Kaltura

Upload Media From Your Desktop - My Media Component

👥 **This article is designated for all users.**

About

This article describes how to upload media from your desktop in My Media. Users may upload one file or bulk of files at a time, edit data, and publish in bulk while uploading content.
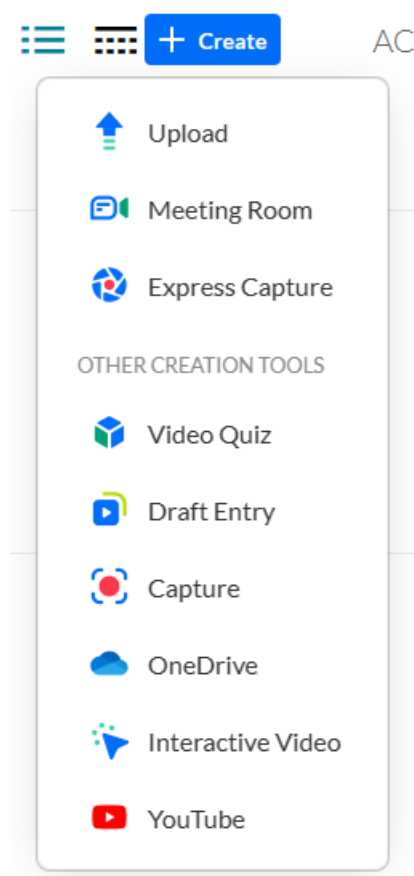
⚠️ To learn about the upload media flow in Media Gallery & BSE components, please visit Upload Media From Your Desktop (Media Gallery & BSE).

Setup

See the UploadMedia Module article to learn how to set up this feature.

Getting Started

1. Click the **+ Create** button.

⚠ Depending on what is enabled in your environment, your **+ Create** menu may look slightly different. If there is an option missing, please contact your Kaltura administrator to discuss how to enable it in your environment.

2. Click **Upload**. The Upload Media page is displayed.

Uploading Media Flow

To upload files click '*Select Files*', or drag and drop files to the dotted section.
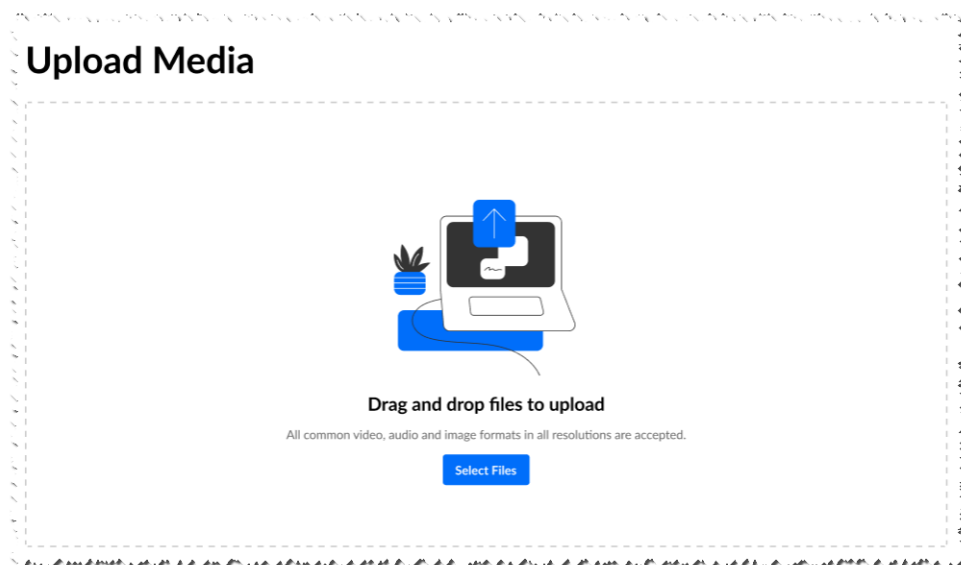
At this point, the upload process begins. If multiple files are selected, one file starts the upload process, and the rest of the files are then added to the queue.

