


# Use the whiteboard in Kaltura Rooms in Sakai

Last Modified on 03/17/2026 6:25 pm IST

 This article is designated for moderators and hosts

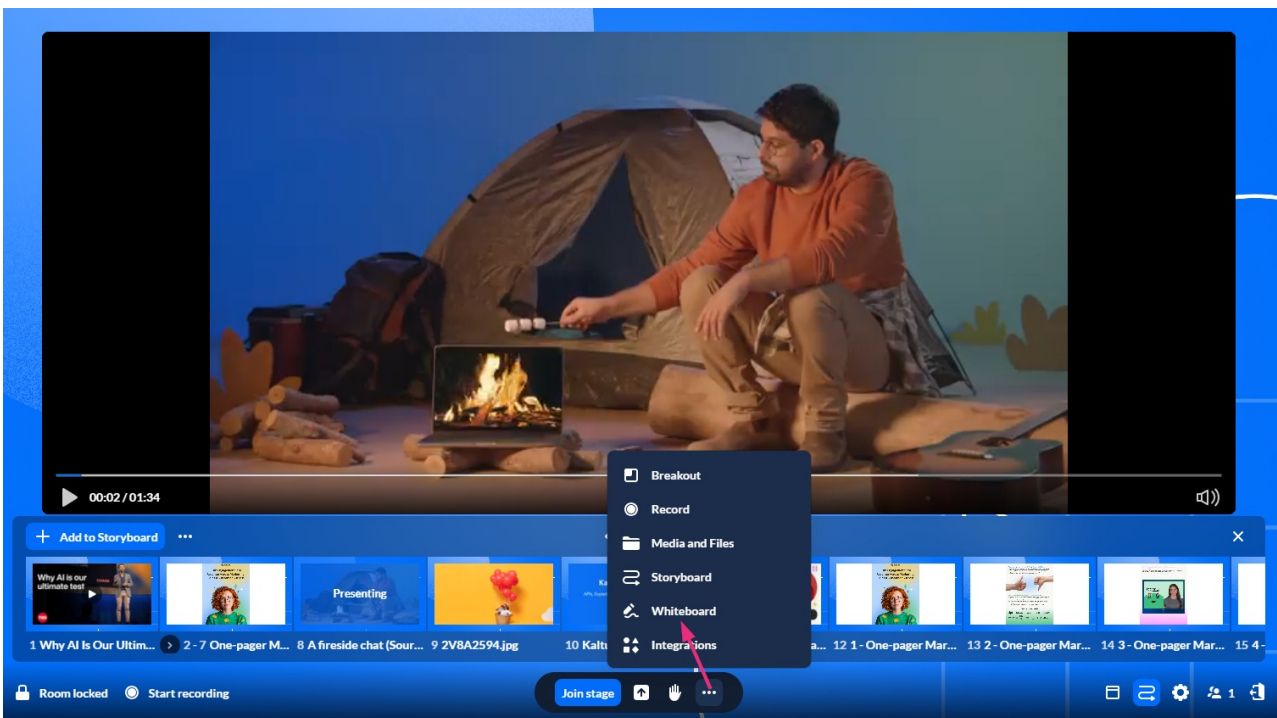
## About

The whiteboard allows moderators to draw, write, and collaborate visually during a Kaltura Room session. It can be used for brainstorming, explaining concepts, or annotating ideas in real time.

