Create reception and break screens in your Kaltura Room in Sakai

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This article is designated for moderators and hosts

About

You can create welcome and break screens in your Kaltura Room using the **Interludes** option in the storyboard.

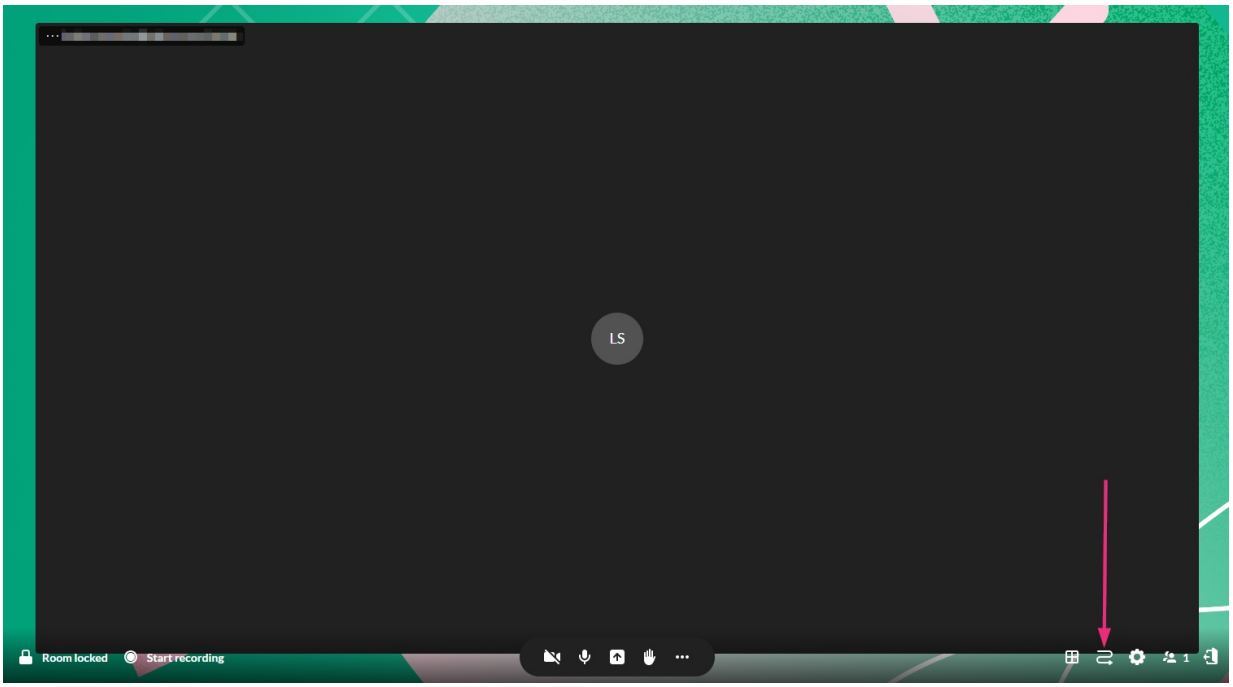
'Interludes' allow you to display a screen while participants are joining the room or when you pause the session for a break. These screens can include background images or videos, text, and an optional countdown timer.

Two types of interludes are available:

- **Reception** - Displays a welcome screen while participants join the room.
- **Break** - Displays a break screen with an optional countdown timer showing when the session will resume.

