

Upload media via KMC

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Can This article is designated for administrators.

About

This article outlines the various content uploading options available through the Kaltura Management Console. You have the flexibility to upload files directly from your computer, import content from a range of online repositories, or initiate a bulk upload request using Kaltura-formatted CSV or XML files - all conveniently accessible within the Kaltura Management Console.

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The supported media types to upload are video/audio/image. For the full list of supported ingestion file formats and codec, please refer to What are the Supported Transcoding Formats for the Kaltura SaaS Edition?

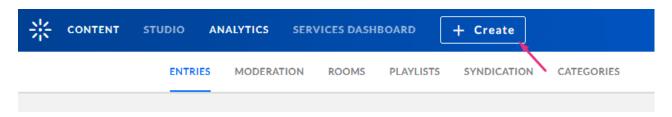
A

The supported minimum upload speed should be higher than 3-4 Mbps. Lower upload speeds might result in an error such as "Oops! Failed to match expected file size error on upload of large files".

Upload from desktop

Use this option to upload files from your desktop. You can continue working on other tasks while files are uploading and resume the file upload in case of connection failure.

1. In the KMC, click **+Create** in the navigation bar.



The upload window displays.

2. Click Upload from Desktop.

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6	Bulk Upload		
	Download CSV/XML Sa	mples 1_ifohzz1y	
&	Upload from	URL 1_324jv3fw	
()	Create Live S	tream Entry	
	PREPARE ENTRY Video Entry		
	Audio entry		

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The high-speed upload option is particularly useful for content administrators uploading large source files or time sensitive content on a regular basis. If you would like to use high-speed upload, see our article Kaltura High-speed upload user guide.

3. Select one or more media files. Use the **ctrl** key to select multiple files.

4. Click **Open**.

<	_	>
File name: How to create a media playlist	✓ All Files	~
	Open	Cancel

The **Upload Settings** window displays.



Transcoding Profile Defaul	t v	+ Add Files	
File Name		Media Type	Size
How to create a media play	list	Video	▼ 16.02 MB

- 5. Configure the following:
 - **Transcoding Profile** Use the default or select another one from the drop-down menu. For more information, see our article Transcoding.
 - (Optional) Modify the file name by hovering over the name and clicking on the pencil icon.
 - You can also click on the trash can icon to cancel your upload.

Transcoding Profile	Default 🗸	+ Add Files	
File Name		Media Type	Size
How to create a me	dia playlist	Video	16.02 MB

• The **media type** is automatically detected by the file extension, but you can modify it if needed by choosing an option from the drop-down menu.



Media Type

Video	
Video	~
Audio	
Image	

• (Optional) Click + Add Files to add more files.



6. Click Upload.

The media appears under the **Entries** tab.

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Thumbnail Name	ID	Туре	Created On 🗸	Duration	Plays	Status				
Shifting Baselines in Marine Conservation: Challenges and Perceptions	0_bbh1bm61		06/26/2025 08:39	01:22	0	Ready	+ ⁺ c	reate with Al		
	0 2c46l4ic		06/26/2025 10:22	N/A	n	Readv	_≜+ ∩	reste with Al		

Upload control tab

The Upload Control screen displays all queued tasks and the number of files in progress.

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	ENTRIES	DOCU	MENTS MODERATION ROOM	IS PLAYLISTS SYNDICATION	CATEGORIES		UPLOAD C	ONTROL BU	ILK UPLOAD D	ROP FOLDERS			
	4 Files												
			File Name		ID	File Size	Uploaded On	Status	Progress				
			400667040_750501542952793	31_4585838445622126991_n.mp4	1_awer1ev0	20.00 MB	12/02/2024 1	Uploading					
			11.mp4		1_8n0hryyl	54.75 MB	12/02/2024 1	Uploading					
			video_2023-12-29_09-18-16.mp	p4	1_ad94tpqj	14.59 MB	12/02/2024 1	Uploading					
			video_2023-12-29_09-15-14.mp	04	1_gk2l9tu0	7.24 MB	12/02/2024 1	Uploading					

It can be reached from 2 places:

- Clicking the **Upload Control** tab under the Content menu (see above).
- Clicking the **View Details** link in the Upload Monitor screen (see below).



UPLOAD FROM DESKTOP

9 Completed

The Upload Control table shows the following information or each file:

- **Type** The file type video / audio / image as an icon
- File Name the file name is entered by the user in the "Upload Settings" screen

View Details

- Entry ID the id of the entry that was created for this file
- File Size The file size
- Uploaded on The date and time this file was selected for upload
- Status The status of each upload task
- Progress A progress bar showing the upload progress visually

Upload status

Tasks are sorted according to status:

- **Completed** File upload was completed successfully and the progress bar color is green. Completed tasks are removed from the upload row automatically after 5 seconds.
- **Uploading** File is currently uploading.
- Queued File is waiting in queue to start upload.
- **Failed** File upload failed. This could be a failure in the upload process itself or a failure in any of the related processes for this file such as creating the entry for it or updating the entry with the uploaded file resource.

