

Storyboard

Last Modified on 01/07/2025 3:24 pm IST

 This article is designated for moderators and hosts

About

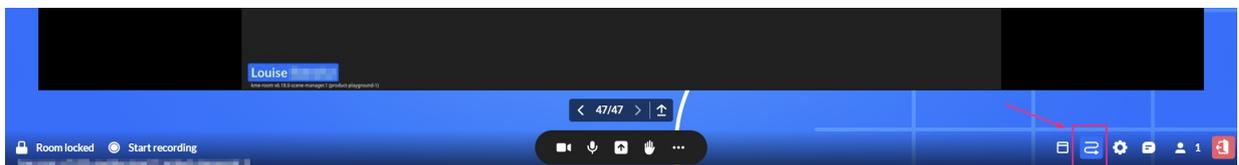
Prepare your presentations effortlessly with Kaltura's Storyboard. Upload files in advance to simplify session prep, organize, take breaks, and return to find everything where you left it. The storyboard replaces our familiar playlist and 'timeline', making life easier for hosts and moderators.

Want to share a storyboard with your team? Make it global! To unlock the benefits of a [Global Storyboard](#), simply reach out to your Kaltura representative and ask how to get started.

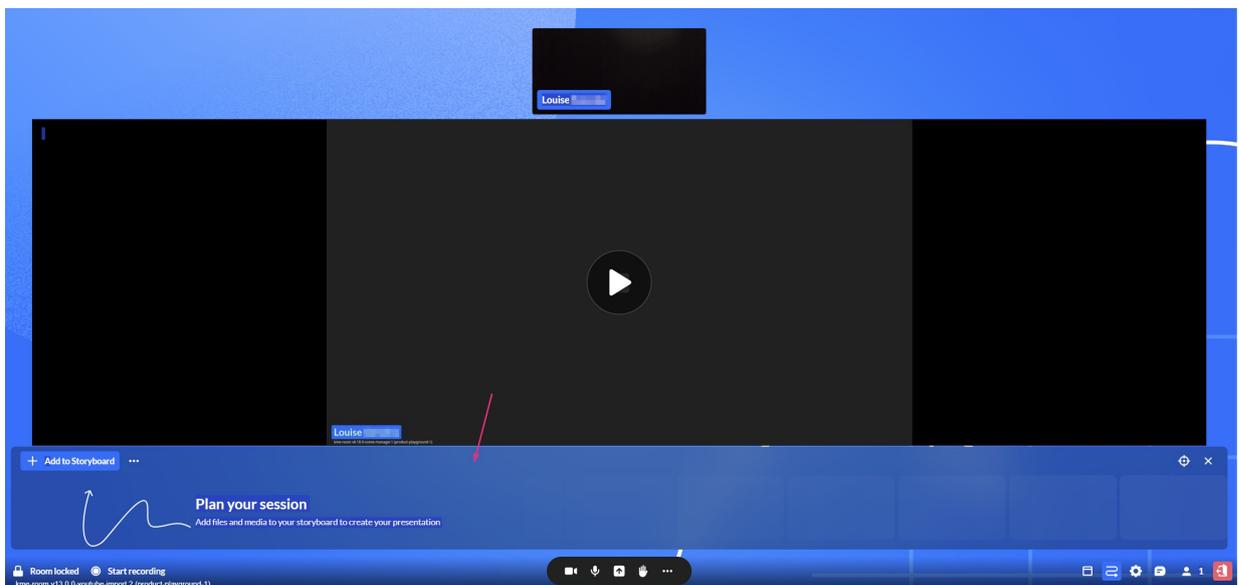
To get started, watch the video tutorial or follow the steps below.

Add files to the storyboard

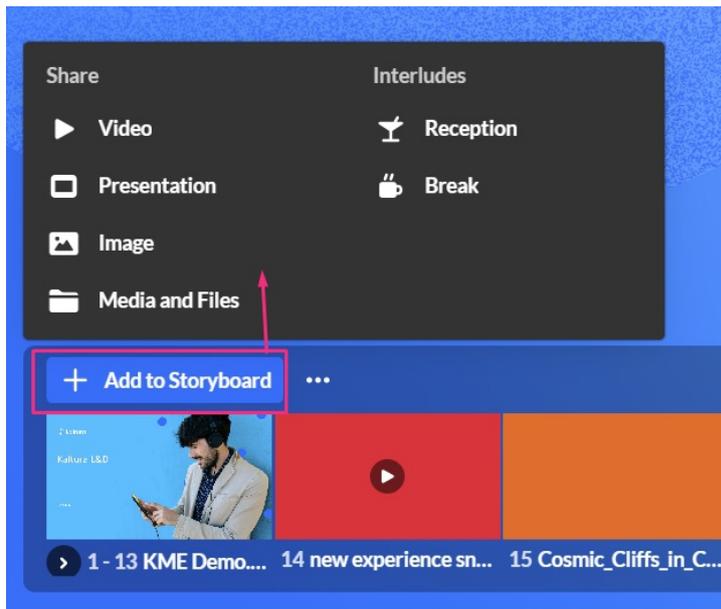
1. In your room, click the storyboard icon at the bottom right of the toolbar to open the storyboard.



The storyboard displays as a horizontal panel at the bottom.