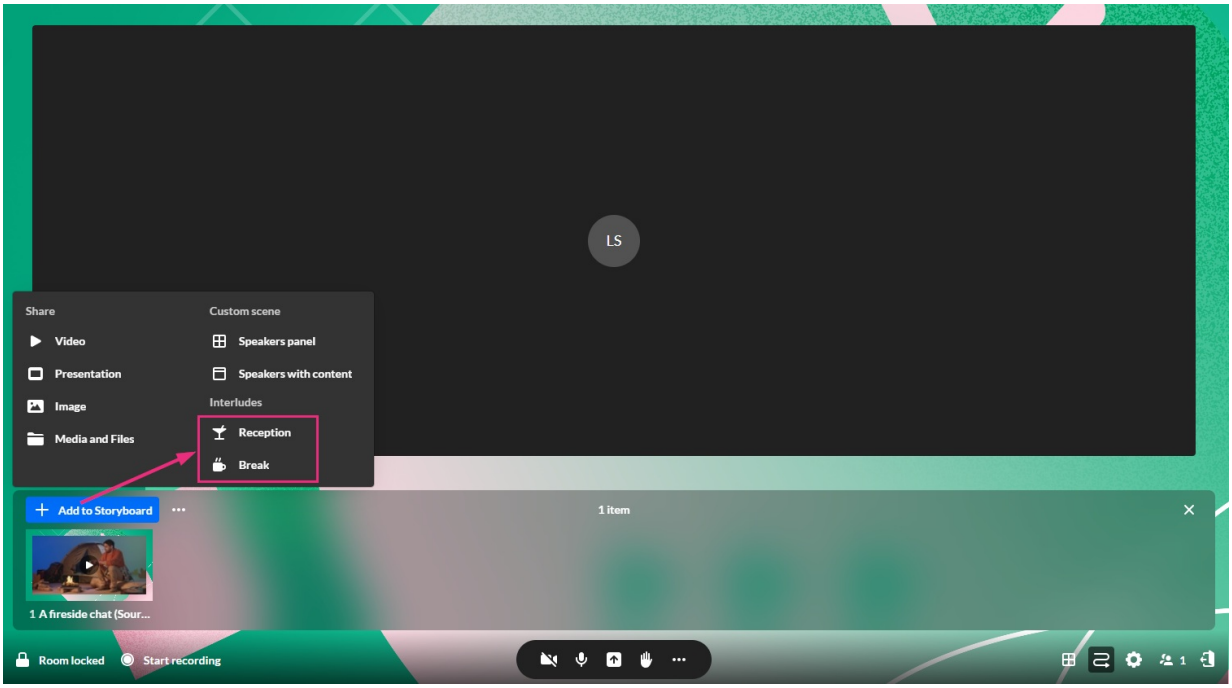
Access the interlude editor

1. Open the storyboard by clicking the **storyboard icon** in the toolbar.

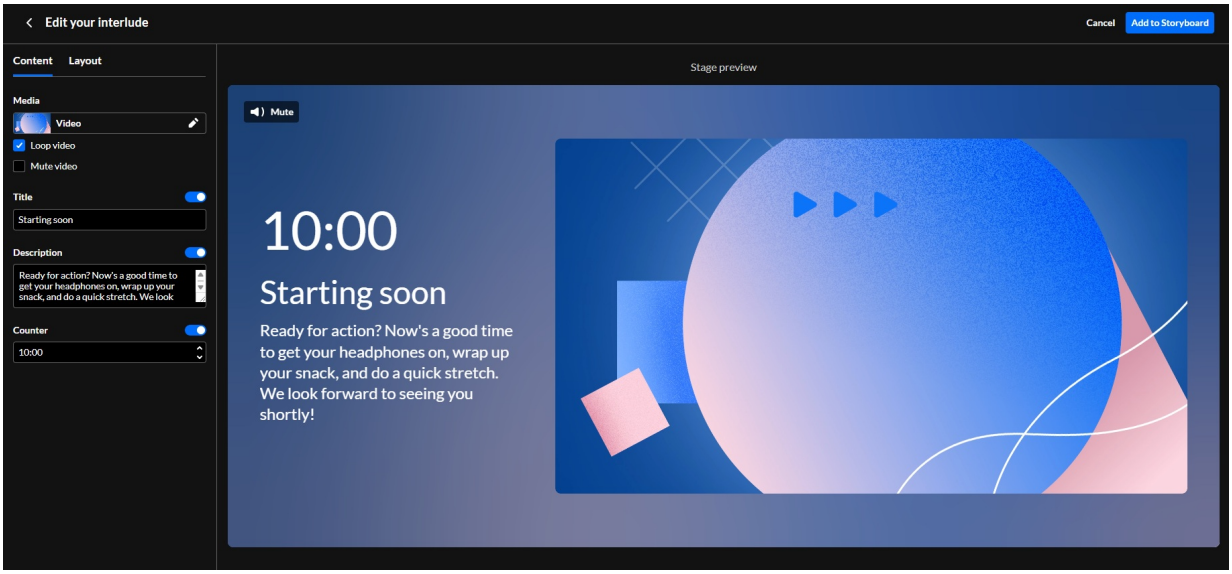


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2. On the left side of the storyboard, click **+ Add to storyboard** and select the interlude type you want: **Reception** or **Break**.



The interlude editor opens.



The interlude editor is divided into two main areas: **Content** and **Layout**.

Configure your content

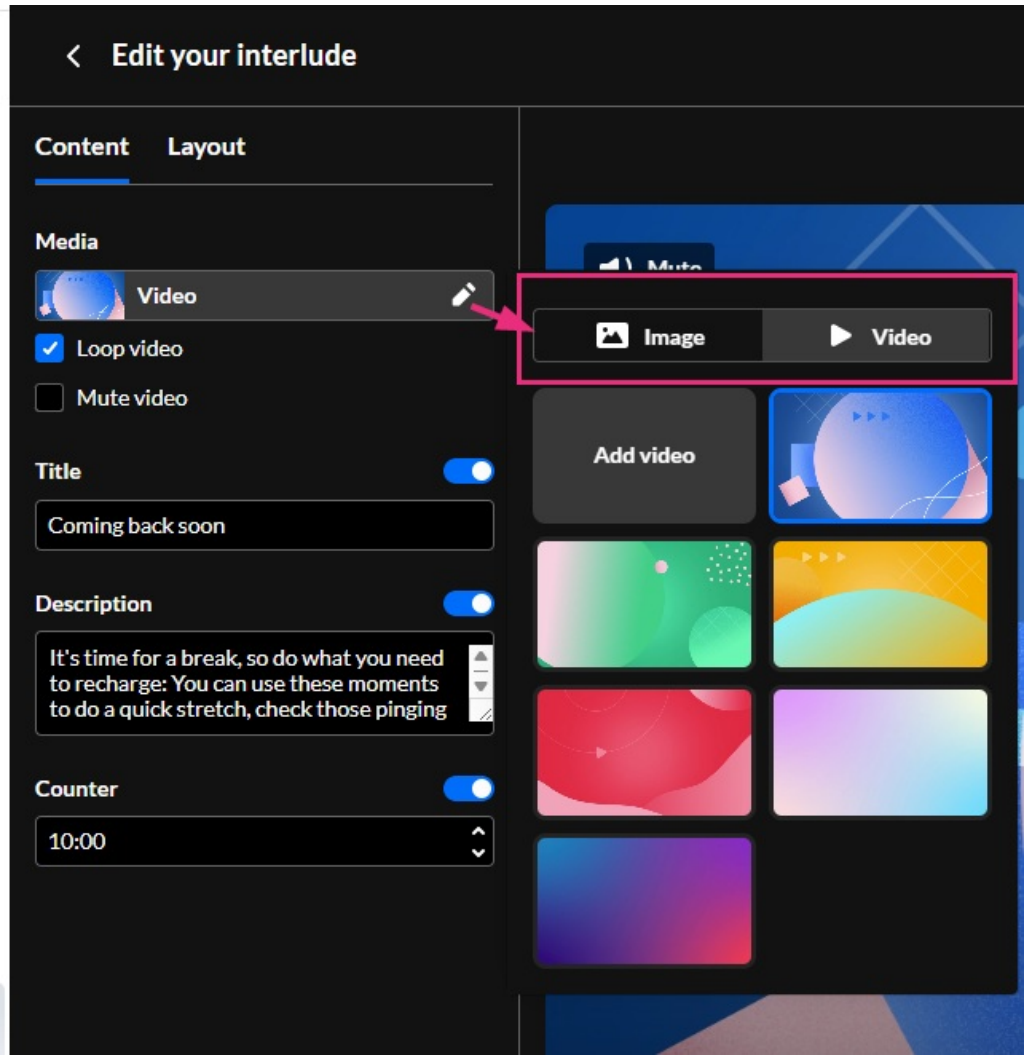
Under the **Content** tab, you can set the media, text, and timer for your screen.