Cancel

You cancel a single upload by clicking the trash can icon to the right of the entry. This removes the selected file from the queue.

6 Files							
	File Name	ID	File Size	Uploaded On	Status	Progress	
	a8fcd635-9d9d-40fa-a75e-f360cf6312f1.mp4	1_f5y25jlv	109.85 MB	12/02/2024 1	Uploading		Remove
	video_2024-01-12_11-32-00.mp4	1_icl26cw3	8.31 MB	12/02/2024 1	Uploading		/

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You can cancel several uploads by clicking the checkboxes next to the entries. This prompts the bulk delete icon to display. Click the red trash can icon to cancel the uploads.

7 Fi	Files • 7 Selected Cancel										
		File Name	ID	File Size	Uploaded On	Status	Progress				
		a8fcd635-9d9d-40fa-a75e-f360cf6312f1.mp4	1_tertl8ec	109.85 MB	12/02/2024 1	Uploading					
		IMG_6120.MP4	1_gadl2vbm	16.87 MB	12/02/2024 1	Uploading					
<		video_2024-01-12_11-32-00.mp4	1_m7gm97lq	8.31 MB	12/02/2024 1	Uploading					
		GFpD-BjT7pKeXk4FAID0yuVaz7czbmdjAAAF.mp4	1_hqof8pzs	44.00 MB	12/02/2024 1	Uploading					
<		GNRr_xjYNUL3IKoCAPziEUyvsH4AbmdjAAAF.mp4	1_3aqx4I79	5.22 MB		Queued					
		c35bf0b1-397c-413c-87e1-45fa301c39d9.mp4	1_o3ob02fo	165.13 MB		Queued					
v		videoplayback (3).mp4	1_9orafyu5	197.86 KB		Queued					

Retry

If a file upload fails, the file status is changed to 'Fail' and a link for retrying the upload appears. Clicking the retry link restarts the upload process for the selected file.

Bulk upload

Bulk upload simplifies and speeds up the process of adding multiple entries and files to the Kaltura server in one go. The key advantages are:

- It automates the ingestion process by importing many files at once.
- Metadata fields are filled in automatically, reducing the need for manual input in the KMC.
- It bypasses browser and client upload restrictions, allowing larger files to be ingested.

There are four ways to perform bulk content uploads:

- CSV Use a CSV file for basic bulk uploads. Visit our article CSV usage and schema description for more information.
- XML Use an XML upload for more advanced uploads. Visit our article What is XML bulk upload? for more information.
- Drop folders Drop folders are configured by the professional services team. See



our article Kaltura Drop Folders Service For Content Ingestion for more information.

• API - You can upload media using Kaltura's upload API. Visit our article Uploading Media using the Kaltura API Console for more information.

With these options, you can also ingest files from your own FTP server, or any publicly accessible file's host. Metadata fields can be populated from CSV/XML. For more information see What is bulk upload and FTP content ingestion?

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For any bulk actions that will create more than 5,000 entries (e.g., users), including categories bulk uploads, please contact your Kaltura representative to coordinate the upload.

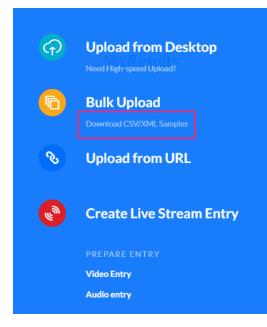
This section will explore the bulk upload choices in the **+Create menu** in the KMC.

Retrieve CSV/XML samples

1. Click +Create in the navigation bar.

The download page displays.

2. Click Download CSV/XML Samples.



3. Open the downloaded folder. (kaltura_batch_upload_sample)

The samples include specific format descriptions and guidelines. See our articles What is XML bulk upload? and How to submit a CSV or XML file for more information.



- kaltura_batch_upload
- kaltura_batch_upload
- kaltura_batch_upload_categories
- kaltura_bulk_upload_end_user_entitlements
- kaltura_bulk_upload_end_users

Upload in bulk

1. Click +Create in the navigation bar, then click **Bulk Upload** from the menu.

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D	Bulk Upload	1_su5xg2nd
	Download CJ W/Altic Ja	1_65p29w3a
N	Upload from	URL
	Create Live S	tream Entry
	PREPARE ENTRY	
	Video Entry	
	video End y	

- 2. Select the entity type from the following:
 - Entries
 - Categories
 - End Users
 - End Users Entitlement



Bulk Upload								
Select CSV/XML Type								
Entries								
Categories]							
End Users]							
End Users Entitlement								

3. Select the file and click **Open**.

File n	ame: users_2	79311462	~	Microsoft Exce	I Comma Separa 🗸
				Open	Cancel

A window displays with a confirmation that your request has been submitted. You can track the upload by clicking the link **Bulk upload log page** .