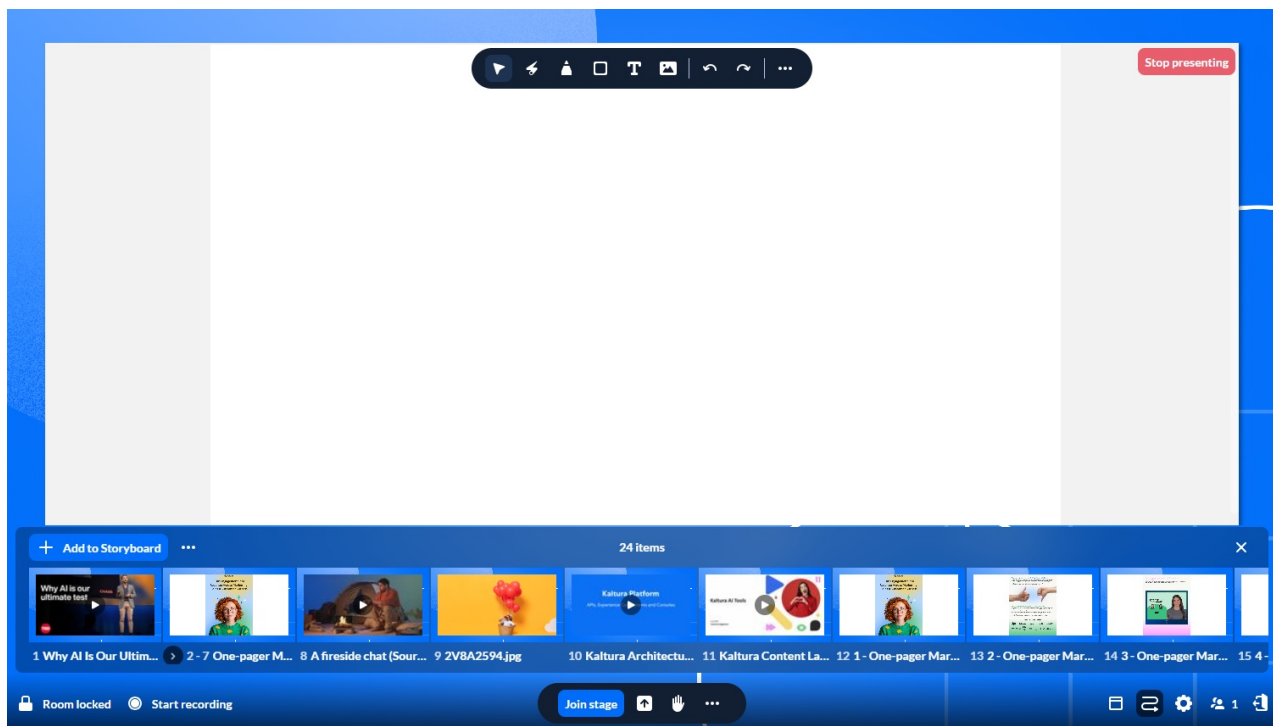
Only one whiteboard can be active at a time.

## Open the whiteboard

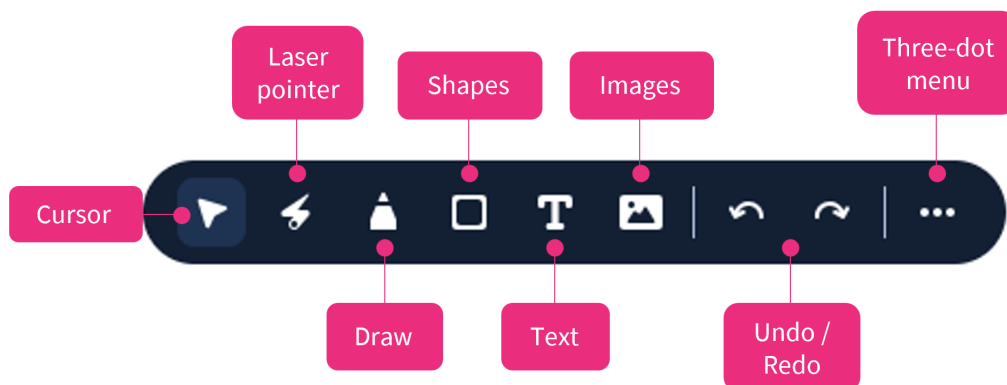
1. Click the **three dots** on the bottom toolbar and select **Whiteboard** from the menu.



The whiteboard displays.

