Create and manage global storyboards in the Kaltura Room

Content updated: 03/05/2026

This article is designated for moderators

About

Use the **Global storyboard** to provide specific teams or departments with instant access to the same set of pre-prepared media.

- **Standardize content**: Ensure everyone uses the same materials without manual file sharing or email chains.
- **Real-Time updates**: Any changes made to a global storyboard are instantly reflected for all authorized users.
- **Centralized access**: Teams can find and launch their specific session assets from one location.

If you haven't already unlocked the benefits of the Global Storyboard, reach out to your Kaltura representative.

To make a global storyboard, you must first set up and add content to a 'local' storyboard. Need help? Check out our article Prepare your storyboard for a session in the Kaltura Room to get started.

Make your storyboard global

1. After you have set up a local storyboard in your room, click the **three dots** on the top left of the storyboard to open the menu.

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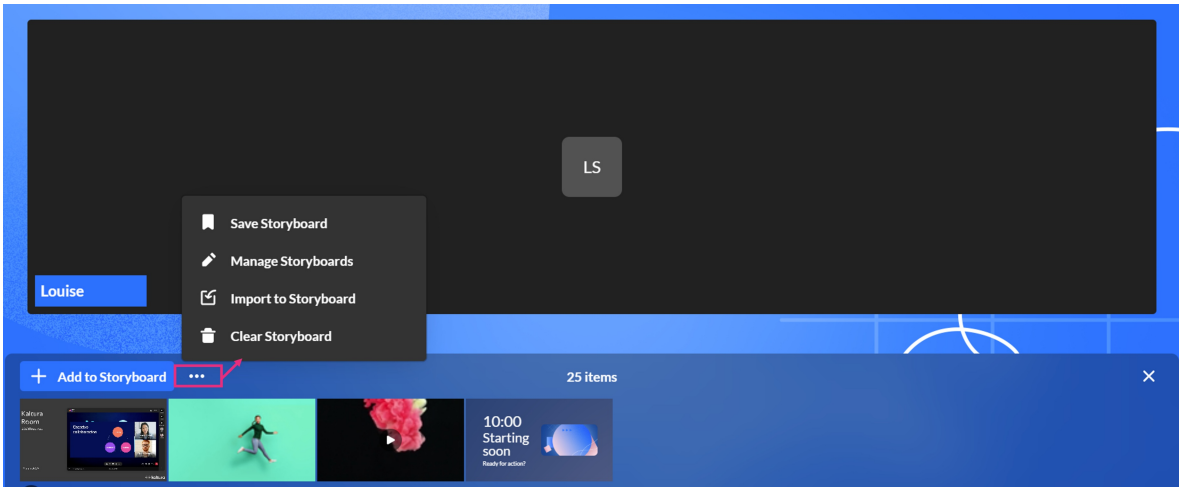
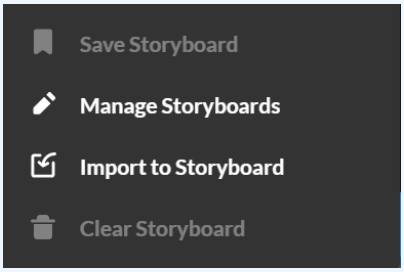
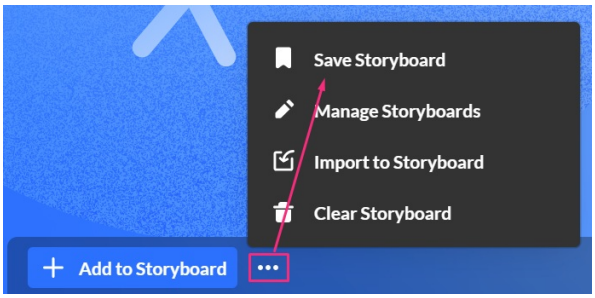


If there aren't any items already on the storyboard, the menu will look like this:



If you're not sure how to add items, see our article Storyboard.

2. From the menu, select **Save storyboard**.



The 'Save as a global storyboard' window opens.