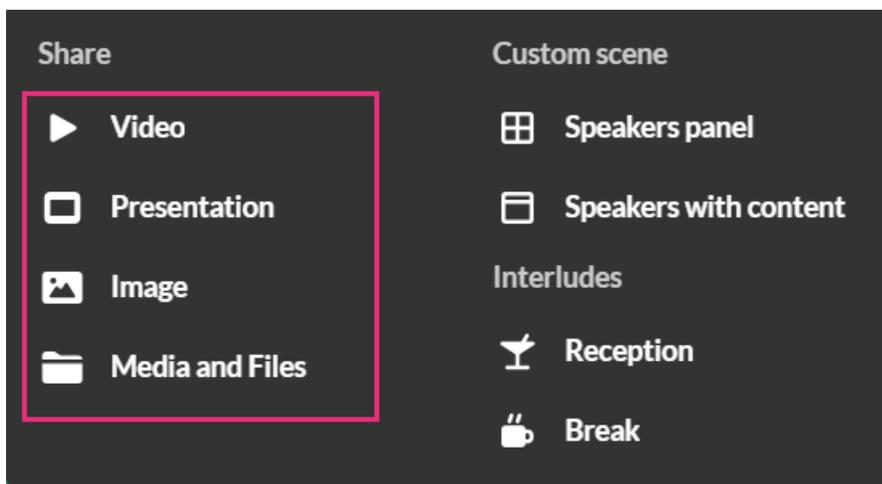


2. Click **+Add to Storyboard**.



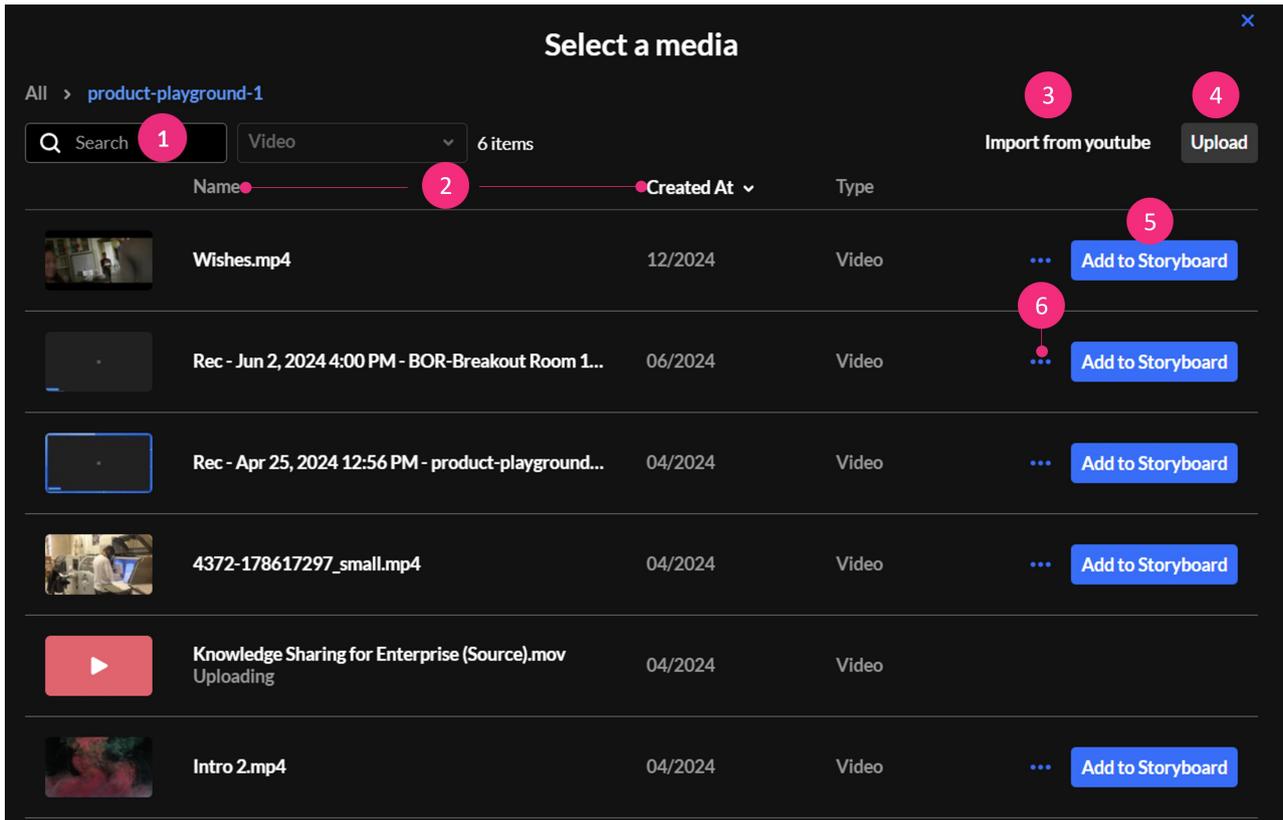
Four options display for sharing media:

- **Video**
- **Presentation**
- **Image**
- **Media and Files**



 The following media types are supported: Image, Video, Audio, PPT, PDF.

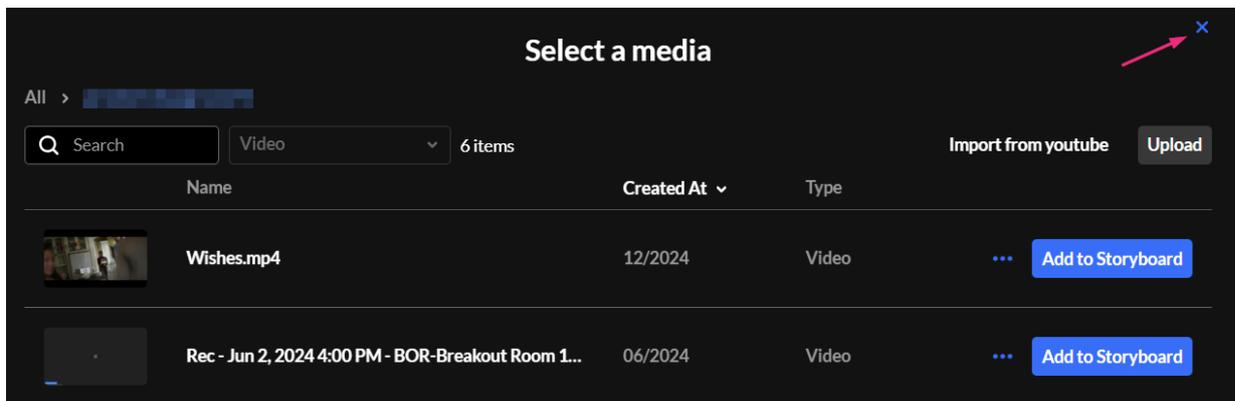
Selecting one of the four options displays the **Select a media** window.



