Share a video during a session in your Kaltura Room in Sakai

Content updated: 11/14/2026

This article is designated for administrators.

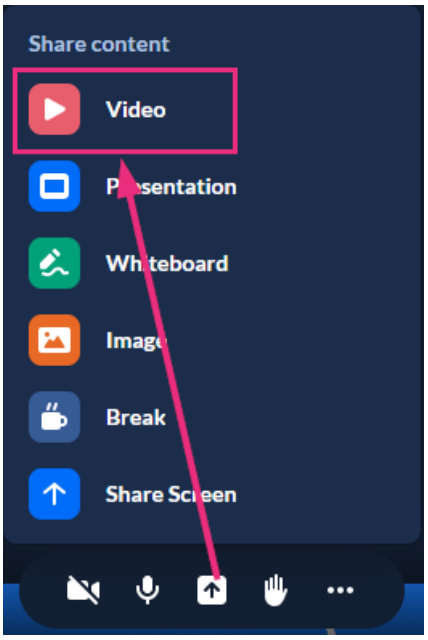
About

When you **present a video** in your Kaltura Room, it plays on stage for everyone in the session. You can choose a video that's already available, upload one from your computer, or import a public video from YouTube.

When you present a video or audio, your microphone is muted automatically. For more details, see Microphone control during media playback later in this article.

