

Upload media - Theming

Last Modified on 02/09/2025 10:03 am IST

 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, images, and documents. 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.

Before you start

The [Uploadmedia module](#) must enabled.

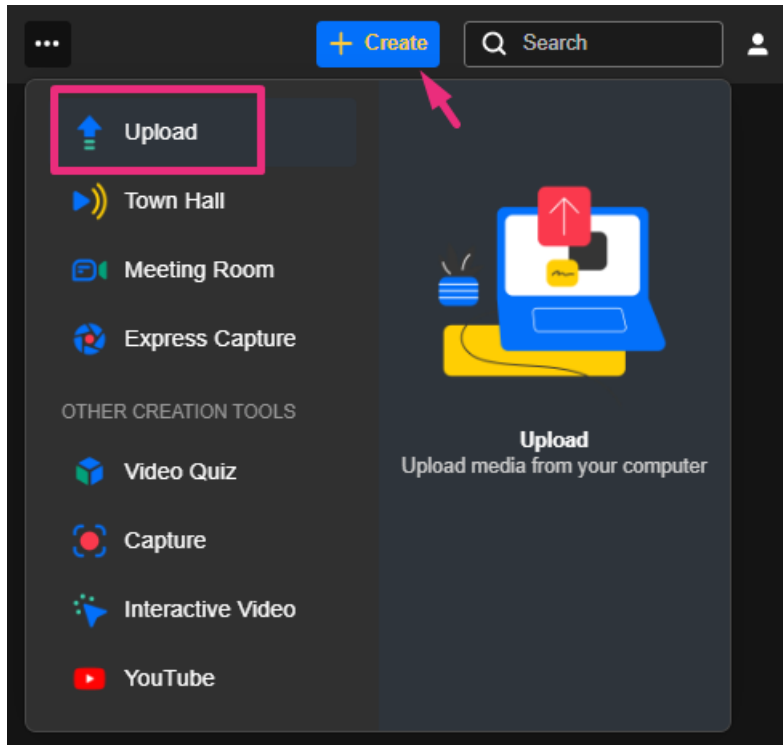
Upload media



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

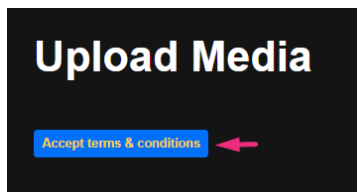
1. Click the + **Create** button and select **Upload**.

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.



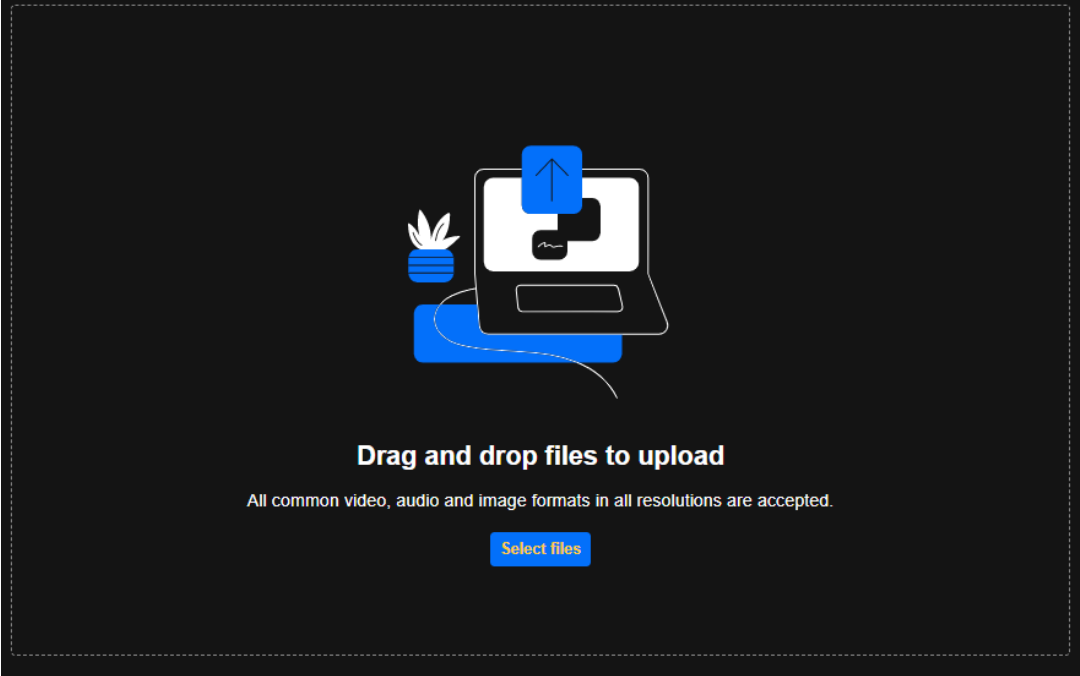
For MS Word and PowerPoint files, a maximum of **10 MB** is supported, and for Excel files, up to **5 MB**. Attempting to upload files larger than 10 MB will trigger a 'file too large' error message after the view component loads for a while.