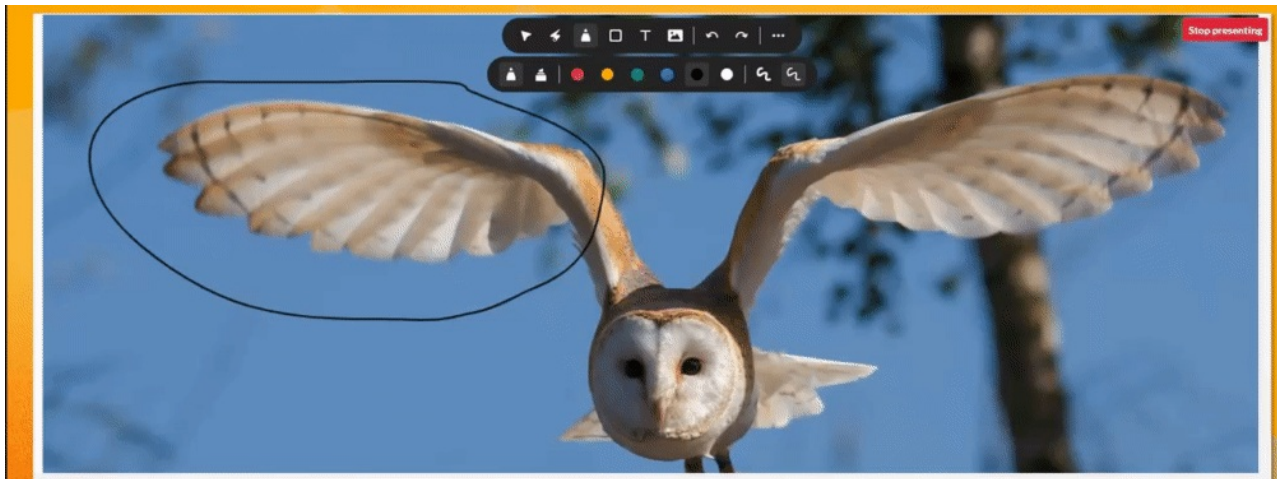


## Use the whiteboard tools



### Cursor

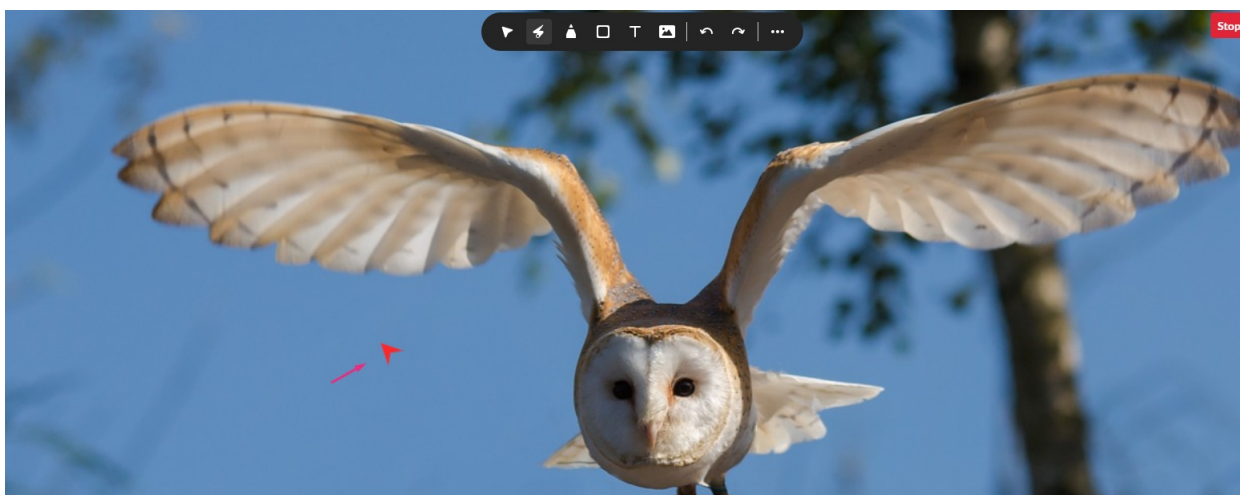
Use the **cursor tool** to select existing objects and move, resize, or edit them.