Set the background

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You can use provided media or your own assets to set the visual tone for your interlude.

1. Under the **Content** tab, click the **pencil icon** next to the **Media** section to open the media library.
2. Choose between the **Image** or **Video** tabs to browse available options.

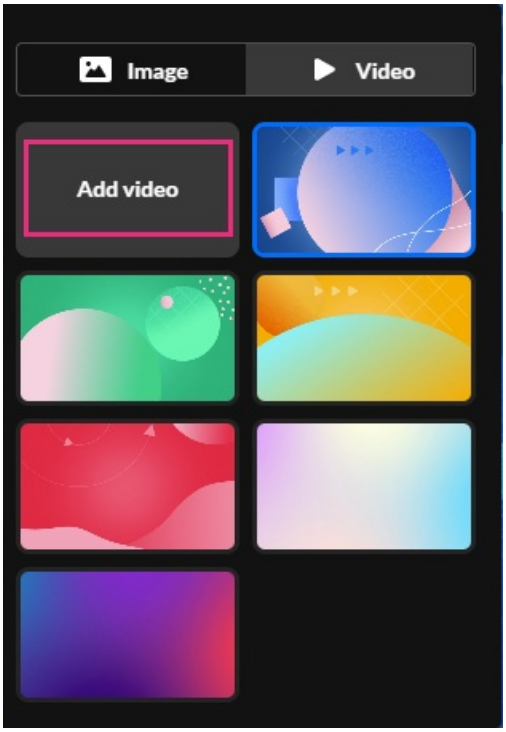


3. Click a thumbnail to see it update immediately in the stage preview.

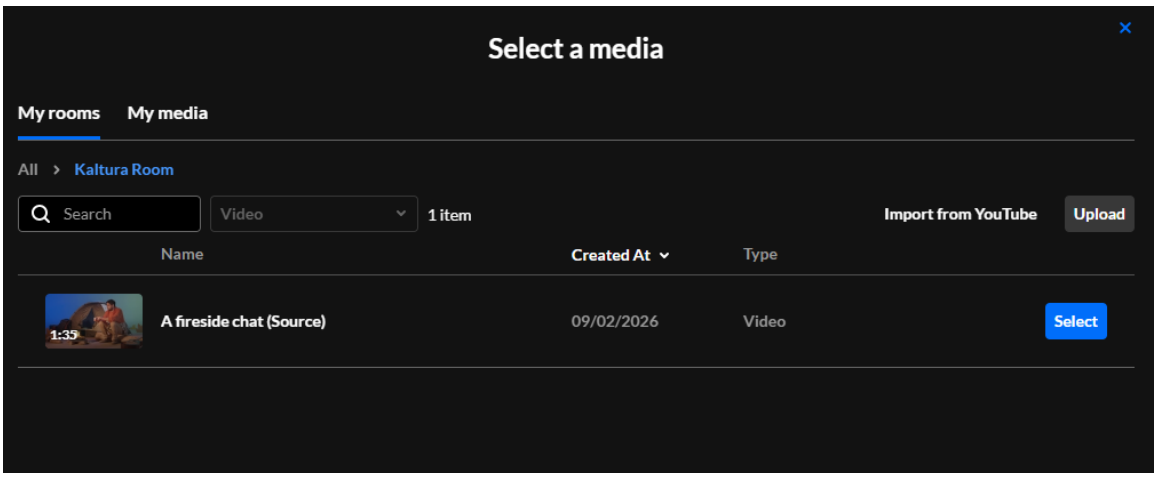
Upload custom media

1. If you want to use your own file, click **Add video** or **Add image**,

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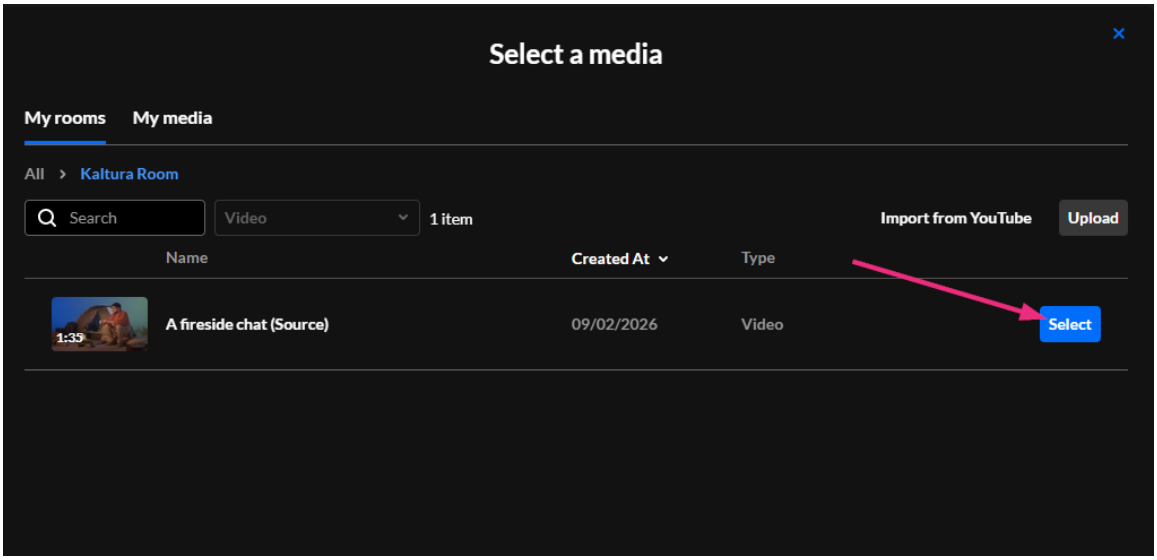


