

Prepare files for your Kaltura Room in Brightspace

Last Modified on 05/11/2025 6:32 pm IDT

A This article is designated for moderators and hosts

About

Effortlessly prepare presentations using Kaltura's storyboard and media manager. Upload files in advance to the storyboard and organize them so you can seamlessly navigate through media during your session. With the new **Upload from YouTube** feature, you can now easily add YouTube videos to your storyboard.

Add files via the storyboard menu

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.

Share	Inte	rludes		
▶ Video	¥	Receptio	n	
Presentation	"	Break		
🔛 Image				
🖿 Media and Files				
+ Add to Storyboard				
Come False (SD Ar	0			
> 1 - 13 KME Demo	14 new experie	ence sn	15 Cosmic_Cliffs	_in_C

Four options display for sharing media:

- Video
- Presentation
- Image
- Media and Files

Share	Custom scene
► Video	🖽 Speakers panel
Presentation	Speakers with content
🔛 Image	Interludes
Media and Files	🛨 Reception
	🖐 Break

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

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

	Selec	t a media		×
All > product-pl	ayground-1			3 4
Q Search 1	Video v 6 items			Import from youtube Upload
	Namee 2	Created At 🗸	Туре	
	Wishes.mp4	12/2024	Video	5 Add to Storyboard
	Rec - Jun 2, 2024 4:00 PM - BOR-Breakout Room 1	06/2024	Video	Add to Storyboard
	Rec - Apr 25, 2024 12:56 PM - product-playground	04/2024	Video	••• Add to Storyboard
	4372-178617297_small.mp4	04/2024	Video	••• Add to Storyboard
	Knowledge Sharing for Enterprise (Source).mov Uploading	04/2024	Video	
	Intro 2.mp4	04/2024	Video	••• Add to Storyboard

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).

	Select	×		
All > Q Search	Video ~ 6 items	Created At ∽	Туре	Import from youtube Upload
	Wishes.mp4	12/2024	Video	••• Add to Storyboard
· ·	Rec - Jun 2, 2024 4:00 PM - BOR-Breakout Room 1	06/2024	Video	••• Add to Storyboard

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



Add a video

- 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.

E

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

A

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.

i

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).

		× Select a video
My rooms My media		
Q Search	Video 🗸	9 items

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



Add a presentation

- 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.

A	KME End	Game.pptx	
Konn Artisens Versikat	Agenda • Mittadar Agenda • Mittadar • Mittadar • Mittadar • Mittadar	Value pillars	 Province (Construction) <l< td=""></l<>
Slide 1 • B	Slide 2	Slide 3	Slide 4 C
 Provide and the state of the st	Image: State	Column strate Column Columns Colum	
Slide 5	Slide 6	Slide 7	Slide 8
A SUBE A SUB A			
Slide 9	Slide 10	Slide 11	Slide 12
			C C C C C C C C C C C C C C C C C C C
22 slides selected			Cancel Add to Storyboard

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**).

	KME End	Game.pptx	
	Agenda - Marindan - Marindan - Marinda - Marindan - Marindan	Value pillars	 ► Constant of the second secon
Slide 1	Slide 2	Slide 3	Slide 4
	Image: State	Constant Con	
Slide 5	Slide 6	Slide 7	Slide 8
		Provided	
Slide 9	Slide 10	Slide 11	Slide 12
		In calls In calls In calls In calls<	Original Second State Secon
22 slides selected			Cancel Add to Storyboard
	Join stage	a w	

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

+ Add to Storyboard		
	10	Keltura Room un Natur Stationika Stationika
1 pexels_videos_1943	2 pexels_videos_2324	> <u>3-20</u> KME EndGa

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.

		Select a media	a		
All > product-pla					
Q Search	All items types ~ 7	items		Import from youtube	Upload
	Name	Created At	✓ Type		
	Recordings				
	Shared				
	Wishes.mp4	12/2024	Video	Add to Story	poard
and the second s	Frame 1821.png	05/2024	Image	Add to Story	poard
	Frame 24.png	04/2024	Image	Add to Story	poard
	digital-marketing-1497211_1280.jpg	04/2024	Image	••• Add to Story	poard

- 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.

