Share content during a session in your Kaltura Room in Brightspace

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This article is designated for administrators.

About

Sharing content lets you put a video, image, or document on stage for everyone in your Kaltura Room, at any time during a session. You can pick media that's already available or upload a file from your computer, and it's presented instantly.

Supported media types include **videos**, **images**, **PowerPoint** files, and **PDFs**.

To prepare content in advance, add files to the storyboard before the session begins. For more information, see Add files to your storyboard.

Mobile users can't upload or manage storyboard content. You must add and manage files from a desktop. Content presented from the storyboard is still visible to mobile users during the session.

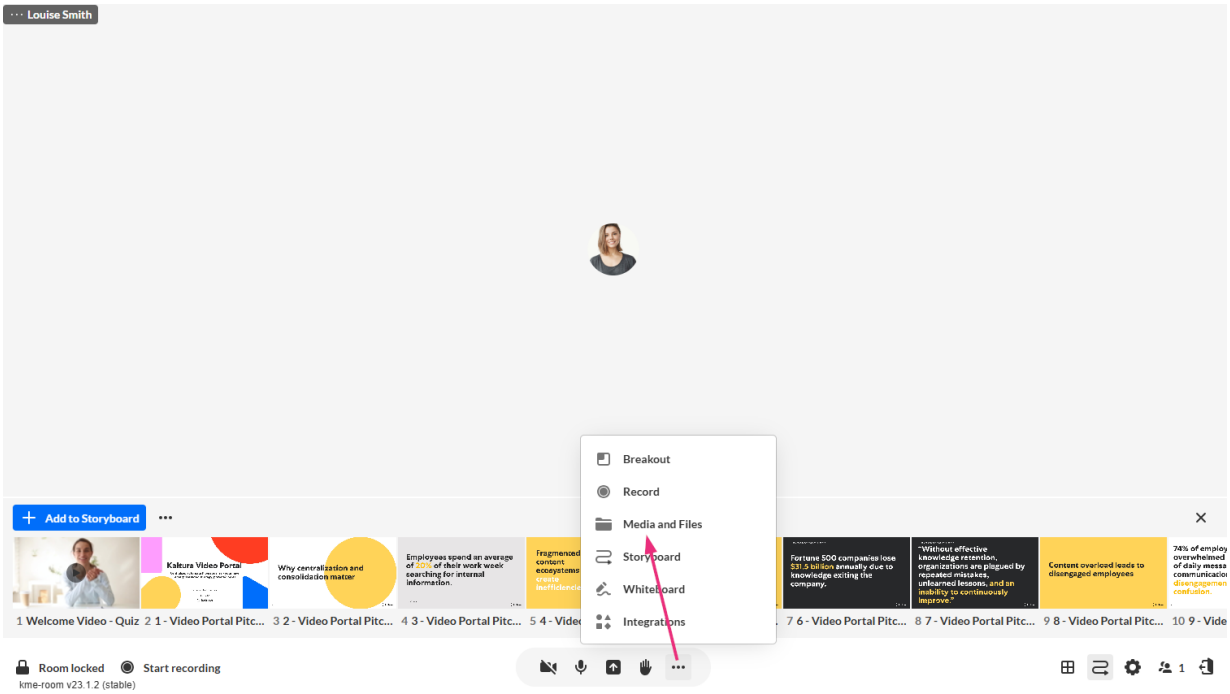
Open the media selector

You can open the media selector in two ways.

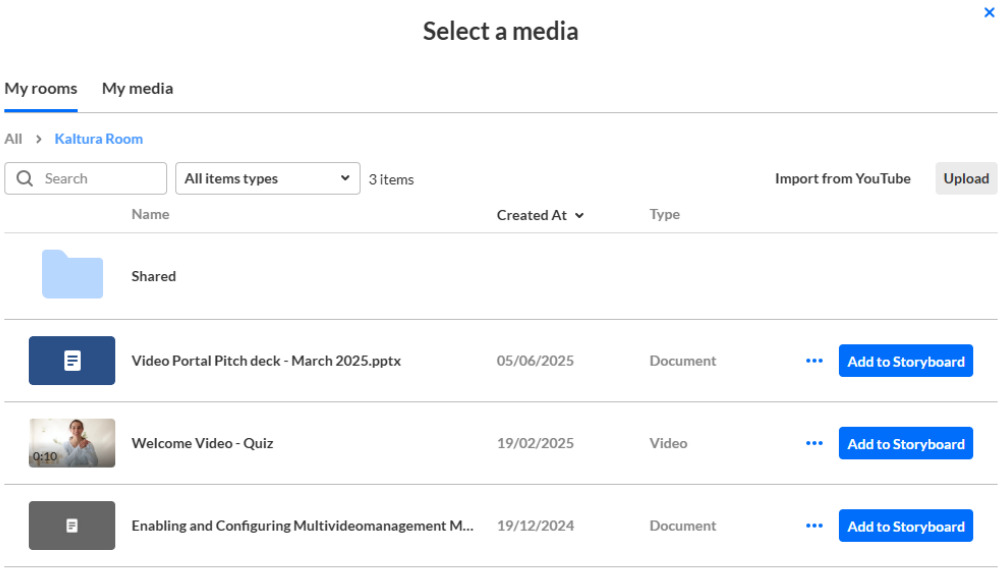
Option 1: Use the Media and Files option