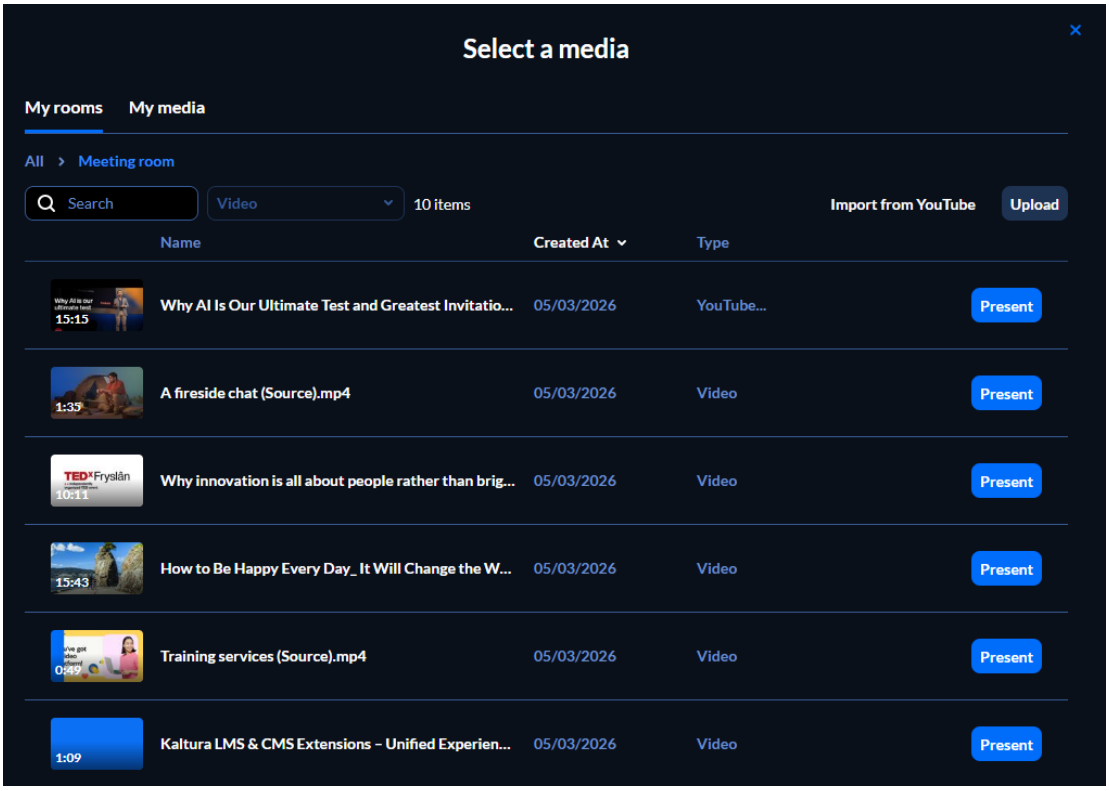
Present a video from your media

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

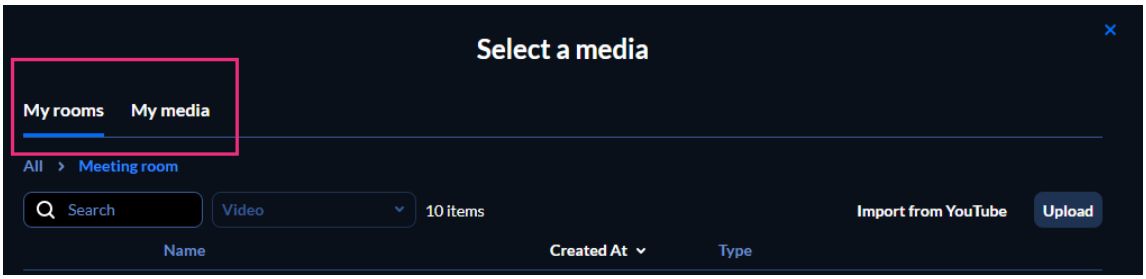


The **Select a media** window opens, showing the available videos.

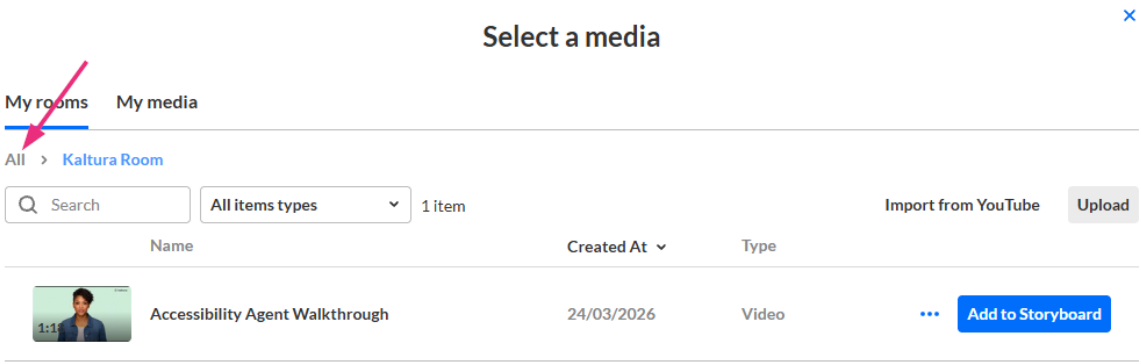
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2. Find the video you want. If you opened the media selector from Content Hubs, the legacy Video Portal, or Events, the window has two tabs:

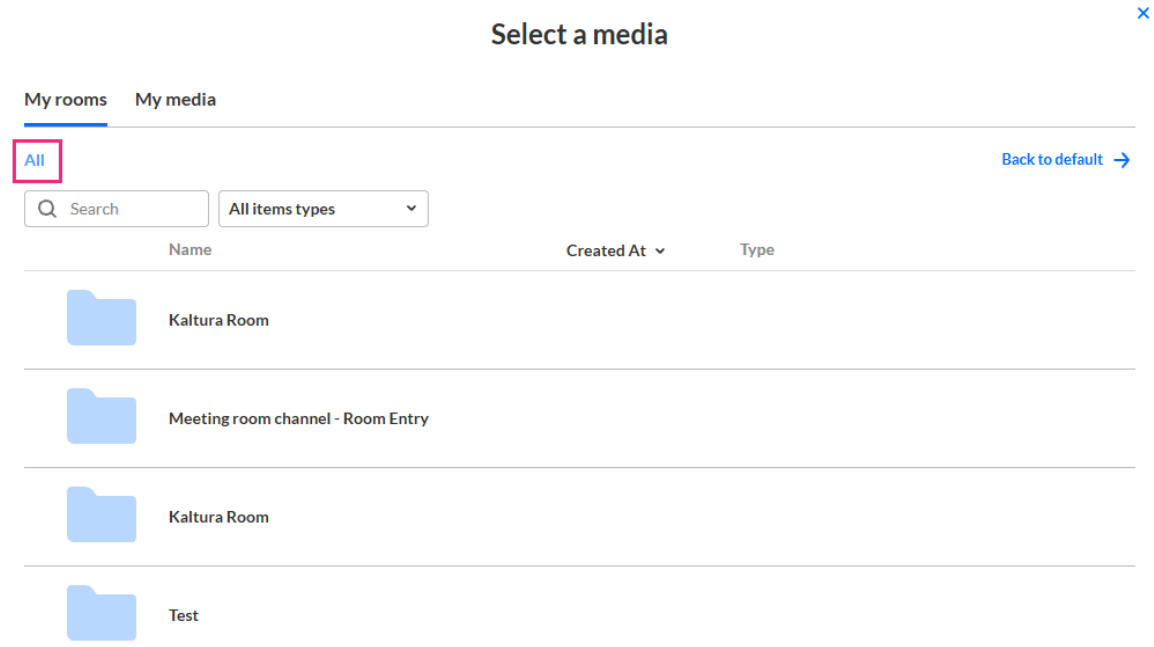


   - **My rooms** - Media from rooms you have access to. Each room appears as a folder. Select **All** in the breadcrumb to see your rooms.



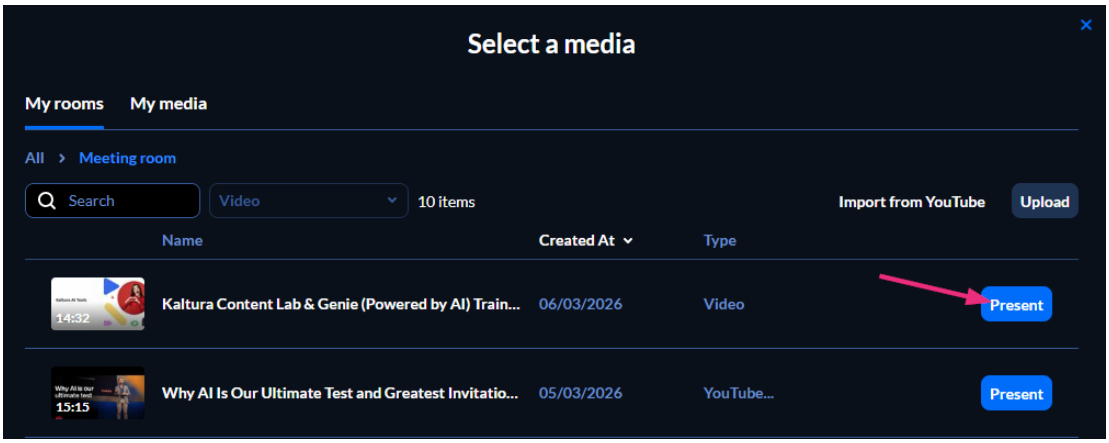
     From the **All** tab, open a room's folder to select its media.

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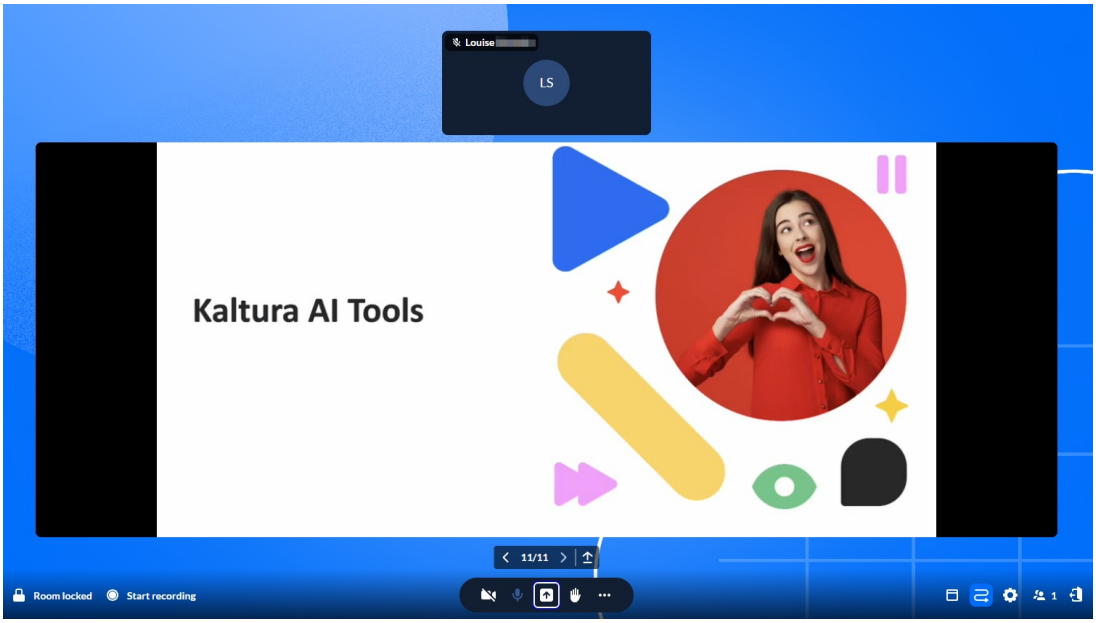
- **My media** - Media you own.