The **Select a media** window has the following features:

- **Search (1)** - Use to search for a specific media.
- **Name / Created At (2)** - Use to sort media items according to name / creation date.
- **Import from YouTube (3)** (visible only for **Video**) - Click to import a YouTube video.
- **Upload (4)** - Click to upload a video from your computer.
- **Add to Storyboard (5)** - Click to add the media to the storyboard.
- **Three dots (6)** - Click to delete the media.

The window stays open until you close it (click the **X** at the top right).



Add a video

1. Select **Video** from the Storyboard menu.
The **Select a media** window displays.
2. Locate the desired video or upload one from your computer.

To Import YouTube videos -

- Paste the YouTube URL or media ID into the provided field.
A small preview of the video will display below.
- Click **Import** to add the video as a new entry.

 Only public YouTube videos are supported, meaning videos without entitlements that can be viewed by anyone with the link.

 YouTube videos added to your storyboard will NOT be included in recorded sessions due to copyright limitations. During playback, users will see a slate indicating that the content cannot be recorded.

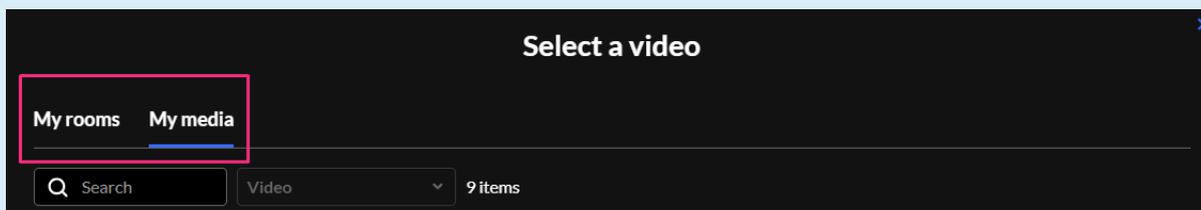
- Once you have located / uploaded the desired video, simply click **Add to Storyboard**.

Your file is added to the storyboard (it will not start playing automatically), with the newest files to the right.

 If you access the media menu from your video portal or Events platform, the **Select a media** window displays two extra tabs:

My rooms - This displays the media for the rooms you have access to.

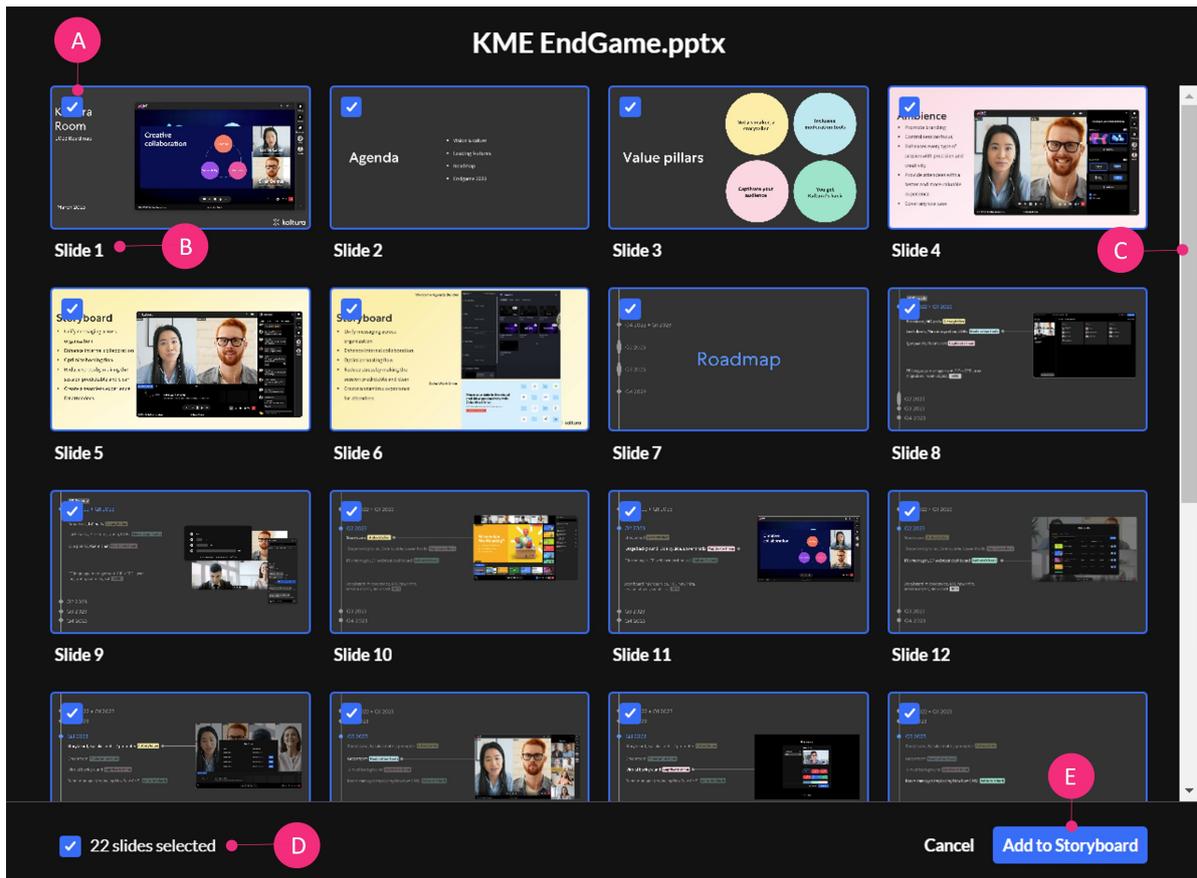
My media - This displays all the media that you are the 'owner' of (same as **My Media** in Video Portal).