Different types of files may be uploaded at the same time. The most recently uploaded files are added at the top and added to the queue status, whereas the queue continues to upload content from bottom to top, skipping any canceled or errored-out media.
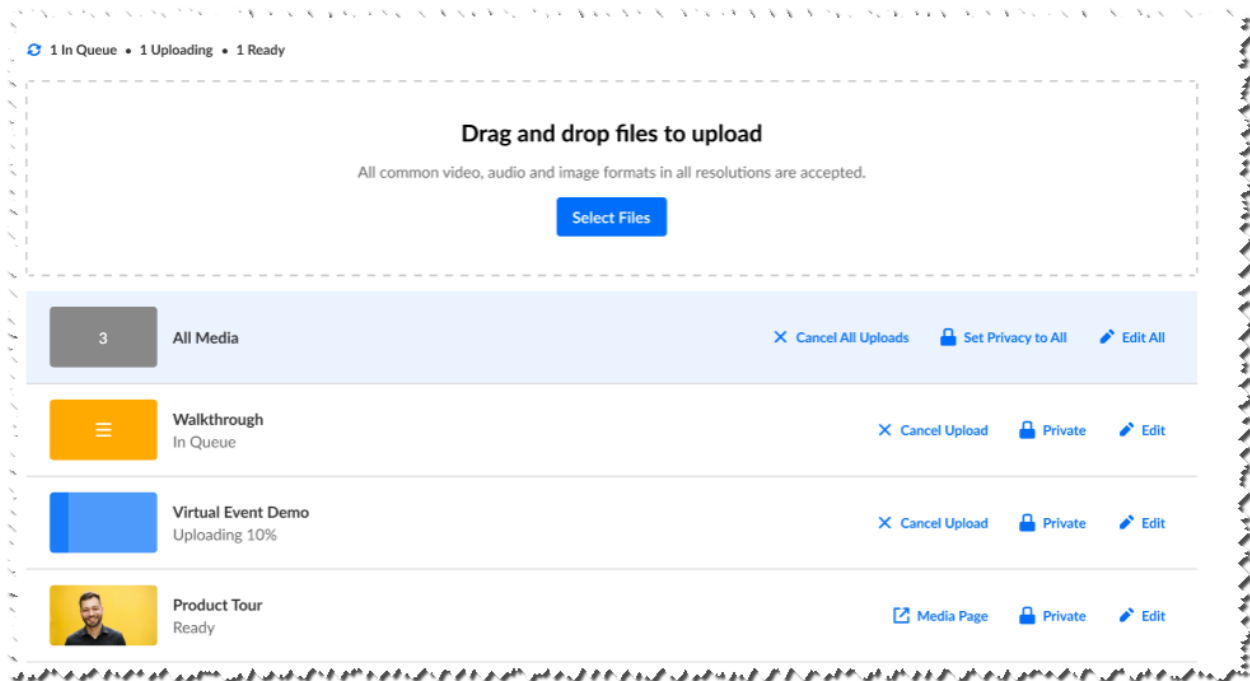
The status of the uploads is indicated on the top right:

Upload Statuses

- **In Queue**

  While uploading multiple files, only one is uploaded at a time. While waiting, the other files are in queue. Items in this status may be canceled and moved to the canceled status.

- **Uploading**

  Files in uploading status display the percentage completed next to the status. The thumbnail should change its display accordingly to the percentage passed. Items in this status may be canceled and are then moved to the canceled status

- **Processing**

  This status indicates that the video is converting, and when ready, the thumbnail is displayed.

  The cancel upload button is no longer available and is replaced with a link to the

media page.

- **Ready**

  This status indicated that the file has completed uploading and displays the thumbnail.

  The cancel upload button is no longer available and is replaced with a link to the media page.

- **Failed**

  This status indicates an upload failure which may occur for many reasons.

- **Canceled**

  After this status is displayed, only the "Remove" button is available to remove the media line from the list.

As long as there is at least one file in that has the status, In queue or Uploading, the blue moving circle is displayed.

You may cancel any media in the status **in queue** or **uploading**.

> ⚠ Make sure not to close or navigate away from the browser tab. This cancels all media pending in the queue and any file currently in the Uploading status.

> ⚠ Available soon! In a single media upload, there is no link to the my-media.

Bulk Actions

The Bulk Actions tab, is displayed when more than one file is selected on the top of the upload list, indicating how many files are in the list that is in one of the following statuses: upload/queue/process/ready. Entries with the status canceled or failed are not counted and should not be affected by the Edit or Publish buttons.

- **Cancel All Uploads** cancels any currently uploading and in-queue entries. Entries processing (converting) or ready, will not be affected.