## Laser pointer

The **laser pointer** highlights your cursor movement so participants can easily follow along.

Each participant has their own laser pointer labeled with their name.



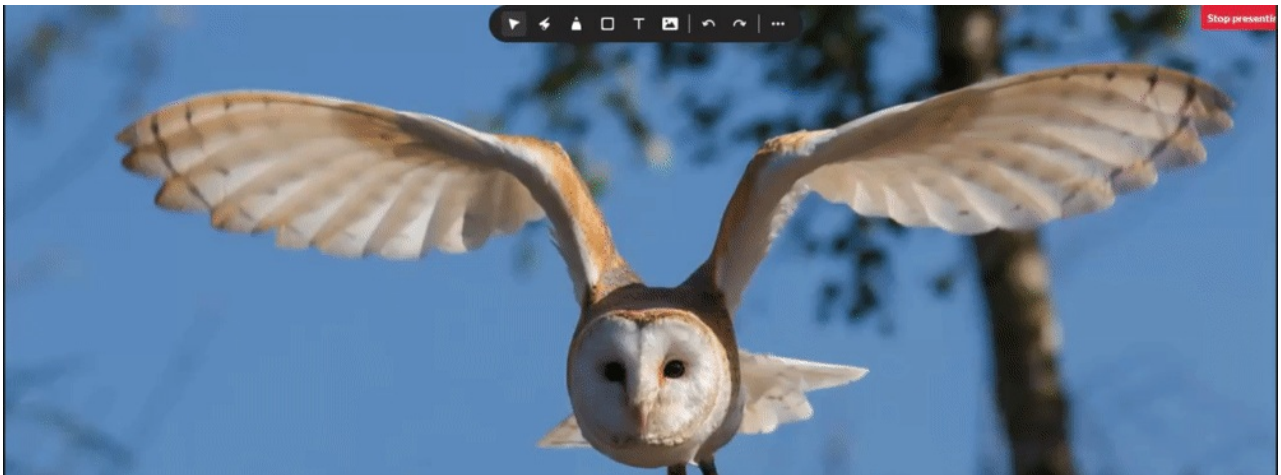
## Drawing tools

### Pencil

1. Click the **drawing tool** to open the dropdown.
2. Select the **pencil** icon.



3. Choose a **color** and **thickness**.
4. Click and drag to draw.

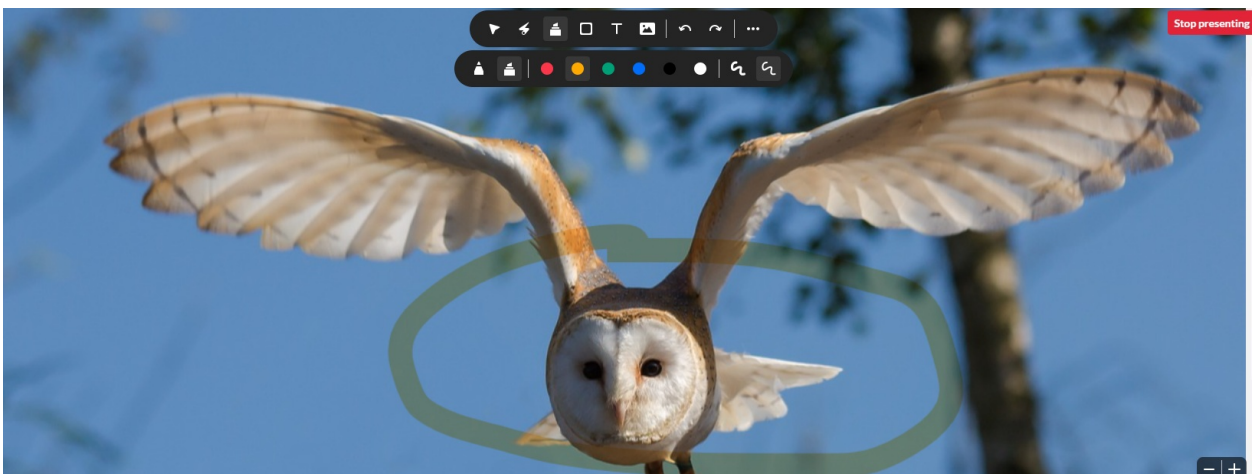


## Highlighter

1. Click the **drawing tool** to open the dropdown.
2. Select the **highlighter** icon.

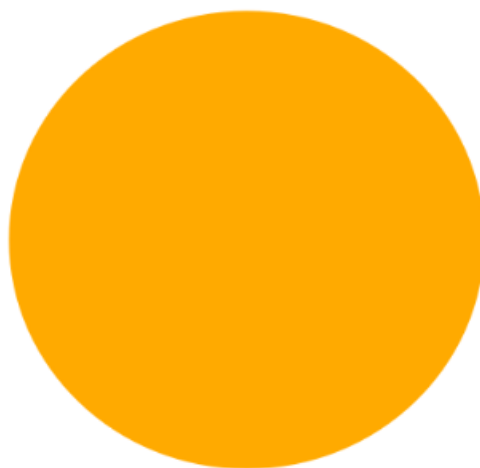
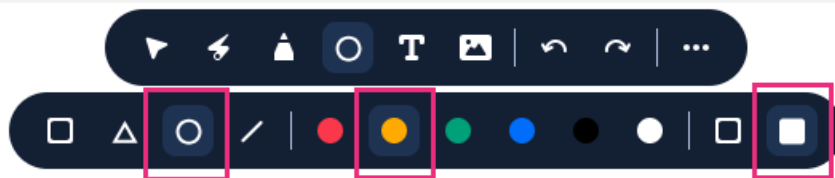


3. Click and drag to highlight areas on the whiteboard.



## Shapes

1. Click the **shapes tool**.
2. Select a shape (square, triangle, circle, or line).  
To draw a solid shape, click the **Fill** box.
3. Click and drag to draw the shape.



## Text

1. Click the **text tool**.
2. Click anywhere on the whiteboard and type your text.
3. Click outside the text box to place it.



To edit text, **double-click** the text object.

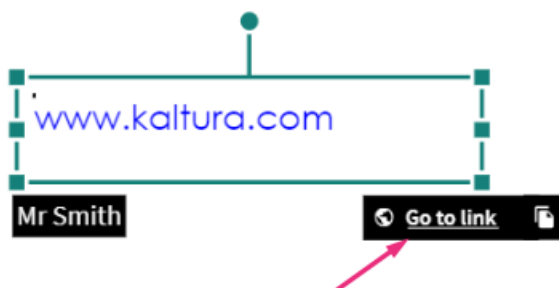


## Add clickable links

1. Select the **text tool**.
2. Click anywhere on the whiteboard and enter a link.



A *Go to link* hyperlink appears that participants can click.