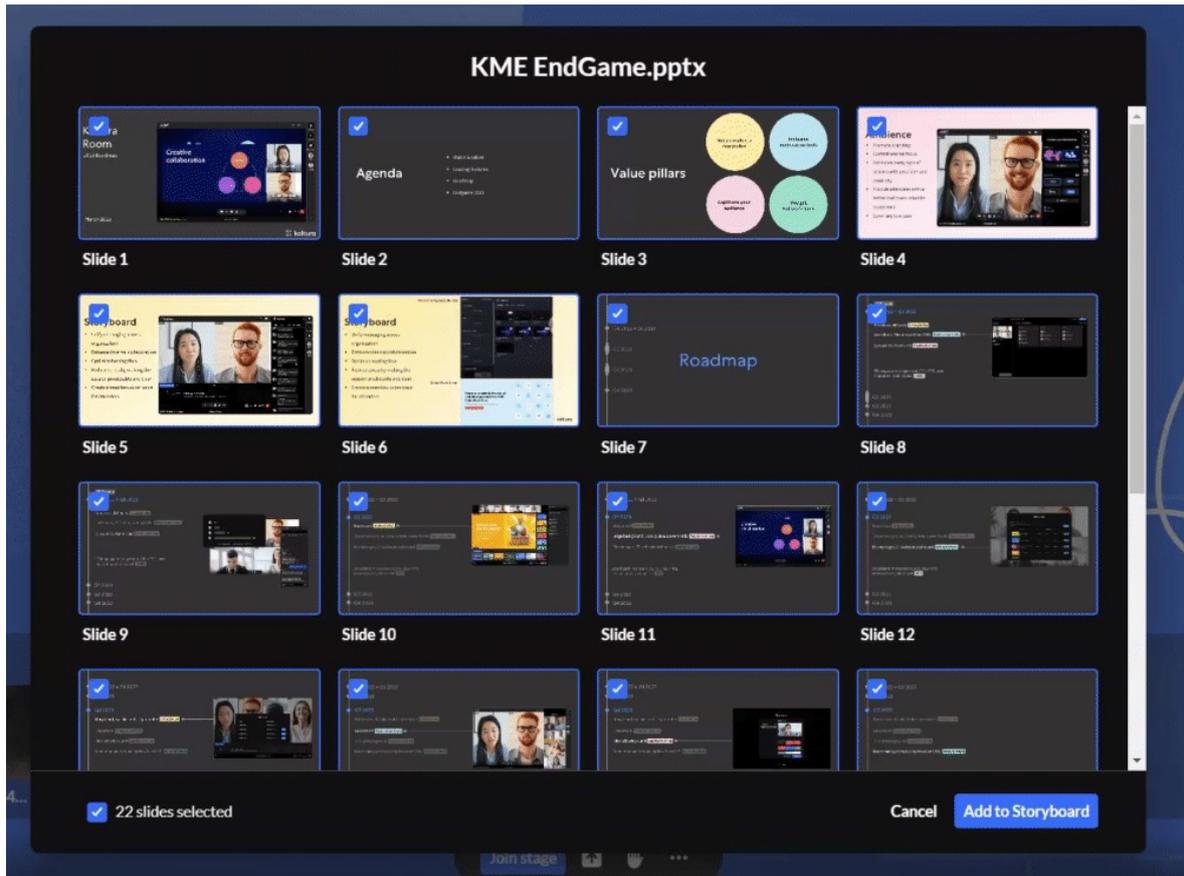
Add a presentation

1. Select **Presentation** from the Storyboard menu.
The **Select a media** window displays.
2. Locate the desired document or upload one from your computer.
3. Click **Add to Storyboard**.

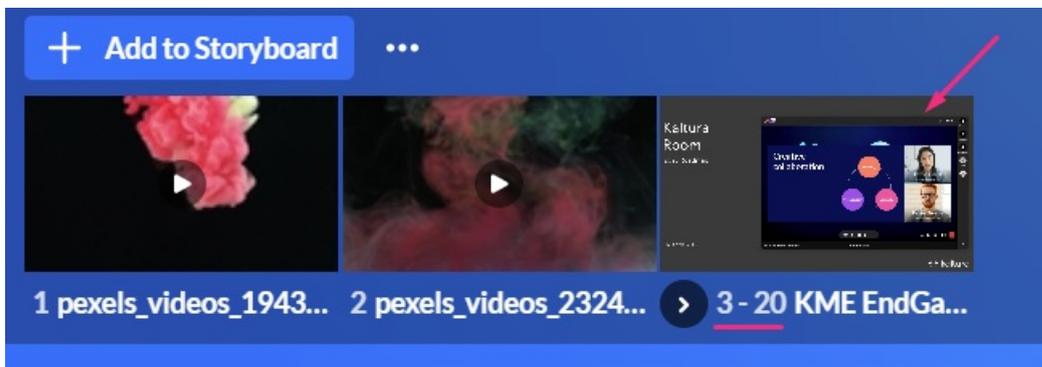
A preview window opens.



By default, all slides (pages) in the document are selected (A), and the slide number displays underneath (B). You can scroll (C) to see all the slides in the document. The total number of selected slides is displayed at the bottom left (D).



