

## Publish media in Canvas

Last Modified on 01/29/2026 2:16 pm IST

 This article is designated for all users.

### About

When you upload media, it's private by default and accessible only through My Media. From there, you can either grab the embed code for private media or choose to publish it, making it public in your Media Gallery.

Publishing media allows it to be publicly accessible to users. You can publish media:

- in any Media Galleries you are allowed to publish to.
- only after file conversion is complete and the media has passed moderation (if required).



The content in My Media is consistent across all Kaltura applications, and can be published and shared based on your permissions. If you can't publish media, contact your administrator for access.

### Publish from My Media

#### Publish one item

1. Access your My Media page.

## My Media

[My Calendar](#) [My Dashboard](#) [My recycle bin](#) Search My Media[Filters >](#) [Search In: All Fields](#) [Sort By: Creation Date - Descending](#) [Actions](#)[Add New](#)[Actions](#)

### Branding

This is a description

[Private](#)[branding](#)

00:06

Owner • on August 19, 2024

[0](#)[0](#)

### Clip of Kaltura Training Services Overview

Description

[Published](#)[tags](#)

00:35

Owner • on August 16, 2024

[0](#)[0](#)

### Kaltura Training Services Overview

[Private](#)

Owner • on July 16, 2024

[0](#)[0](#)

2. Click the thumbnail or title of the media you want to publish.



### Kaltura Training Services Overview

[Private](#)

Owner • on July 16, 2024

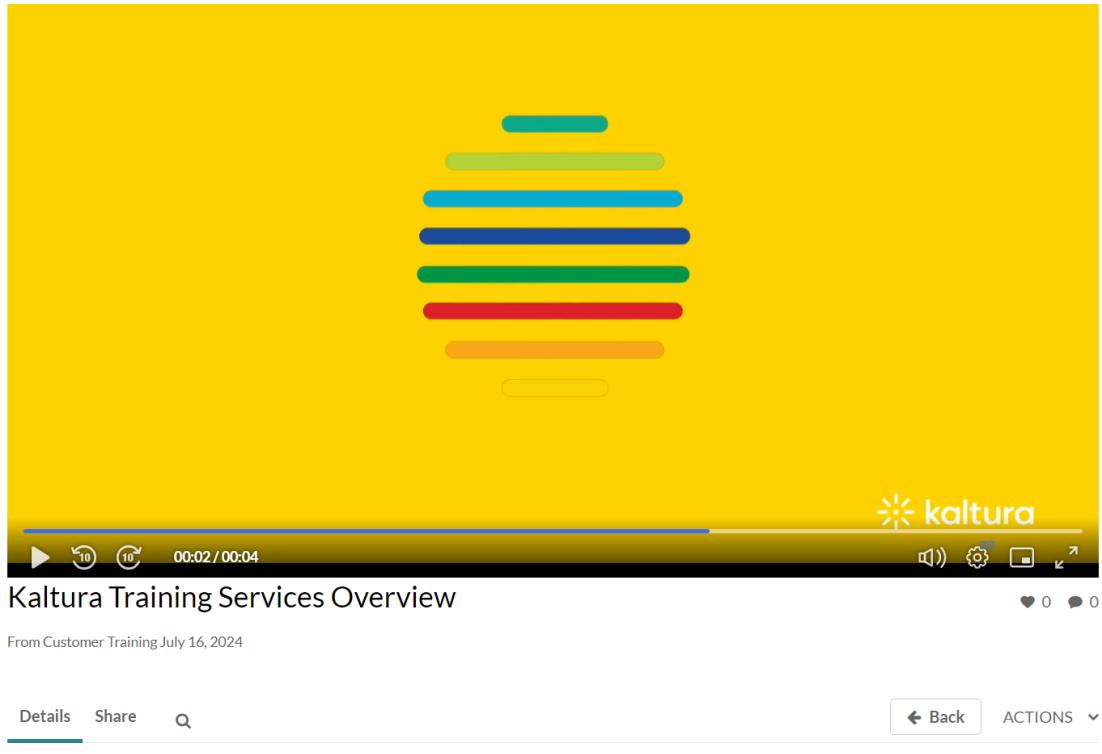
[0](#)[0](#)

