Share content during a session in your Kaltura Room in Sakai

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This article is designated for moderators and hosts

About

You can present media in your Kaltura Room at any time during a session using the **Share Content** menu or the **Media and Files** option in the three-dot menu. This allows you to quickly upload or select media and present it instantly on stage.

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

If you want to prepare content in advance, you can add files to the storyboard before the session begins. See Add files to your storyboard for more information.

Mobile users cannot upload or manage storyboard content. Files must be added and managed from a desktop. However, content presented from the storyboard will still be visible to mobile users during the session.

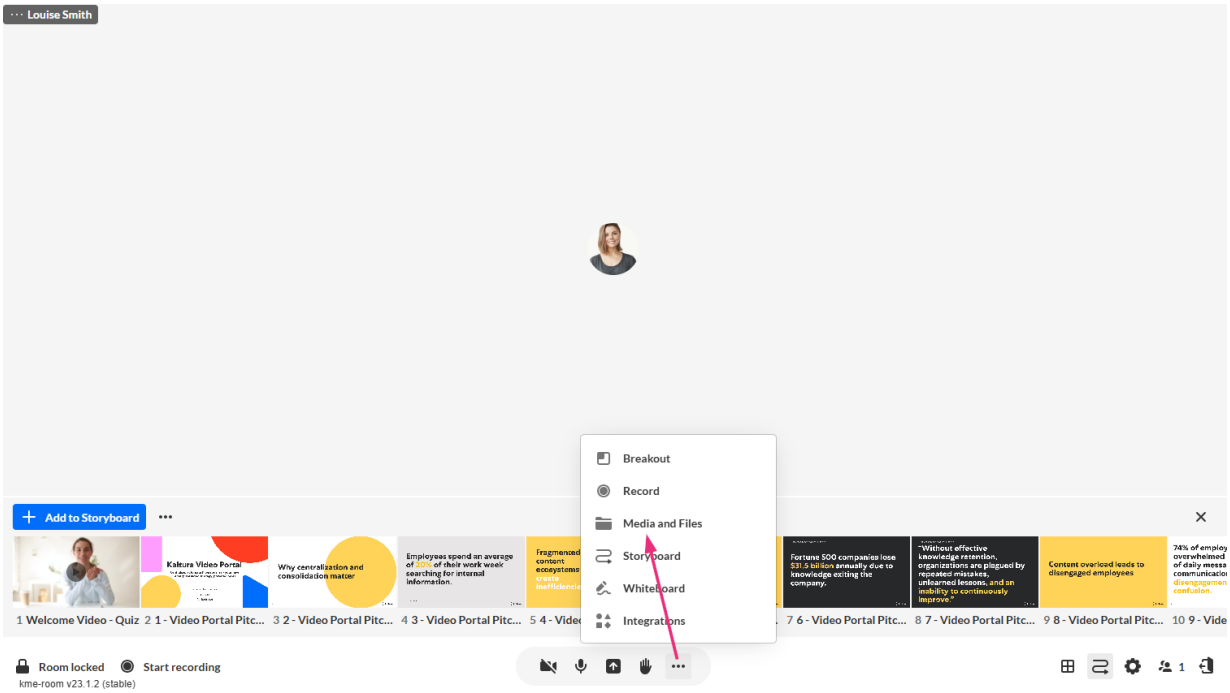
Open the media selector

You can open the 'Select a media' window in two ways.

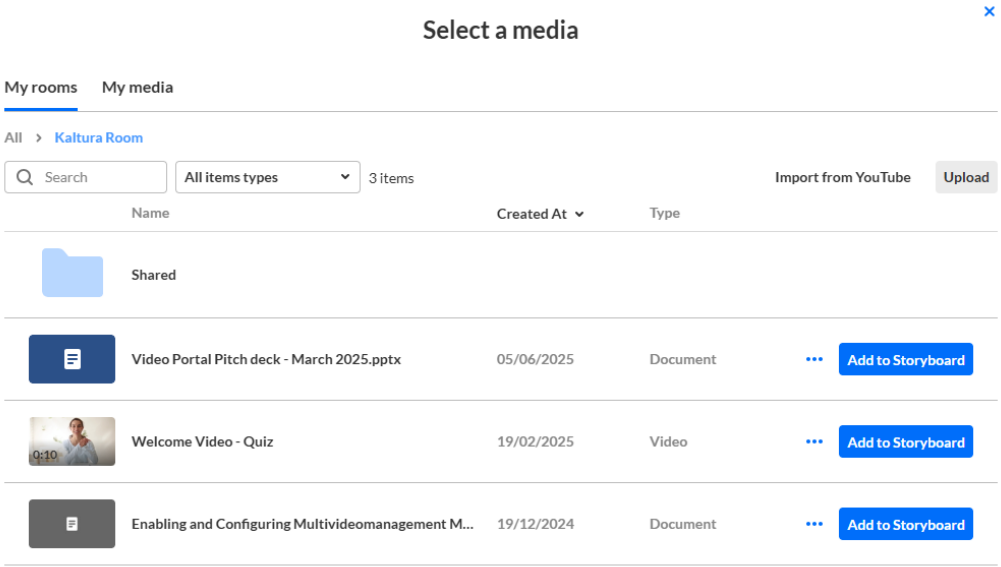
Option 1: Use the Media and Files menu

Click the **three dots** on the bottom toolbar and select **Media and Files** from the menu.

