

Publish media in Sakai (legacy)

Last Modified on 05/05/2026 4:42 pm IDT

 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.

These instructions apply to the legacy **LMS Video** integration. If you're using LMS Video with Theming, please refer to the [LMS Rich Media Extensions category](#).

Publish from My Media

Publish one item

1. Access your My Media page.

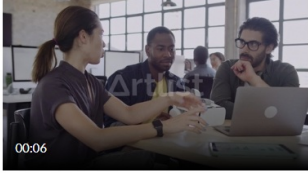
My Media



My Calendar
My Dashboard
My recycle bin



Filters >
Search In: All Fields
Sort By: Creation Date - Descending
≡
≡
≡
Add New
ACTIONS

- 

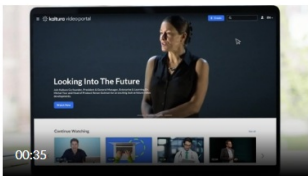
Branding

This is a decription

Private

branding

Owner • on August 19, 2024 ❤️ 0 💬 0

- 


Clip of Kaltura Training Services Overview

Description

Published

tags

Owner • on August 16, 2024 ❤️ 0 💬 0


- 

Kaltura Training Services Overview

Private

Owner • on July 16, 2024 ❤️ 0 💬 0


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




Kaltura Training Services Overview

Private

Owner • on July 16, 2024 ❤️ 0 💬 0

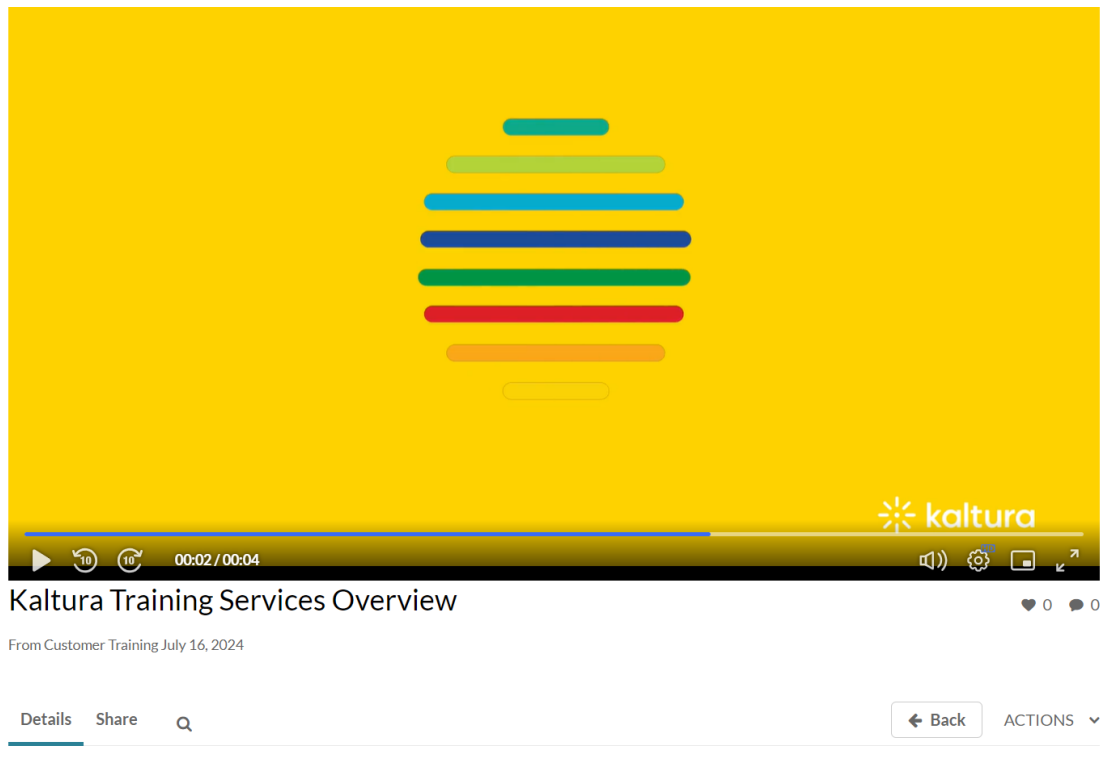
 You can search for media using the search and filters function:

My Media

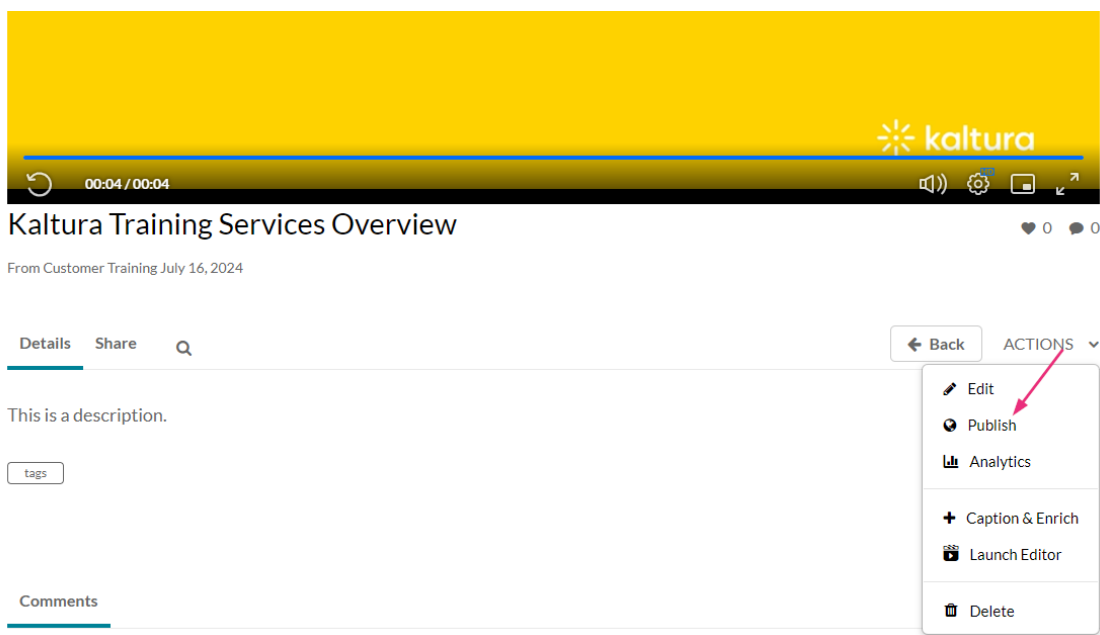


Filters >
Search In: All Fields
Sort By: Creation Date - Descending

The media page displays.



3. Click the **ACTIONS** menu and select **Publish**.




The **Publishing Status** section displays.


Publishing Status:

- Private** - Media page will be visible to the content owner only.
- 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**.

5. Select the galleries / courses you want to publish the media to.

 **Note for Canvas users:** When publishing media, the first 200 active courses appear in the course selector. If your course doesn't appear, open the course itself, go to its Media Gallery, and publish the media from there.

Details Share  ← Back ACTIONS ▾

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.

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

Publish in Gallery

Shared Repository Kaltura Certification Program Kaltura Training Course LS

Save Cancel

 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:

Private - Media page will be visible to the content owner only.

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

Publish in Gallery

Shared Repository Kaltura Certification Program Kaltura Training Course LS

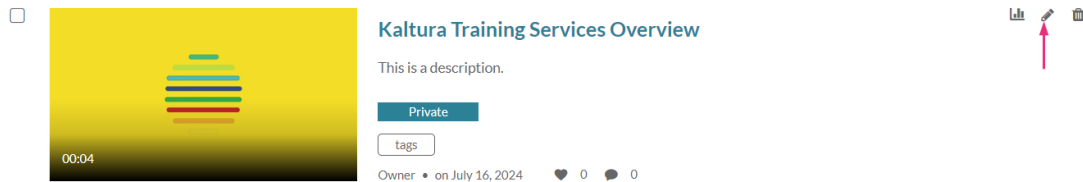
Published in Kaltura Training:

1 Media Gallery: Kaltura Training Course

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

OR

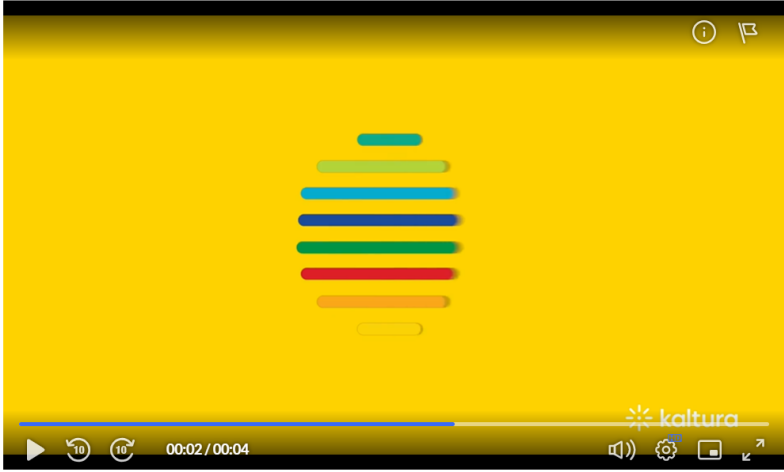
1. Click the **pencil icon** to the right of the media.



The edit page displays.

[← 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

Update date: August 19, 2024 9:52 AM GMT

Media asset update date: July 16, 2024 2:15 PM GMT

[Launch Editor](#)

Details
Publish
Options
Collaboration
Thumbnails
Downloads
Captions
Attachments
Timeline
Replace Media

Name: (Required)

Description: Black Bold Italic Underline Link Image

2. Click the **Publish** tab.

Details **Publish** Options Collaboration Thumbnails Downloads Captions Attachments Timeline Replace Media

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

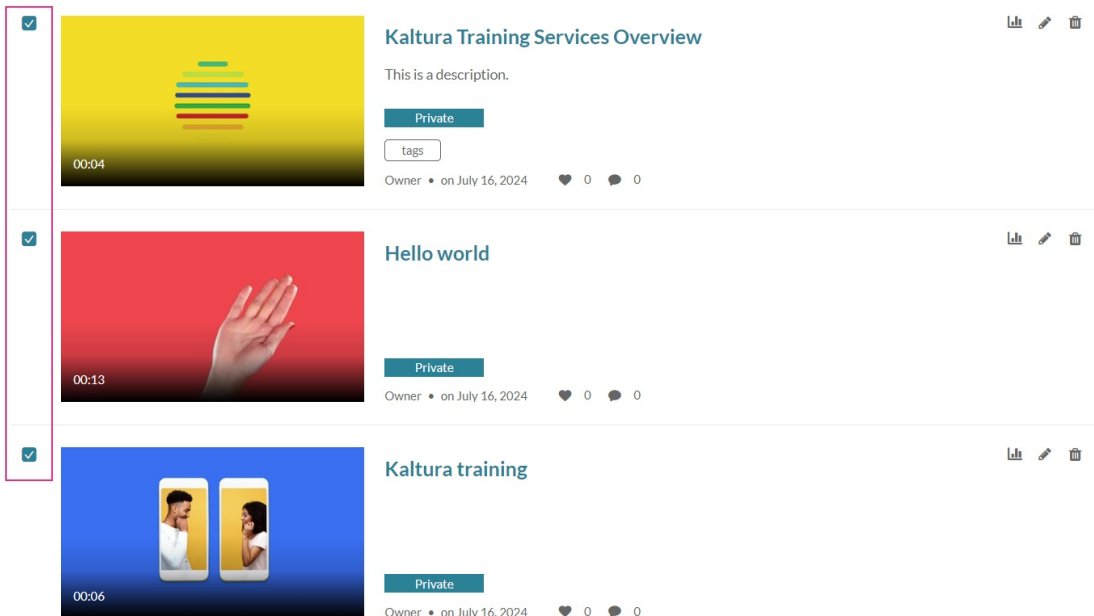
Publishing Status:

- Private** - Media page will be visible to the content owner only.
- 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

