

# Upload media in Content Hubs

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 This article is designated for all users.

## About

Uploading media from your desktop is quick and easy. You can upload single or multiple files at once, edit metadata, and publish them in bulk - all during the upload process.



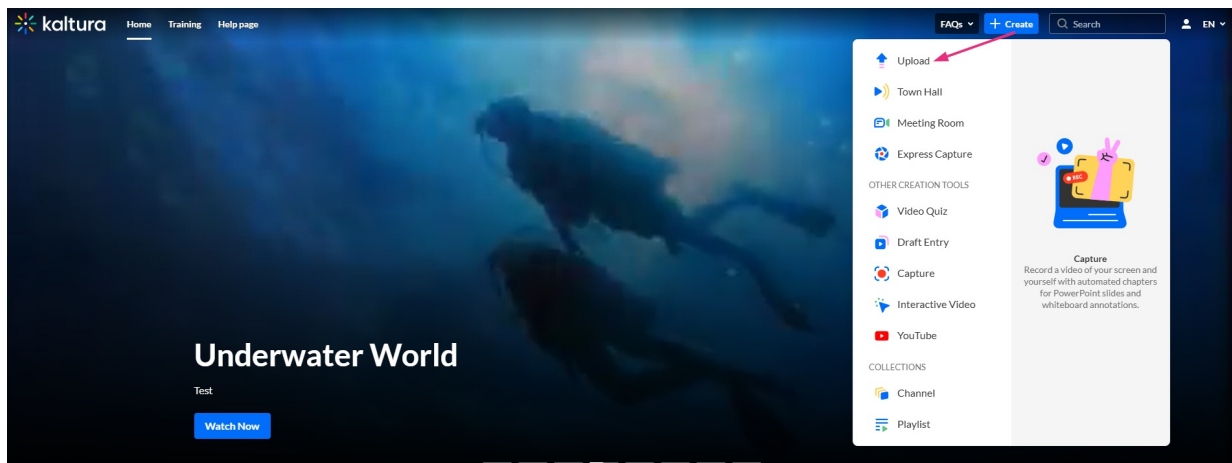
- This feature requires the [Uploadmedia module](#) to be enabled.
- A user with an application role of **privateOnlyRole** and higher (adminRole, unmoderatedAdminRole) can upload content.

## Upload media



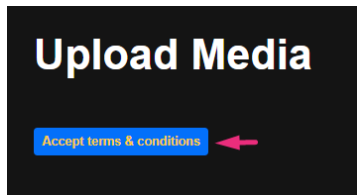
To upload a YouTube video, please see our article [Add a YouTube video](#).

1. Select **Upload** from the **+ Create** menu.



Your **+ Create** menu may vary depending on your environment. If options are missing, contact your Kaltura administrator.

If a disclaimer is set by your administrator, click the **Accept** button to proceed.



The **Upload Media** page displays.

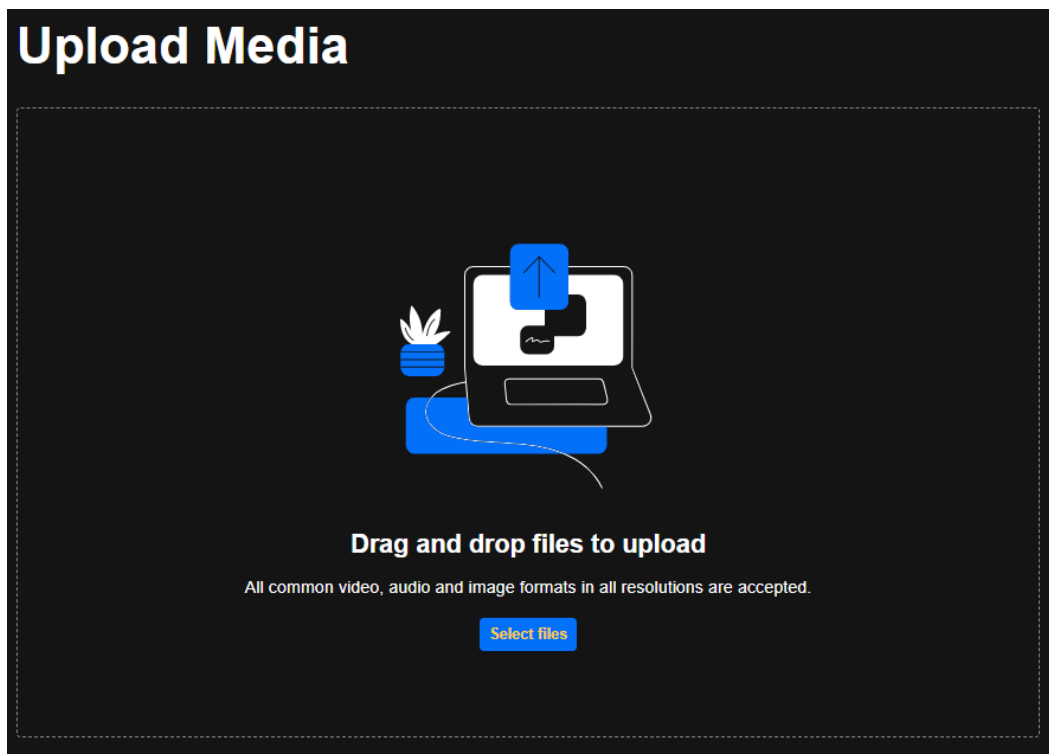
2. Click **Select Files** and choose one or multiple files, or drag and drop files inside the dotted area. Different types of files can be uploaded at the same time.