The 'Select a media' window opens.

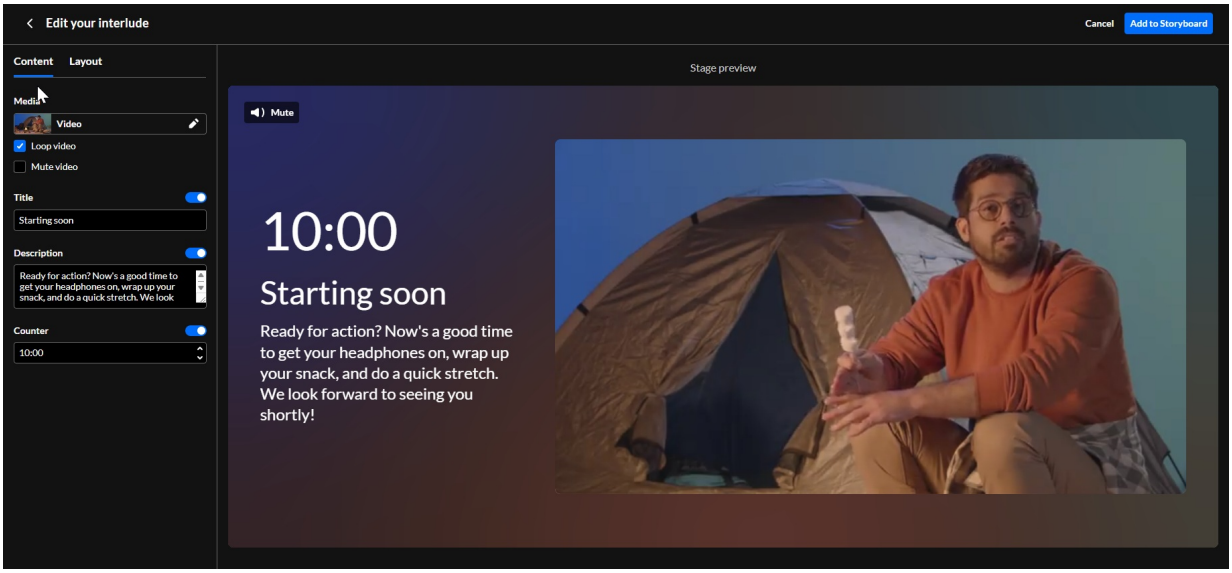


2. If you don't have any videos or images already uploaded, click **Upload** and choose a video or image file from your computer. Once uploaded it appears in the 'Select a media' window.
3. When you're ready to add the video or image, click **Select.**

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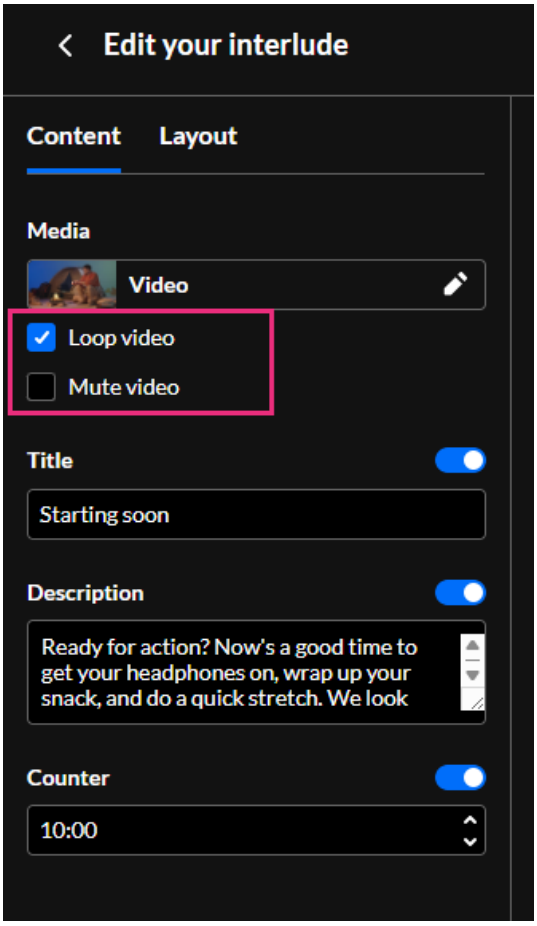
The preview screen displays the selected video immediately.