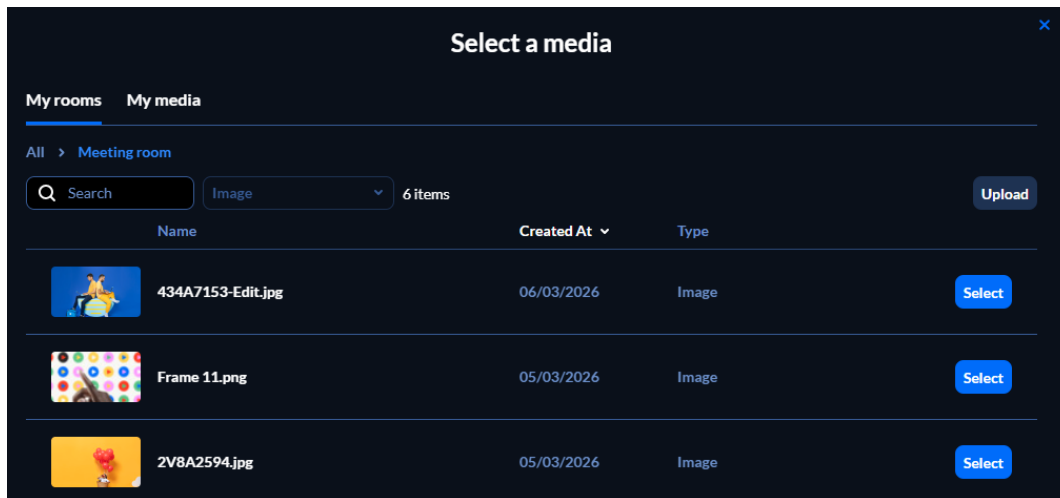


## Images

### Add an existing image

1. Click the **image** icon.

The 'Select a media' window opens.



2. Locate the image and click **Select**.

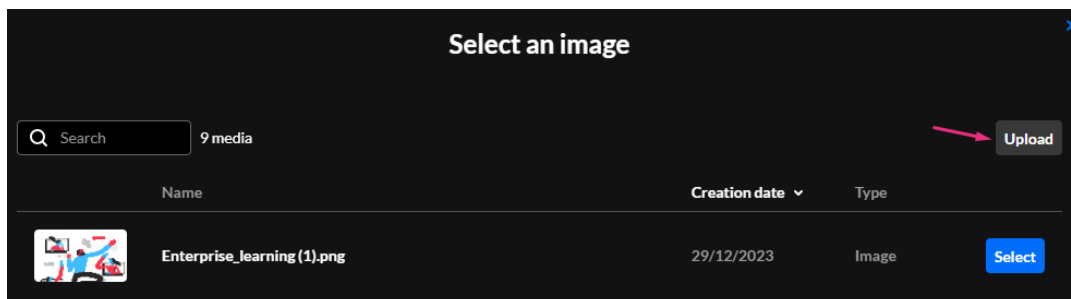
The image displays immediately on the whiteboard.

### Upload a new image

1. Click the **image** icon.

The 'Select a media' window opens.

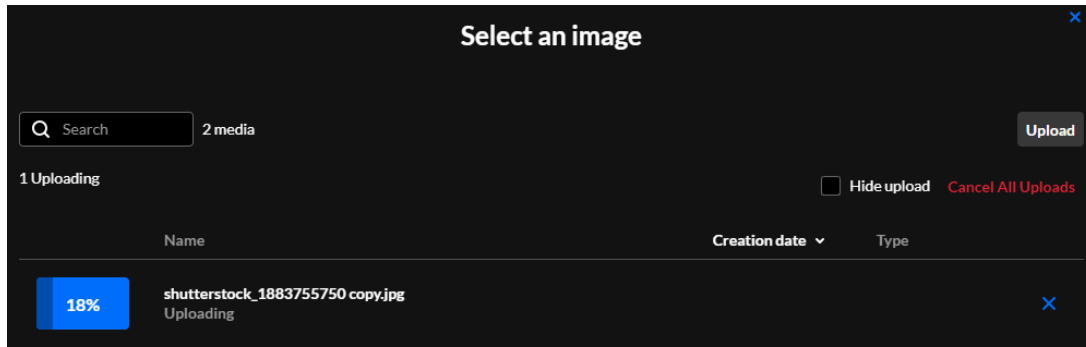
2. Click **Upload** at the top right.



3. Select an image from your computer.

The image uploads.

During this process, you can click **Hide upload** to hide all the uploads that are processing, or **Cancel All Uploads** to cancel the process.



## Undo / redo

Click the **undo** / **redo** arrows to undo or redo previous actions.



Undo and redo apply to the current session only. You cannot undo or redo marks from previous sessions.

