

# Global storyboard in Kaltura Rooms in Video Portal

Last Modified on 06/05/2025 5:02 pm IDT

 This article is designated for moderators and hosts

## About

Streamline your meetings, training sessions, and collaborations with Kaltura's global storyboard. Create and update globally shared storyboards for specific teams or departments, ensuring instant accessibility and keeping everyone on the same page. Say goodbye to email exchanges and file sharing workflows, and simplify your content creation process.



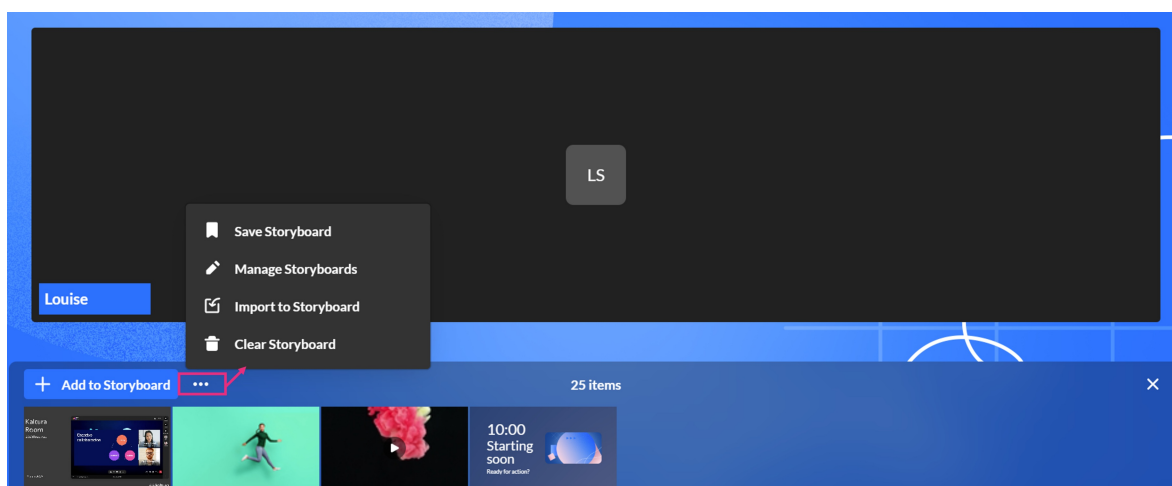
If you haven't already unlocked the benefits of the Global Storyboard, simply reach out to your Kaltura representative and ask how to get started.



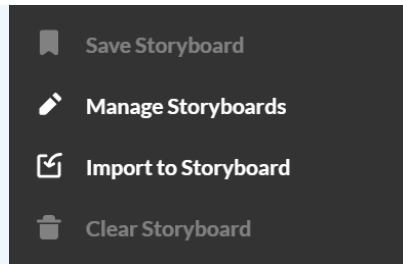
To make a global storyboard, you must first set up and add content to a 'local' storyboard. Need help? Check out our article [Storyboard](#) to get started.

## Make your storyboard global!

1. After you have set up a local storyboard in your room, click the **three dots menu**.

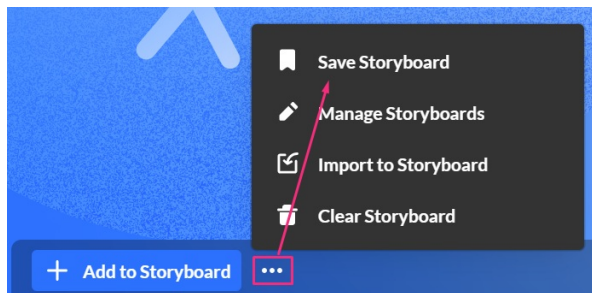


If there aren't any items already on the storyboard, the menu will look like this:



If you're not sure how to add items, see our article [Storyboard](#).

2. Click **Save storyboard**.



The **Save as a global storyboard** window displays.

3. Enter a name for the global storyboard (max 40 characters).

### Save as a global Storyboard

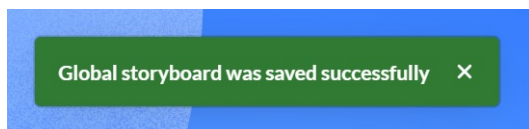
Global Storyboards can be imported by users with permission in other session rooms on this account.