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The 'Select a media' window opens showing all available media.



From this window, you can:

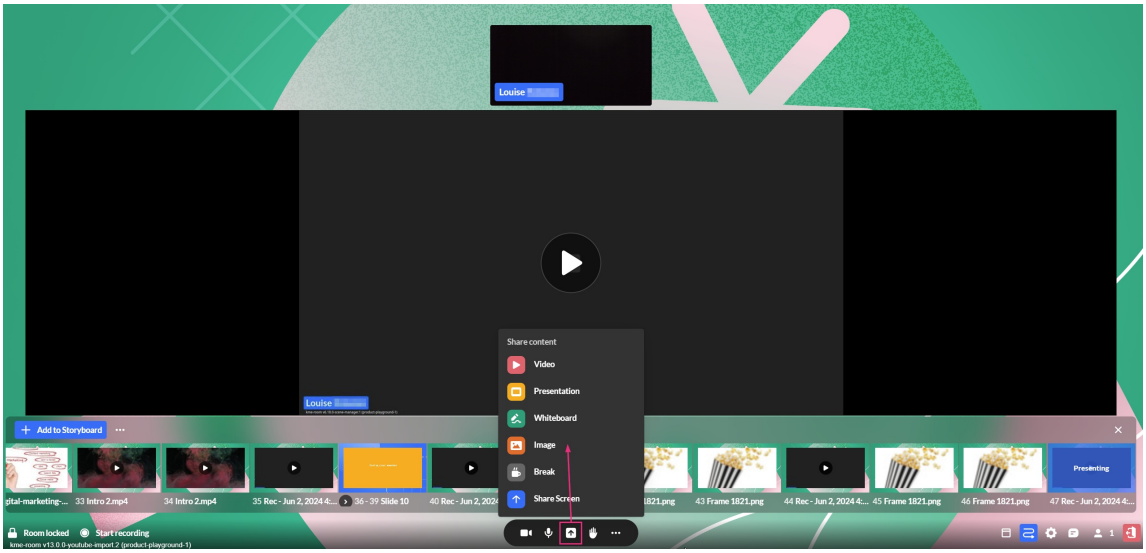
- Select existing media
- Upload files from your computer
- Present content on stage

Follow the instructions in the sections below for the media type you want to present.

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Option 2: Use the Share Content menu

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



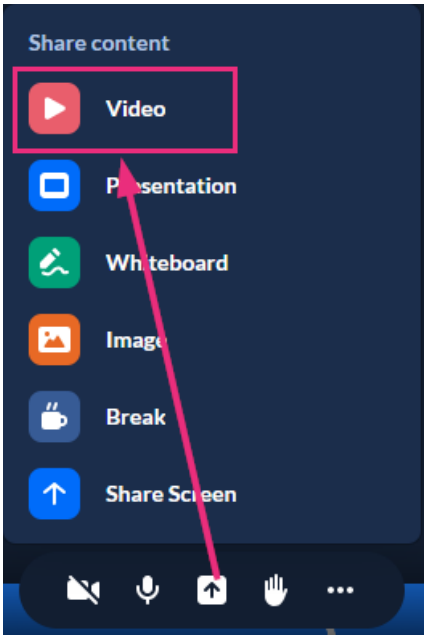
The 'Share Content' menu opens with three options for presenting media:

- **Video**
- **Presentation**
- **Image**

Follow the instructions in the sections below for the media type you want to present.

