

# Publish Media in KAF

Last Modified on 04/12/2022 5:32 pm IDT

28 This article is designated for all users.

## About

When you upload media, it's private by default and accessible only through My Media. From there, you can either grab the embed code for private media or choose to publish it, making it public in your Media Gallery.

Publishing media allows it to be publicly accessible to users. You can publish media:

- in any Media Galleries you are allowed to publish to.
- only after file conversion is complete and the media has passed moderation (if required).

: The content in My Media is consistent across all Kaltura applications, and can be published and shared based on your permissions. If you can't publish media, contact your administrator for access.

## Publish from My Media

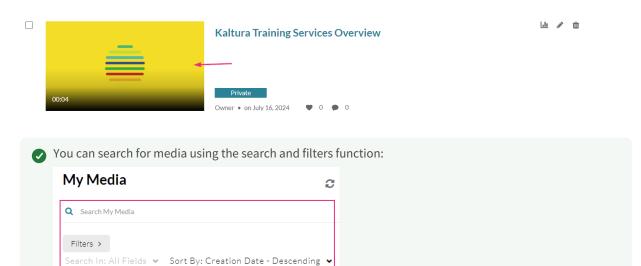
### Publish one item

1. Access your My Media page.



My Media	<b>c</b> 0	🛗 My Calendar 🏻 🌆	My Dashboard	C My recycle bin
Q Search My Media		١		
Filters > Search In: All Fields ~ So	ort By: Creation Date - Descend	ding 🖌 🚍 📰	Add New 🗸	ACTIONS 🗸
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	Kaltura Training Services	Overview		Lit I the
00:04	Private Owner • on July 16, 2024 • 0	• 0		

2. Click the thumbnail or title of the media you want to publish.



The media page displays.



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▶ <sup>*</sup> ⓑ @ 00:02/00:04	⊈» 🚳 ∎ 🚪
Kaltura Training Services Overview	• 0 • 0
From Customer Training July 16, 2024	
Details Share Q	← Back ACTIONS ∽

3. Click the ACTIONS menu and select Publish.

<u>ර</u> 00:04/00:04	<mark>米 kaltura</mark> ⊲» @ ∎ ₂"
Kaltura Training Services Overview	• 0 • 0
From Customer Training July 16, 2024	
Details Share Q This is a description.	<ul> <li>← Back ACTIONS ✓</li> <li>✓ Edit</li> <li>← Publish</li> <li>└⊥ Analytics</li> </ul>
	<ul> <li></li></ul>
Comments	Delete

#### The **Publishing Status** section displays.

Publishing Status:

- Private Media page will be visible to the content owner only.
- O Published Media page will be visible to users according to entitlements based on the selected destinations in the options below.

#### 4. Click the button next to **Published**.

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5. Select the gallery(ies) you want to publish the media to.

Note to Canvas us	ers! The first <b>200</b> active cour	<u>ses</u> are displayed for o	easy selection.	
Details Share Q			<b>←</b> Bac	k actions v
Complete all the required field	ds and save the entry before you can select to pub	lish it to shared repositories. Edit		×
<ul> <li>Private - Media page will be visib</li> <li>Published - Media page will be visib</li> <li>Publish in Gallery</li> </ul>	e to the content owner only. ible to users according to entitlements based on	the selected destinations in the option	ns below.	
Shared Repository	Kaltura Certification Program	Kaltura Training Course	□ LS	
Save				

: If you want to publish to a Shared Repository, you must complete all the required fields and save the entry first. See the **Edit** button in the pop-up above **Publishing Status**. To learn more about adding content to Shared Repositories, check out our article Shared Repository in video portal.

#### 6. Click Save.

A success message displays: Media successfully published.

Media successfully published				
Publishing Status:				
O Private - Media page will be visible to the	content owner only.			
Published - Media page will be visible to u	users according to entitlements based on	he selected destinations in the options h	below.	
Publish in Gallery				
Shared Repository	Kaltura Certification Program	Kaltura Training Course	□ LS	
Published in Kaltura Training:				
1 Media Gallery: Kaltura Training Court	rse			

The media will be visible to individuals according to entitlements on published destinations.

### OR

1. Click the **pencil icon** to the right of the media.

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	Kaltura Training Services Overview	<u>.u</u>	Ŵ
<u> </u>	This is a description.		
	Private		
00:04	tags Owner • on July 16, 2024 • • 0 • 0		
	Owner • on July 16, 2024 • 0 • 0		

The edit page displays.