4. After you have previewed and approved the slides, click **Add to Storyboard (E)**. The file with the selected slides displays on the storyboard.



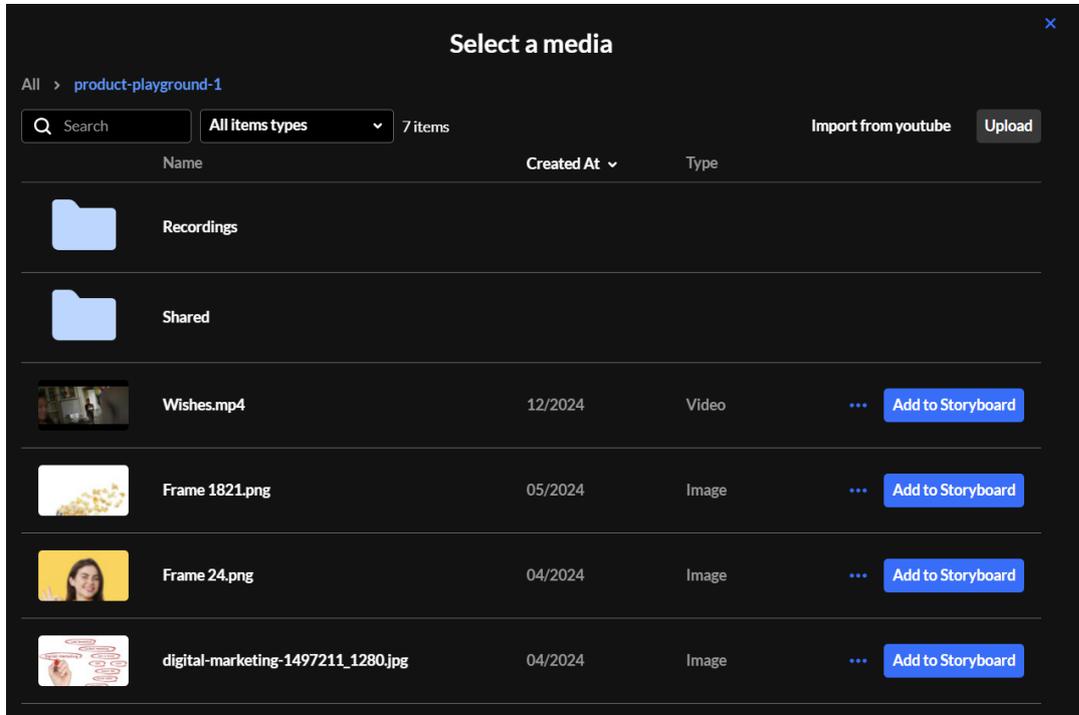
Add images

1. Select **Image** from the Storyboard menu.
The **Select a media** window displays.
2. Locate the desired document or upload one from your computer.
3. Click **Add to Storyboard**.
Your file is added to the storyboard (it will not start presenting automatically) with the newest files to the right.

Add media and files

1. Select **Media and Files** from the Storyboard menu.

The **Select a media** window displays with all file types available including recordings and shared media.



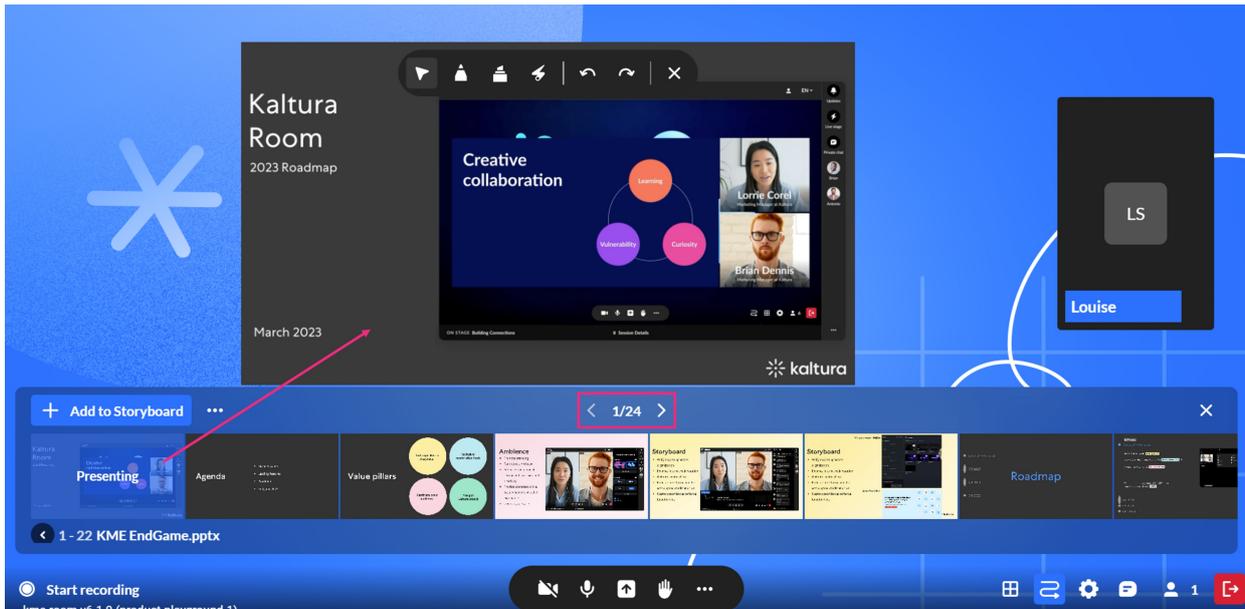
2. Locate the desired media item or upload one from your computer. (To import a YouTube video, see [Import YouTube videos](#) above.)

3. Click **Add to Storyboard**.

Your file is added to the storyboard (it will not start presenting automatically) with the newest files to the right.