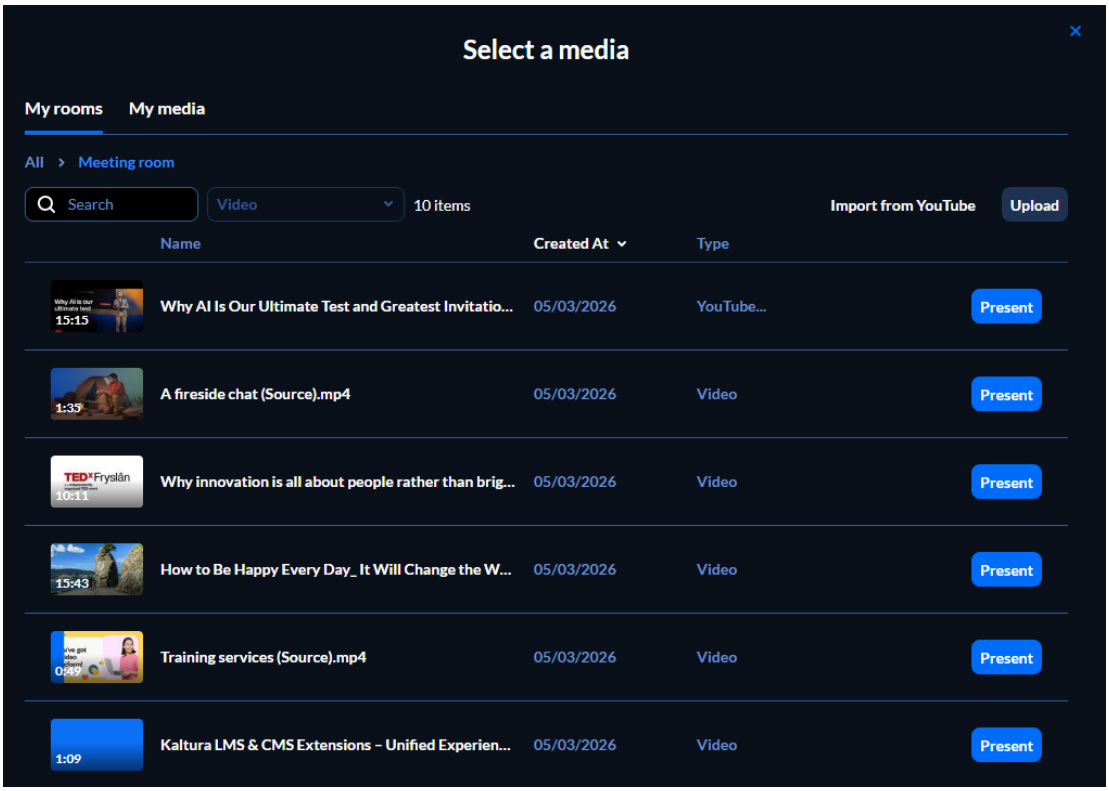
Share a video

1. Select **Video** from the 'Share content' menu.



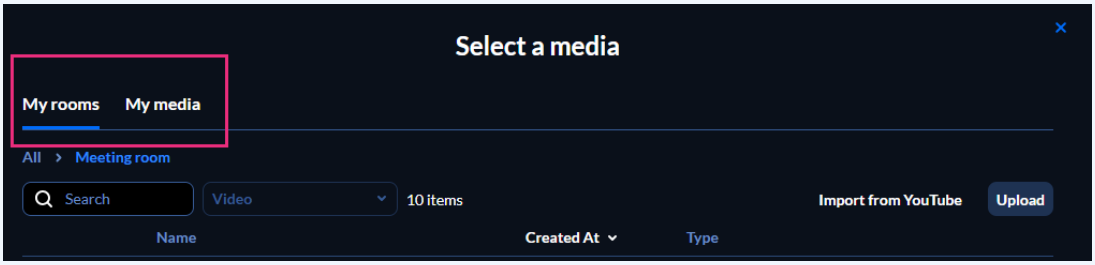
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The 'Select a media' window opens showing available videos.



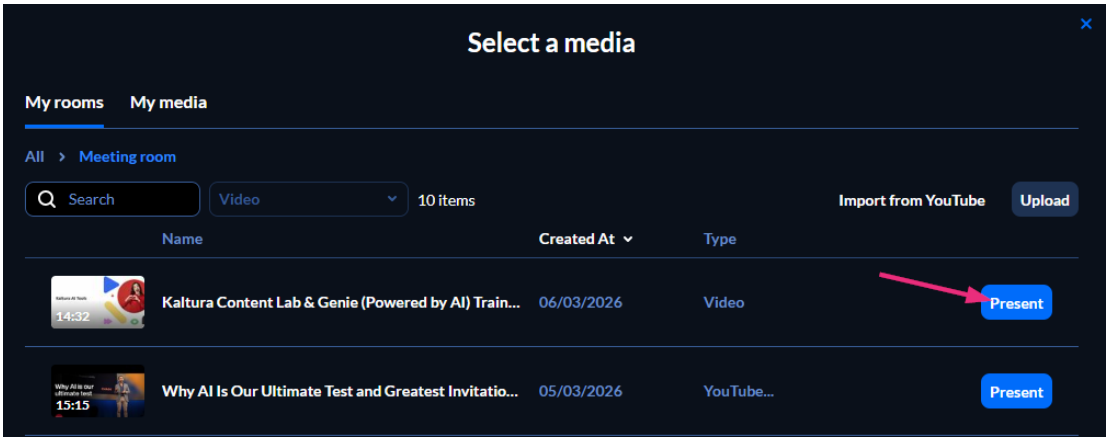
If you access the media selector from within your Video Portal or Events platform, the window displays two tabs:

- **My rooms** - Media from rooms you have access to
- **My media** - Media you own

