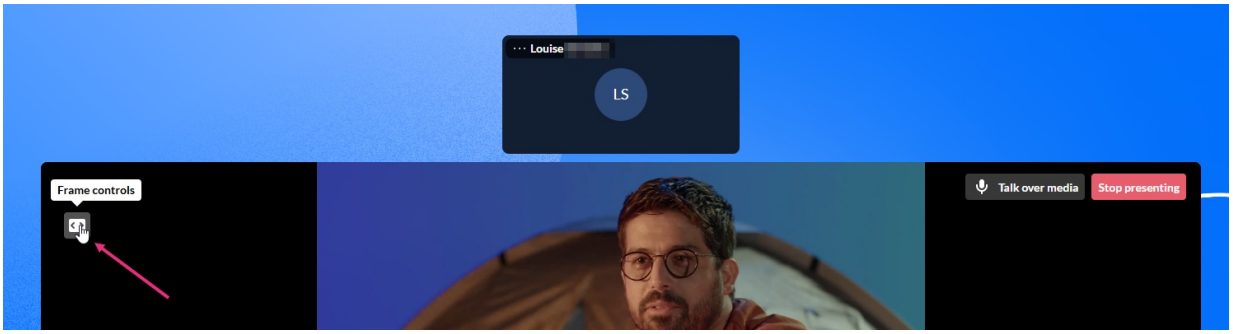
Hover over the player to reveal player controls.

- Select the play button or the center of the player screen to pause or resume playback.
- Use the progress bar to move forward or backward. As you move the scrubber, a thumbnail preview appears to help you find a specific moment in the media.
- Use the volume icon to adjust audio levels.

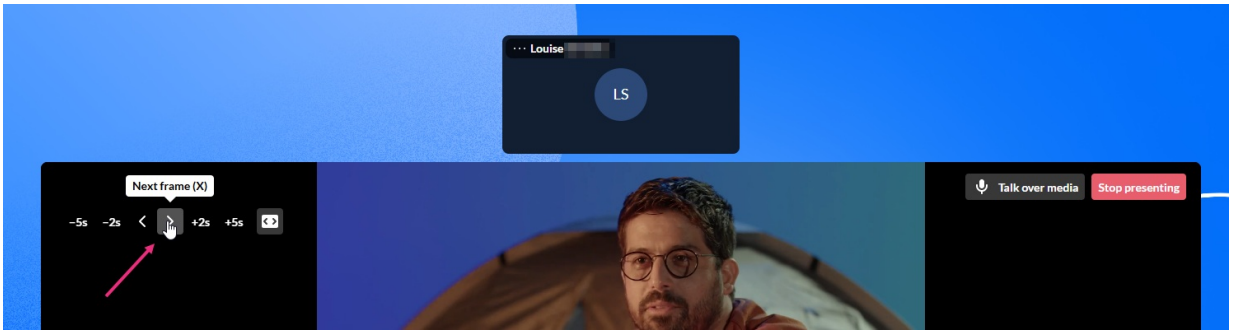
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- Select **Frame controls**.



The frame controls appear. Select an option to skip backward or forward by two or five seconds, or use **Previous frame** and **Next frame** to step through the video frame by frame.



Participants don't see the storyboard. They only see the content presented on stage, without player controls such as the progress bar or volume.