Kaltura supports files of any size across major browsers (Chrome, Safari, Firefox,

IE 10+).

Upload Media

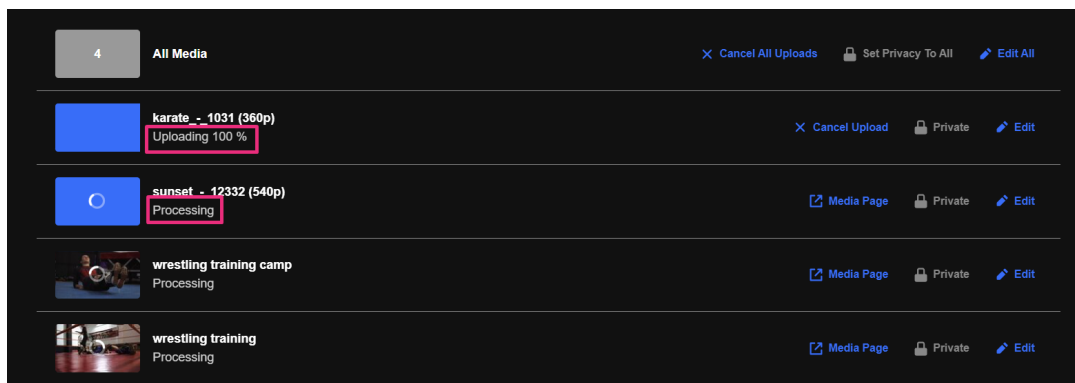


The upload process begins.

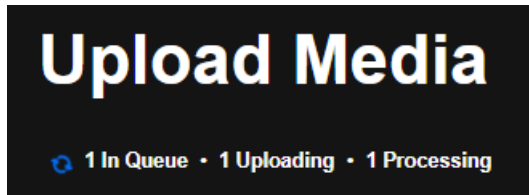


Keep the browser tab open! Closing or navigating away will cancel any media in the queue or currently uploading.

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:



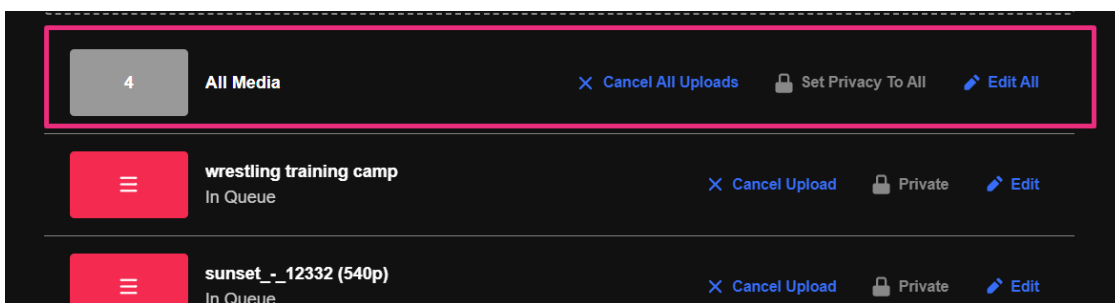
Upload statuses

- **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.