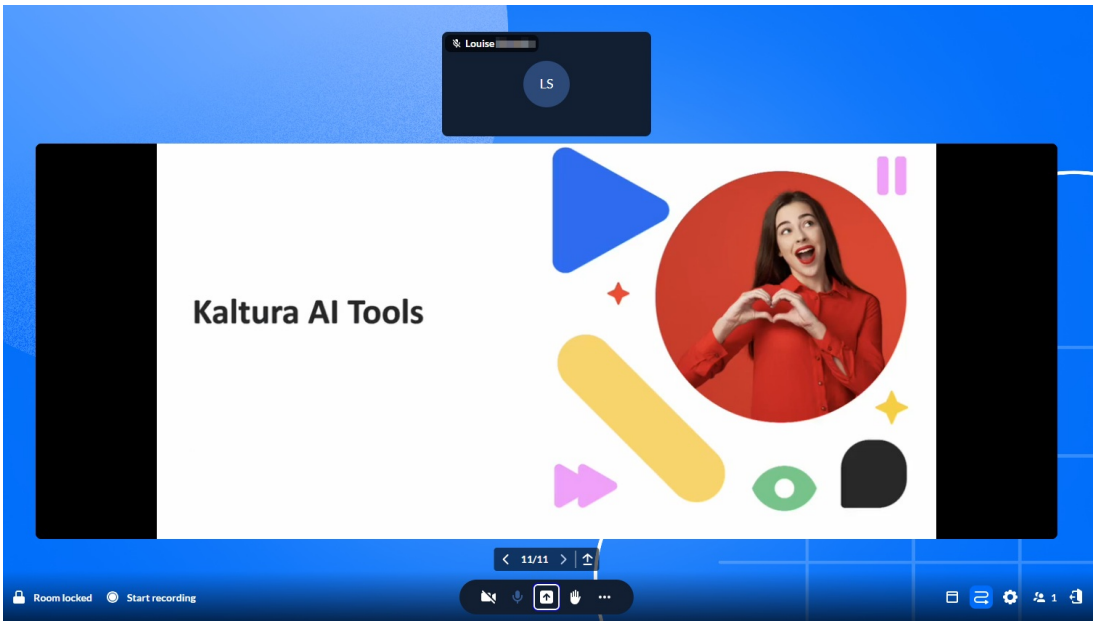


2. Locate the desired video and click **Present**.

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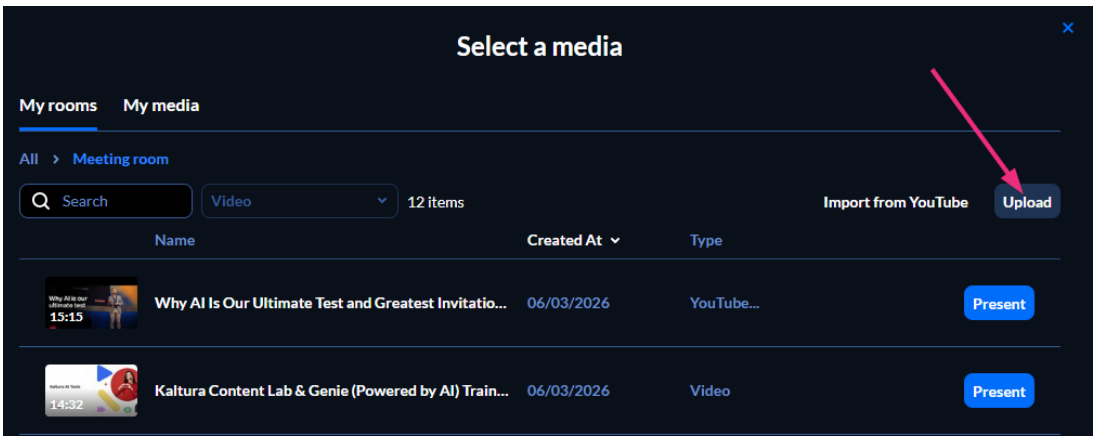


The video begins presenting immediately on stage and is also added to the storyboard.



Upload a video from your computer

1. In the 'Select a media' window, click **Upload**.
2. Select the file from your computer.



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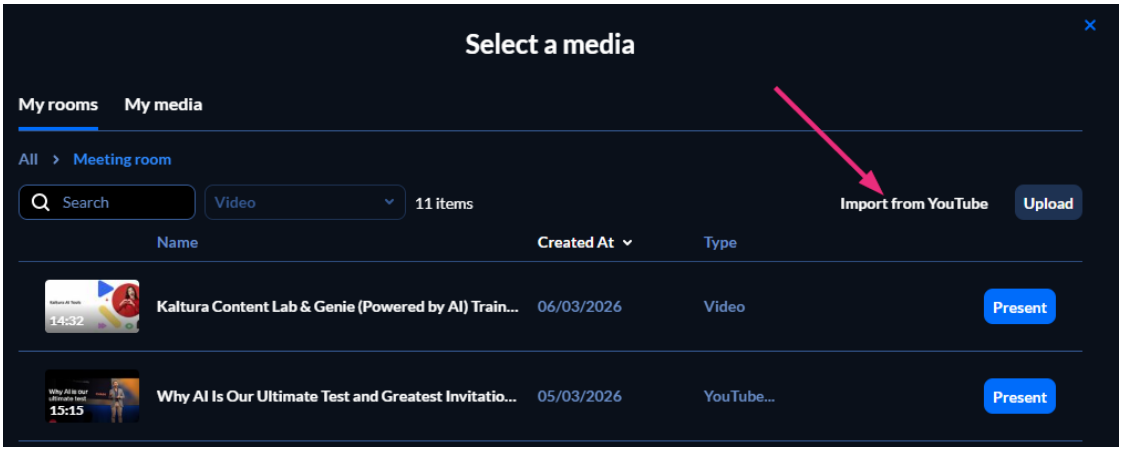
After the upload completes, the newly uploaded file appears at the top of the list in the 'Select a media' window.

3. Click **Present**.

   The video begins presenting immediately on stage and is also added to the storyboard.