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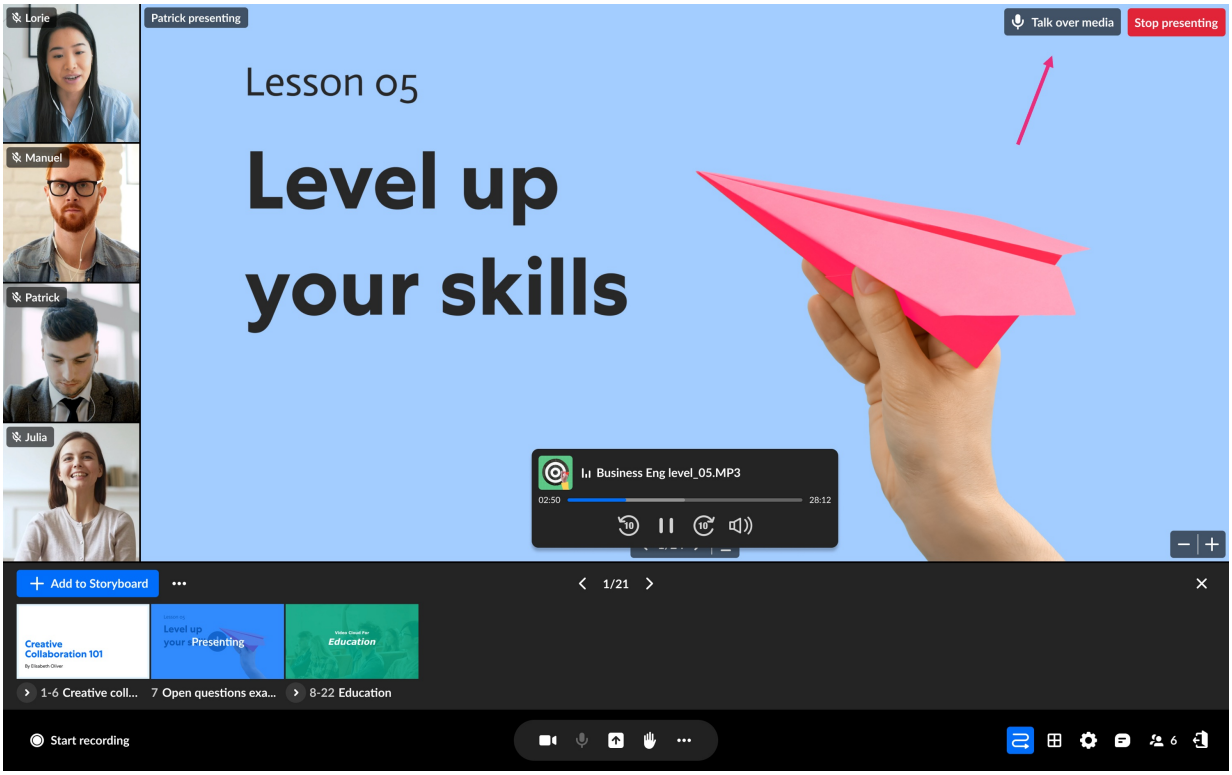
Speak while media is playing

When you present a video, audio file, or a scene that includes audio, all microphones are automatically muted.

To speak while media is playing:

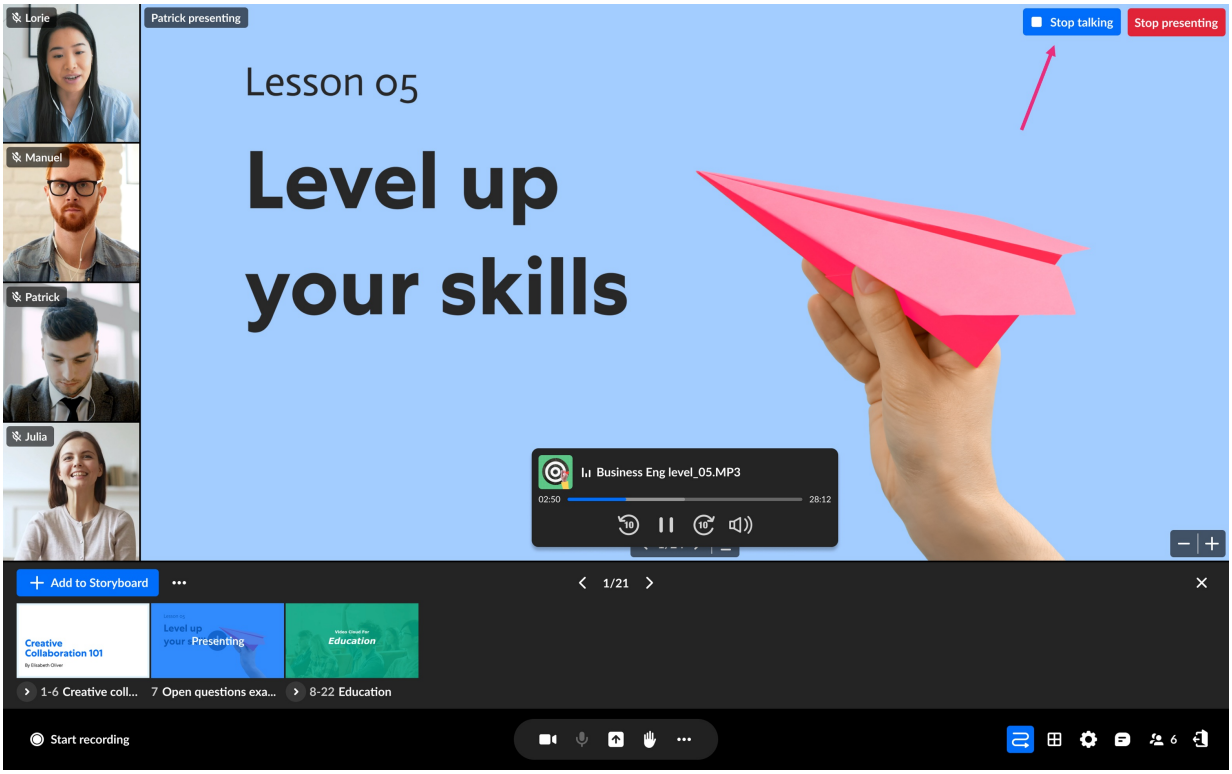
1. Hover over the content area and select **Talk over media**.

   Your microphone is unmuted, and the media volume drops to 20% for all participants so you can be heard clearly.



2. Select **Stop talking** to mute your microphone and restore the volume to 100%.

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Present and annotate documents

When presenting documents such as slides, hover over the stage to display the **pencil** icon, and then select it to open the **annotation tools** and **zoom controls**.



Switch between storyboard items

When multiple items are available, you can switch between them at any time.

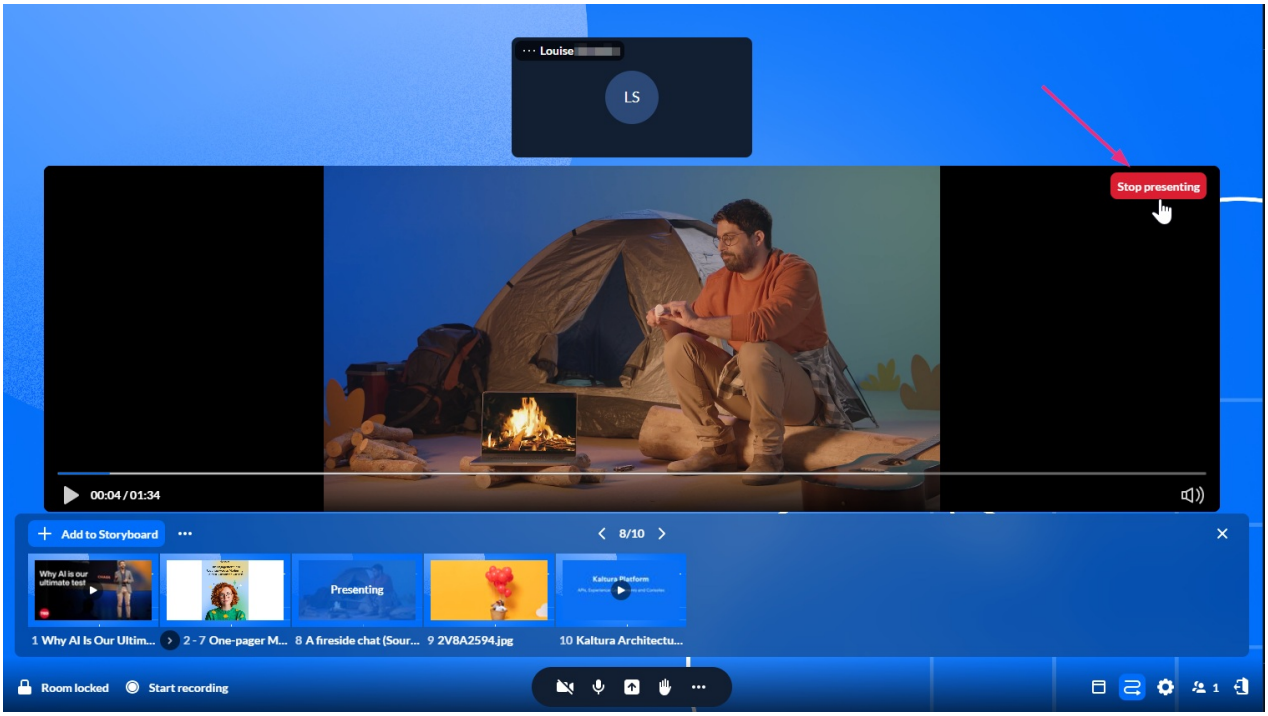
1. Find the next item on the storyboard.
2. Select **Start presenting**.