Storyboard name

Cancel
Save

4. Click **Save**.

A success message displays: *'Global storyboard was saved successfully.'*



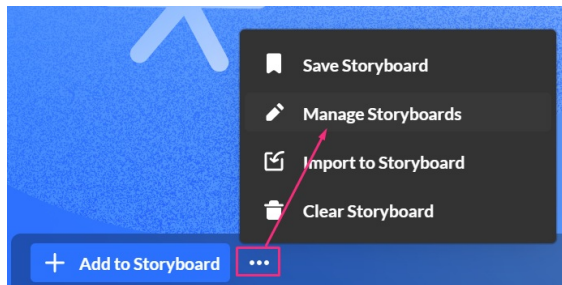
With the appropriate permissions configured, users who have access to the storyboard (but are not moderators) can import storyboard content. Moderators, on

the other hand, can save and manage it.

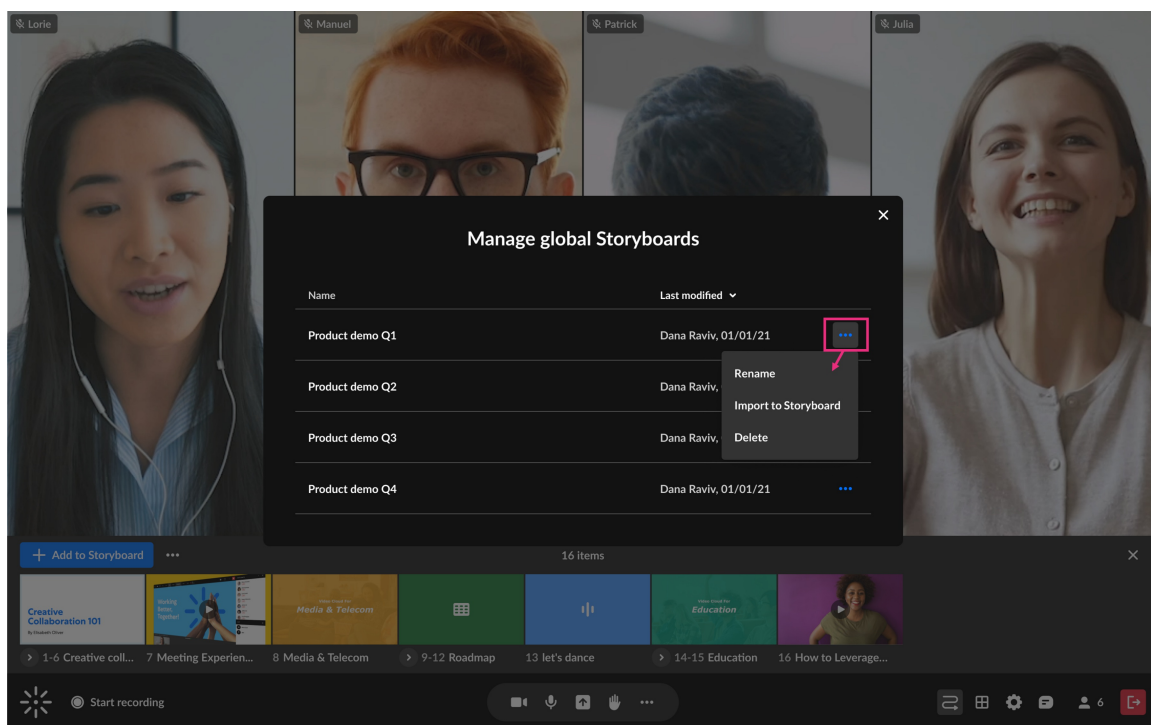
## Manage a global storyboard

After creating a global storyboard, you can rename it, import to another storyboard, or delete it.