You can search for media using the search and filters function:

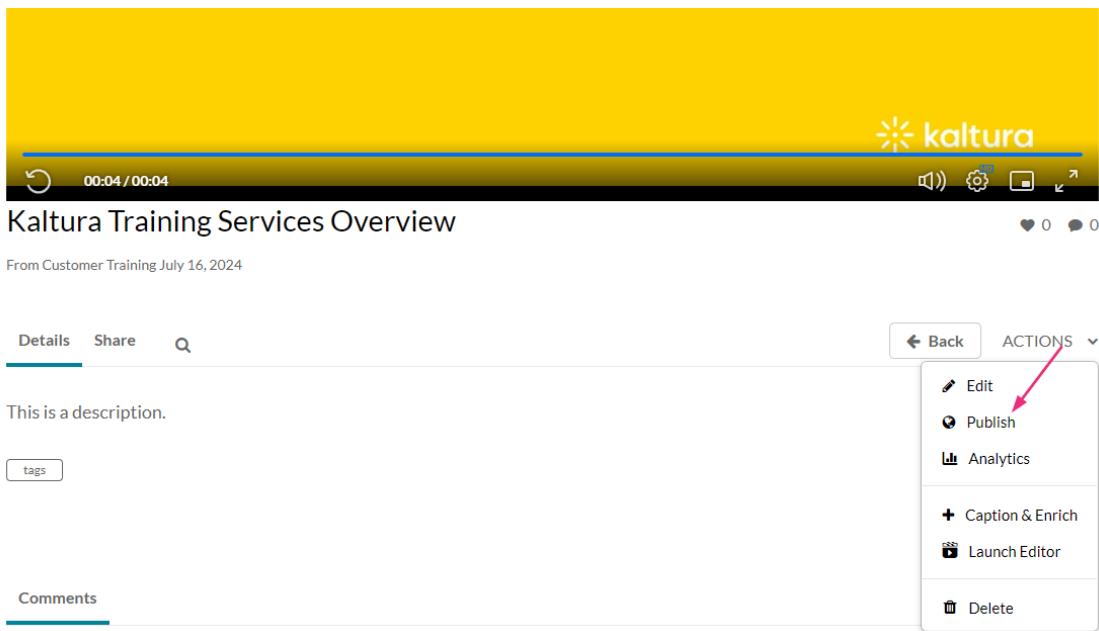
## My Media

 Search My Media[Filters >](#)[Search In: All Fields](#) [Sort By: Creation Date - Descending](#)

The media page displays.



3. Click the **ACTIONS** menu and select **Publish**.



The **Publishing Status** section displays.

**Publishing Status:**

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

4. Click the button next to **Published**.

5. Select the galleries / courses you want to publish the media to.

 **Note for Canvas users:** When publishing media, the first 200 active courses appear in the course selector. If your course doesn't appear, open the course itself, go to its Media Gallery, and publish the media from there.

Details Share   Back ACTIONS 

Complete all the required fields and save the entry before you can select to publish it to shared repositories. [Edit](#) 

Publishing Status:

Private - Media page will be visible to the content owner only.  
 Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

 **Publish in Gallery**

Shared Repository  Kaltura Certification Program  **Kaltura Training Course**  LS

**Save** **Cancel**

 If you want to publish to a Shared Repository, you must complete all the required fields and save the entry first. See the **Edit** button in the pop-up above **Publishing Status**. To learn more about adding content to Shared Repositories, check out our article [Shared Repository in video portal](#).

6. Click **Save**.

A success message displays: *Media successfully published*.

Media successfully published

Publishing Status:

Private - Media page will be visible to the content owner only.  
 Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

**Publish in Gallery**

Shared Repository  Kaltura Certification Program  **Kaltura Training Course**  LS

Published in Kaltura Training:

1 Media Gallery 



The media will be visible to individuals according to entitlements on published destinations.

