


Upload media - Theming


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 This article is designated for all users.

About

Uploading media from your desktop to your video portal is quick and easy. Simply follow the steps below to share your videos, audio files, and images. You can upload single or multiple files at once, edit metadata, and publish them in bulk - all during the upload process.

 These instructions are specifically for users with [Theming](#) enabled . If you don't have Theming enabled, please refer our article [Upload media](#).

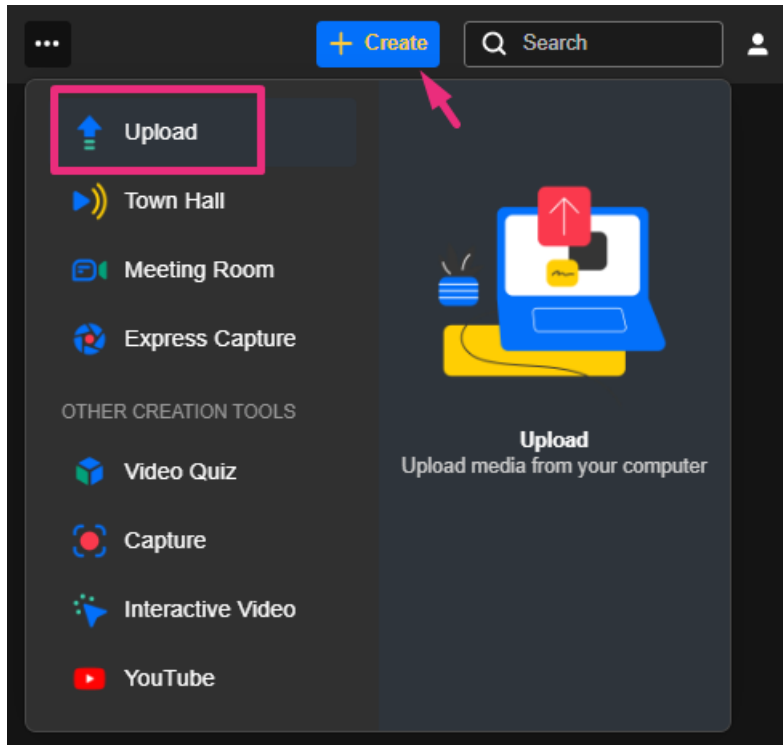
 A user with an application role of privateOnlyRole and higher (adminRole, unmoderatedAdminRole) can upload content.


 The [UploadMedia](#) module must enabled.

Upload media

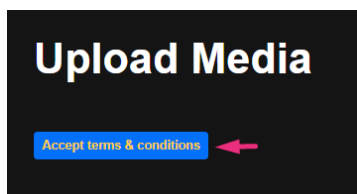
1. Click the + **Create** button and select **Upload**.

Alternatively, go directly to the upload page using: `base_url/uploadmedia`.




 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.