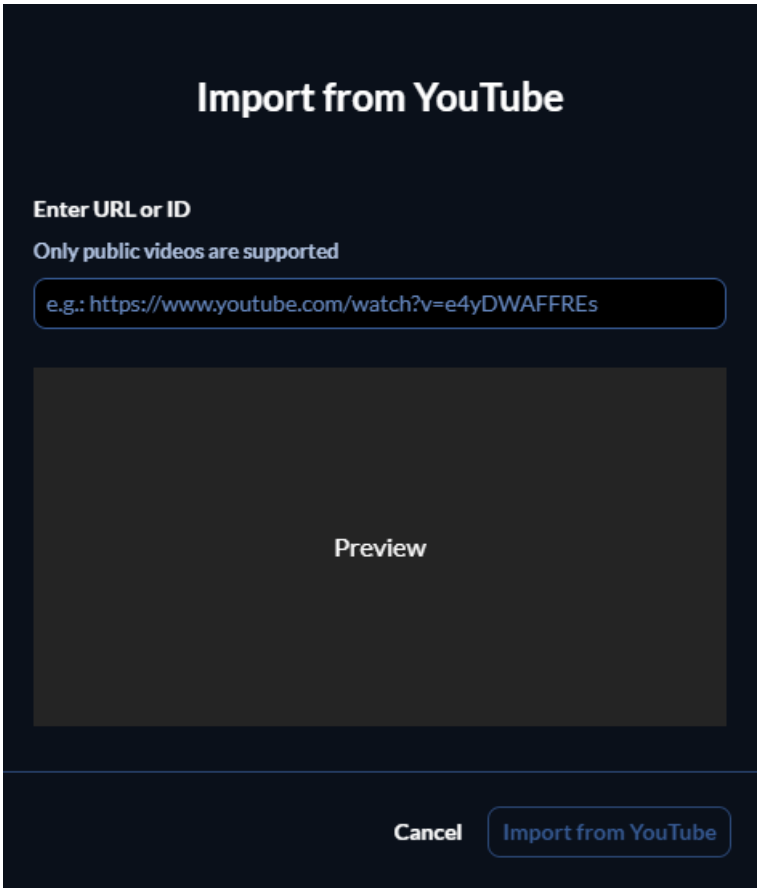
Import a YouTube video

1. Click **Import from YouTube**.



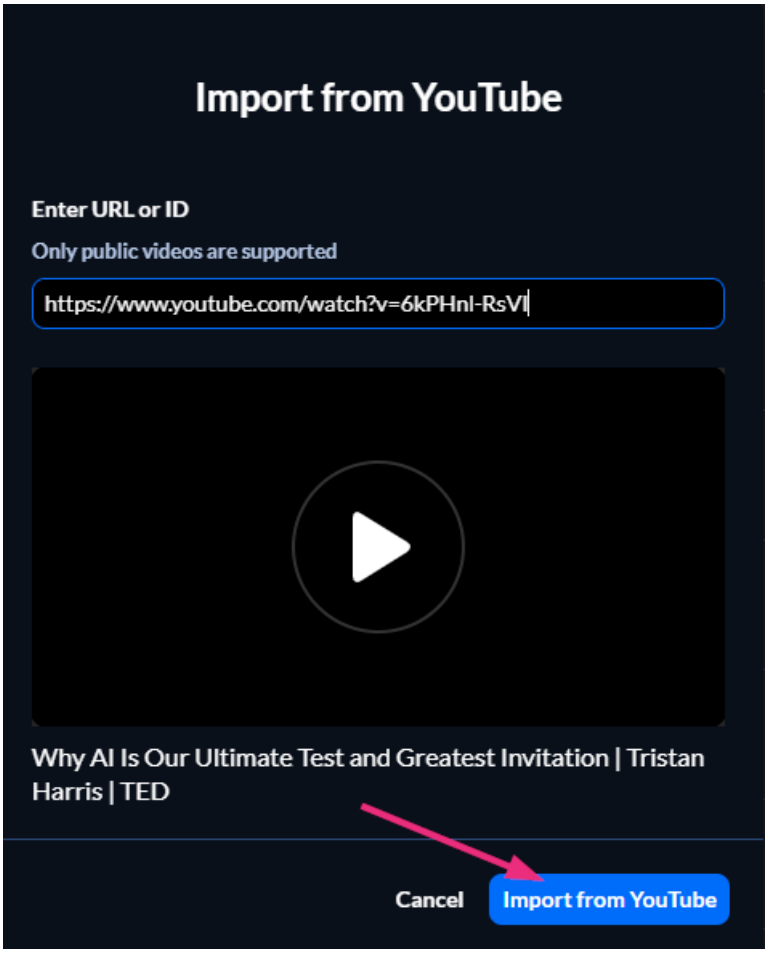
   The 'Import from YouTube' window opens.

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2. Paste the YouTube URL or video ID into the field.

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3. Click **Import from YouTube**.

Only public YouTube videos should be used. These are videos that can be viewed by anyone with the link and do not require login or special permissions.

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.

After the import completes, the video appears at the top of the list in the 'Select a media' window.