Play or present files

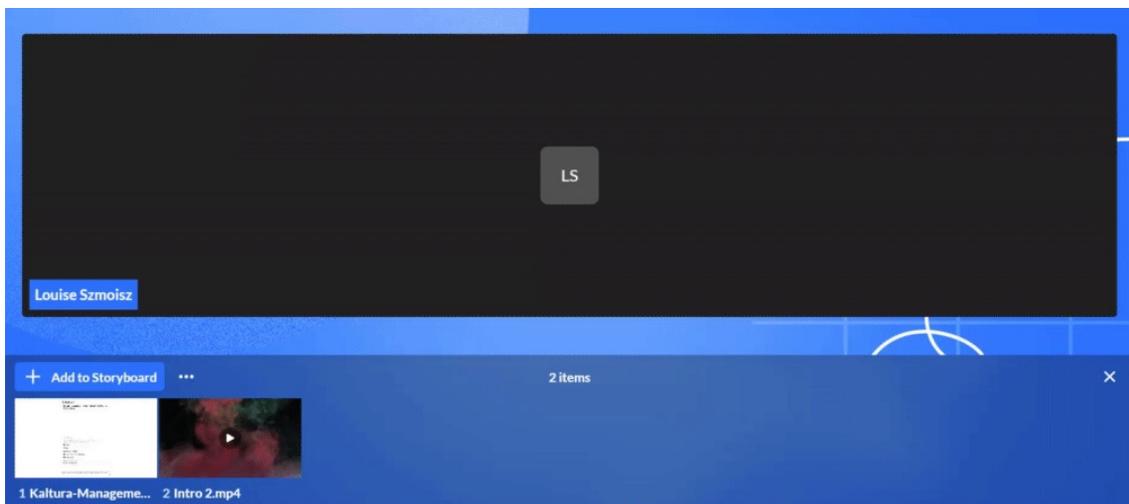
1. Click on the file in the storyboard. The file displays on the stage, and the storyboard thumbnail changes to 'Presenting'.



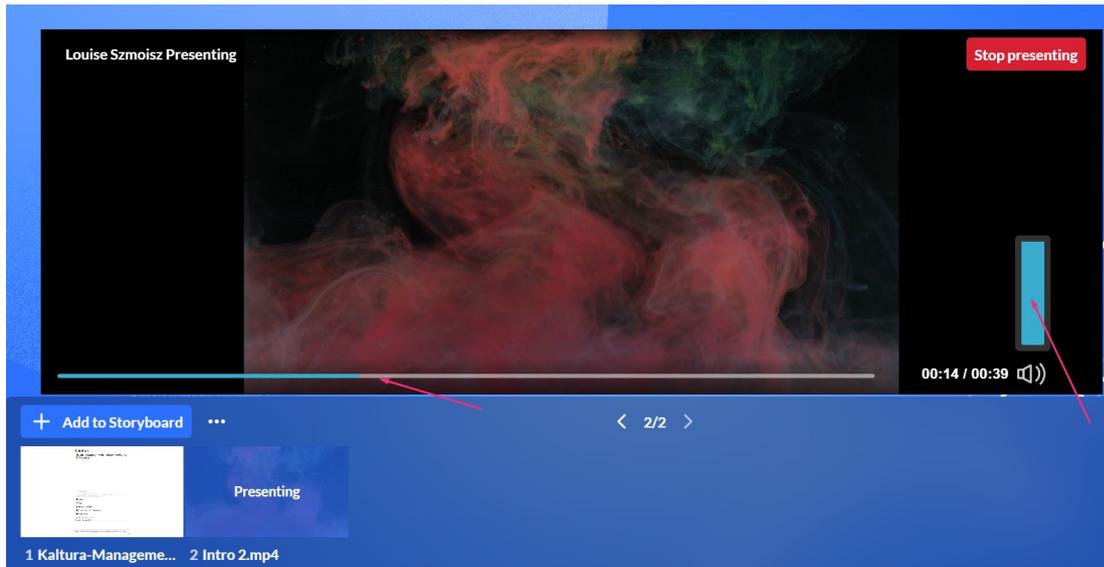
2. Navigate through the items on stage using the arrows. Webcams are shown above or beside the stage, adjusting responsively to screen size.

Play videos:

- Click the video in the storyboard, then click the play arrow in the center of the video on stage to play.



- Pause by clicking in the center of the player, scroll forward / back with the scrollbar, and hover over the volume icon to click to adjust the volume.



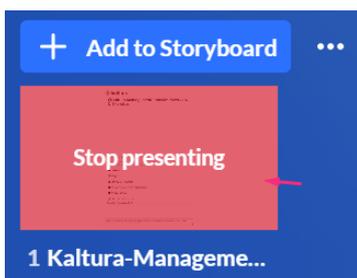
✓ Regular participants in the room won't see the storyboard. They'll only see the content on stage without player settings (such as the progress bar and volume button) creating a seamless experience!

Present documents:

- Hover on the stage to display a **pencil icon** (click to open an annotations bar), and **zoom buttons**.

