Add attachments to media in Moodle

Last Modified on 06/14/2025 7:21 pm IDT

> 👥 **This article is designated for all users.**

About

Discover how to enhance your media content by adding attachments in both Kaltura Video Portal and KAF applications. Attach files to your media effortlessly, allowing viewers to download them before, during, or after watching the content. Watch the video below or follow the steps in this article.
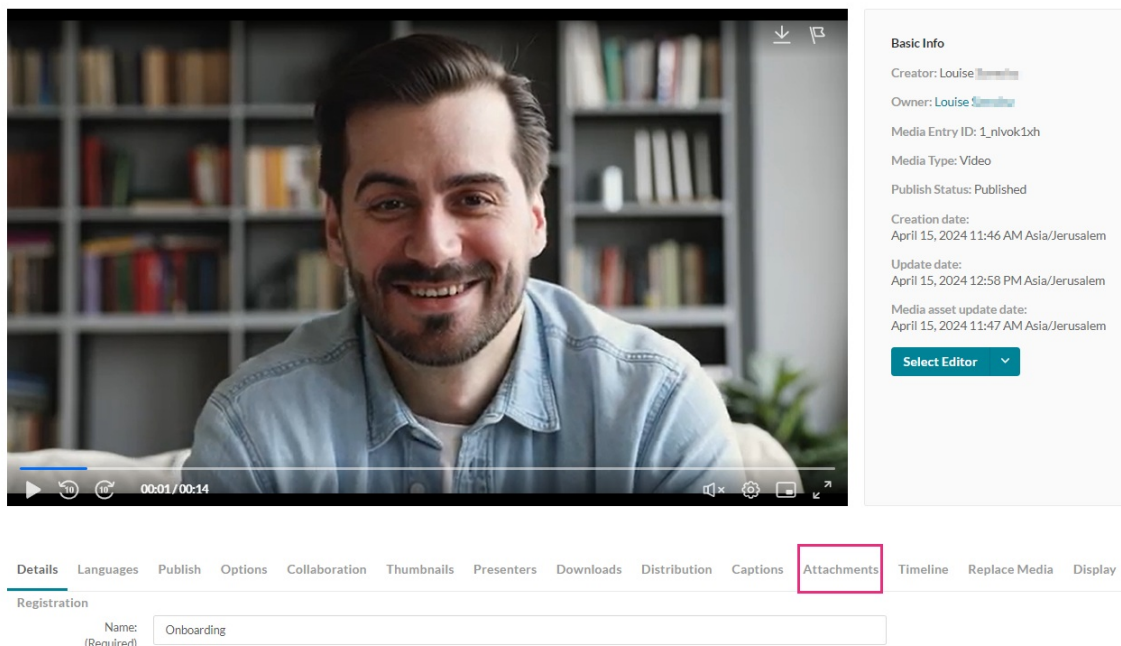
Prerequisite

Your administrator must configure the Attachments module in order to use this feature.

Upload attachments

1. Access the Edit Media Page.

2. Click the **Attachments** tab.

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3. Click **Upload File**.

No Attachments have been added to media   Upload File
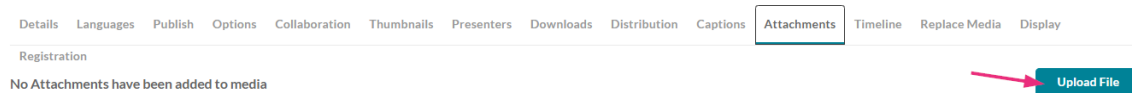
The **Upload Attachment** window displays.

Upload Attachment

Select File

Title:
Provide end-users with a more descriptive title for this file (optional)

Description:
Provide end-users with a brief description of this files content (optional)

Cancel   Save

4. Click **Select File**.
5. Select the file you want to upload as an attachment and click **Open**.

   Once the file has uploaded, a success message displays: *Upload Completed*.

Upload Attachment

notes.pptx

100% of 798KB

Upload Completed!

Title:
Provide end-users with a more descriptive title for this file (optional)

Notes about on-boarding

Description:
Provide end-users with a brief description of this files content (optional)

Best practices and tips for the on-boarding process

Cancel   **Save**

6. Type in a title and a description for the attachment (optional).
7. Click **Save**.

   A success message displays: *The information was saved successfully.*

   The file is saved as an attachment to your media file. Information about the attachment appears in a table.

Details	Languages	Publish	Options	Collaboration	Thumbnails	Presenters	Downloads	Distribution	Captions	**Attachments**	Timeline	Replace Media	Display

Registration

The information was saved successfully ✕

Upload File

File Name	Title	Description	Size	Uploaded At	Actions
notes.pptx	Notes about on-boarding	Best practices and tips for the on-boarding process	798.20 Kb	Apr 25, 2024	✏ ✕ ⬇

To upload another attachment, repeat steps 3-7 above.

Actions

You can use the options in the **Actions** column to perform various actions.