   The newly selected item replaces the presented content.

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Stop presenting content

To end the presentation, select the red **Stop presenting** button in the upper-right corner of the stage.

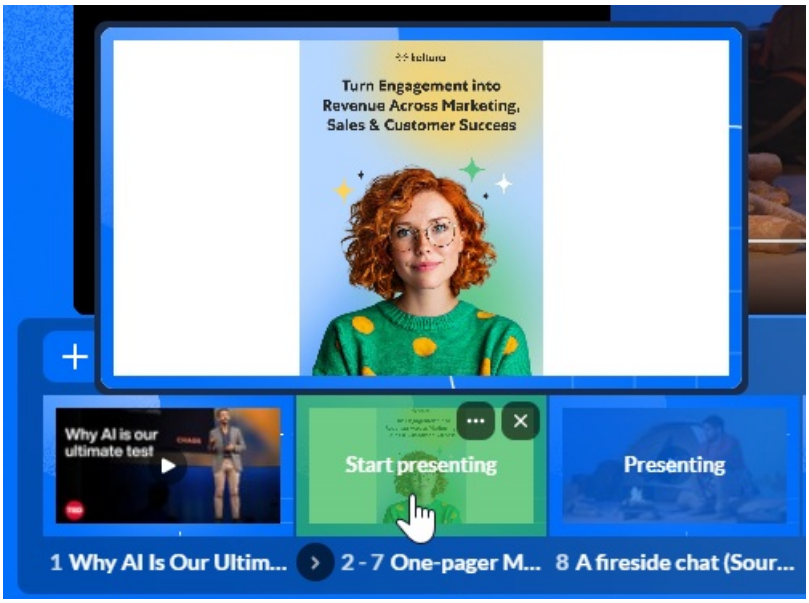


You can also select the file in the storyboard.

