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

Content updated: 11/14/2026

This article is designated for administrators.

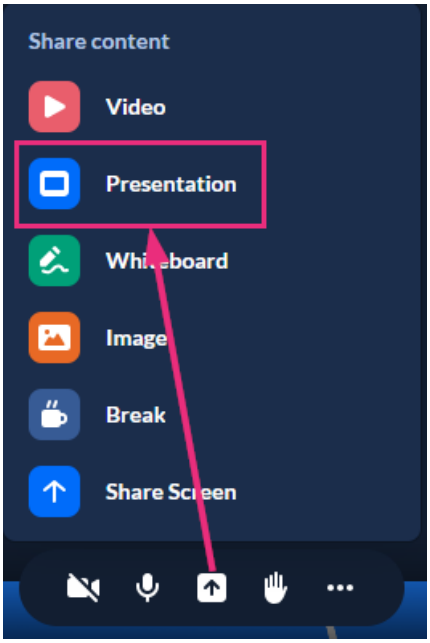
About

When you **present a document** in your Kaltura Room, its slides go on stage for everyone in the session. You can choose a document that's already available or upload one from your computer, and then choose how its slides are added to the storyboard.

Supported documents include **PowerPoint** files and **PDFs**.

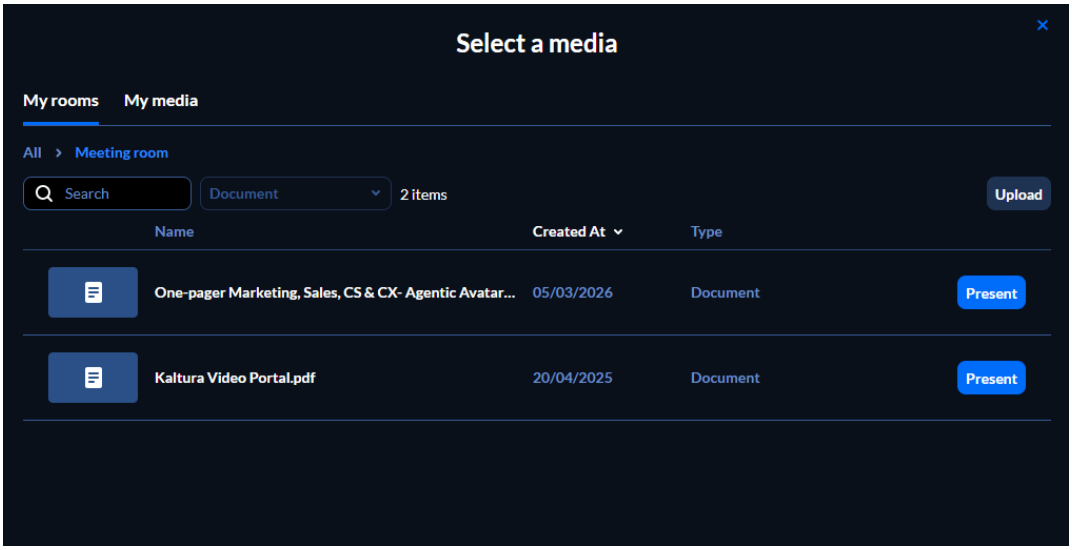
Present a document from your media

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

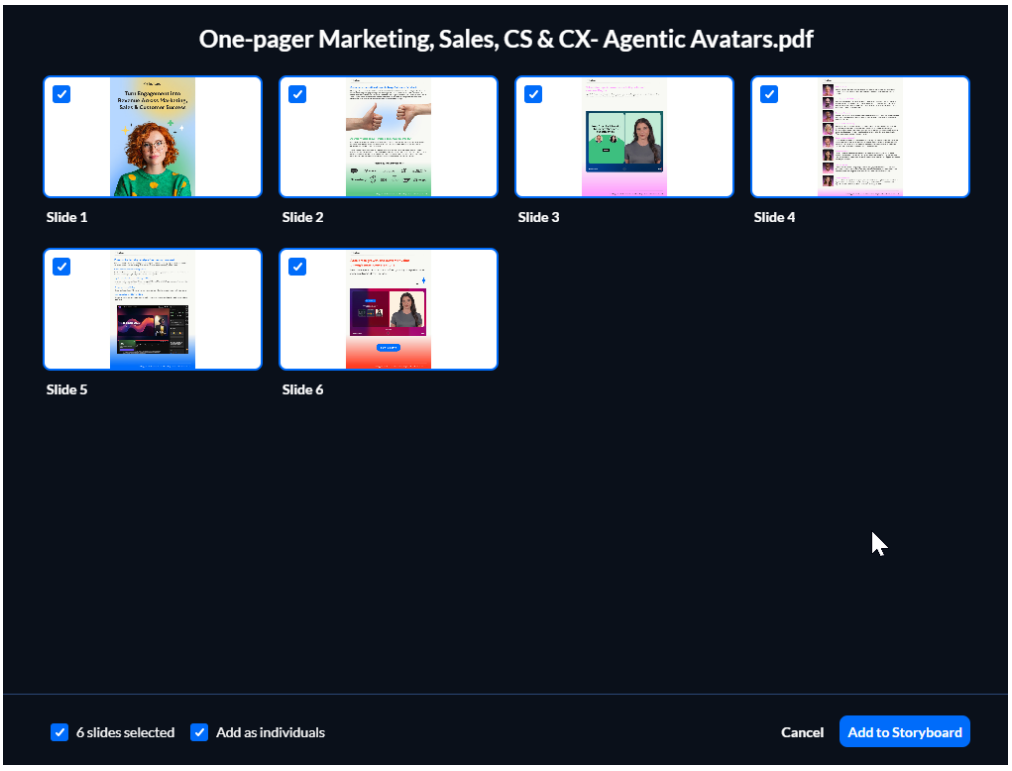


The **Select a media** window opens, showing the available documents.