3. Select **Present**.



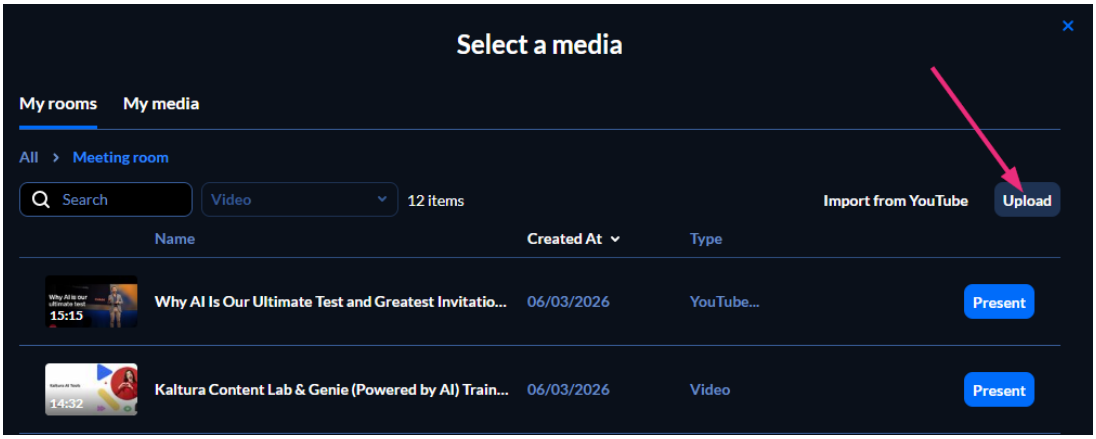
The video begins presenting immediately on stage and is also added to the storyboard.

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Upload a video from your computer

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



   After the upload completes, the new file appears at the top of the list in the **Select a media** window.
3. Select **Present**.

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

Import a YouTube video

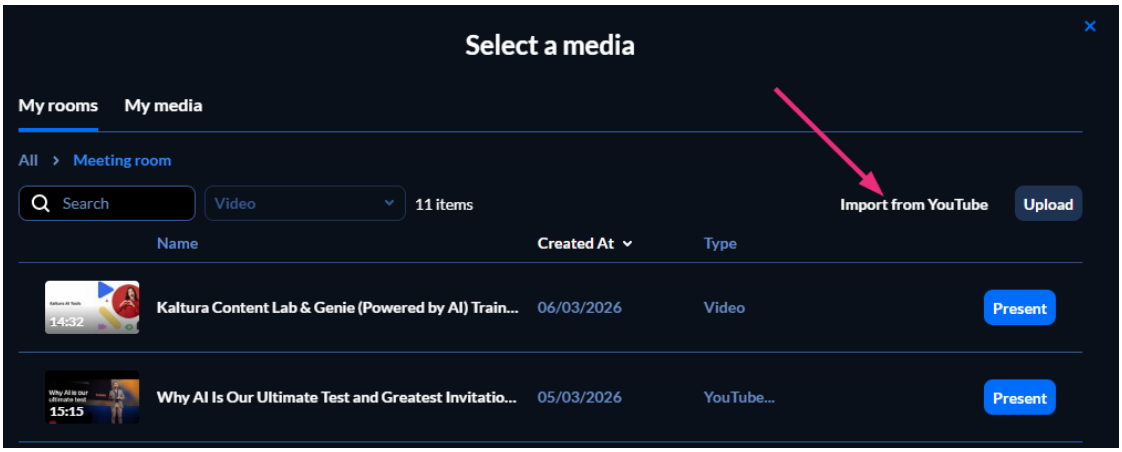
Use only public YouTube videos. These are videos that anyone with the link can view, without logging in or needing special permissions.