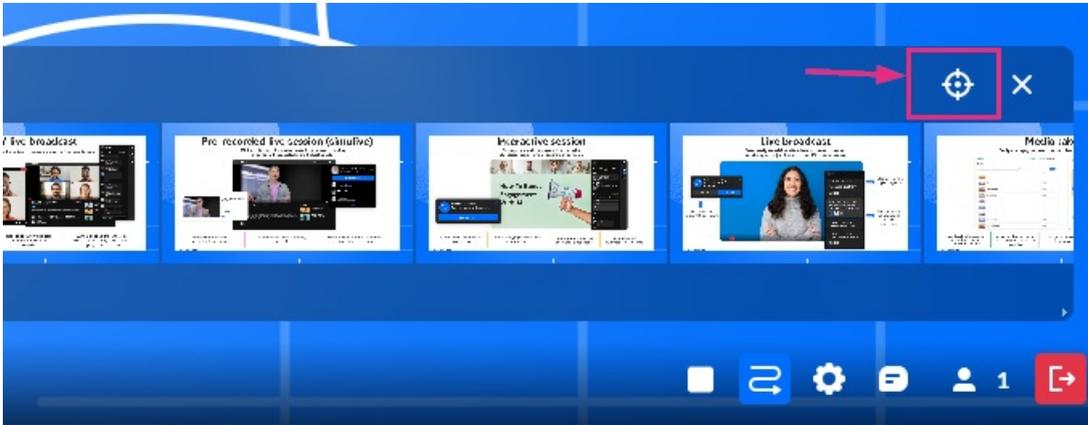


3. To end the presentation on stage, click the **Stop Presenting** button on the stage, or click on the file in the storyboard.

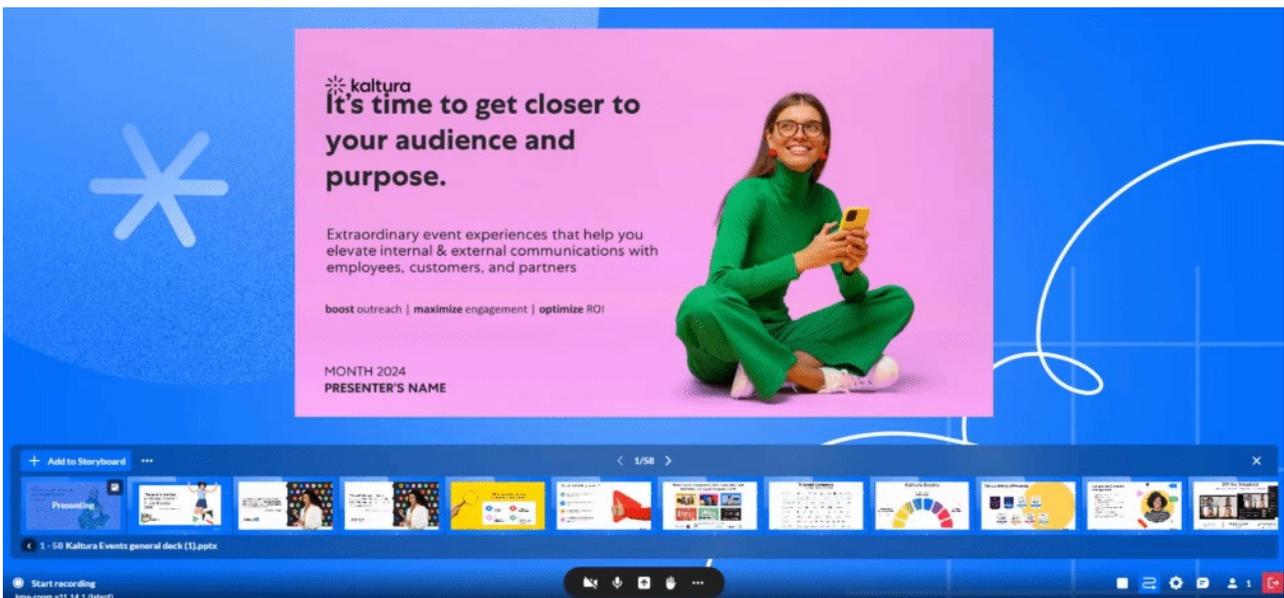


'Target Active Content' feature

If you scroll through the storyboard and the currently presented content (such as a slide or video) is no longer visible on the storyboard, the **Target Active Content button** will appear at the far right of the storyboard.

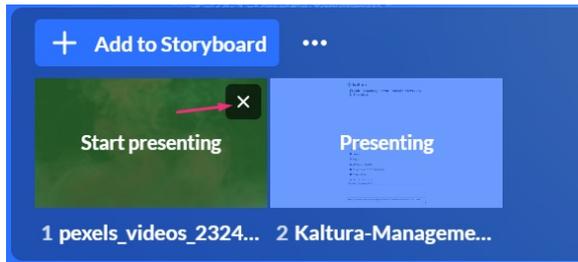


Clicking this button will automatically scroll the storyboard back with the active content visible, allowing you to easily manage the item that's on stage.



Remove files from storyboard

1. Hover over the file's thumbnail you want to remove.
2. Click the **X** in the top right corner.



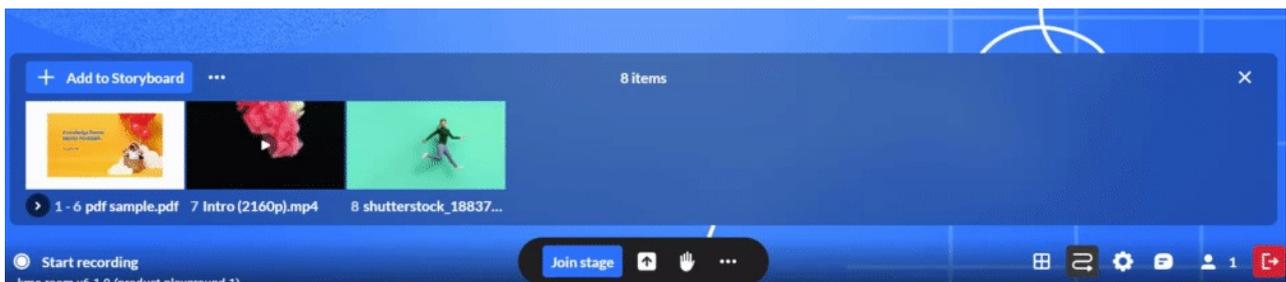
The file is removed.