Customize video playback

If you have selected a video, use the checkboxes to further customize playback:

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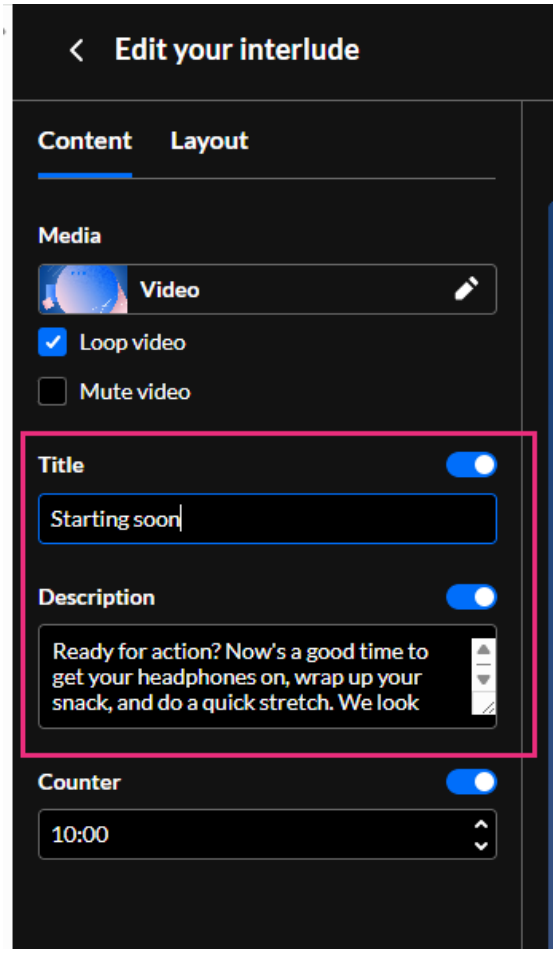


- **Loop video**: Enable this to play the video continuously.
- **Mute video**: Enable this to play the video without sound. If left unchecked, participants can hear the audio and adjust their own volume.

Add text

A default title and description are automatically set up for your interlude, but you can customize or even disable them:

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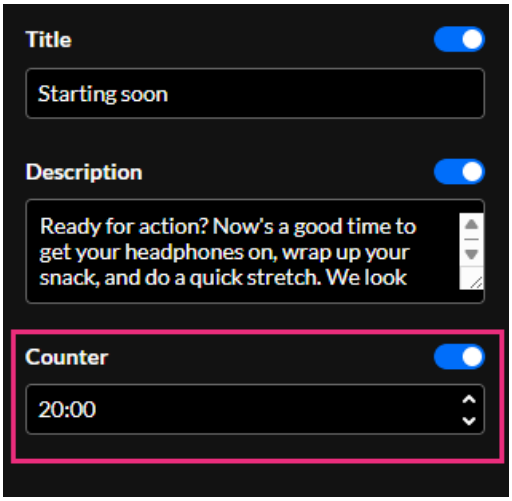
- **Customize**: To change the **Title** or **Description**, delete the default text and enter your own.
- **Disable**: Use the **blue toggles** to hide either field from the interlude screen.

Changes appear immediately in the stage preview window.

Set the counter

You can display a countdown timer showing when the session will begin or resume.

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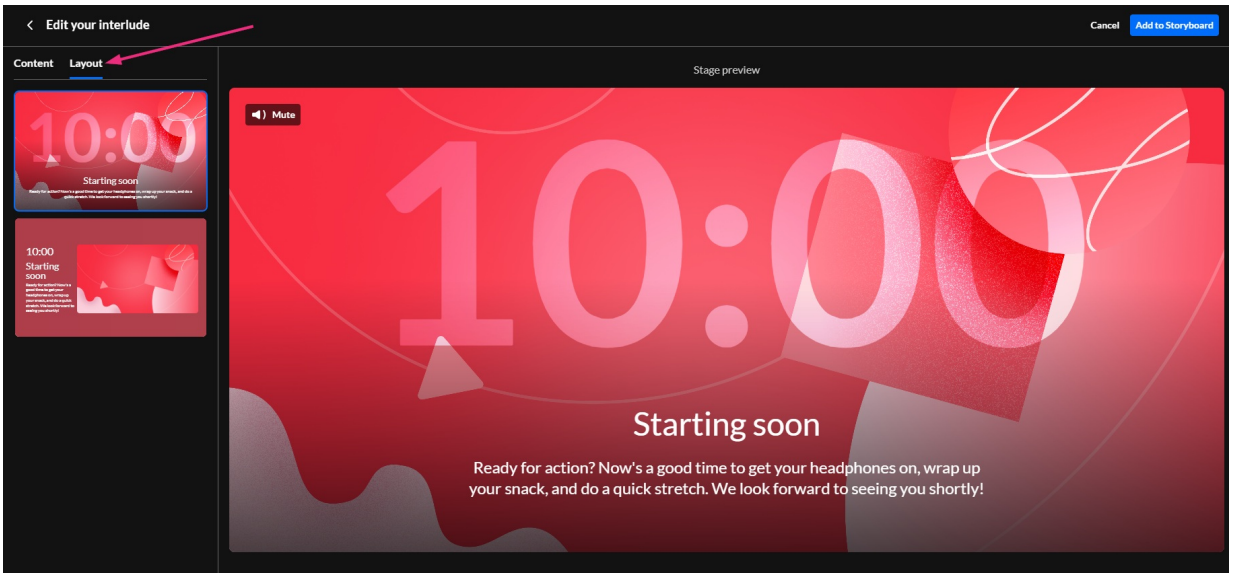


1. Ensure the **Counter** toggle is enabled (blue).
2. In the **Counter** field, enter the duration in minutes or use the up/down arrows.
   - Minimum: 1 minute
   - Maximum: 60 minutes

To hide the timer, switch the toggle to off.