For MS Word and PowerPoint files, a maximum of **10 MB** is supported, and for Excel files, up to **5 MB**. Attempting to upload files larger than 10 MB will trigger a 'file too large' error message after the view component loads for a while.



Kaltura supports files of any size across major browsers (Chrome, Safari, Firefox, IE 10+).

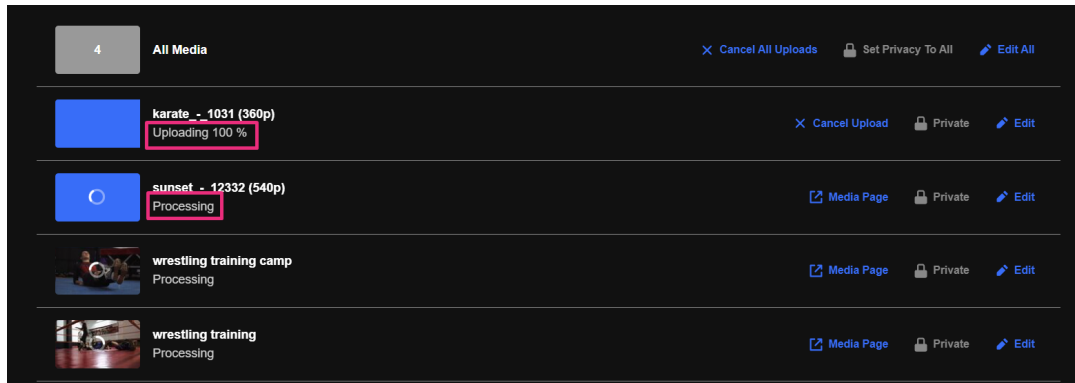


The upload process begins.

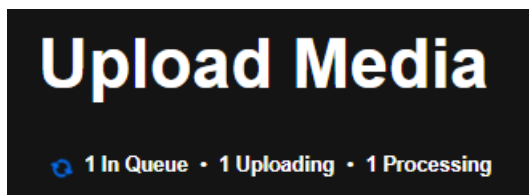


Keep the browser tab open! Closing or navigating away will cancel any media in the queue or currently uploading.

If multiple files were selected, one file starts the upload process, and the rest of the files are then added to the queue. The queue continues to upload content from bottom to top, skipping any canceled or errored-out media.



The status of the upload is indicated on the right of each item as well as the top left of the Upload Media window:



## Upload statuses

- **In Queue** - Files waiting their turn to upload. You can cancel these before they start uploading.
- **Uploading** - Displays progress percentage. You can cancel uploads still in progress.
- **Processing** - The file is being converted. The cancel option is no longer available.
- **Ready** - The upload is complete, and the thumbnail is displayed. You'll see a link to the media page.
- **Failed** - Indicates an upload error. These files cannot be edited or canceled.
- **Cancelled** - Previously canceled uploads can be removed from the list.