OR

1. Click the **pencil icon** to the right of the media.



The edit page displays.

[◀ Back to Media Page](#)

### Kaltura Training Services Overview

**Basic Info**

Creator: Customer Training  
Owner: Customer Training  
Media Entry ID: 1\_ognubb1  
Media Type: Video  
Publish Status: Private  
Creation date: July 16, 2024 2:14 PM GMT  
Update date: August 19, 2024 9:52 AM GMT  
Media asset update date: July 16, 2024 2:15 PM GMT

[Launch Editor](#)

Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Timeline Replace Media

2. Click the **Publish** tab.

Details **Publish** Options Collaboration Thumbnails Downloads Captions Attachments Timeline Replace Media

Complete all the required fields and save the entry before you can select to publish it to shared repositories. [Edit](#) X

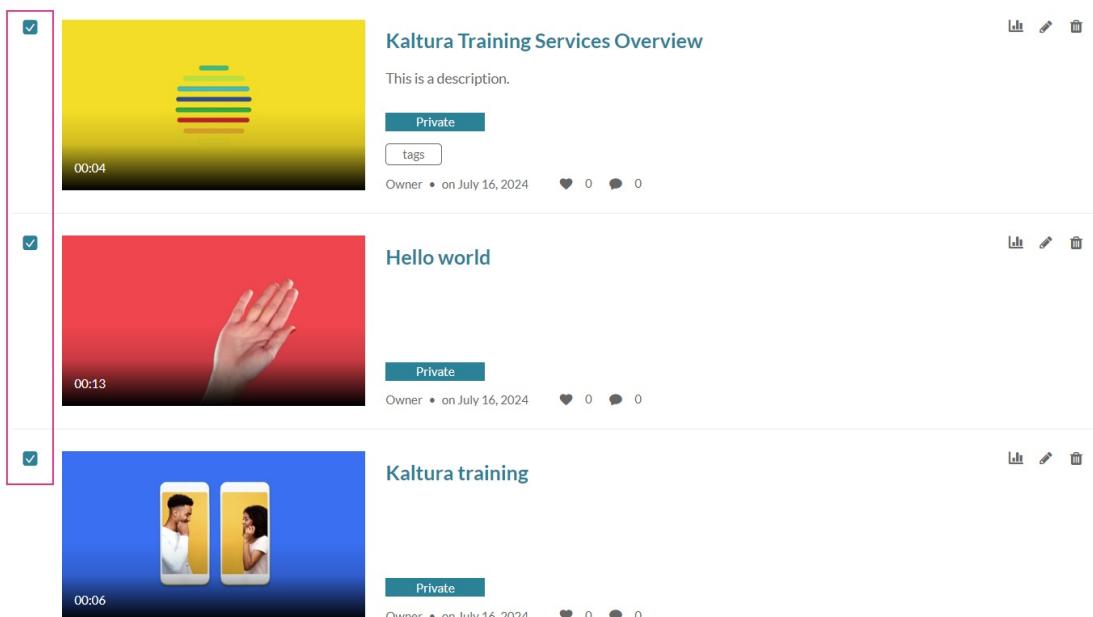
Publishing Status:

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

### 3. Follow steps **4-6** above.

#### Publish multiple items

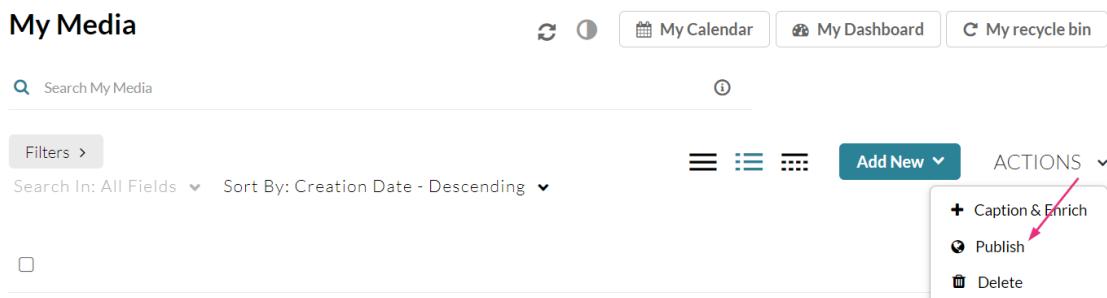
1. Check the boxes to the left of the desired items.