Choose a layout

1. Click the **Layout** tab at the top of the editor.

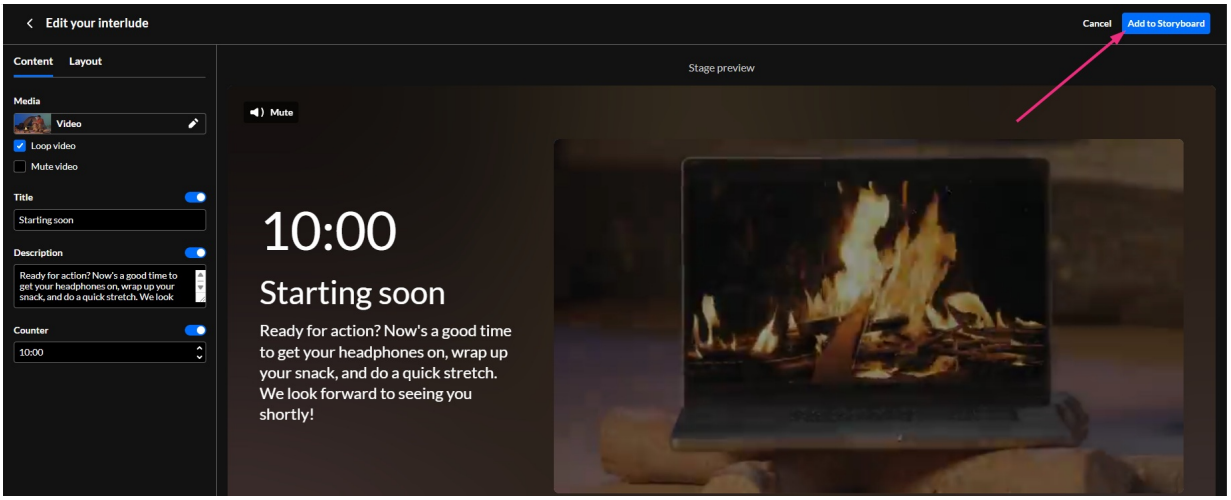


2. Select one of the available layout thumbnails from the left-hand panel.
   The stage preview updates automatically to show your new design.

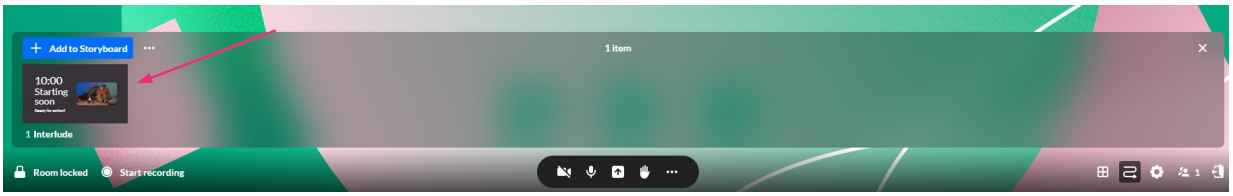
Launch and manage interludes

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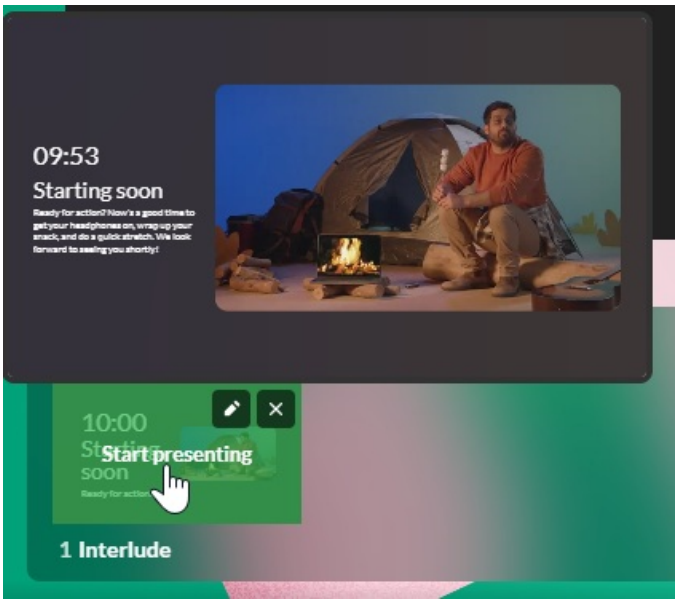
1. When you are finished configuring your interlude, click **Add to Storyboard** in the top right corner.



The interlude appears as a slide on your storyboard.