1. On the storyboard, click the **three dots menu**.
2. Click **Manage storyboards**.



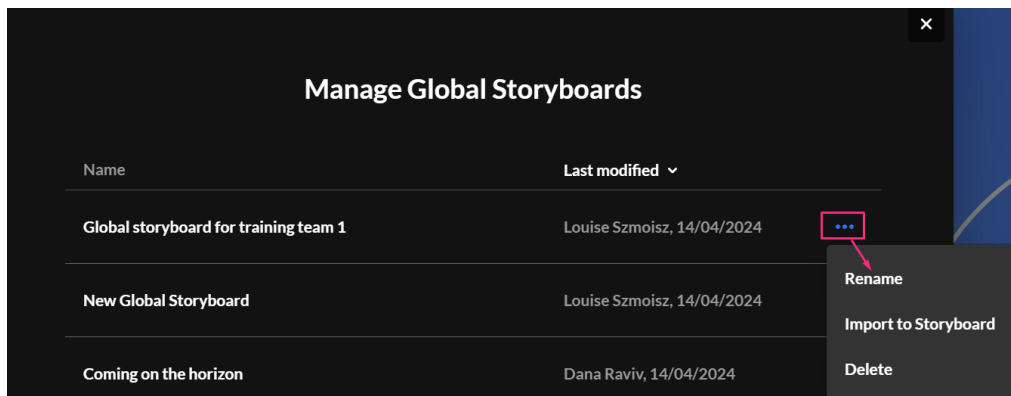
The **Manage global storyboards** window displays.



3. Choose one of the following menu options:
  - **Rename**
  - **Import to storyboard**
  - **Delete**

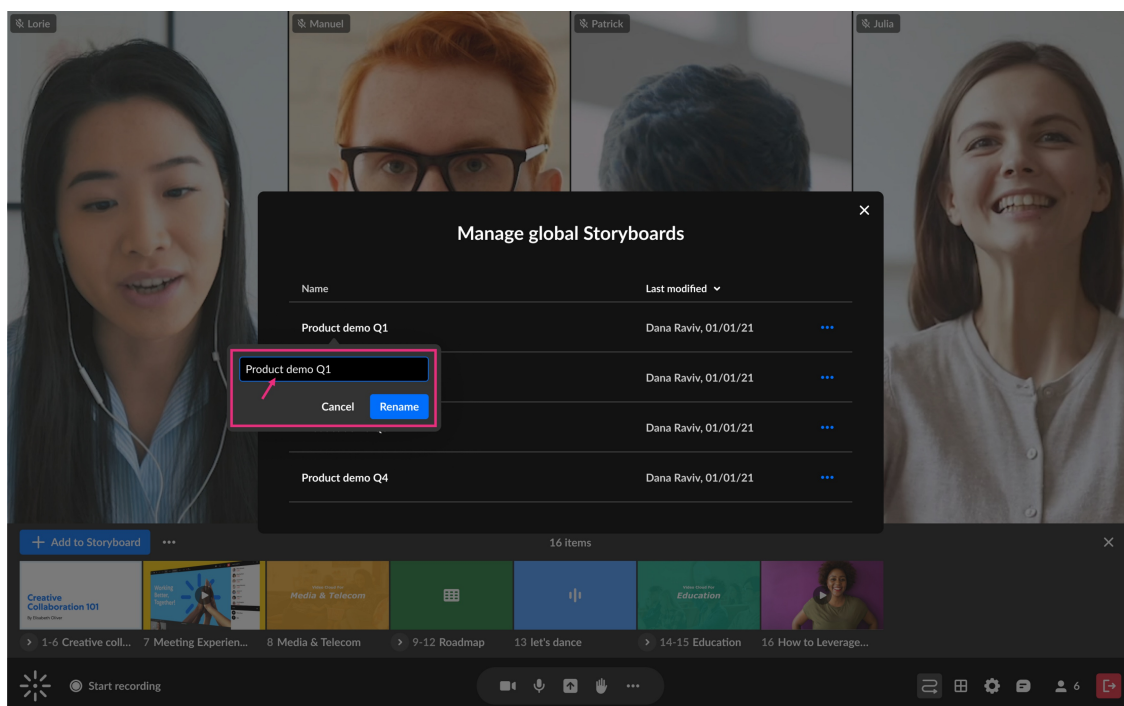
## Rename

1. Locate the desired global storyboard and select **Rename** from the 3 dots menu at the end of the row.



A pop-up name field displays.