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

Rearrange files

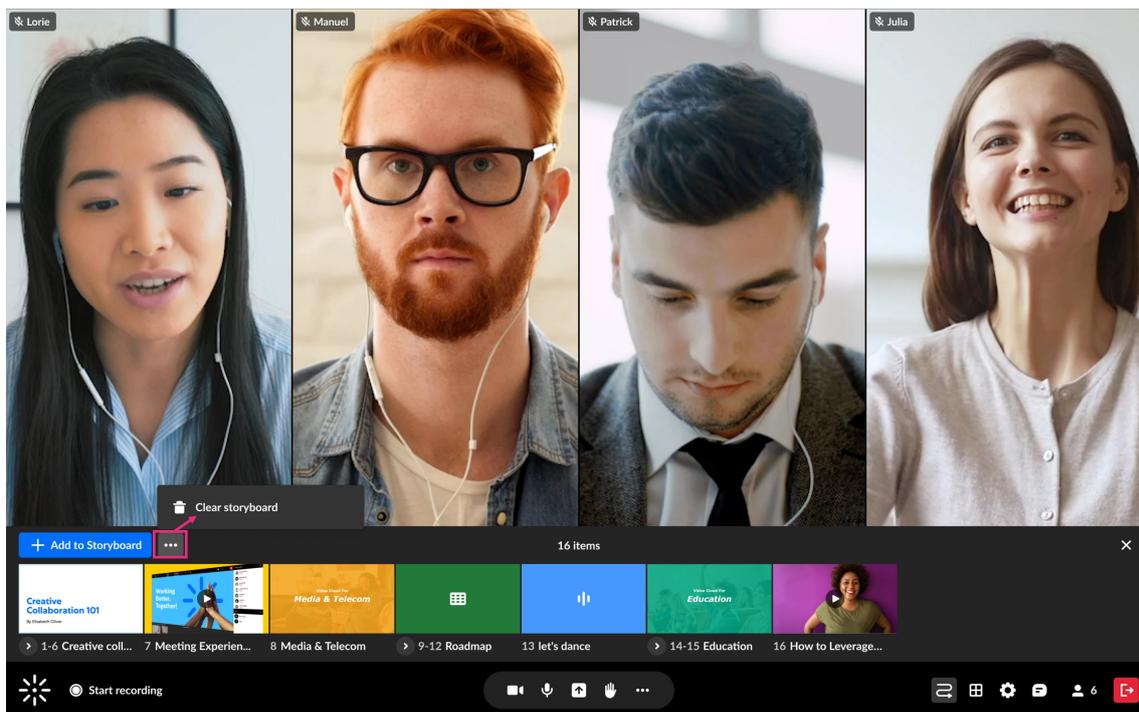
You can reorder files by dragging and dropping items within the storyboard.

1. Click and drag the file to the position you want.
2. Release the file.

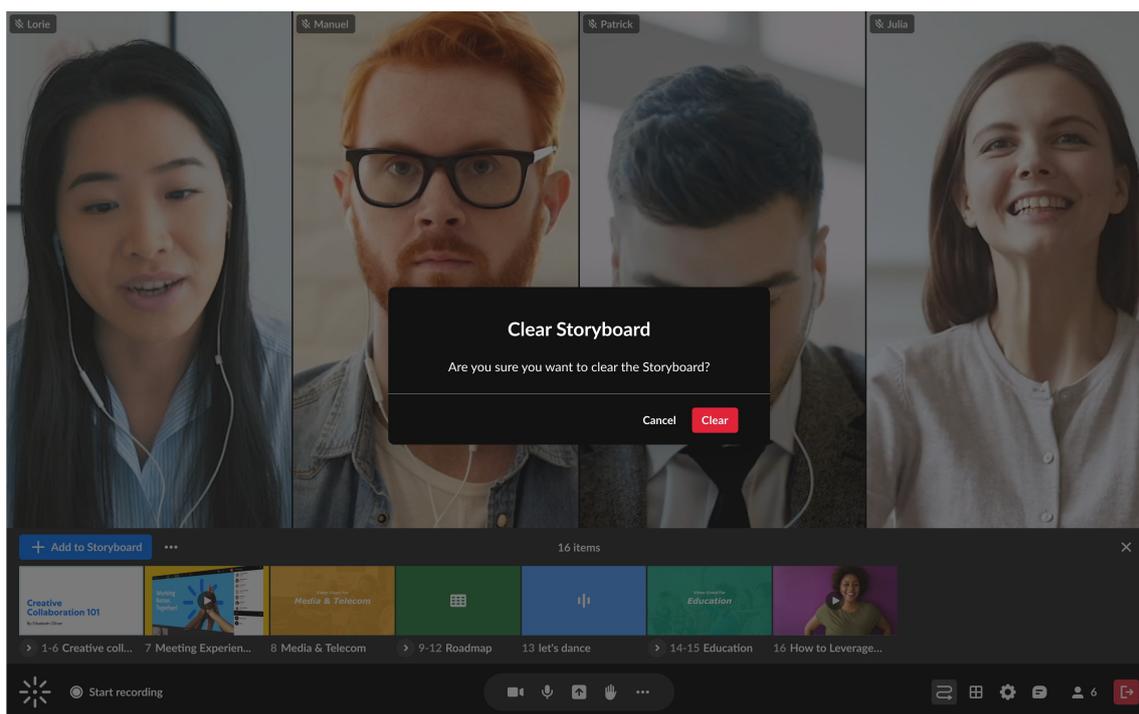


Clear storyboard

1. On the storyboard, click the **three-dots menu**.
2. Click **Clear Storyboard**.



A confirmation displays: *Are you sure you want to clear the storyboard?*



3. Click **Clear**.

The storyboard is cleared of all its contents.