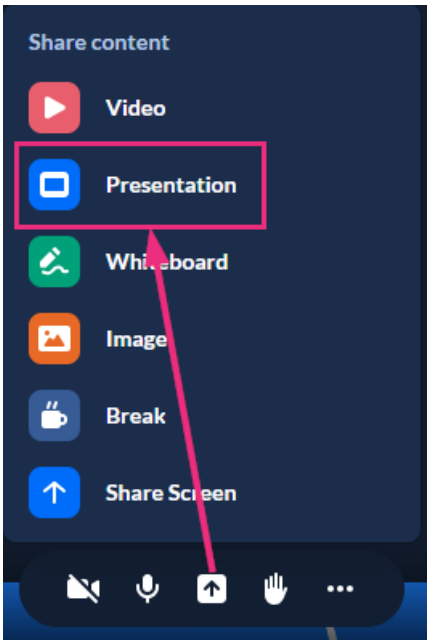
4. Click **Present**.

The video begins presenting immediately on stage and is also added to the storyboard.

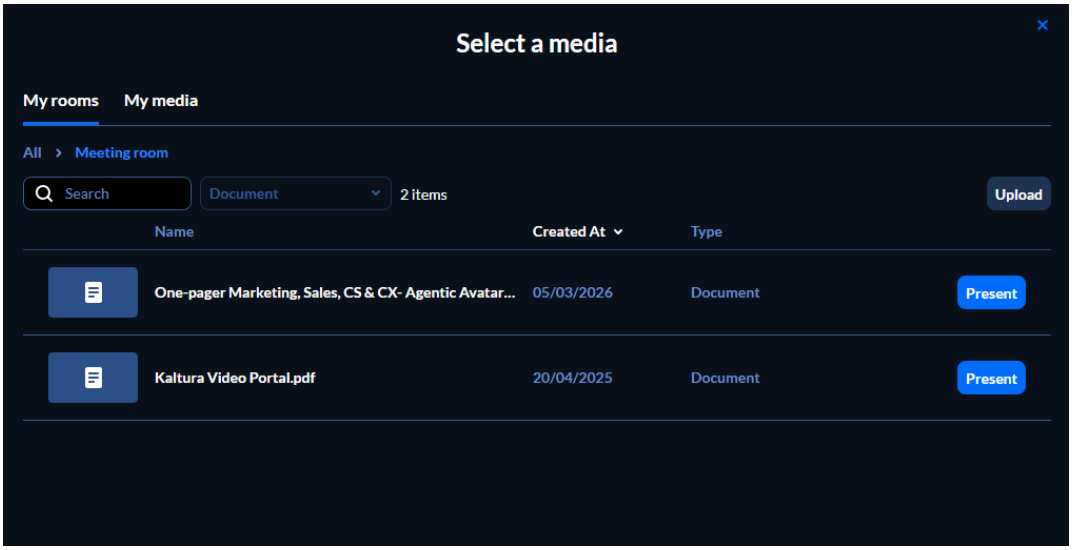
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Share a presentation

1. Select **Presentation** from the 'Share content' menu.



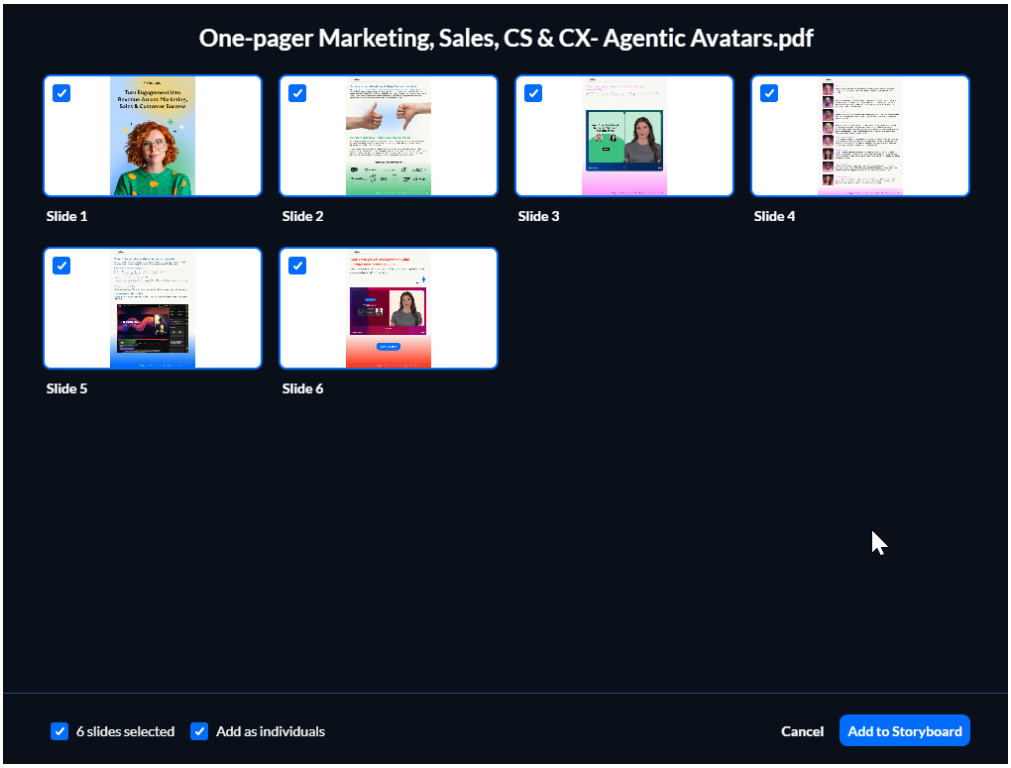
The **Select a media** window opens, showing available documents.