2. Click on the field to activate it, and type in the desired name.

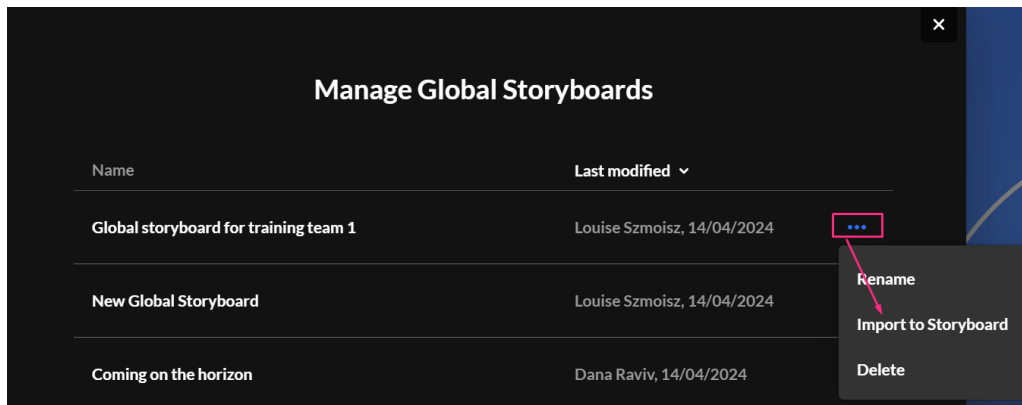


3. Click **Rename**.

The global storyboard's name updates immediately.

## Import

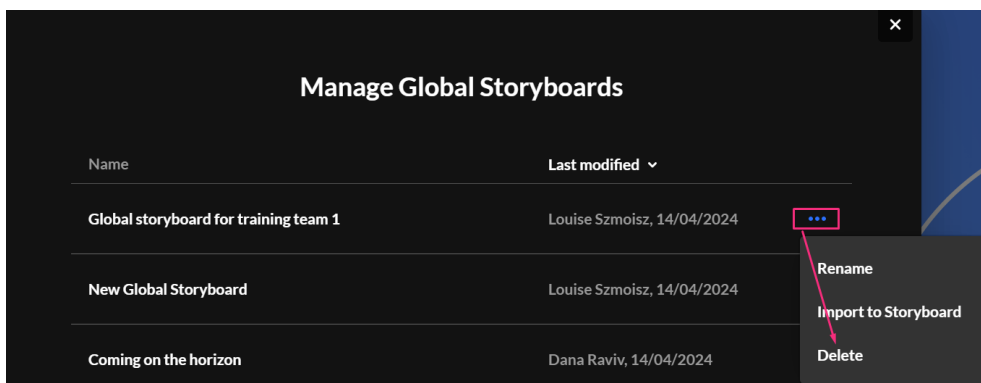
1. Locate the desired global storyboard and select **Import to storyboard** from the three dots menu at the end of the row.



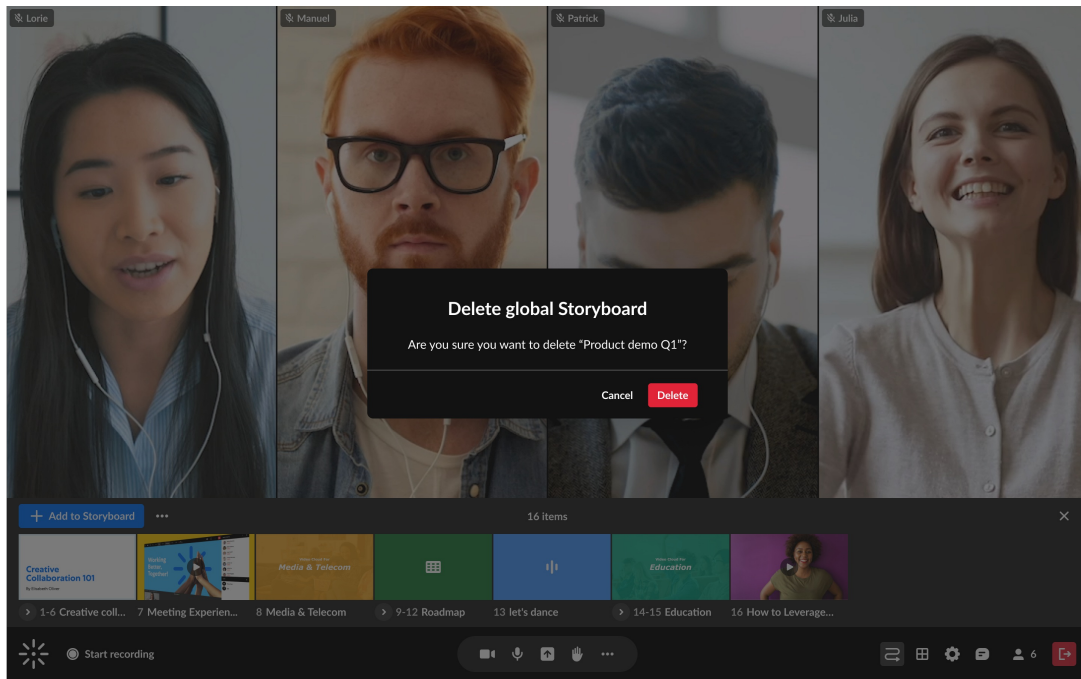
2. For the next steps, see [Import to storyboard](#) below.