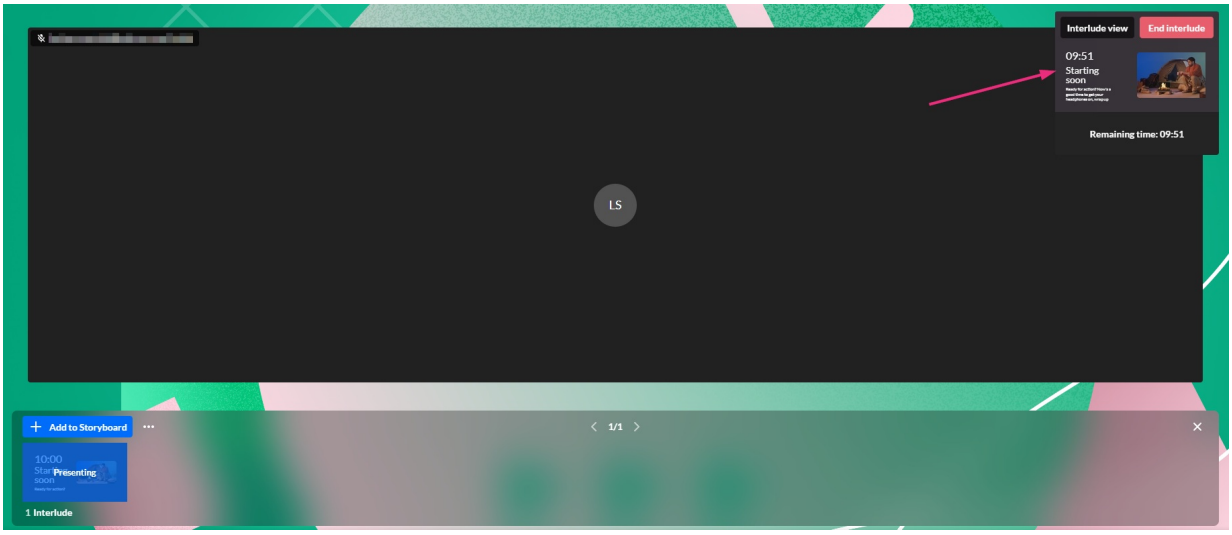


2. To launch the interlude, click its thumbnail on the storyboard.

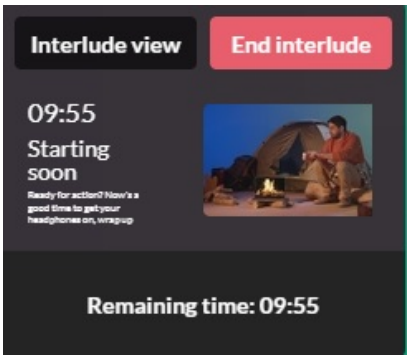


The interlude begins presenting immediately, and a status box appears in the upper right corner of the stage to indicate the interlude is active.

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While the interlude is active, the status box provides options and information:



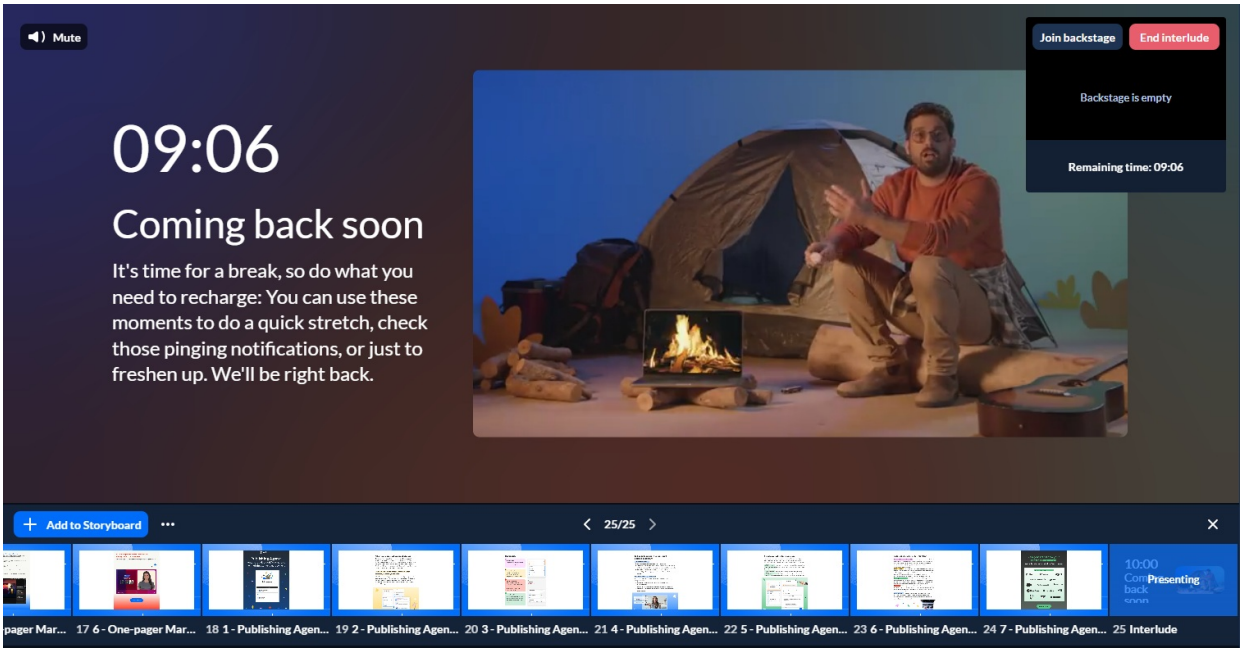
- **Interlude view:** Click to see the screen exactly as it appears to your audience.
- **End interlude**: Click to stop the presentation and return to the room. (You can also click the active interlude thumbnail on the storyboard).
- **Remaining time**: View the real-time countdown of the interlude.

In interlude mode, users' device activation buttons on the bottom bar are disabled to prevent them from enabling devices or going live.

Interlude view

When you select **Interlude view**, the stage updates to show the audience's perspective. In this view, the status box provides specific controls and information for moderators:

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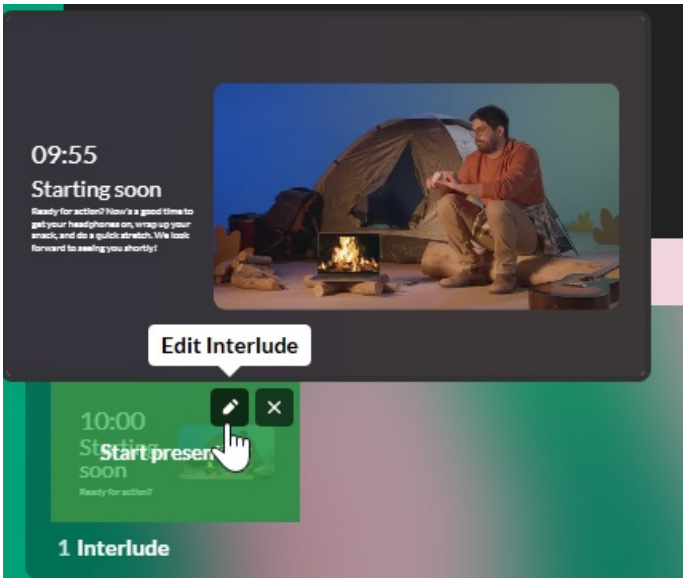
- **Join backstage:** Click to Access the private moderator area while the audience sees the interlude. A section indicates who is currently in the backstage area (e.g., "Backstage is empty"). See our article Backstage during reception and breaks in Kaltura Rooms for details.
- **End interlude**: Click to stop the presentation and return to the room. (You can also click the active interlude thumbnail on the storyboard).
- **Remaining time**: View the real-time countdown of the interlude.