- After all uploads in the page are moved out of the upload and in-queue status, the Cancel All Uploads button changes to the "My Media" link, which opens in a new tab.

- Set Privacy.

Editing Media

Editing Single Media

Click **Edit** to access the Edit Entry page.
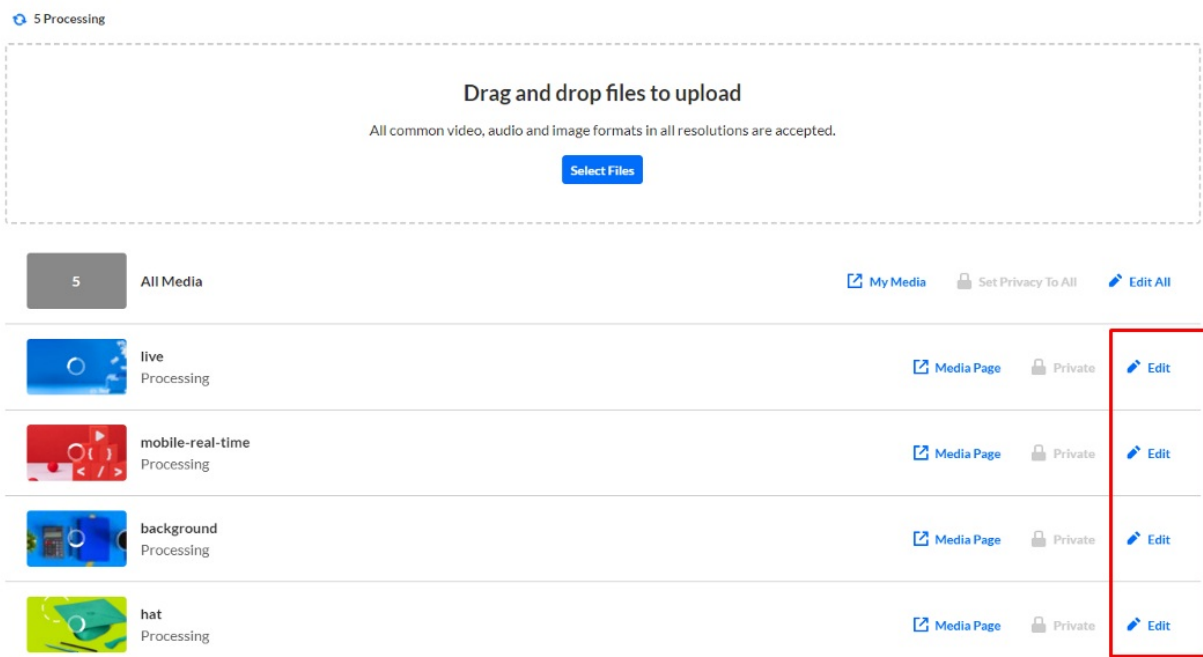
You can edit the title, description, tags, and custom metadata for each uploaded file.

live
Ready

🔒 Private   ✏ Edit

Name *

live

Description

B	*i*	U	≡	≡	🖼	🔗

Tags

Department Name

Department Division

Marketing ⌄

Date Established

📅 03/13/2023

Cancel   Save

Editing Multiple Media

You can add tags and custom metadata for multiple media at once.

Publishing Media

Publishing Single Media

You may publish single media from the My-Media page while the media is in the process of uploading. In future releases, users will be able to publish directly from the Upload Media page.

Publishing Multiple Media

Setting privacy permissions and publishing media in bulk will be added in future releases.

Disclaimer Feature

If your admin has set a disclaimer on your site to accept before uploading content, the following screen is displayed. The disclaimer must be accepted before the Upload Media page is displayed.

Upload Media

The content displayed on the website is the intellectual property of the Kaltura. You may not reuse, republish, or reprint such content without our written consent.

All information posted is merely for educational and informational purposes. It is not intended as a substitute for professional advice. Should you decide to act upon any information on this website, you do so at your own risk.

While the information on this website has been verified to the best of our abilities, we cannot guarantee that there are no mistakes or errors.

We reserve the right to change this policy at any given time, of which you will be promptly updated. If you want to make sure that you are up to date with the latest changes, we advise you to frequently visit this page.

Accept Decline

View Media

To view the media page when uploading is complete, select My Media from the User drop-down menu or access the My Media tab on your application.

[template("cat-subscribe")]