## Delete

- Locate the desired global storyboard and select **Delete** from the 3 dots menu at the end of the row.



A confirmation displays: *Are you sure you want to delete "[name of storyboard]"?*

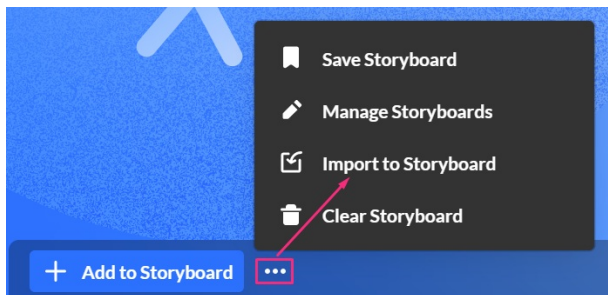


b. Click **Delete**.

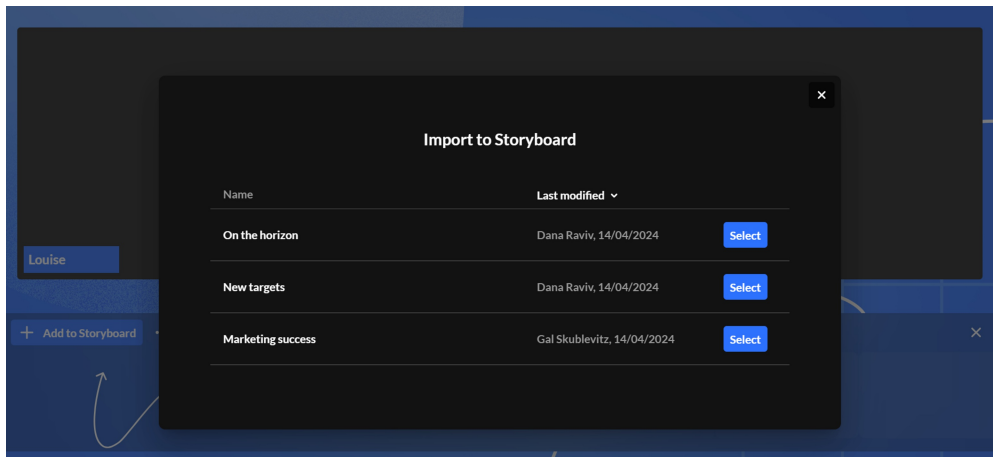
## Import a global storyboard

You can import a global storyboard to your room.