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2. Find the document you want, and then select **Present**.
   A preview window opens.



3. Review the slides, and choose how to add them. By default, all slides in the document are selected, the slide number appears below each one, and the total number of selected slides appears at the bottom left.
   - To add each slide as a separate storyboard item, leave the **Add as individuals** checkbox selected. This is the default.
   - To add the slides as one presentation item, clear the **Add as individuals** checkbox.

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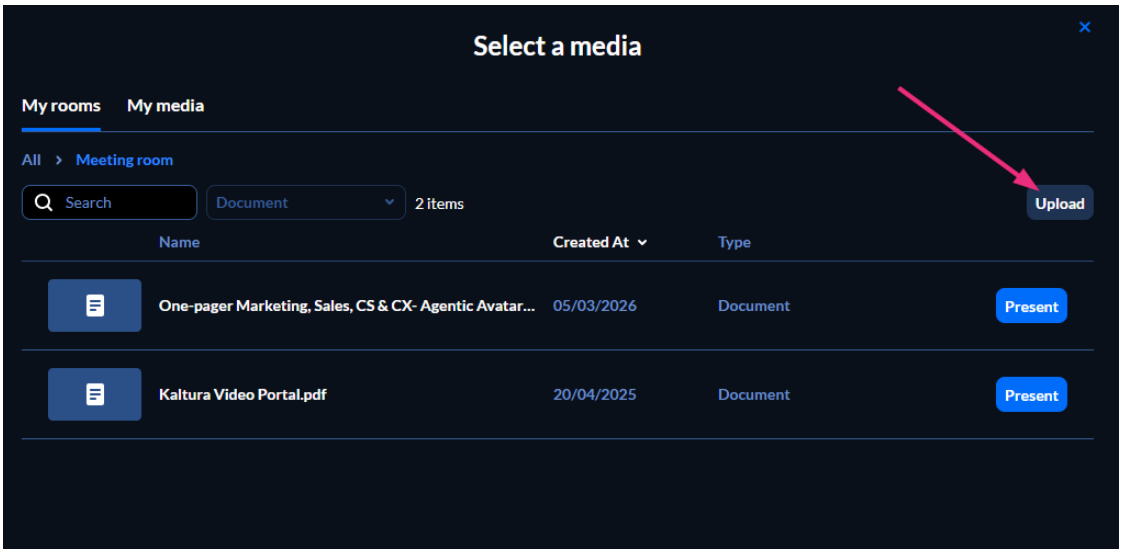
When you add a presentation from the Scene Manager, slides are always grouped, and this option isn't available. For more information, see Create and manage scene layouts in the Kaltura Room.

4. Select **Add to storyboard** at the bottom right.

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

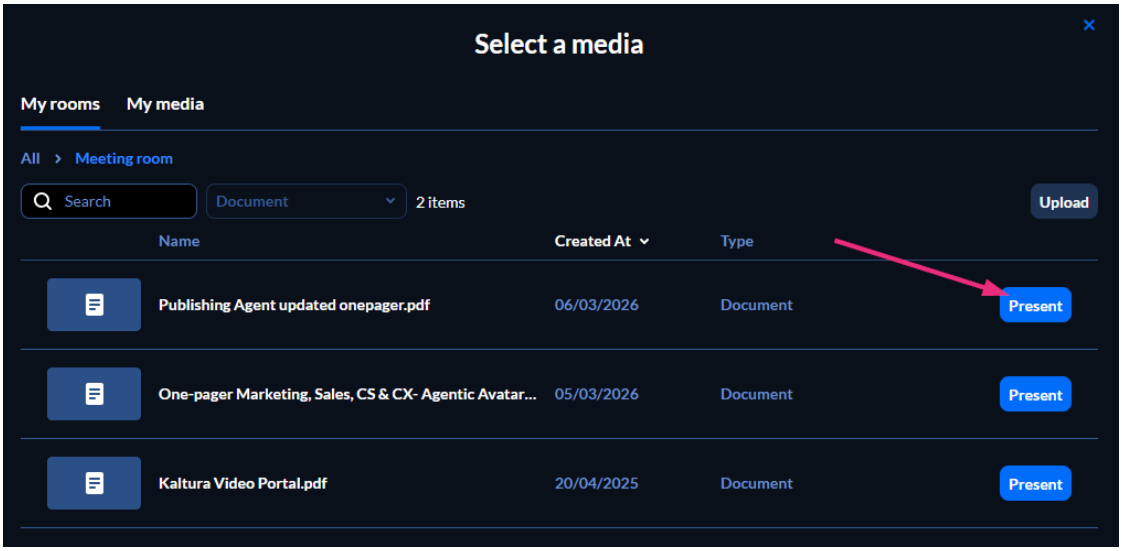
Upload a document from your computer

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**.

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A preview window opens, where you can review the document.

4. Select **Add to storyboard** at the bottom right.
   The document begins presenting immediately on stage and is also added to the storyboard.

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