Preview items

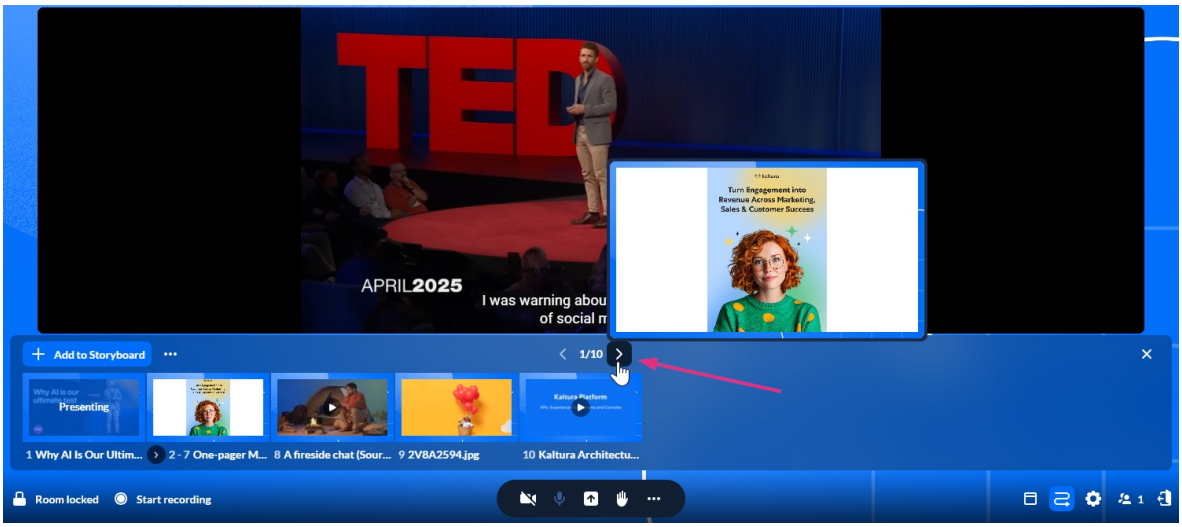
You can preview storyboard items without presenting them.

- When you hover over an item, a preview popup appears showing the content.



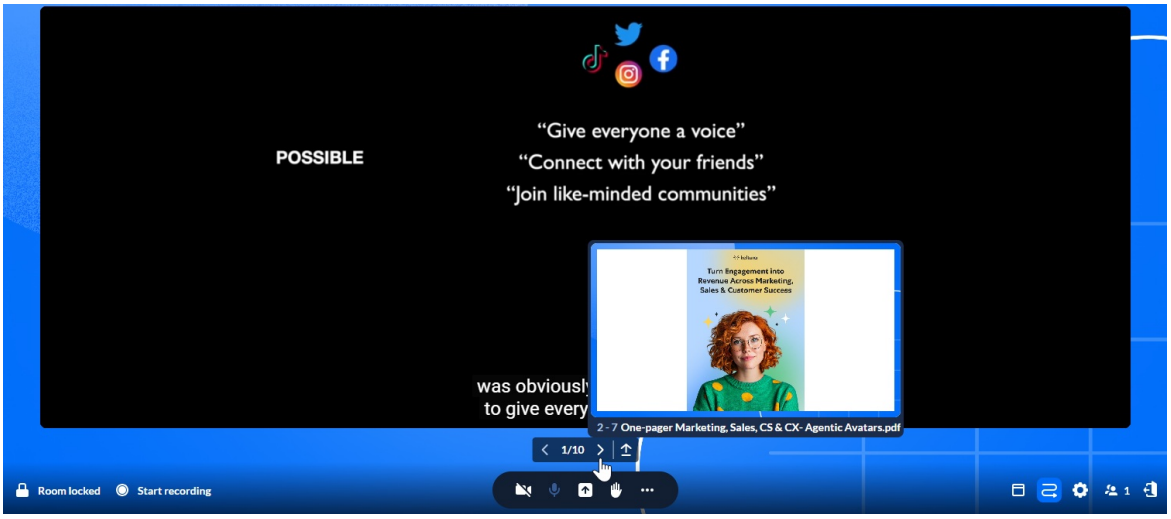
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- You can also hover over the **next** or **previous** arrows to preview upcoming or previous items.



The preview closes automatically when you move your cursor away.