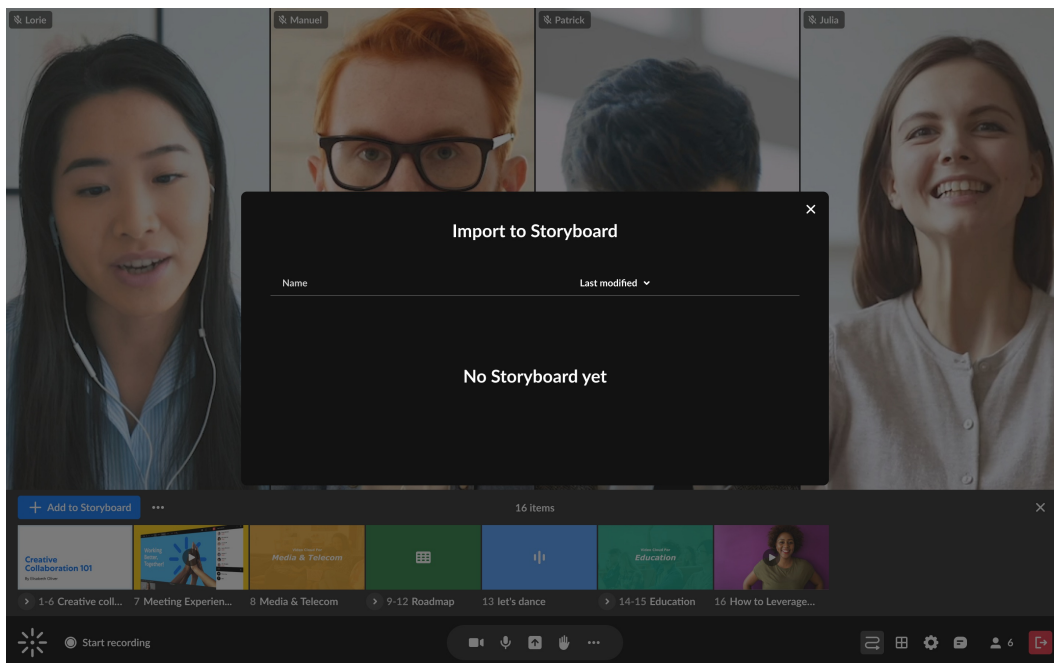
a. Click **Import to Storyboard**.



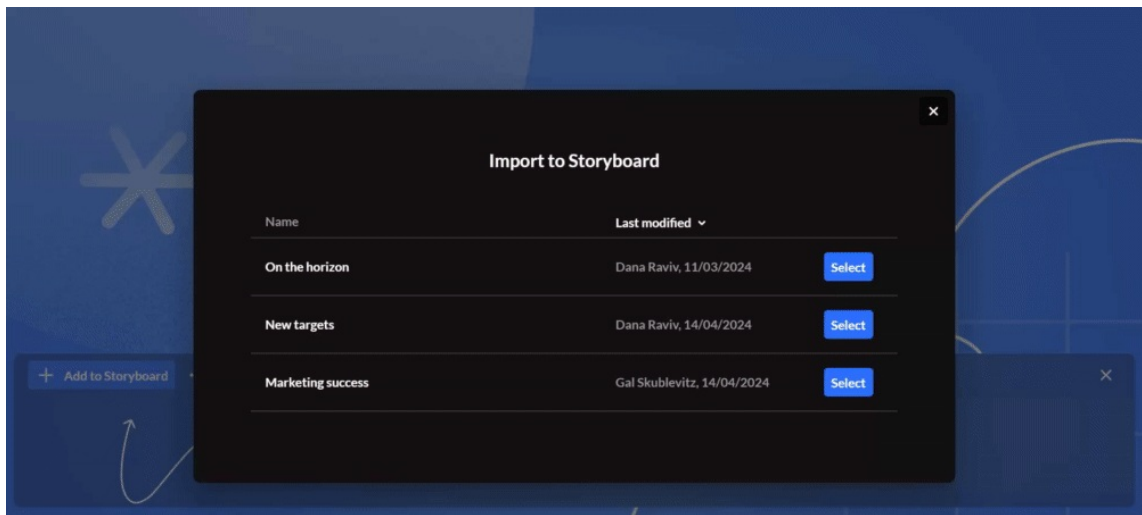
The **Import to storyboard** window displays.



If there are no items to import, it's because you haven't created a storyboard. To learn how to create one, see our article [Storyboard](#).

