

## Global storyboard in Kaltura Rooms in Blackboard

Last Modified on 05/11/2025 5:55 pm IDT

A 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**.



#### i

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

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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
Global storyboard for training team 1
Cancel Save

#### 4. Click Save.

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



### i

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

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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.

& Lorie	Manuel Manage glo	v Patrick (* ) v Patrick (* )	Julia
	Name	Last modified 🖌	
	Product demo Q1	Dana Raviv, 01/01/21	
	Product demo Q2	Dana Raviv, Import to Storyboard	
	Product demo Q3	Dana Raviv, Delete	
	Product demo Q4	Dana Raviv, 01/01/21 ***	0
+ Add to Storyboard •••			×
Creative Colloboration 101 Numeror 2 1-6 Creative coll 7 Meeting Experien 8 M	Media & Telecom  Hedia & Telecom  9 9-12 Roadmap 13 let'	the second secon	
Start recording	<b>•</b> • <b>•</b>	G #	2 = • • • •

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



### Rename

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

Manage Global S	Storyboards	×
Name	Last modified	
Global storyboard for training team 1	Louise Szmoisz, 14/04/2024	
New Global Storyboard	Louise Szmoisz, 14/04/2024	Rename Import to Storyboard
Coming on the horizon	Dana Raviv, 14/04/2024	Delete

A pop-up name field displays.

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

R Lorie	Manuel	Patrick Figure 1 Figure 2	
	Name	Last modified 🐱	
	Product demo Q1	Dana Raviv, 01/01/21 ····	
	Product demo Q1	Dana Raviv, 01/01/21 ***	
L	Cancel Rename	Dana Raviv, 01/01/21 ***	
	Product demo Q4	Dana Raviv, 01/01/21 ***	0
+ Add to Storyboard •••			
Calaboration 101 Neurona 1 - 6 Creative coll 7 Meeting Experien	Media & Telecom	It         Literation         If Columnition           13 let's dance         > 14-15 Education         16 How to Leverage	
Start recording		<b>e</b> •  •  •  •  •  •  •  •  •  •  •  •  •	2 = 🗘 🖻 🔺 🗗

#### 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.



Manage Global	Storyboards	×
Name	Last modified 🖌	/
Global storyboard for training team 1	Louise Szmoisz, 14/04/2024	
New Global Storyboard	Louise Szmoisz, 14/04/2024	Rename Import to Storyboard
Coming on the horizon	Dana Raviv, 14/04/2024	Delete

2. For the next steps, see Import to storyboard below.

#### Delete

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

Manage Globa	al Storyboards	×
Name	Last modified	
Global storyboard for training team 1	Louise Szmoisz, 14/04/2024	
New Global Storyboard	Louise Szmoisz, 14/04/2024	Rename Import to Storyboard
Coming on the horizon	Dana Raviv, 14/04/2024	Delete

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.



			×	
		Import to Storyboard		
	Name	Last modified 🗸		
Louise	On the horizon	Dana Raviv, 14/04/2024 Select		
	New targets	Dana Raviv, 14/04/2024 Select		
	Marketing success	Gal Skublevitz, 14/04/2024 Select		

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.

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			×
		Import to Storyboard	
	Name	Last modified 🗸	_ /
	On the horizon	Dana Raviv, 11/03/2024 Select	
	New targets	Dana Raviv, 14/04/2024 Select	
+ Add to Storyboard •	Marketing success	Gal Skublevitz, 14/04/2024 Select	×

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.