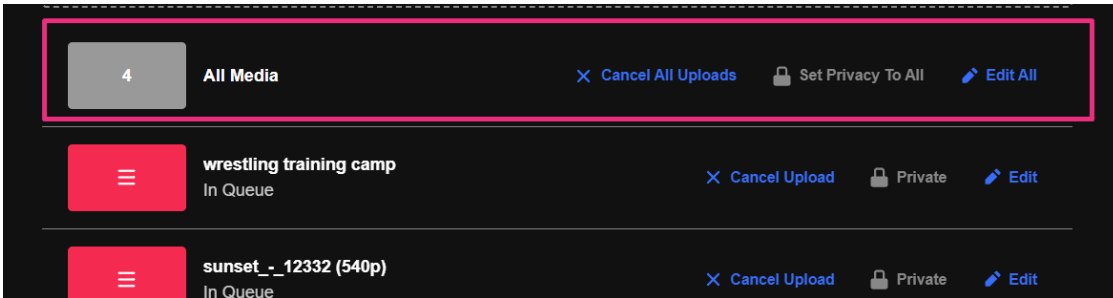
## Bulk actions

At the top of the upload list, you'll find bulk actions for managing multiple files.

- The gray box displays how many files are in the upload list. Entries with the status

'Canceled' or 'Failed' are not counted here.

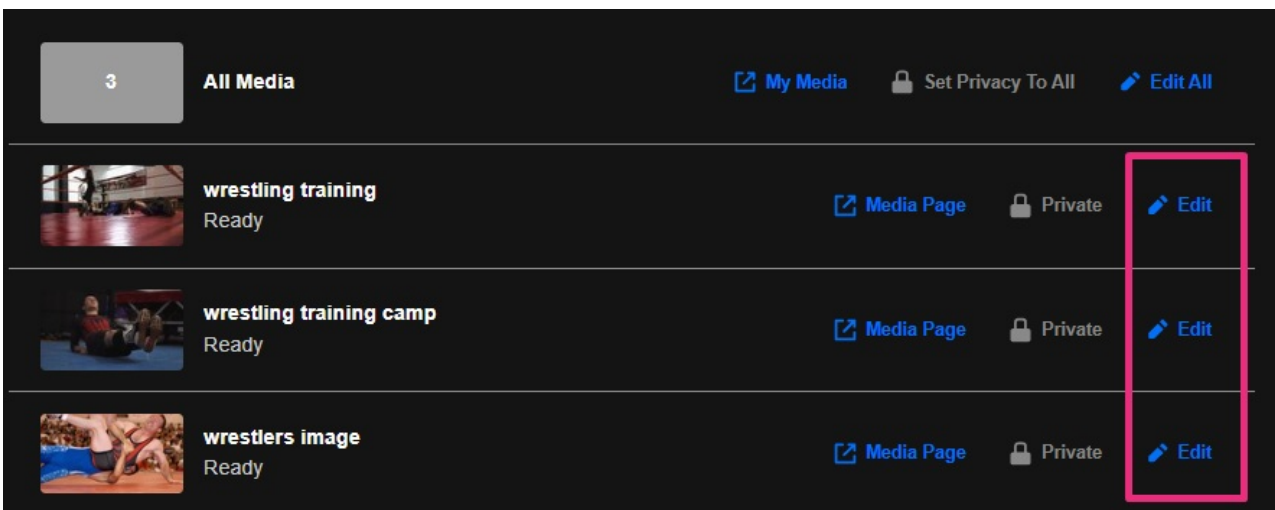
- **Cancel All Uploads** - Stop all uploads in progress or in the queue. 'Processing' or 'Ready' files are unaffected..
- **Set Privacy to All** - Publish or adjust the privacy status of your entries in bulk.
- **Edit All** - Modify details for multiple media files at once.