2. Locate the desired document and click **Present**.

   A preview window opens.

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By default, all slides in the document are selected, and the slide number displays below each one. The total number of selected slides appears at the bottom left.

You can choose how the slides are added:

- **Add as individuals** (default) – Each slide is added as a separate storyboard item
- **Grouped slides** – Slides are added as one presentation item

When uploading from the Scene Manager, slides are always grouped and this option is not available.

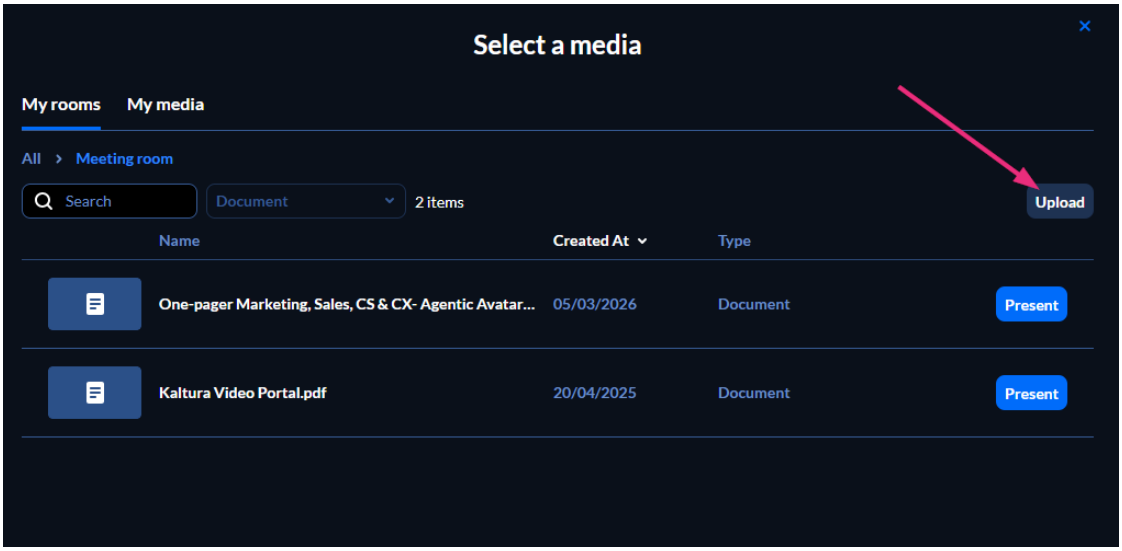
3. After reviewing the slides, click **Add to storyboard** at the bottom right.

The document(s) begin presenting immediately on stage and are also added to the storyboard.

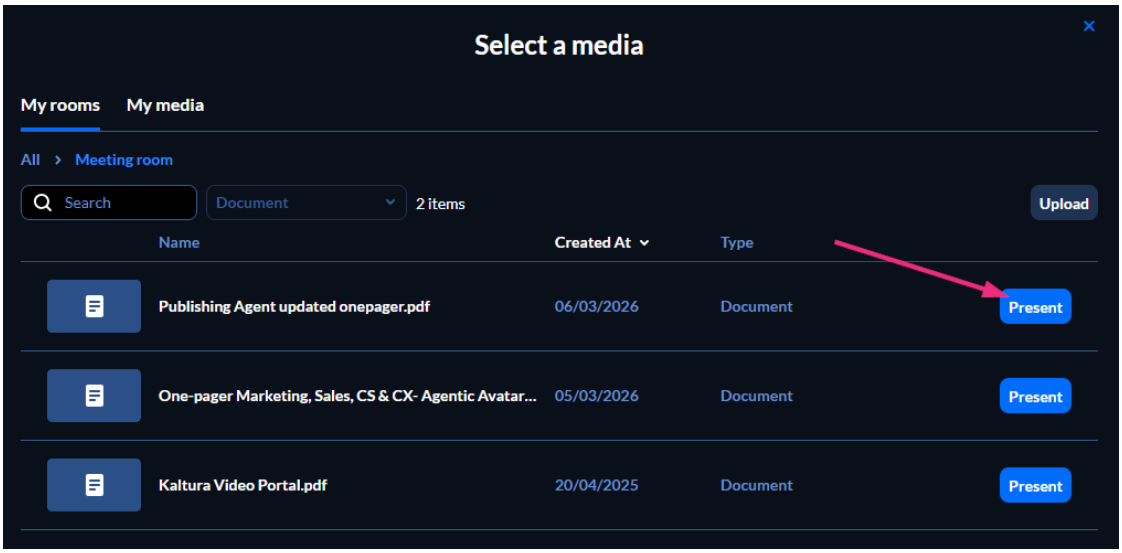
Upload documents from your computer

1. In the 'Select a media' window click **Upload**.

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2. Select the file from your computer.
   After the upload completes, the newly uploaded file appears at the top of the list in the 'Select a media' window.
3. Click **Present**.