3. Enter a name for the global storyboard (max 40 characters).

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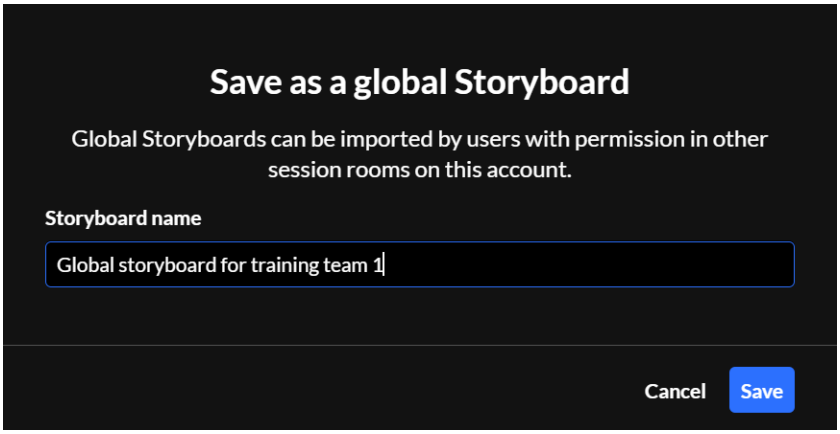


4. Click **Save**.

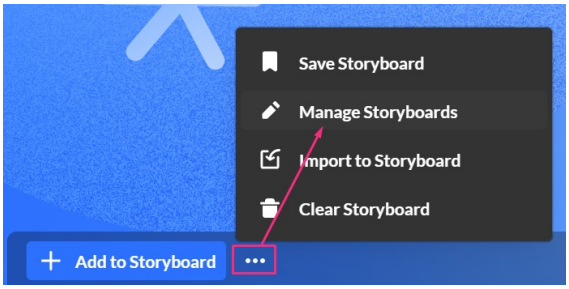
   A success message displays: *Global storyboard was saved successfully.*

Users with access to the storyboard (but without moderator permissions) can import storyboard content. Moderators can save and manage it.

Manage a global storyboard

After creating a global storyboard, you can rename it, import to another storyboard, or delete it.

1. At the top left of the storyboard, click the **three-dot menu** and select **Manage storyboards**.



   The 'Manage global storyboards' window opens.