## Edit your media

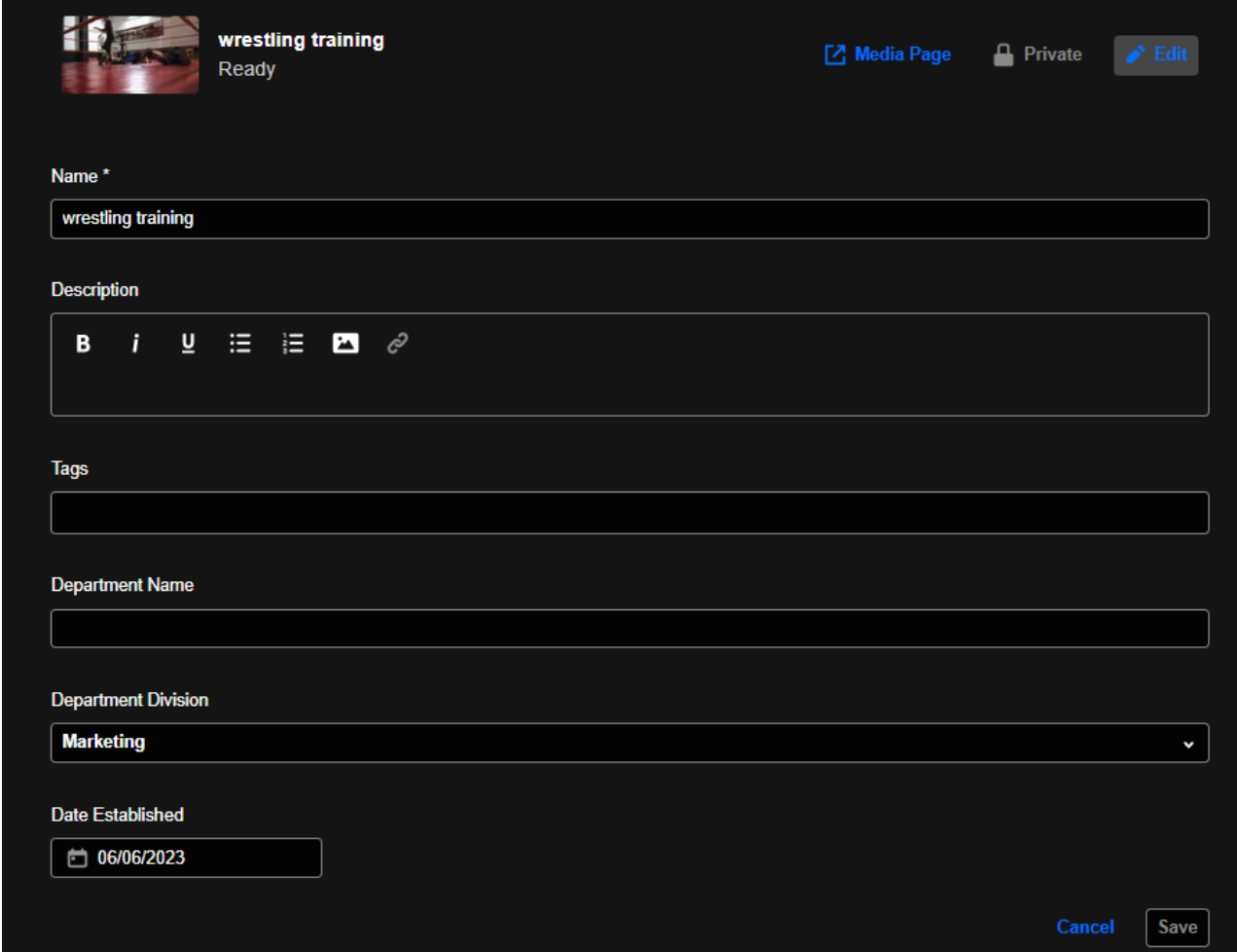
Edit a single media

Click **Edit**.



The edit page displays.

You can edit the title, description, tags, and custom metadata for each uploaded file.