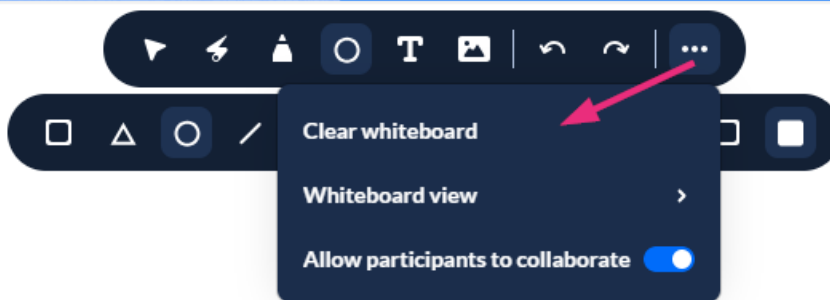
## Whiteboard display options

### Clear whiteboard

Clearing the whiteboard is only an option for moderators.

1. Click the **three-dot menu** at the end of the toolbar.
2. Select **Clear whiteboard**.

The whiteboard clears immediately.

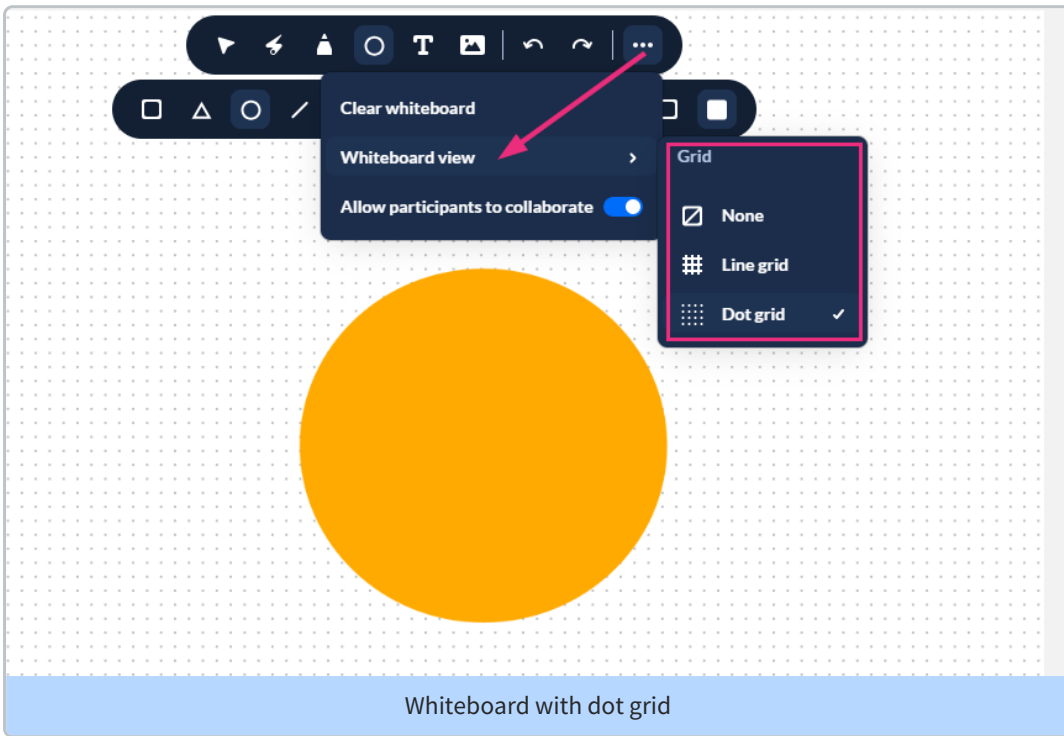


### Change the background grid

Two backgrounds can be applied to the whiteboard: **Line grid** and **Dot grid**.