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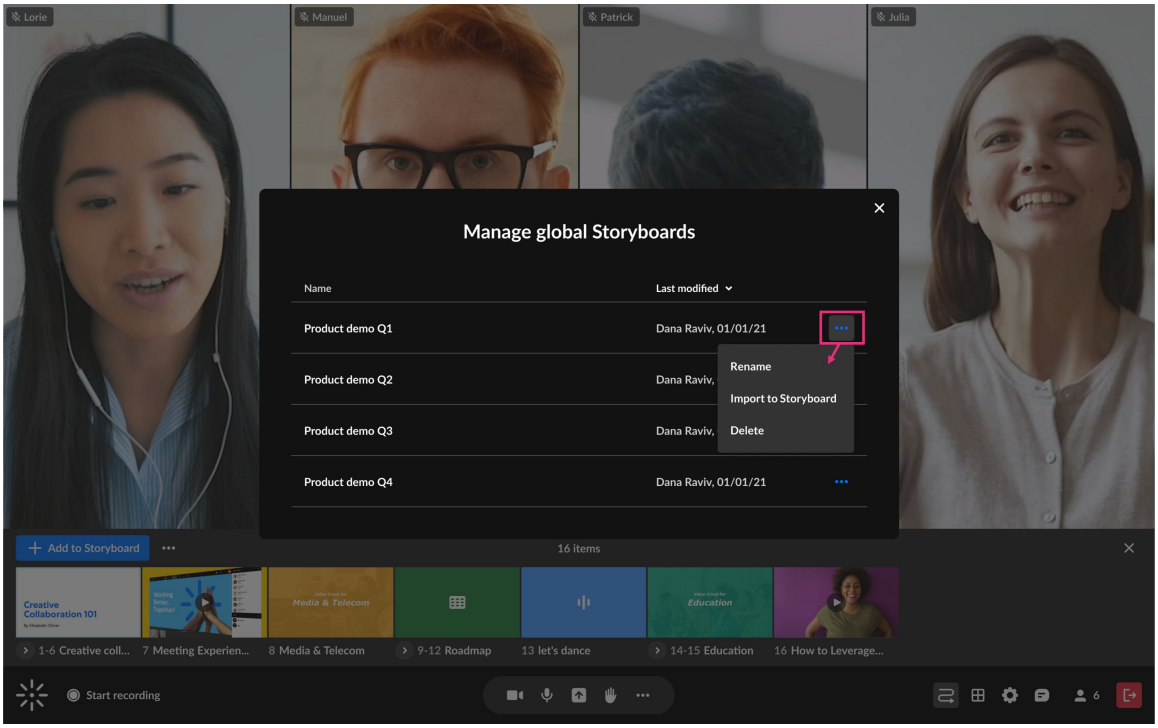
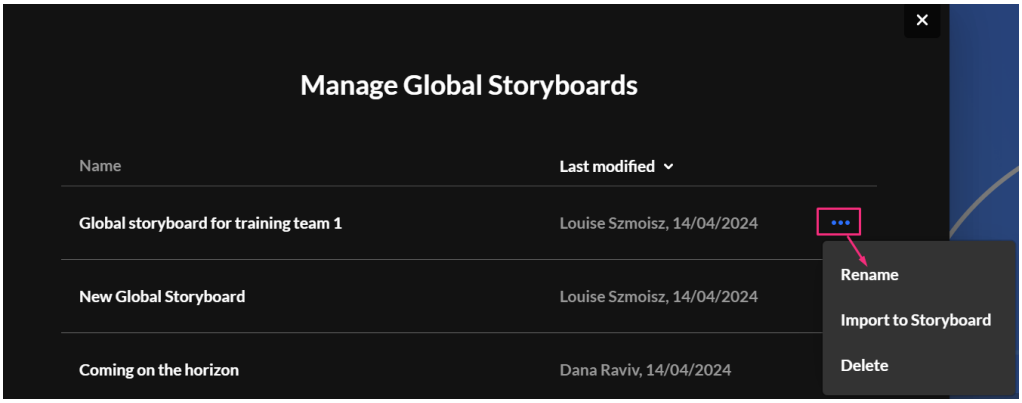


2. Locate the storyboard you want to manage.
3. On the far right of the storyboard, click the **three-dot menu**, then choose one of the following options:

- **Rename**
- **Import to storyboard**
- **Delete**

Rename

1. Locate the desired global storyboard and select **Rename** from the **three-dot menu** at the end of the row.



   A pop-up field displays.