Your request has been submitted. Track the progress of your bulk job in the Bulk Upload Log Page.

OK

Bulk upload tab



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ENTRIES DOCUMENTS MODERATION ROOMS I	PLAYLISTS SYNDICATION CATEGORIES	UPLOAD CONTROL BULK UPLOAD DRC	PP FOLDERS
4 Files		∑ Refine ∨	Ð
File Name	Item Type Uploaded By Upload	d Date Items Status	
kaltura_bulk_upload_end_user_entitlements.csv	End-User louise.szmoisz@kaltura.c 12/02	2/2024 11:11 6 Sincessfully	
kaltura_bulk_upload_end_users.csv	End-Users louise.szmoisz@kaltura.c 12/02	2/2024 11:11 3 Sinished Successfully	Download Log File Download Original File Delete
kaltura_batch_upload_categories.csv	Categories louise.szmoisz@kaltura.c 12/02	2/2024 11:11 7 Sinished Successfully	
kaltura_batch_upload.csv	Entries louise.szmoisz@kaltura.c 12/02	2/2024 11:10 4 Ø Almost Done	

The bulk upload log page contains the following information for each uploaded file:

- File name
- Item type
- Uploaded by
- Upload date
- Number of items
- Status
- 3 dots menu You can perform the following actions for each file:
 - Download log file
 - Download original file
 - Delete

You can also use the Refine filter to filter your files.

ENTRIES	DOCUMENTS	MODERATION	ROOMS	PLAYLISTS	SYNDICATION	CATEGORIE	5	UPLOAD CONT	ROL BULK UPLOAD	DROP FOLDERS
6 Files									∀ Refine	× 0
Fi	ile Name			Item Type	Uploaded By		Upload Date	Items	Status	
e	xport_4834032_2	27328817302.csv		End-Users	louise.szmoisz	@kaltura.c	12/02/2024 11:33	0	• Failed	000
ka	altura_batch_uplo	oad.csv		Entries	louise.szmoisz	@kaltura.c	12/02/2024 11:18	0	Failed	000
ka	altura_bulk_uploa	ad_end_user_entit	lements.csv	End-User	. louise.szmoisz	@kaltura.c	12/02/2024 11:11	6	Finished Successfully	000
k	altura_bulk_uploa	ad_end_users.csv		End-Users	louise.szmoisz	@kaltura.c	12/02/2024 11:11	3	Finished Successfully	000

You can filter by the following parameters:

- **Date** enter the desired dates
- Uploaded items Entries, Categories, End-user Entitlements, End Users
- Statuses Finished Successfully, Finished with Errors, Failed, All other Statuses



ADDITIONAL FILTERS	
Created Between	
Clear Dates	
Uploaded Items	
Statuses	
Clear All	Close

Assign a transcoding profile to a bulk upload

To assign a transcoding profile other than the default profile to a bulk upload:

- Set the ID from the Transcoding Profiles to the conversionProfileId in your CSV.
- Set the ID from the Transcoding Profiles List to the conversionProfileId in your XML file

To learn more about transcoding, visit our article Transcoding.

Upload from URL

Use this option to add media from a URL.

- 1. Click +Create in the navigation bar.
- 2. Click Upload from URL.

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ፍ	Upload from Desktop
6	Bulk Upload
	Download CSV/XML Samples
N	Upload from URL
۲	Create Live Stream Entry
	PREPARE ENTRY
	Video Entry
	Audio entry

The **Upload from URL** window displays.

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		00.25 0
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fulness3MinuteBrea		5 62:55 (0)
69071-zmy00q	Cancel Upload	0121
	1,30/5/25 EB 00/19/38/2	and the second

3. Select the Transcoding Profile from the drop-down list.

4. Enter the **File URL** (for example, a Google Drive file URL may resemble the following: 'https://drive.google.com/uc?id=ABCDEFG&auathuser=0&export=download')

5. Click Upload.

6. Click Add Files to add more files.



Upload from URL			
Transcoding Profile	Default	→ + Add Files	
File URL			
http://			

Create Live Stream Entry

See our article Create a live stream entry.

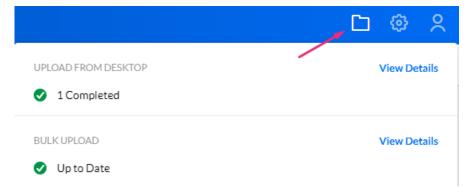
Prepare Entry

See our article Create a draft entry.

Upload monitor

The upload monitor in the navigation bar displays uploads according to the way the entries were uploaded and monitors the following types of uploads:

- upload from desktop
- bulk upload (pending permissions)
- drop folders (pending permissions)



1. To track your uploads, click the folder icon. The upload monitor table displays.

2. Click **View details** for more information.