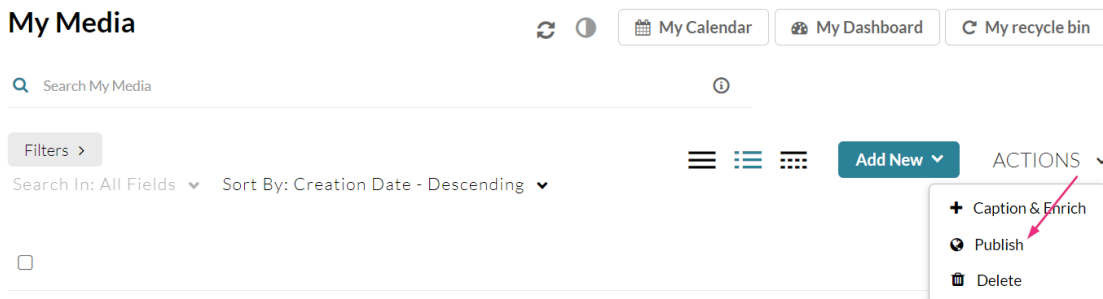
1. Check the boxes to the left of the desired items.



The screenshot shows a list of three video items in a Kaltura media library. Each item has a checkbox on the left that is checked. The items are:

- Kaltura Training Services Overview**: Video thumbnail with a yellow background and a logo. Description: "This is a description." Status: Private. Duration: 00:04. Owner: on July 16, 2024.
- Hello world**: Video thumbnail with a red background and a hand. Status: Private. Duration: 00:13. Owner: on July 16, 2024.
- Kaltura training**: Video thumbnail with a blue background and two people. Status: Private. Duration: 00:06. Owner: on July 16, 2024.

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



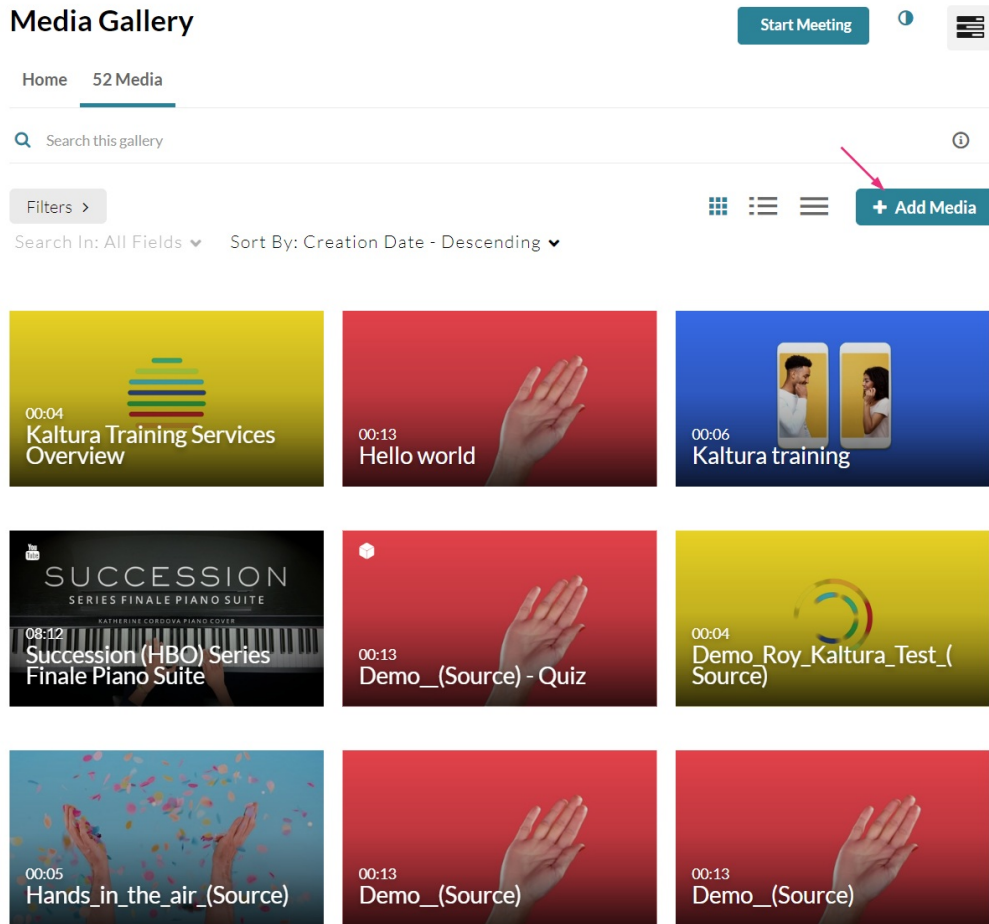
The screenshot shows the 'My Media' interface. At the top right, there are navigation buttons: 'My Calendar', 'My Dashboard', and 'My recycle bin'. Below these is a search bar 'Search My Media'. There are filter and sort options: 'Filters >', 'Search In: All Fields', and 'Sort By: Creation Date - Descending'. On the right side, there is an 'Add New' button and an 'ACTIONS' dropdown menu. The 'ACTIONS' menu is open, showing three options: '+ Caption & Enrich', 'Publish', and 'Delete'. A red arrow points to the 'Publish' option.