2. Click on the field to activate it, and type in the desired name.

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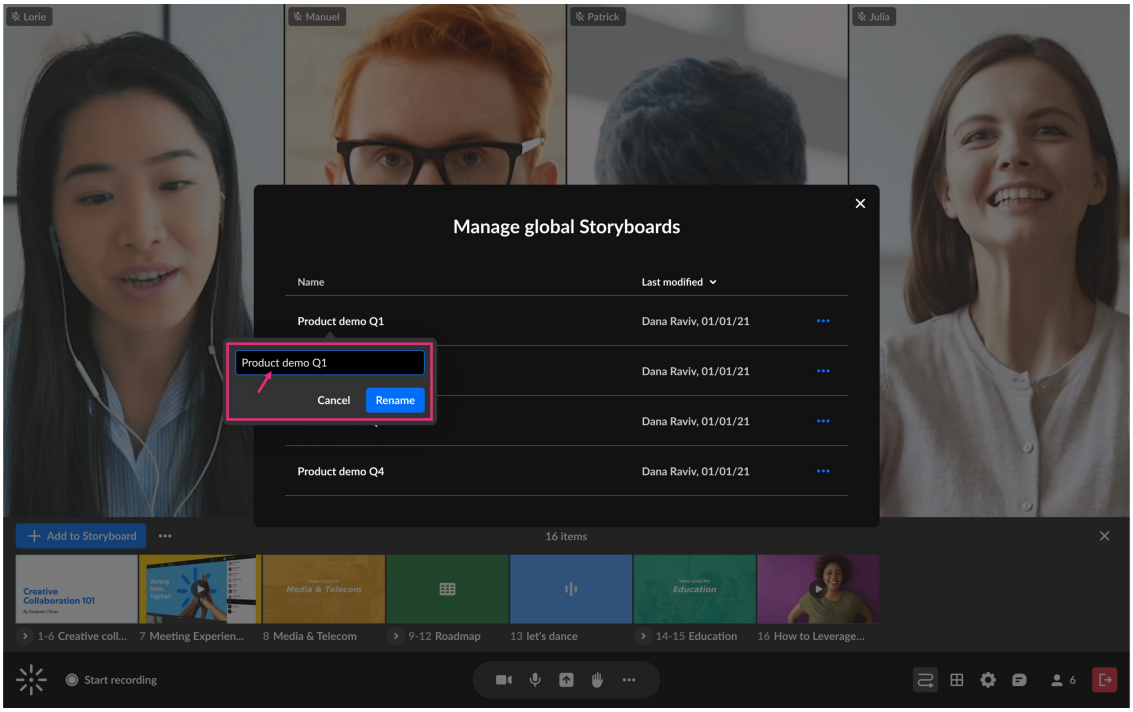
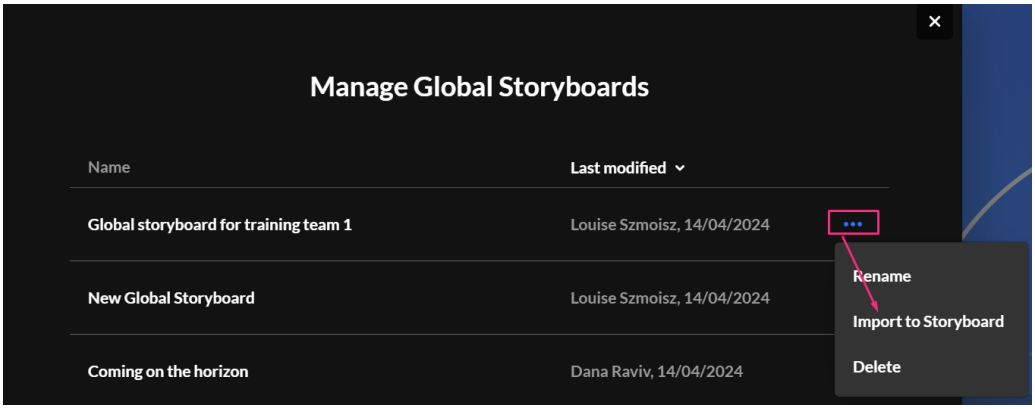


3. Click **Rename**.

   The global storyboard's name updates immediately.

Import

1. Locate the desired global storyboard and select **Import to storyboard** from the **three-dot menu** at the end of the row.