#### K Back to Media Page

#### Kaltura Training Services Overview

	Basic Info
	Creator: Customer Training
	Owner: Customer Training
	Media Entry ID: 1_ogntubb1
	Media Type: Video
	Publish Status: Private
	Creation date: July 16, 2024 2:14 PM GMT
	<b>Update date:</b> August 19, 2024 9:52 AM GMT
	<b>Media asset update date:</b> July 16, 2024 2:15 PM GMT
► The coco2/00:04 The coco2/00:04 The coco2/00:04	Launch Editor
Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Tim	neline Replace Media
Name: (Required)	
Description: Black V Bold Italic <u>Underline</u> 📰 📰 🗉	٩, 🖬
This is a description.	
2. Click the <b>Publish</b> tab.	
Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Time	eline Replace Media

Complete all the required fields and save the entry before you can select to publish it to shared repositories. Edit

#### Publishing Status:

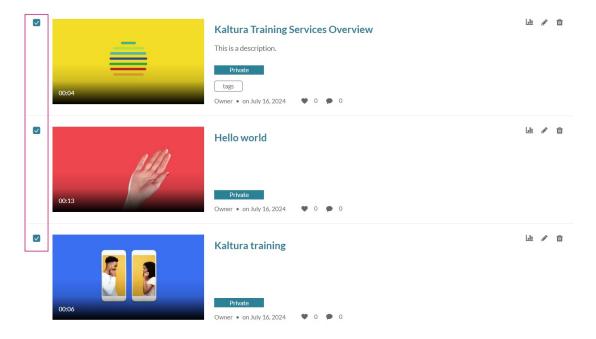
- Private Media page will be visible to the content owner only.
- O Published Media page will be visible to users according to entitlements based on the selected destinations in the options below.
- 3. Follow steps **4-6** above.

## Publish multiple items

1. Check the boxes to the left of the desired items.

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2. Scroll to the top of the page, click the **ACTIONS** menu and select **Publish**.

My Media	<b>c</b> (	🛗 My Calendar	🚳 My Dashboard	C My recycle bin
Q Search My Media		(j)		
Filters > Search In: All Fields    Sort By: Creation Date - Descending	~	≡≔	Add New 🗸	ACTIONS ~ + Caption & Enrich
				<ul> <li>Publish</li> <li>Delete</li> </ul>

The **Publishing Status** section displays.

3. Follow steps 4-6 above.

## **Publish from Media Gallery**

- 1. Access the Media Gallery.
- 2. Under the **Media** tab, click **+Add Media**.



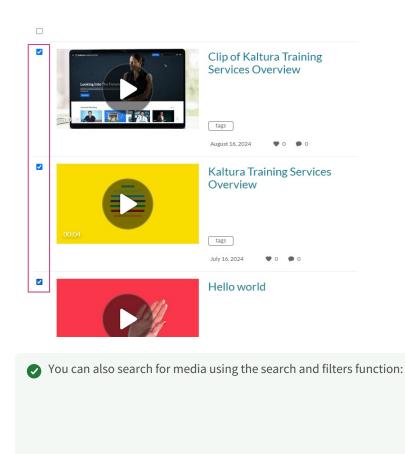
Media Gallery		Start Meeting 0
Home 52 Media		
<b>Q</b> Search this gallery		6
Filters >		🏢 📰 🗮 🕇 Add Media
Search In: All Fields ✔ Sort By: Cre	ation Date - Descending 🗸	
00:04 Kaltura Training Services Overview	<sup>00:13</sup> Hello world	00:06 Kaltura training
SUCCESSION SERIES FINALE PIANO SUITE OB:12 Succession (HBO) Series Finale Piano Suite	© 00:13 Demo_(Source) - Quiz	00:04 Demo_Roy_Kaltura_Test_( Source)
00.05 Hands_in_the_air_(Source)	00:13 Demo_(Source)	00:13 Demo_(Source)

The **Add Media** page displays.



Home 52 Media			
Add Media		Cancel	Publish
Select one or more media items to add to the curre	ent gallery		×
My Media 1 Shared Repository 👻			ADD NEW 👻
Q Search My Media			i
Filters > Search In: All Fields • Sor	rt By: Creation Date - Descending ↓		
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	Kaltura Training Services Overview		

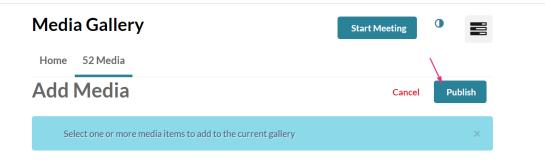
3. Check the box(es) next to the media item(s) you want to publish.





Add Media	Cancel Publish
Select one or more media items to add to the current gallery	×
My Media 1 Shared Repository 👻	ADD NEW 👻
Q Search My Media	٥
Filters > Search In: All Fields    Sort By: Creation Date - Descending	

4. Scroll to the top of the page and click **Publish**.



A success message displays: All media was successfully published.

All media was published successfully.