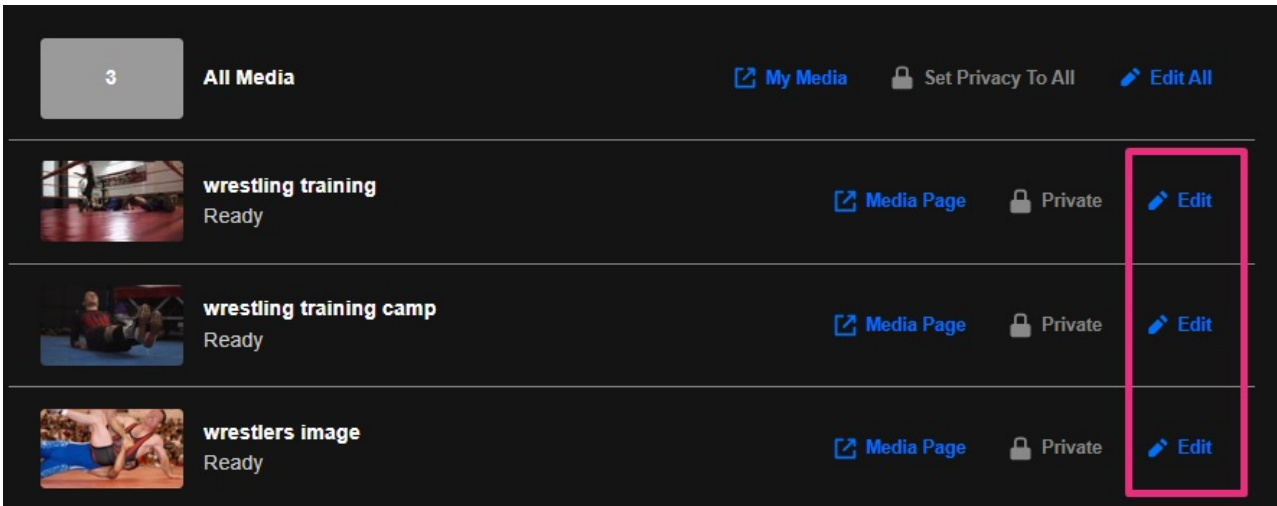
- The gray box displays how many files are in the upload list. Entries with the status 'Canceled' or 'Failed' are not counted here.
- **Cancel All Uploads** - Stop all uploads in progress or in the queue. 'Processing' or 'Ready' files are unaffected..
- **Set Privacy to All** - Publish or adjust the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