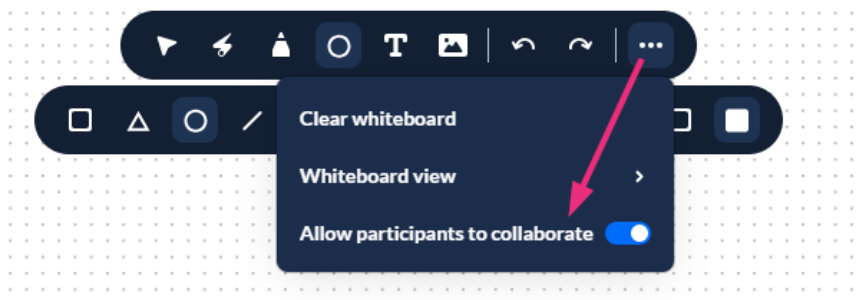
1. Click the **three-dot menu** at the end of the toolbar.
2. Select Whiteboard view.
3. From the menu that extends, select **Line grid** or **Dot grid**.

The whiteboard updates immediately.



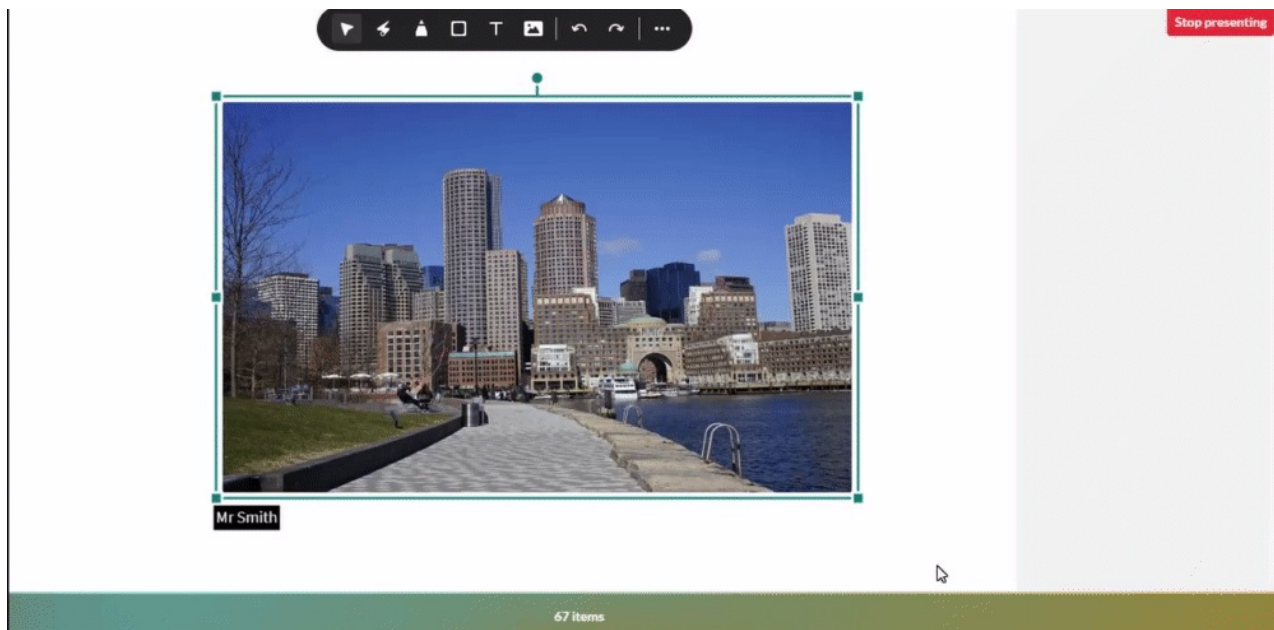
## Enable participant collaboration

1. Click the **three-dot menu** at the end of the toolbar.
2. Toggle on **Allow participants to collaborate**.



## Zoom

Use the + / - controls at the bottom right of the screen to zoom in or out.



## Delete

Moderators can delete any marks drawn on the whiteboard.

1. Select the **Cursor** tool.
2. Select the object you want to delete.
3. Hit the **Delete** key on your keyboard.

## Stop presenting the whiteboard

To close the whiteboard, click **Stop presenting** in the top right of the stage.

The whiteboard content remains saved in the room until it is manually cleared.