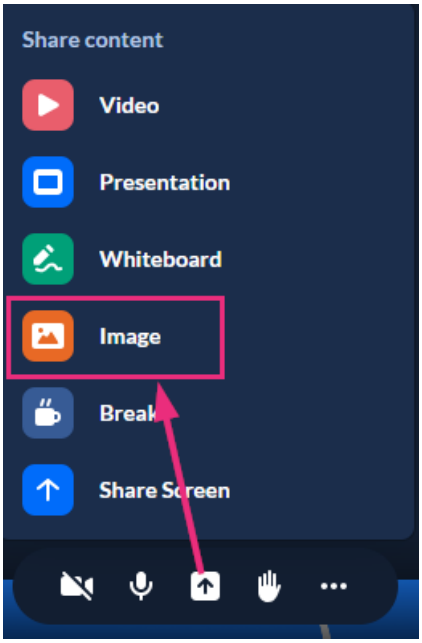
   A preview window opens where you can review the document(s).

4. Click **Add to storyboard** at the bottom right.
   The document(s) begin presenting immediately on stage and are also added to the storyboard.

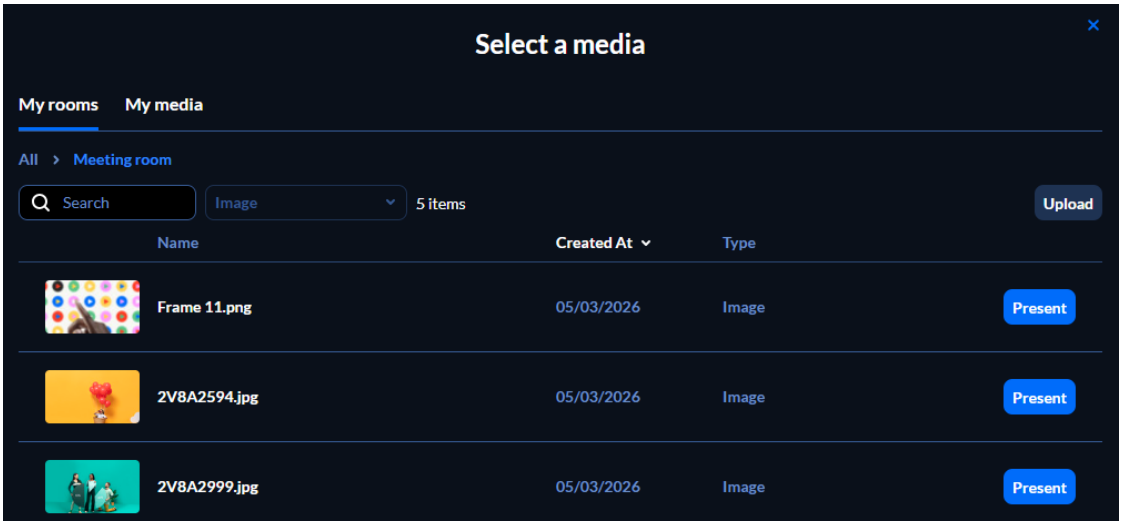
Share an image

1. Select **Image** from the 'Share content' menu.

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

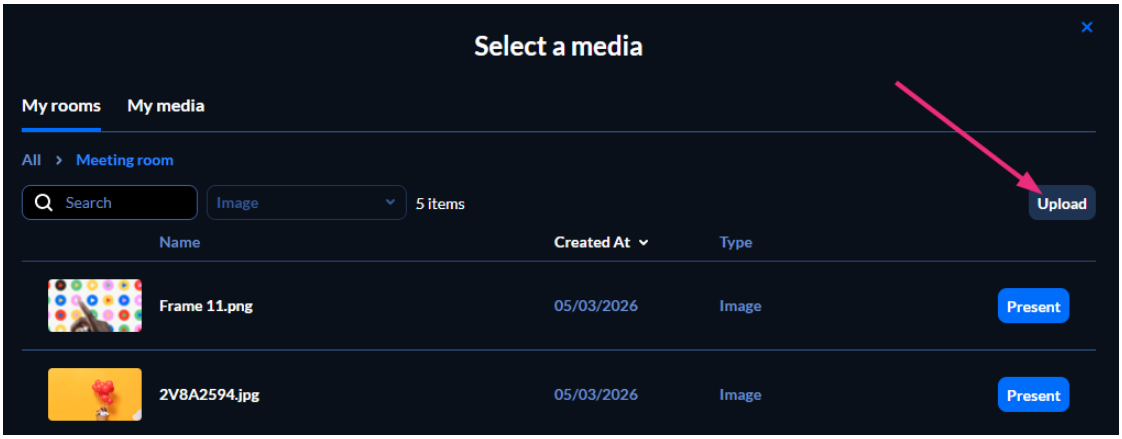


2. Locate the desired image and click **Present**.
   The image begins presenting immediately on stage and is also added to the storyboard.

Upload an image from your computer

1. In the 'Select a media' window click **Upload**.

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2. Select the file from your computer.
   After the upload completes, the newly uploaded file appears at the top of the list in the 'Select a media' window.
3. Click **Present**.
   The image begins presenting immediately on stage and is also added to the storyboard.

Share media and files in breakout rooms

You can present media during breakout sessions using the same steps described above.

While inside a breakout room, open the **Share Content** menu or the **Media and Files** option from the three-dot menu, then select or upload media to present it on stage.

Once the breakout session ends, uploaded files remain available in the media library and can be accessed from any room.

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

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