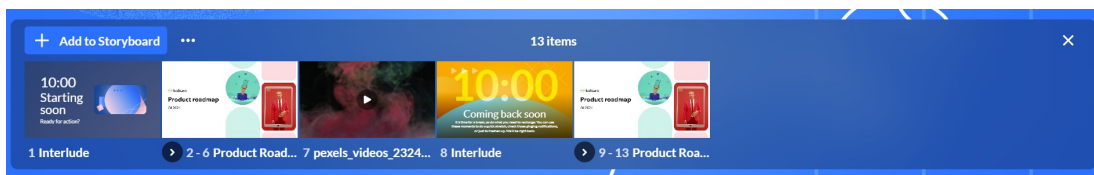


- b. Click **Select** next to the global storyboard you want to import.
- The preview window displays where you can see all the items in the global storyboard.



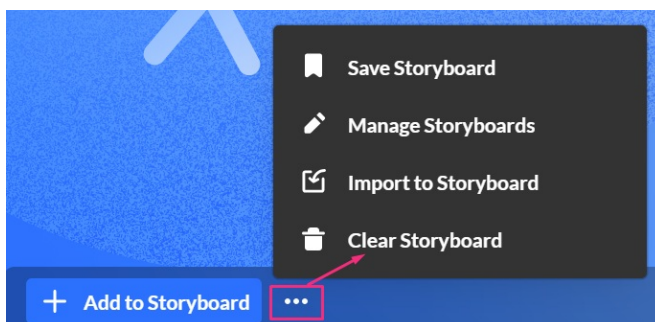
By default, all items are selected, with names displayed below. The total number of selected items is displayed at the bottom left.

- c. After you've reviewed and approved the files, click **Import**. If there are existing items on the storyboard, the imported ones will appear to the right of them.

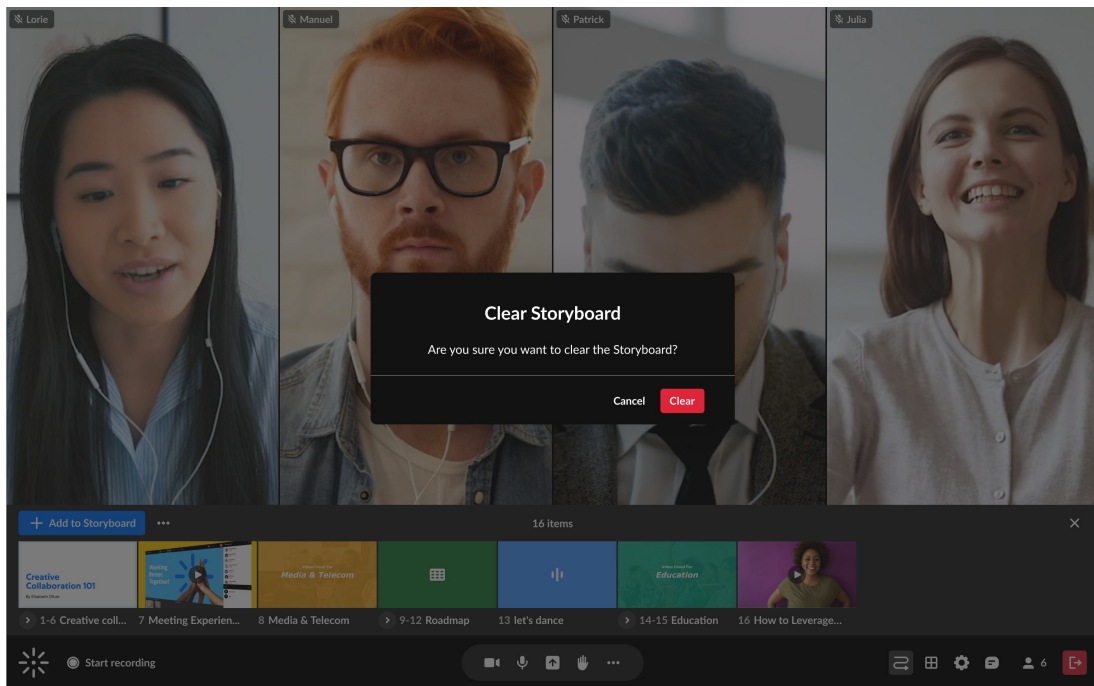


## Clear the storyboard

- a. On the storyboard, click the **three dots menu**.
- b. Click **Clear Storyboard**.



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



c. Click **Clear**.

The storyboard is cleared of all its contents.