YouTube videos added to your storyboard aren't included in recorded sessions,

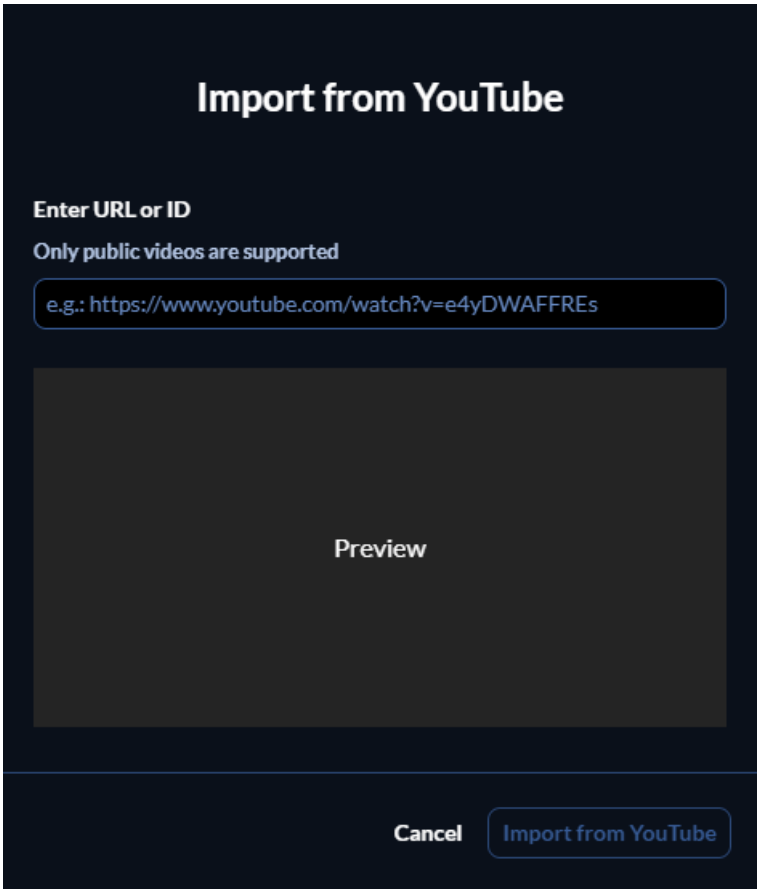
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because of copyright limits. When you play back the recording, a slate shows that the content can't be recorded.