2. For the next steps, see Import to storyboard below.

Delete

1. Locate the desired global storyboard and select **Delete** from the **three-dot menu** at the end of the row.

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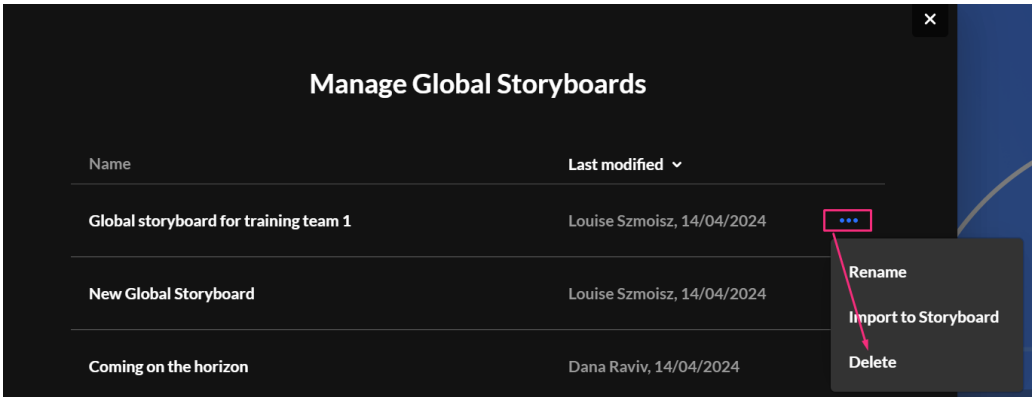


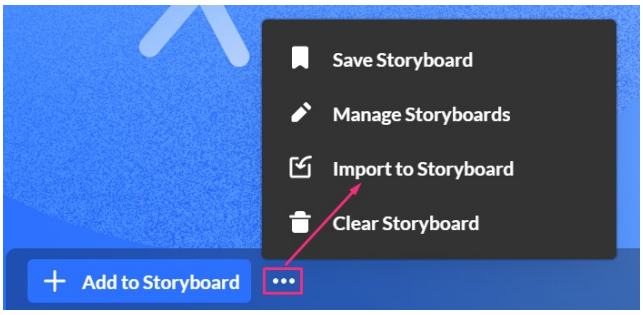
A confirmation displays: *Are you sure you want to delete "[name of storyboard]?*

2. Click **Delete**.

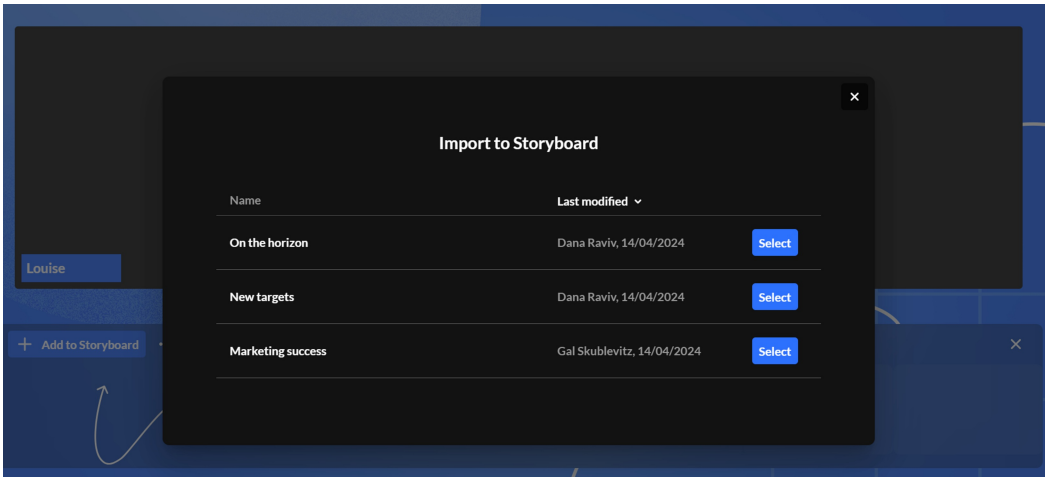
Import a global storyboard

You can import a global storyboard to your room.

1. At the top left of the storyboard, click the **three-dot menu** and select **Import to storyboard**.



The 'Import to storyboard' window opens.