File Name	Title	Description	Size	Uploaded At	Actions
notes.pptx	Notes about on-boarding	Best practices and tips for the on-boarding process	798.20 Kb	Apr 25, 2024	✏ ✕ ⬇

Edit the title or description of the attachment

1. Click the pencil icon.

   The Change File window displays.
2. Modify the title and description as desired.

Change File

Title:
Provide end-users with a more descriptive title for this file (optional)

Notes about on-boarding

Description:
Provide end-users with a brief description of this files content (optional)

Best practices and tips for the on-boarding process
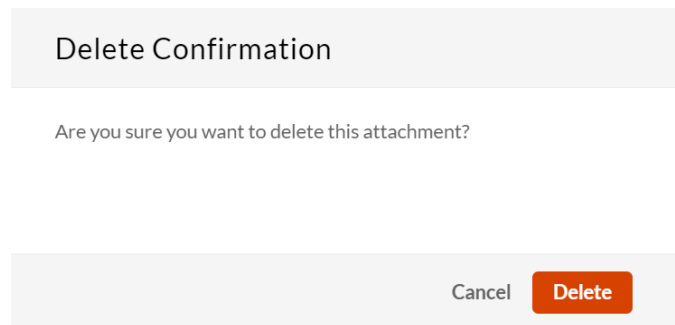
Cancel   Save

3. Click **Save**.

Delete the attachment

1. Click the **X** icon.
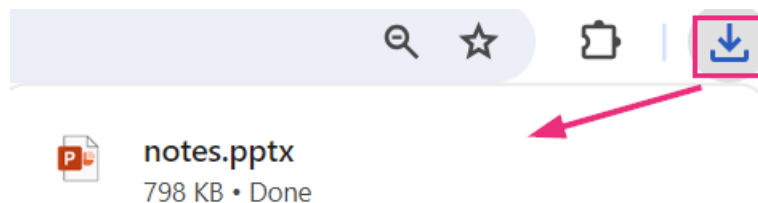
   A Delete Confirmation window displays.

2. Click **Delete**.

Download the attachment

Click the download icon.
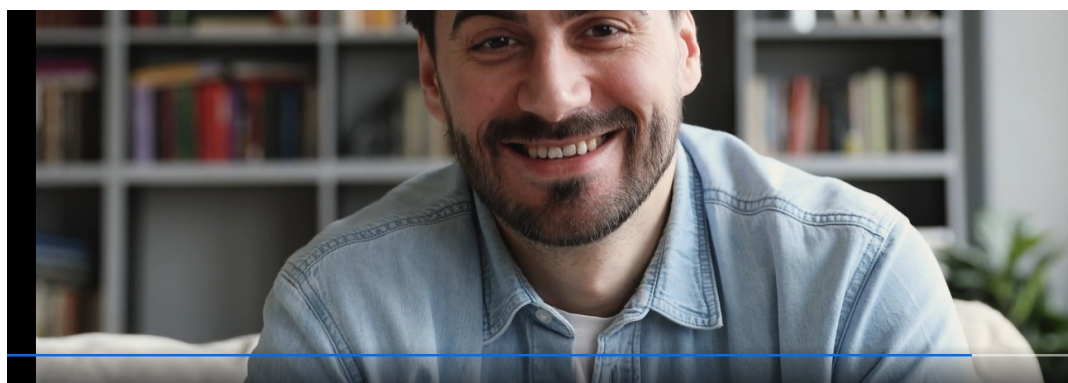
The file downloads to your computer.

User experience

To see the attachment(s) you added, click **Back to Media page**.

Onboarding

Below the media details, the attachment displays along with a download icon, enabling viewers to easily download the attachment.

Onboarding
By Louise Szmolsz • April 15, 2024 • 6 Views

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Appears in ABC channel

1 Attachment

☐ Notes about on-boarding   ⬇

ℹ

The supported file types for media attachments can be documents, spreadsheets, presentations, audio/video files, and images. Including;
 Media files - *.mts;*.MTS;*.qt;*.QT;*.mov;*.MOV;*.mpeg;*.MPEG; *.avi;*.AVI;*.mp4; *.MP4; *.vob;*.VOB;*.flv; *.FLV; *.f4v; *.F4V; *.asf;*.ASF;

.wmv;.WMV;*.m4v;*.M4V;*.3gp;*.3GP; *.mkv;*.MKV;*.arf;*.ARF; *.webm;*.WEBM; *.mxf;*.MXF

Document files - 'doc', 'docx', 'docm', 'dotx', 'dotm', 'xls', 'xlsx', 'xlsm', 'xltx', 'xltm', 'xlsb', 'xlam', 'ppt', 'pptx', 'pptm', 'potx', 'potm', 'ppam', 'ppsm', 'odb', 'odc', 'odf', 'odg', 'odi', 'odm', 'odp', 'ods', 'odt', 'otc', 'otf', 'otg', 'oth', 'oti', 'otp', 'ots', 'ott', 'oxt','swf','pdf'

Image files - "jpg", "jpeg", "bmp", "png", "gif", "tif", "tiff"