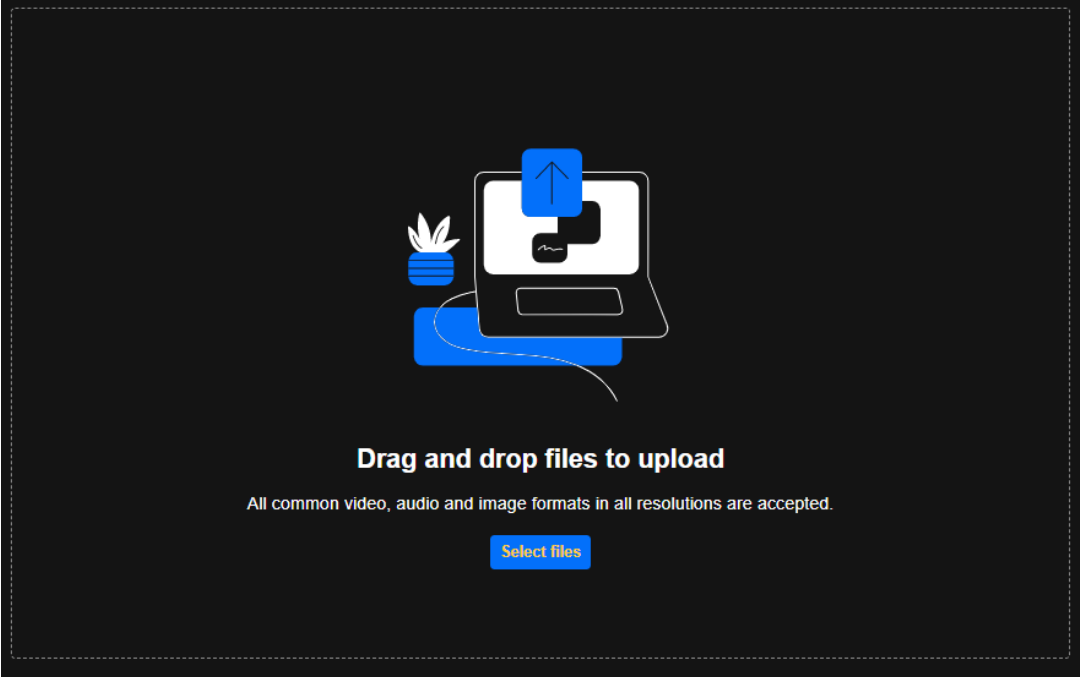


The **Upload Media** page displays.


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.

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

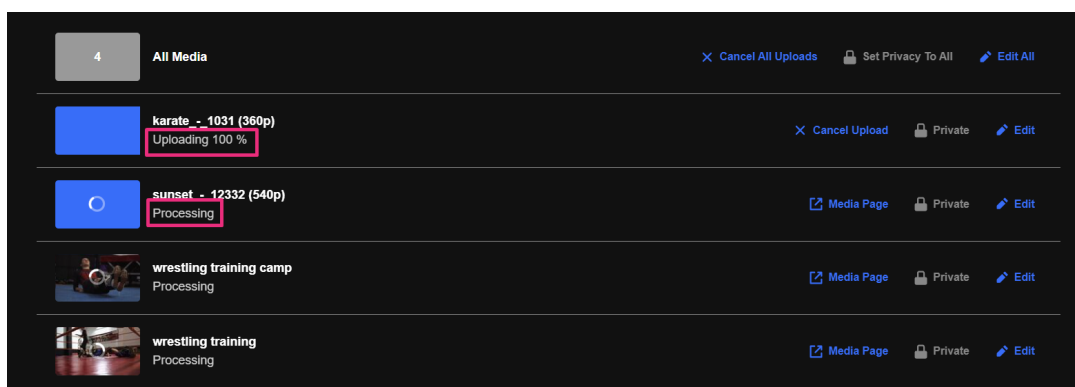
Upload Media



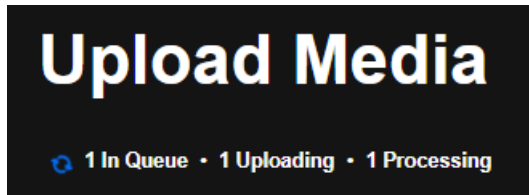
The upload process begins.

 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:



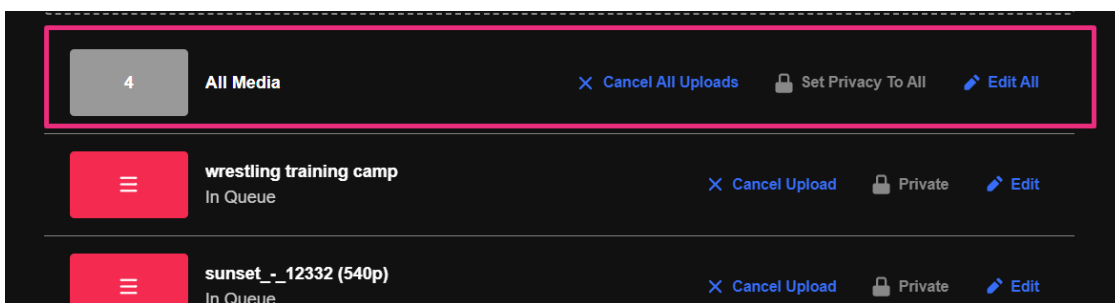
Upload statuses

- **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.