Add files via the Share Content menu

Kaltura's media manager is configured according to the Kaltura Management Console protocols, which means each session room is represented as a category in the KMC, and each media item is treated as a Kaltura entry. See our articles Managing categories and The KMC entries tab for more information.

0

By aligning with Kaltura's entitlement protocols and treating all media as entries or categories, the media manager prioritizes security and privacy to prevent any potential issues.



1. Click the **Share icon** on the bottom toolbar.



Three options display for sharing media:

- Video
- Presentation
- Image

6

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

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

	Select	a media			×
All > product-pla	ayground-1			3	4
Q Search	1 Video · 6 items			Import from youtube	Upload
	Name • 2	Created At 🗸	Туре		
	Wishes.mp4	12/2024	Video		5 Present
	Rec - Jun 2, 2024 4:00 PM - BOR-Breakout Room 1	06/2024	Video		Present
	Rec - Apr 25, 2024 12:56 PM - product-playground	04/2024	Video		Present
	4372-178617297_small.mp4	04/2024	Video		Present
	Knowledge Sharing for Enterprise (Source).mov Uploading	04/2024	Video		
	Intro 2.mp4	04/2024	Video		Present

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

- **Search** (1) Use to search for a specific media item in the media manager.
- 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.
- **Present** (5) Click to add the media to the storyboard and start presenting it immediately (the **Select a media** window will close automatically).

Add a video

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

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 to the media folder as a new entry.

•

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

A

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 the desired video, simply click **Present**.

Your file is added to the storyboard and automatically starts presenting.

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

- Select **Presentation** from the menu.
 The **Select a media** window displays.
- 2. Locate the desired file or upload one from your computer.
- 3. Once you have located the desired file, click **Add to Storyboard**.

A preview window opens.

A	KME End	Game.pptx	
	Agenda imit internation Agenda imit internation imit internation	Value pillars	 Province (Construction) <l< th=""></l<>
Slide 1 • B	Slide 2	Slide 3	Slide 4 C
	Image: State Stat	v organisate org	
Slide 5	Slide 6	Slide 7	Slide 8
			e constante de la constan
Slide 9	Slide 10	Slide 11	Slide 12
		Constant	CONTRACTOR OF CONTRACTOR
22 slides selected			Cancel Add to Storyboard

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**).

KME EndGame.pptx				
	Agenda - Manada - Magenda - Magenda - Magenda	Value pillars	 Provide the second secon	
Slide 1	Slide 2	Slide 3	Slide 4	
	Image: Answer in the second	Constant Con		
Slide 5	Slide 6	Slide 7	Slide 8	
		And Add Anno 2000 And Add Anno 2000 A		
Slide 9	Slide 10	Slide 11	Slide 12	
		Constant Consta	Constant and the second and the	
22 slides selected			Cancel Add to Storyboard	
	Join stage	a w		

 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 menu.

The **Select a media** window displays.

- 2. Locate the desired image or upload one from your computer.
- 3. Click Present.

Your file is added to the storyboard and starts presenting automatically.



Add files to breakout rooms

Uploading files can be done ahead of time when preparing for breakout sessions. To add files to a room, you must first create the breakout rooms and then launch each room to add files to its local storyboard.

- 1. If you need help creating and launching a breakout room, follow the steps in our article Create and Launch Breakout Rooms.
- 2. After launching a breakout room, the storyboard displays and you can add files to it either from the Storyboard menu or the Share Content menu as shown in the steps above.
- 3. Once you've finished preparing your files, exit the breakout room (click 'End Breakout'). The files will be placed in the **Shared** folder, which can then be accessed at any time from any room.

Select a media					
All					
Q Search	All media types 🗸 🗸	1 media			Upload
Name	e		Creation date 🗸	Туре	
Share	ed		14/11/2023	Folder	

For instructions on presenting files from the storyboard, visit our article Storyboard.