While in this mode, participants cannot go live or enable their devices, as their bottom bar controls are disabled.

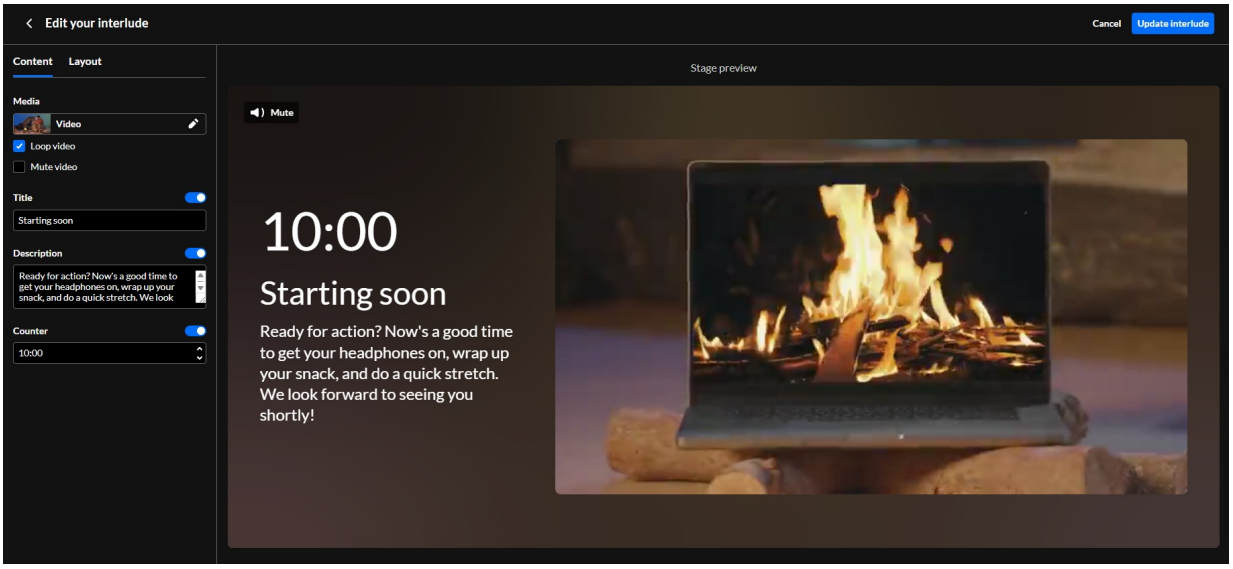
Edit an interlude

1. Navigate to the interlude thumbnail on your storyboard.
2. Hover over the thumbnail and click the **pencil icon**.

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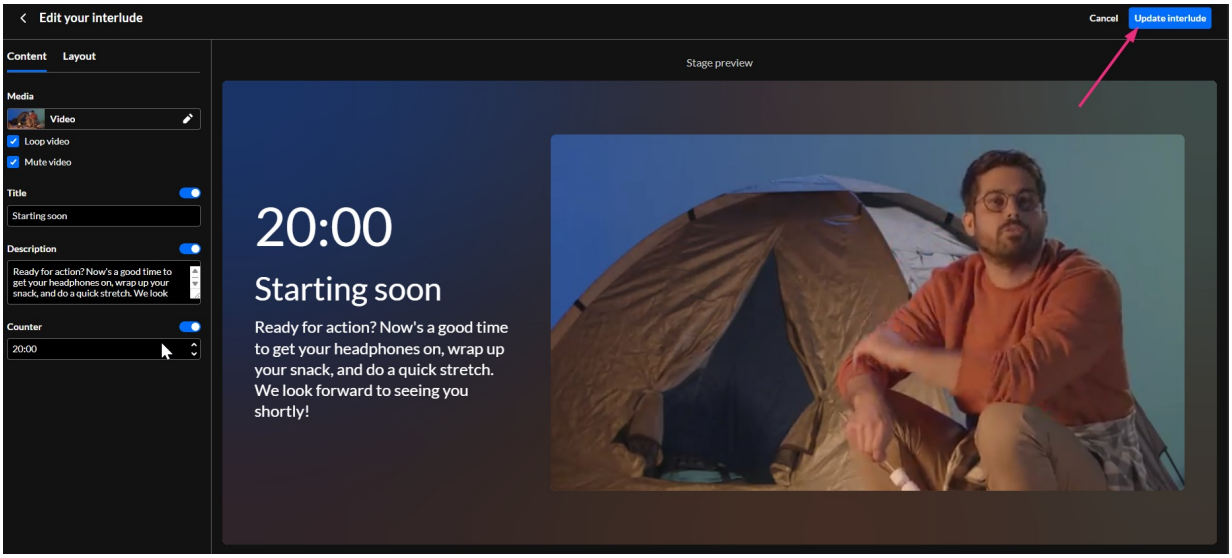


The interlude editor opens.



3. Modify your media, text, or layout settings as needed.
4. Click **Update interlude** in the top right corner to save your changes.

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