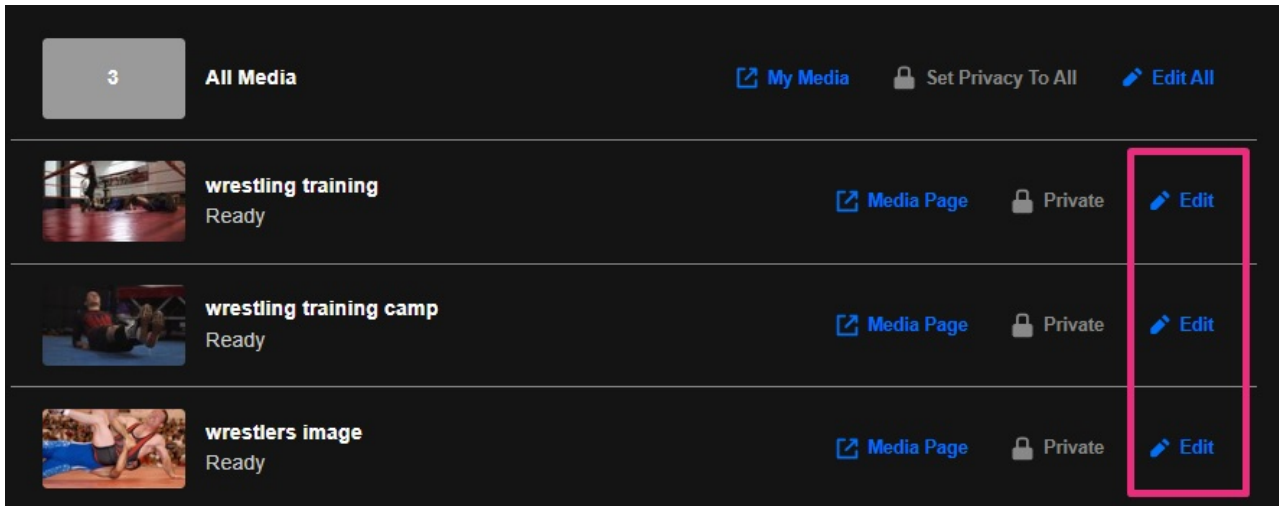
- The gray box displays how many files are in the upload list. Entries with the status 'Canceled' or 'Failed' are not counted here.
- **Cancel All Uploads** - Stop all uploads in progress or in the queue. 'Processing' or 'Ready' files are unaffected..
- **Set Privacy to All** - Publish or adjust the privacy status of your entries in bulk.
- **Edit All** - Modify details for multiple media files at once.