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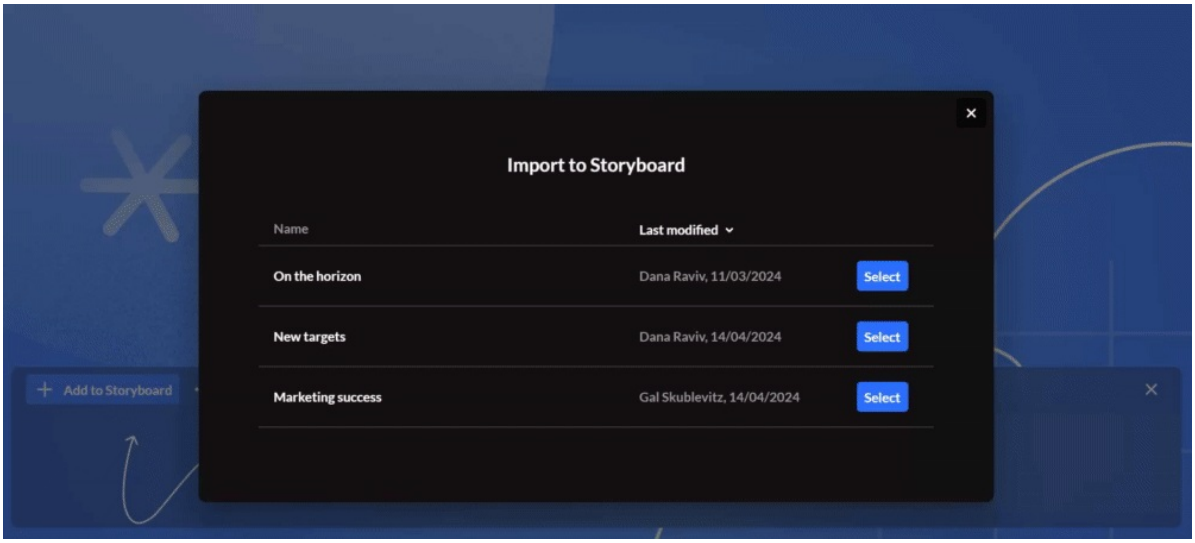
If there are no storyboards to import, it's because you haven't created one yet. To learn how to create one, see our article Storyboard.

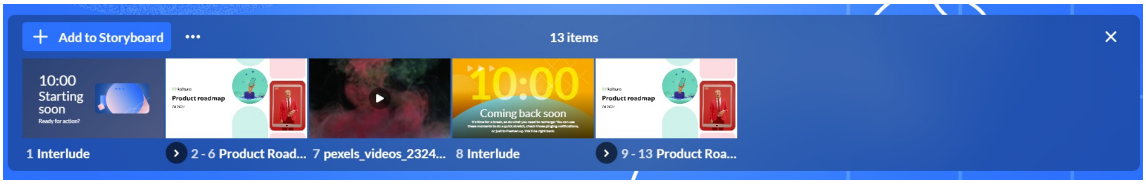
2. Locate the storyboard you want to import and click **Select** next to it.

   The preview window displays where you can see all the items in the global storyboard.



   By default, all items are selected, with names displayed below. The total number of selected items is displayed at the bottom left.

3. After reviewing the files, click **Import** at the bottom right of the window. Imported items are added to the right of any existing storyboard items.



Clear the storyboard

1. At the top left of the storyboard, click the **three-dot menu** and select **Clear storyboard**.

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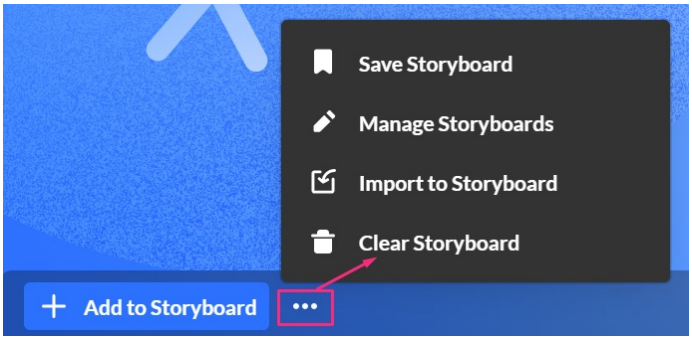

A confirmation displays: *Are you sure you want to clear the storyboard?*

2. Click **Clear**.

   The storyboard is cleared of all its contents.

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