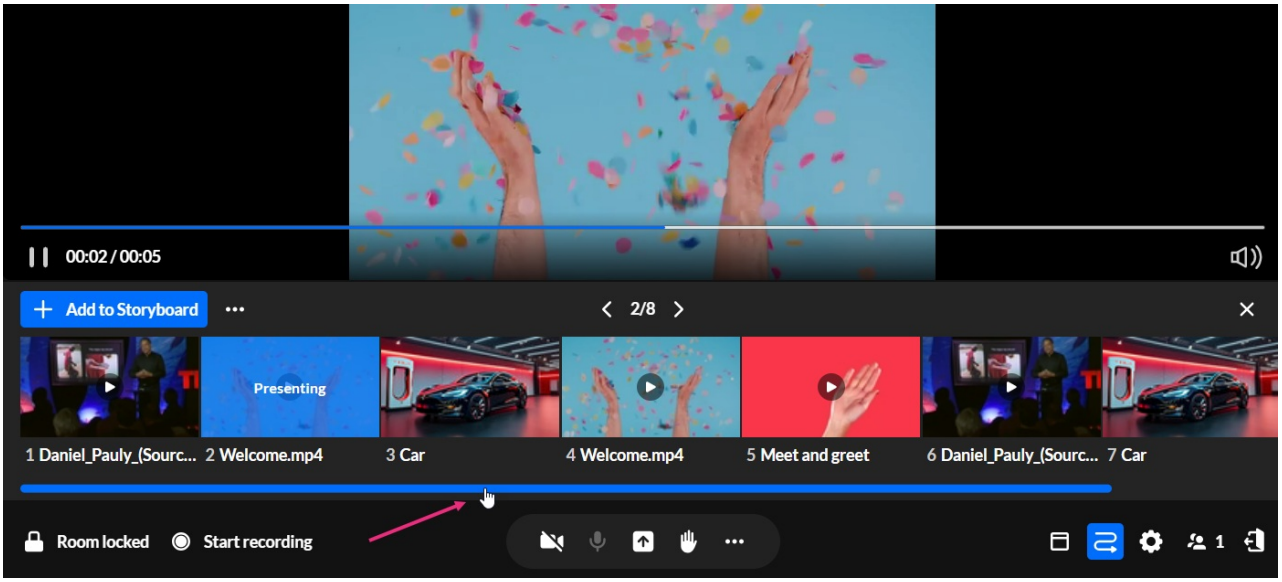
- If the storyboard is collapsed, you can still preview upcoming or previous items by hovering over the arrows.



Scroll and target active content

Use the storyboard scroll bar to scroll through your slides. The scroll bar is always visible, making it easy to see when more items are available beyond the current view. Hovering over the scroll bar enlarges it.

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If you scroll through the storyboard and the presented content is no longer visible, the **target** icon appears at the far right of the storyboard.



When you select this icon, the storyboard scrolls so the active item is visible again. This makes it easier to manage the content shown on stage.

Remove files from storyboard

1. Hover over the thumbnail of the file you want to remove.
2. Select the **X** in the top right corner.

   The file is removed.

> Removing a file from the storyboard does not delete it from the media library.

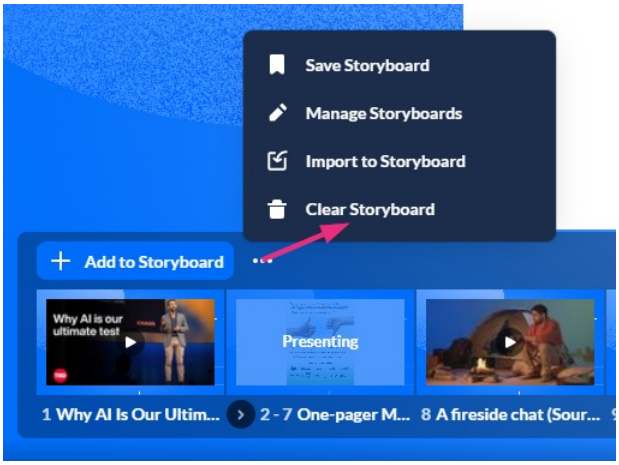
Rearrange files

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Change the order of the items in the storyboard by dragging the files. The new order is saved automatically.

Clear storyboard

1. Select the **three dots** next to the **Add to storyboard** button, and then select **Clear storyboard**.



   A confirmation message appears.

2. Select **Clear** to remove all items.

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