Edit your media

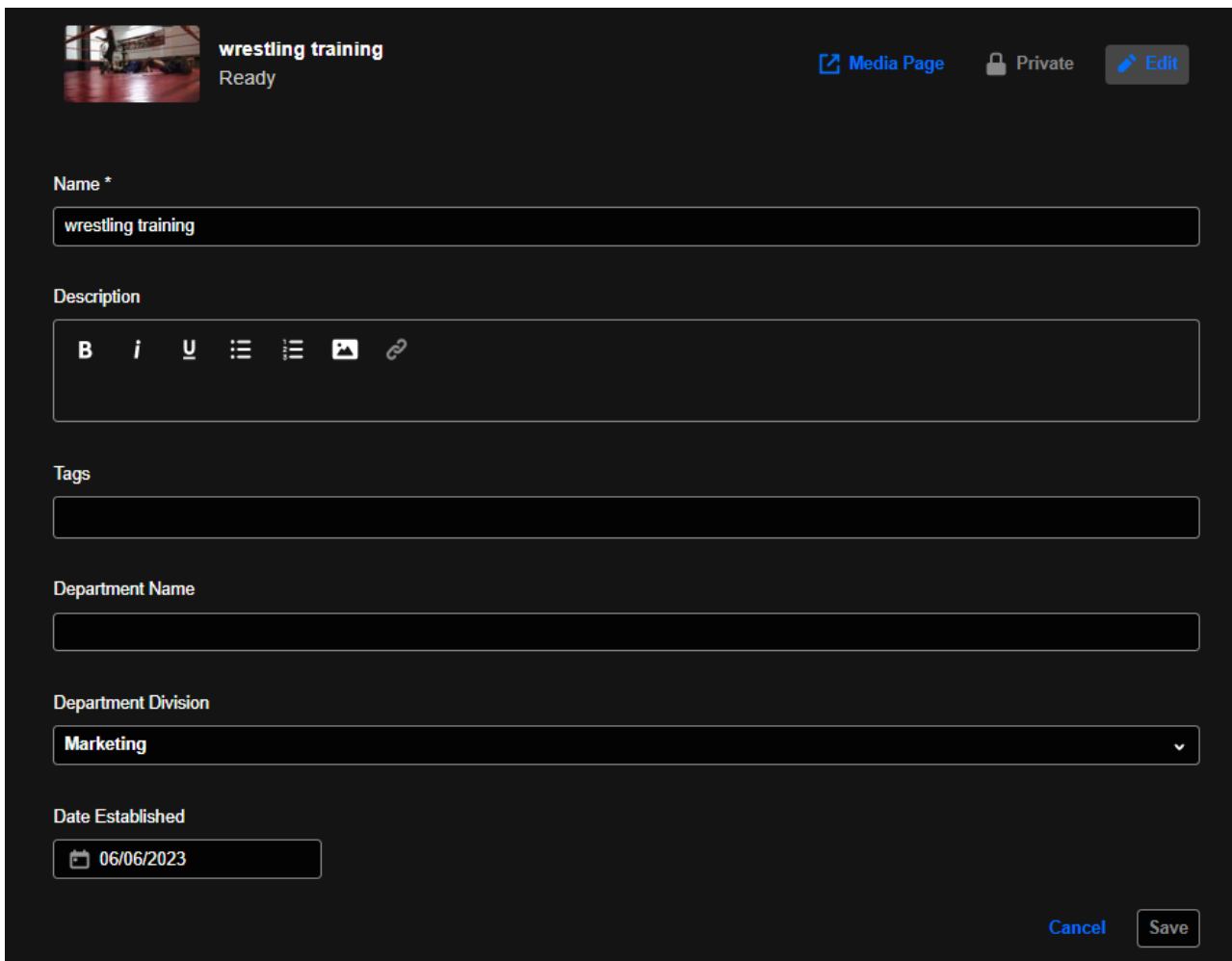
Edit a single media

Click **Edit**.



The edit page displays.

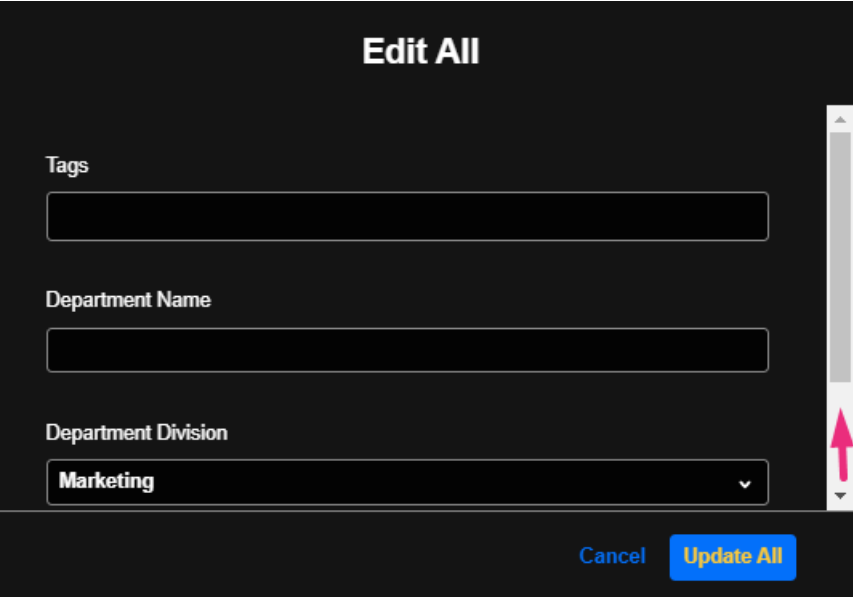
You can edit the title, description, tags, and custom metadata for each uploaded file.



Edit multiple media

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](#)

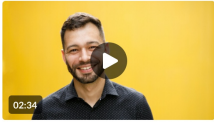
☰ **Walkthrough**
In Queue

[Cancel Upload](#)
[Private](#)
[Edit](#)

3 **Virtual Event Demo**
Uploading 10%

[Cancel Upload](#)
[Private](#)
[Edit](#)


Product Tour
Ready



02:34

[Change Thumbnail](#)

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

Name *

Product Tour


Description

This prod

Tags

[Delete Media](#) [Cancel](#) [Save](#)

3 **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	✕ Cancel All Uploads	🔒 Set Privacy to All	✎ Edit All
	Walkthrough In Queue	✕ Cancel	🔒 Private Only I can view	
	Virtual Event Demo Uploading 10%	✕ Cancel	🔗 Unlisted Anyone with the link can view	
	Product Tour Ready		📄 Media Page	🔒 Private ✎ Edit

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✔ 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 👤.



wrestling training
Ready

[Media Page](#) 🔒 Private ✎ Edit