Select the **three dots** on the bottom toolbar, and then select **Media and Files**.

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The **Select a media** window opens, showing all available media.



From this window, you can:

- Select existing media
- Upload files from your computer
- Present content on stage

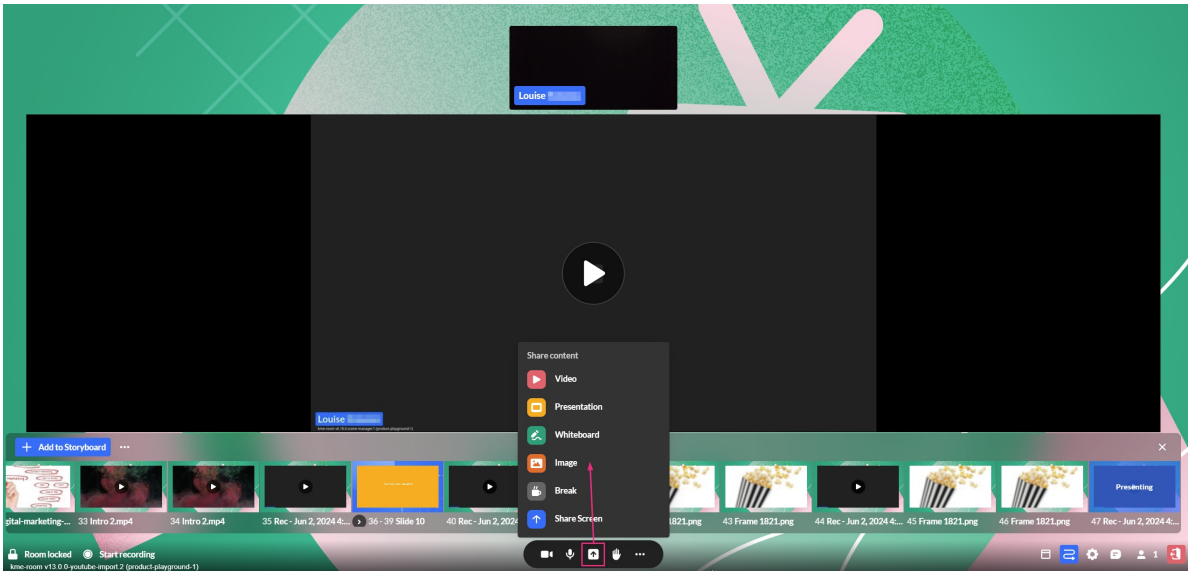
For step-by-step instructions, see the article for the media type you want to present:

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- Share a video during a session in your Kaltura Room
- Share a presentation during a session in your Kaltura Room
- Share an image during a session in your Kaltura Room

Option 2: Use the Share Content menu

Select the **Share** icon on the bottom toolbar.



The **Share content** menu opens with three options for presenting media:

- **Video** - To present a video, see Share a video during a session in your Kaltura Room.
- **Presentation** - To present a document, see Share a presentation during a session in your Kaltura Room.
- **Image** - To present an image, see Share an image during a session in your Kaltura Room.

Share media and files in breakout rooms

You can present media during breakout sessions using the same steps as in the main room.

1. In a breakout room, open the **Share content** menu, or select **Media and Files** from the three-dot menu.
2. Select or upload the media you want to present.

The media is presented on stage in the breakout room. After the breakout session ends, uploaded files stay in the media library, and you can access them from any room.

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For instructions on presenting files from the storyboard, see Use the storyboard during a session in your Kaltura Room.

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