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**.



The **Add Media** page displays.

Home 52 Media

Add Media

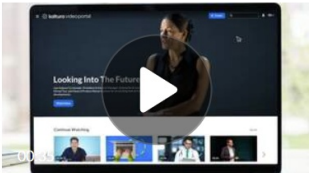
Cancel Publish

Select one or more media items to add to the current gallery

My Media 1 Shared Repository ADD NEW

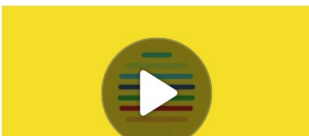
Search My Media

Filters Search In: All Fields Sort By: Creation Date - Descending

-
- 


Clip of Kaltura Training Services Overview

tags

August 16, 2024 0 0
- 


Kaltura Training Services Overview

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

-
- 


Clip of Kaltura Training Services Overview

tags

August 16, 2024 0 0
- 

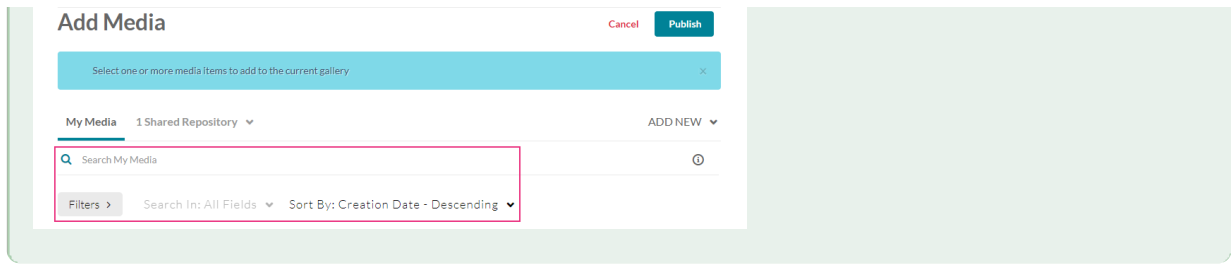
Kaltura Training Services Overview

tags

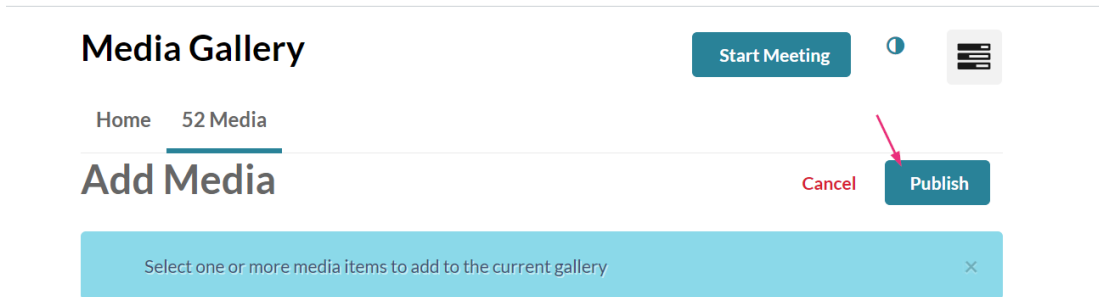
July 16, 2024 0 0
- 

Hello world

You can also search for media using the search and filters function:



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



A success message displays: *All media was successfully published.*