

Add media to a channel

28 This article is designated for all users.

Add media (publish) to a channel(s) that you are entitled to add content to.

▲ The KMS theming demonstrated in this guide is lacking the "Add to Channel" button. While we work on adding this feature, please follow the steps below. Additionally, we welcome you to subscribe to the release notes for getting new version updates directly to your mailbox. See KMS & KAF release notes.

Add a single media

1. Choose **My Media** from the user drop-down menu 🛓 .



The **My Media** page displays.

MediaSpace Learning Assets ~	• Bootcamp • My new gallery •	Outdoor Activities ~	Storytelling •••	+ Create Q Search	≜ EN ~
My Media					ζ2
Q Search My Media			(i)		
Filters > Search In: All Fields	♥ Sort By: Creation Date -	Descending 🖌		≡ ≔ ≡	ACTIONS 🗸
	Stunt bikes eve	ent			山 🖋 📋
00:10	Private Owner • on May 22, 20	023 🎔 0 🕨 0 🗭 0	1		
	skateboard ev	ent.mp4			Le & ô
00:06	Published Owner • on May 21, 21	023 🖤 0 🕨 1 🗭 0	1		

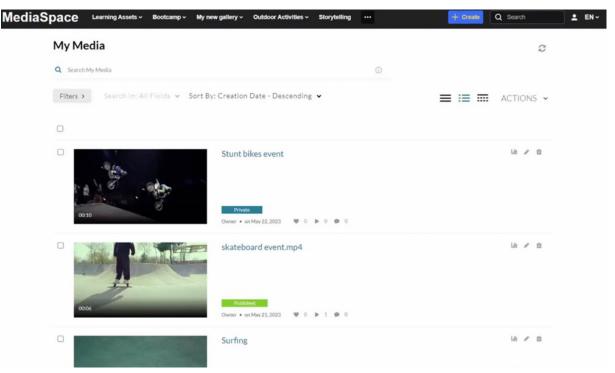
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2. Click on the media's thumbnail. The media details page displays.

Select **Media Upload** from the +**Create** drop-down menu if you want to add new media. For instructions on how to upload media, visit our article Upload media.

3. Choose Publish from the Actions menu.



The **My Media** publish page displays.

4. In the Publishing Status section, select **Published**.



Publishing Status:

- O Private Media page will be visible to the content owner only.
- O **Unlisted** Media page will be visible to anyone with a link to the page.
- Published Media page will be visible to users according to entitlements based on the selected destinations in the options below.

An additional menu opens.



Publish in Category Publish in Channel	
Q Search Categories Open	🍰 Public, Open
□ A * Bootcamp	
demo sub-gallery	
Wy new gallery	
Another new sub-gallery	
Demo gallery	
□ A New Gallery - May 15_2023 10:33 GMT	
□ 🔒 New Gallery - May 17_2023 11:46 GMT	
Wew sub-gallery	
Outdoor Activities	•
Save Cancel	

5. Select the **Publish in Channel** tab.

Publish in Category Publish in C	ihannel		
Q Search channels		₩ Moderated Open APrivate ØRestri	icted 🖀 Shared Repository 🔒 Public, Restricted 斗 Public, Open
Top Channels I Manage			
My new channel	🗌 🔇 🗰 More Marketing	My other new channel	Sailing School
🗆 嶜 Action Channel	Gest & Quizzes		
More Channels			
Generation	C S Enterprise	Channel with old KME UI	🗌 🗳 Channel with new KME UI
Generating	Tamar practice- is old ui	Channel Name	

6. Choose the channel(s) you want to add the media to.

Top Channels I Manage			
My new channel	♥ ★ More Marketing	My other new channel	Sailing School
Action Channel	Test & Quizzes		

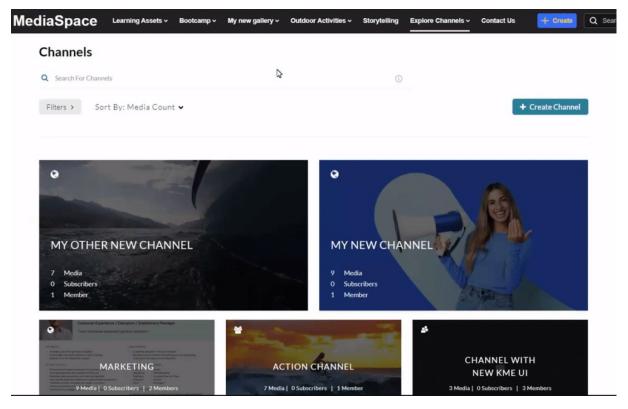
7. Click Save.

A success message displays: Media successfully published.



Media successfully published

If you navigate to the channel, you will see your media has been published.



Add several media items

1. Choose **My Media** from the user drop-down menu \clubsuit .



The **My Media** page displays.



MediaSpace Learning Assets ~ Bootcamp ~	My new gallery v Outdoor Activities v	Storytelling ····	+ Create Q Search	≜ EN ~
My Media				3
Q Search My Media		(1)		
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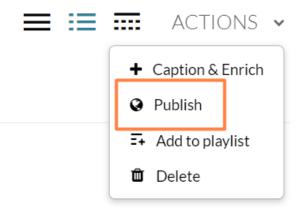
2. Choose the entries you want to add to a channel by clicking the boxes to the left.



 Private

 Owner • on May 22, 2023
 • 0
 • 0
 • 0

3. From the Actions menu at the top right of the page, choose **Publish**.



4. Follow steps 4-7 above for adding a single media item.

For information on viewing your channels, check out My Channels.



[template("cat-subscribe")]