1. In the **Select a media** window, select **Import from YouTube**.

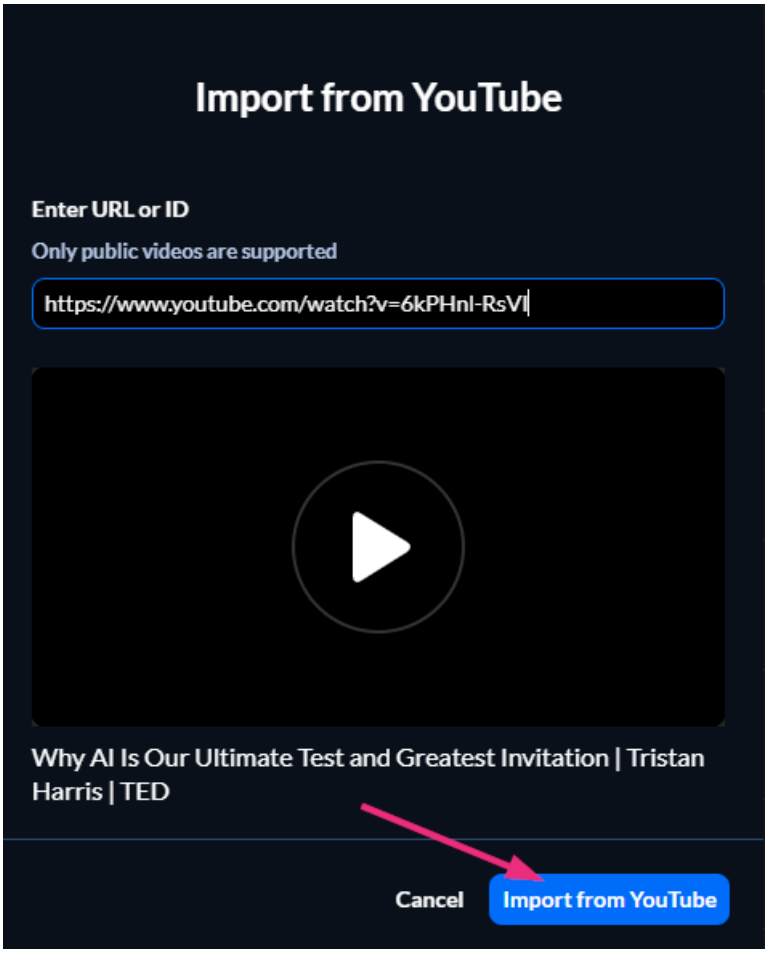


The **Import from YouTube** window opens.



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

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3. Select **Import from YouTube**.
   After the import completes, the video appears at the top of the list in the **Select a media** window.
4. Select **Present**.

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

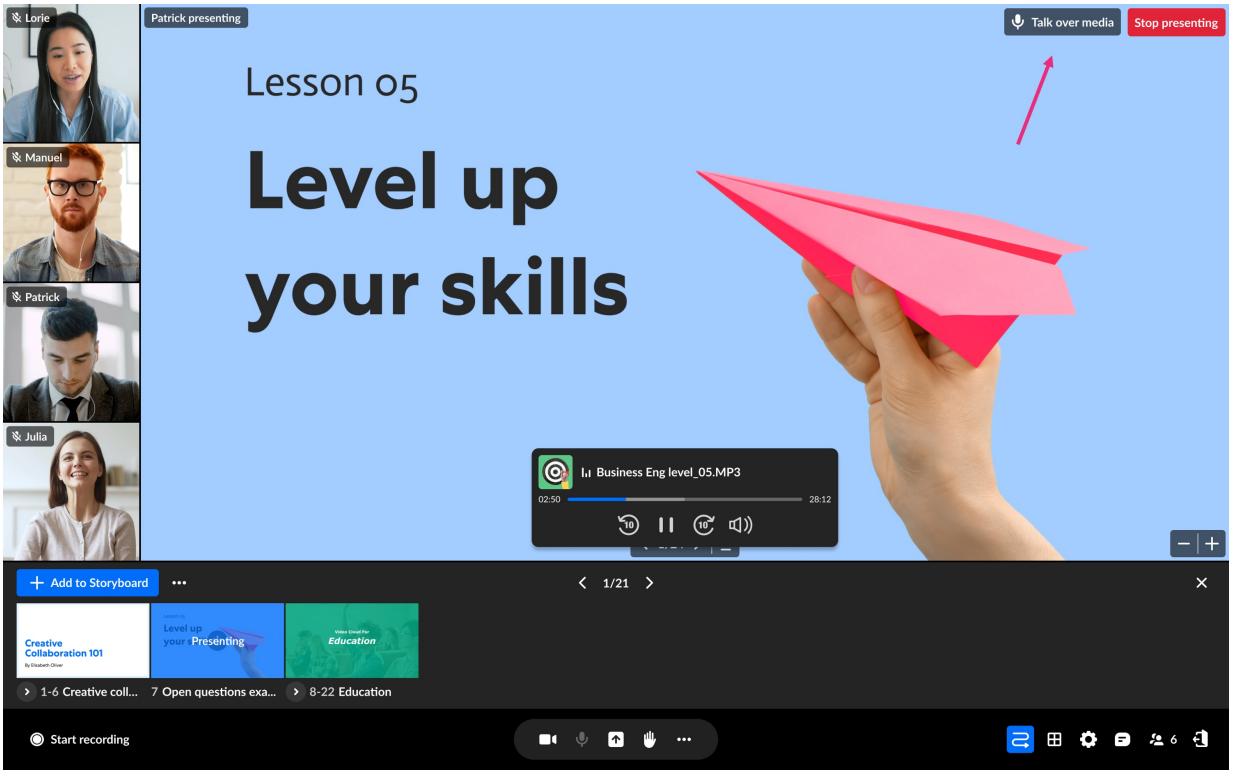
Microphone control during media playback