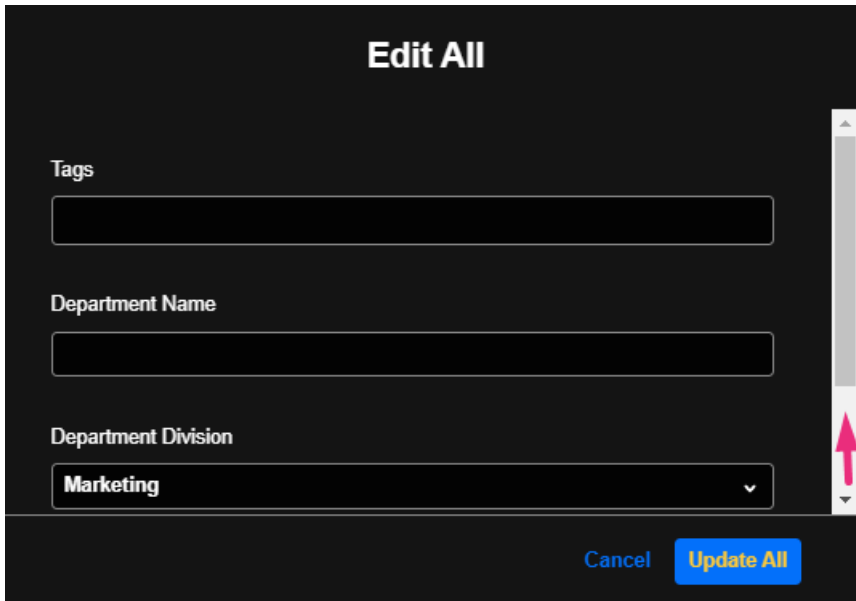


The screenshot shows the 'wrestling training' media page in edit mode. At the top, there is a header with the page title 'wrestling training', a 'Ready' status, and three buttons: 'Media Page', 'Private', and 'Edit'. Below the header, the form is organized into several sections: 'Name \*' with a text input containing 'wrestling training'; 'Description' with a rich text editor toolbar (bold, italic, underline, list, link, image, link) and an empty text area; 'Tags' with an empty text input; 'Department Name' with an empty text input; 'Department Division' with a dropdown menu set to 'Marketing'; and 'Date Established' with a date picker set to '06/06/2023'. At the bottom right, there are 'Cancel' and 'Save' buttons.

## Edit multiple media

Click **Edit All** at the top right.

You can add tags and custom metadata for multiple media at once (don't forget to scroll down).



**Edit All**

Tags

Department Name

Department Division

Marketing

Cancel **Update All**

## Publish your media

### Publish a single media

You can publish directly from the Upload Media page by clicking the publish status **Private**, then choosing the desired status.

## Upload Media

🔄 1 In Queue • 1 Uploading • 1 Ready

**Drag and drop files to upload**

All common video, audio and image formats in all resolutions are accepted.

[Select Files](#)

3 **All Media** ✕ Cancel All Uploads 🔒 Set Privacy to All ✎ Edit All

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☰ **Walkthrough**  
In Queue ✕ Cancel Upload 🔒 Private ✎ Edit

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▶ **Virtual Event Demo**  
Uploading 10% ✕ Cancel Upload 🔒 Private ✎ Edit

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👤

**Product Tour**  
Ready

Media Page🔒 Private✎ Edit

**Private**  
Only I can view

**Unlisted**  
Anyone with the link can view

**Publish**  
Anyone with entitlements to the gallery/channel can view

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▶

**Name \***

**Description**

**B** *i* u ☰ ☰ 🔗 🖼️ 🔗

This prod

**Tags**

Delete MediaCancel [Save](#)

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⏸ **Coming Out Soon**  
Canceled ✕ Remove

✔ To learn about the publishing options, check out our article [Publish media](#).

### Publish multiple media

Easily publish multiple media entries in bulk from the Upload Media page. Simply click **Set Privacy to All** at the top of the upload list, then select the desired privacy status for all entries.




## Upload Media

🔄 1 In Queue • 1 Uploading • 1 Ready

**Drag and drop files to upload**

All common video, audio and image formats in all resolutions are accepted.

[Select Files](#)

3 All Media		X Cancel All Uploads		🔒 Set Privacy to All	✎ Edit All
	Walkthrough In Queue	X Cancel			
	Virtual Event Demo Uploading 10%	X Cancel			
	Product Tour Ready			<a href="#">Media Page</a>	<a href="#">Private</a> <a href="#">Edit</a>

**Private**  
Only I can view

**Unlisted**  
Anyone with the link can view

**Publish**  
Anyone with entitlements to the gallery/channel can view

✔ To learn about the publishing options, check out our article [Publish media](#).

## View your media

To view your media when uploading is complete, select **Media Page** or access **My Media** from the user menu.

	<b>wrestling training</b> Ready	<a href="#">Media Page</a>	<a href="#">Private</a>	<a href="#">Edit</a>
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