The screenshot shows the Kaltura Media Library interface. Three media items are listed, each with a checked checkbox on the left. The items are:

- Kaltura Training Services Overview**: 00:04, Private, Owner • on July 16, 2024, 0 likes, 0 comments.
- Hello world**: 00:13, Private, Owner • on July 16, 2024, 0 likes, 0 comments.
- Kaltura training**: 00:06, Private, Owner • on July 16, 2024, 0 likes, 0 comments.

2. Scroll to the top of the page, click the **ACTIONS** menu and select **Publish**.



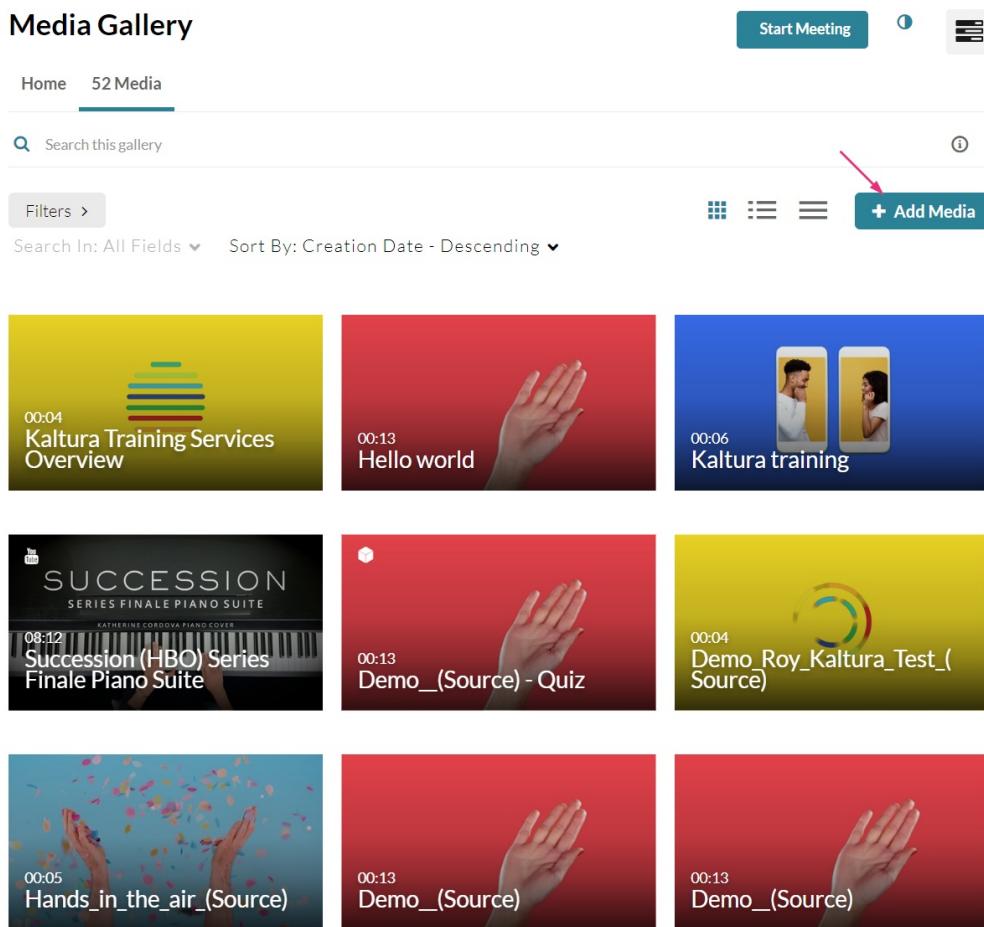
The screenshot shows the Kaltura My Media page. The ACTIONS menu is open, and the 'Publish' option is highlighted with a red arrow. Other options in the menu are: 'Caption & Enrich' and 'Delete'.

