

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, 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 be enabled.

Upload media



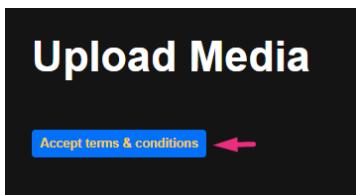
To upload a YouTube video, please see our article [Add a YouTube video](#).

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



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



Drag and drop files to upload

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

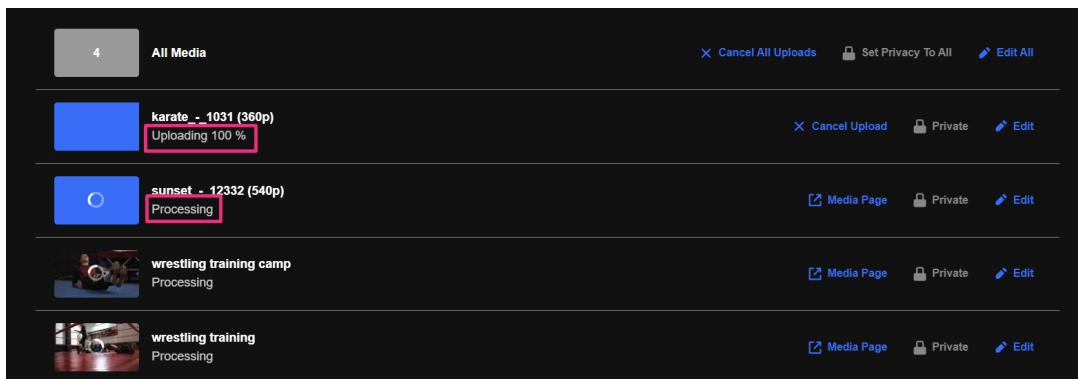
[Select files](#)

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.



4	All Media	Cancel All Uploads	Set Privacy To All	Edit All
 karate - 1031 (360p) Uploading 100 %	Cancel Upload	 Private	 Edit	
 sunset - 12332 (540p) Processing	Media Page	 Private	 Edit	
 wrestling training camp Processing	Media Page	 Private	 Edit	
 wrestling training Processing	Media Page	 Private	 Edit	

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 Media

⌚ 1 In Queue • 1 Uploading • 1 Processing

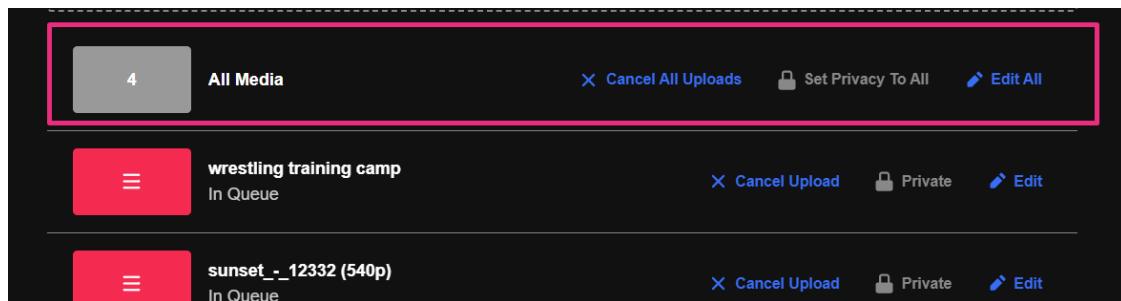
Upload statuses

- **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.



Count	Media Type	Status	Actions
4	All Media	In Queue	Cancel All Uploads, Set Privacy To All, Edit All
	wrestling training camp	In Queue	Cancel Upload, Private, Edit
	sunset_-_12332 (540p)	In Queue	Cancel Upload, Private, Edit

Edit your media

Edit a single media

Click **Edit**.

3 All Media [My Media](#) [Set Privacy To All](#) [Edit All](#)

	wrestling training Ready	Media Page	 Private	Edit
	wrestling training camp Ready	Media Page	 Private	Edit
	wrestlers image Ready	Media Page	 Private	Edit

The edit page displays.

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

 **wrestling training**
Ready [Media Page](#)  Private [Edit](#)

Name *

Description

Tags

Department Name

Department Division

Date Established

[Cancel](#) [Save](#)

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

Walkthrough In Queue

Cancel Upload Private Edit

Virtual Event Demo

Uploading 10%

Cancel Upload Private Edit

Product Tour Ready

Media Page Private Edit

Private

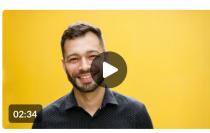
Only I can view

Unlisted

Anyone with the link can view

Publish

Anyone with entitlements to the gallery/channel can view



Change Thumbnail

Name *

Product Tour

Description

This prod

Delete Media

Cancel Save

Tags

Remove

Coming Out Soon

Canceled

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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	X Cancel All Uploads	Set Privacy to All	Edit All
	Walkthrough In Queue	X Cancel	 Private Only I can view	
	Virtual Event Demo Uploading 10%	X Cancel	 Unlisted Anyone with the link can view	
	Product Tour Ready	X Cancel	 Publish Anyone with entitlements to the gallery/channel can view	 Media Page  Private  Edit

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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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