When you present a video or audio, the system gives priority to the media's audio. All microphones, including moderators', are muted automatically the moment the media starts playing.

To speak while the media is playing:

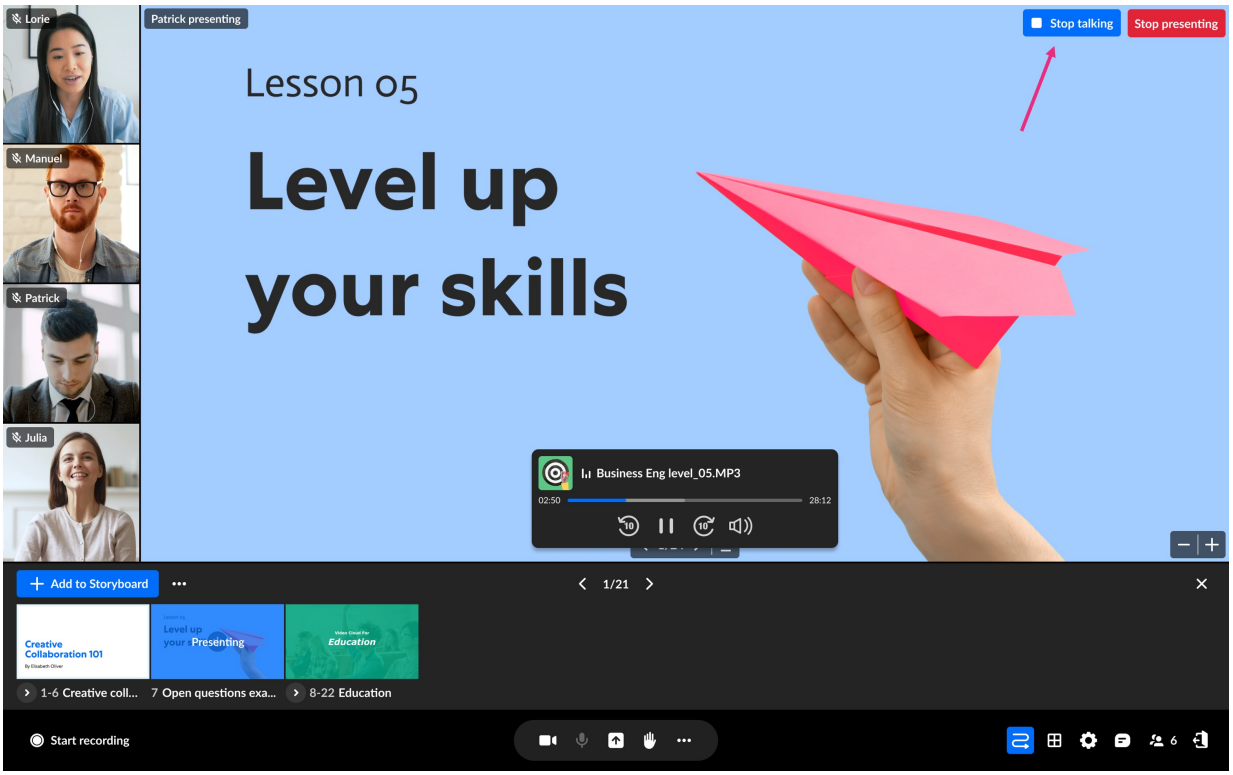
1. Hover over the content area, and select **Talk over media**.

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Your microphone is unmuted, and the scene's audio volume drops to 20% for all participants, so they can hear you clearly.

2. When you finish, select **Stop talking**.



Your microphone is muted again, and the scene's audio volume returns to 100%.

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