The **Publishing Status** section displays.

### 3. Follow steps **4-6** above.

## Publish from Media Gallery

1. Access the Media Gallery.
2. Under the **Media** tab, click **+Add Media**.



The screenshot shows the Kaltura Media Gallery interface. At the top, there is a navigation bar with "Start Meeting" and a user icon. Below the navigation bar, the "Media Gallery" tab is selected, showing "52 Media". A search bar and a "Filters" button are also present. The main area displays a grid of media items, each with a thumbnail, duration, and title. A red arrow points to the "Add Media" button in the top right corner of the grid area.

Thumbnail	Duration	Title
	00:04	Kaltura Training Services Overview
	00:13	Hello world
	00:06	Kaltura training
	08:12	Succession (HBO) Series Finale Piano Suite
	00:13	Demo_(Source) - Quiz
	00:04	Demo_Roy_Kaltura_Test_(Source)
	00:05	Hands_in_the_air_(Source)
	00:13	Demo_(Source)
	00:13	Demo_(Source)

The **Add Media** page displays.

## Add Media

[Cancel](#)[Publish](#)Select one or more media items to add to the current gallery X[My Media](#)[1 Shared Repository](#) ▾[ADD NEW](#) ▾ [Search My Media](#)[Filters](#) >[Search In: All Fields](#) ▾[Sort By: Creation Date - Descending](#) ▾**Clip of Kaltura Training Services Overview**[tags](#)

August 16, 2024

 0 0**Kaltura Training Services Overview**

3. Check the box(es) next to the media item(s) you want to publish.

**Clip of Kaltura Training Services Overview**[tags](#)

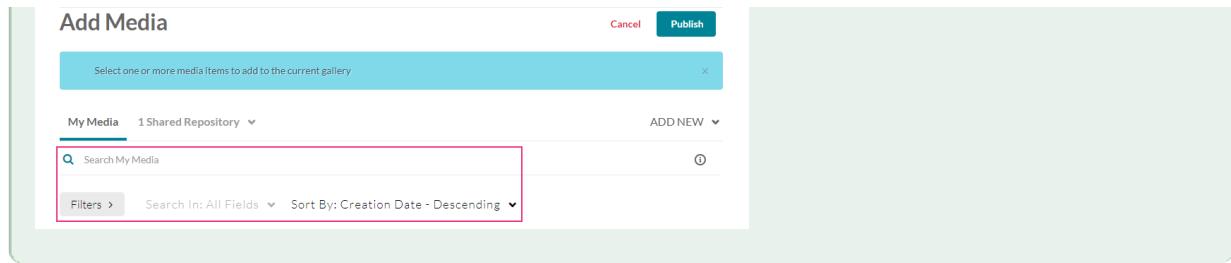
August 16, 2024

 0 0**Kaltura Training Services Overview**[tags](#)

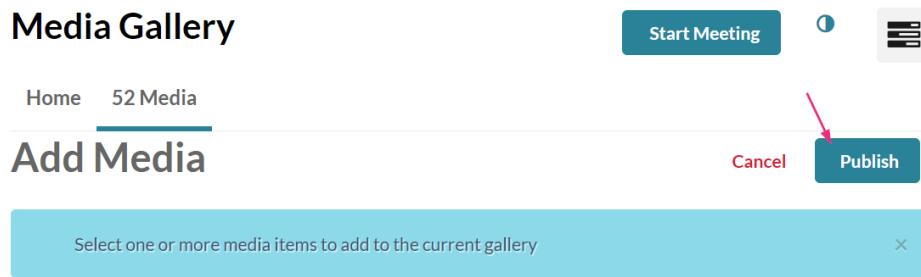
July 16, 2024

 0 0**Hello world**

You can also search for media using the search and filters function:



4. Scroll to the top of the page and click **Publish**.



A success message displays: *All media was successfully published.*