Edit your media

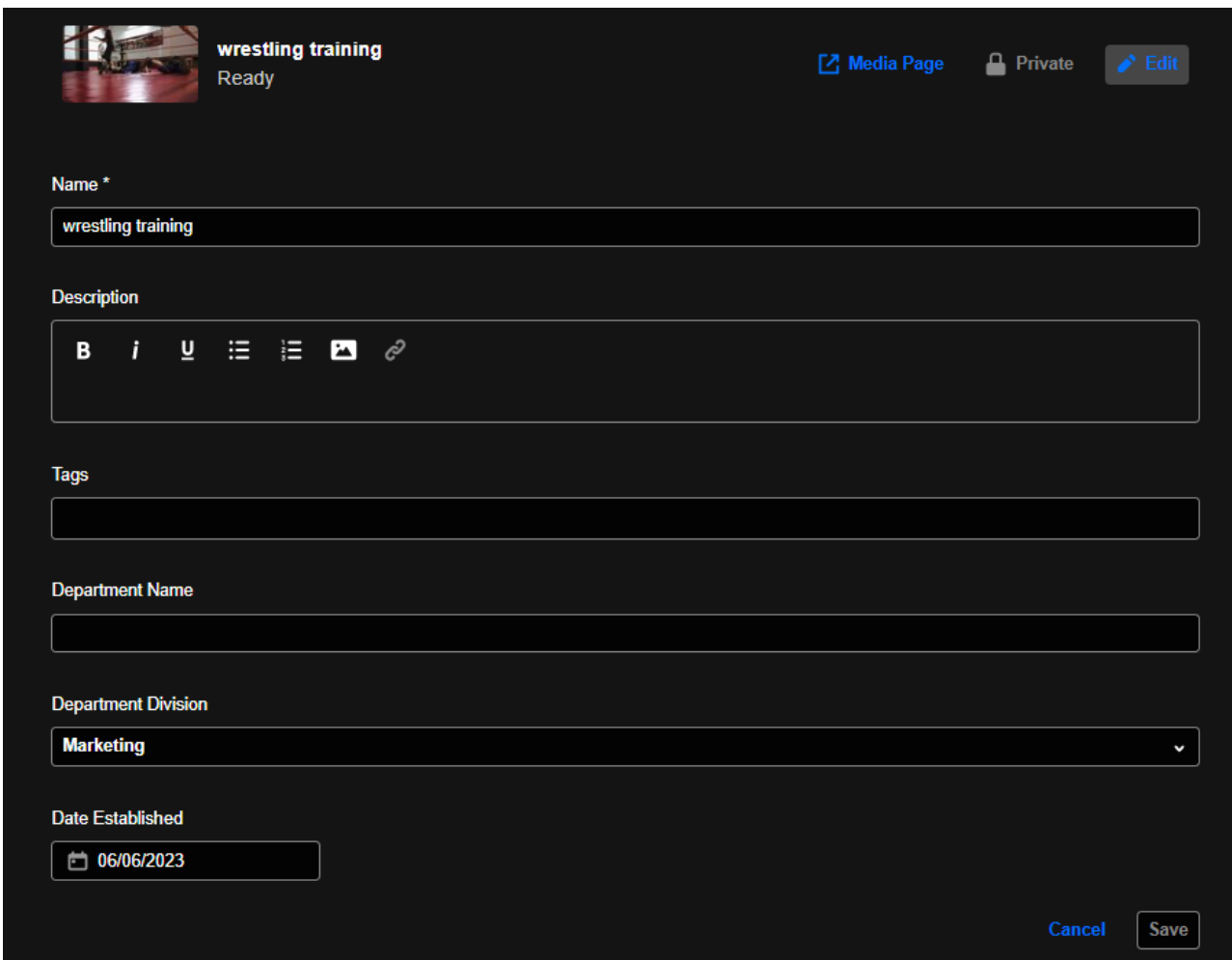
Edit a single media

Click **Edit**.



The edit page displays.

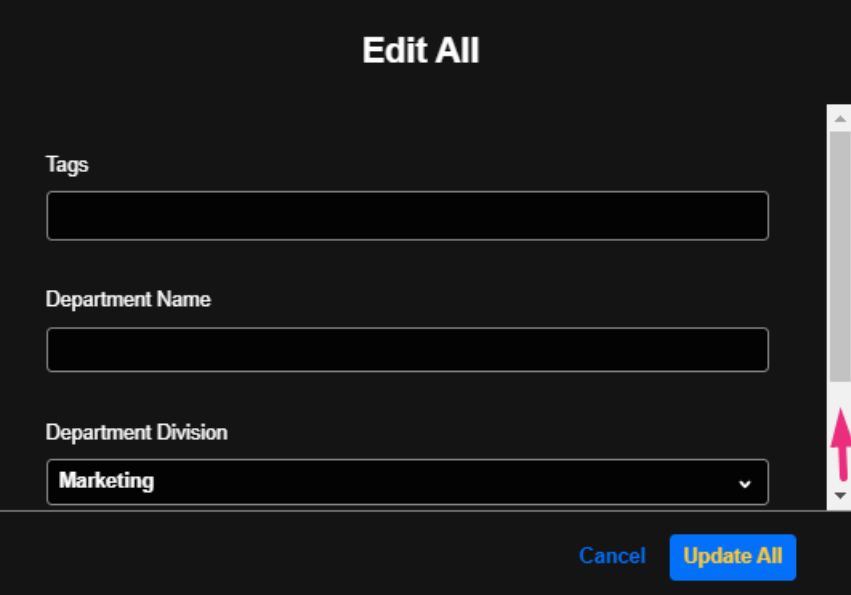
You can edit the title, description, tags, and custom metadata for each uploaded file.



Edit multiple media

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**

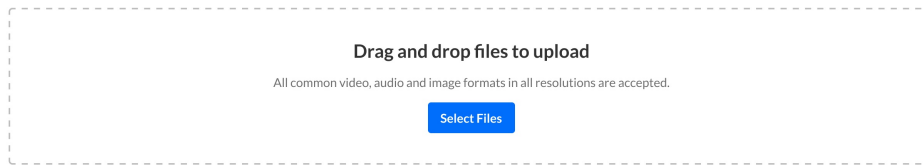
Publish your media

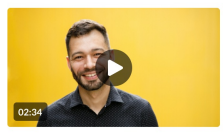
Publish a single media

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



3	All Media	Cancel All Uploads	Set Privacy to All	Edit All
☰	Walkthrough In Queue	Cancel Upload	Private	Edit
🎥	Virtual Event Demo Uploading 10%	Cancel Upload	Private	Edit
👤	Product Tour Ready	Media Page	Private	Edit
	<p>Name *</p> <p>Product Tour</p> <p>Description</p> <p>This prod</p> <p>Tags</p> <p>Delete Media</p>	<p>Private Only I can view</p> <p>Unlisted Anyone with the link can view</p> <p>Publish Anyone with entitlements to the gallery/channel can view</p>		
🕒	Coming Out Soon Canceled			Remove

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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	✕ Canc			
	Virtual Event Demo Uploading 10%	✕ Canc			
	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

✔ 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
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