

Publish media in Sakai

Last Modified on 06/12/2025 5:12 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.

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](#)

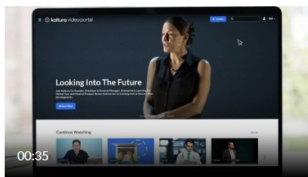

Branding

This is a description

[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

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



Kaltura Training Services Overview

[Private](#)

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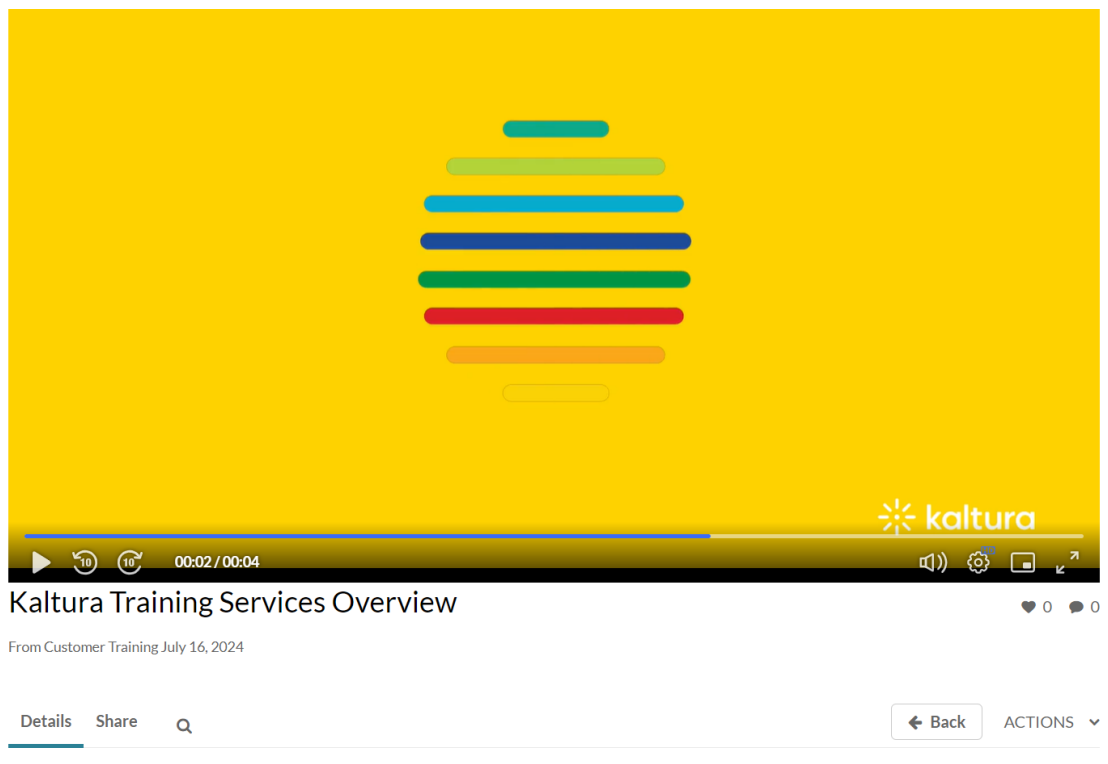
You can search for media using the search and filters function:

My Media

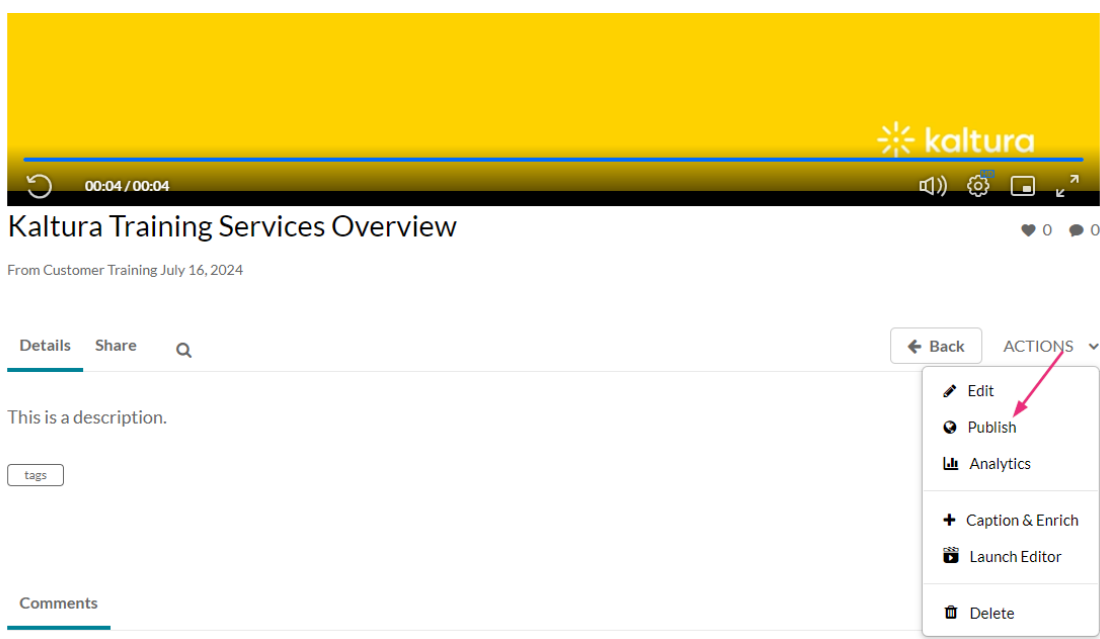


[Filters >](#)
[Search In: All Fields](#)
[Sort By: Creation Date - Descending](#)

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



Note to **Canvas** users! The first **200 active courses** are displayed for easy selection.

Details
Share
Q

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

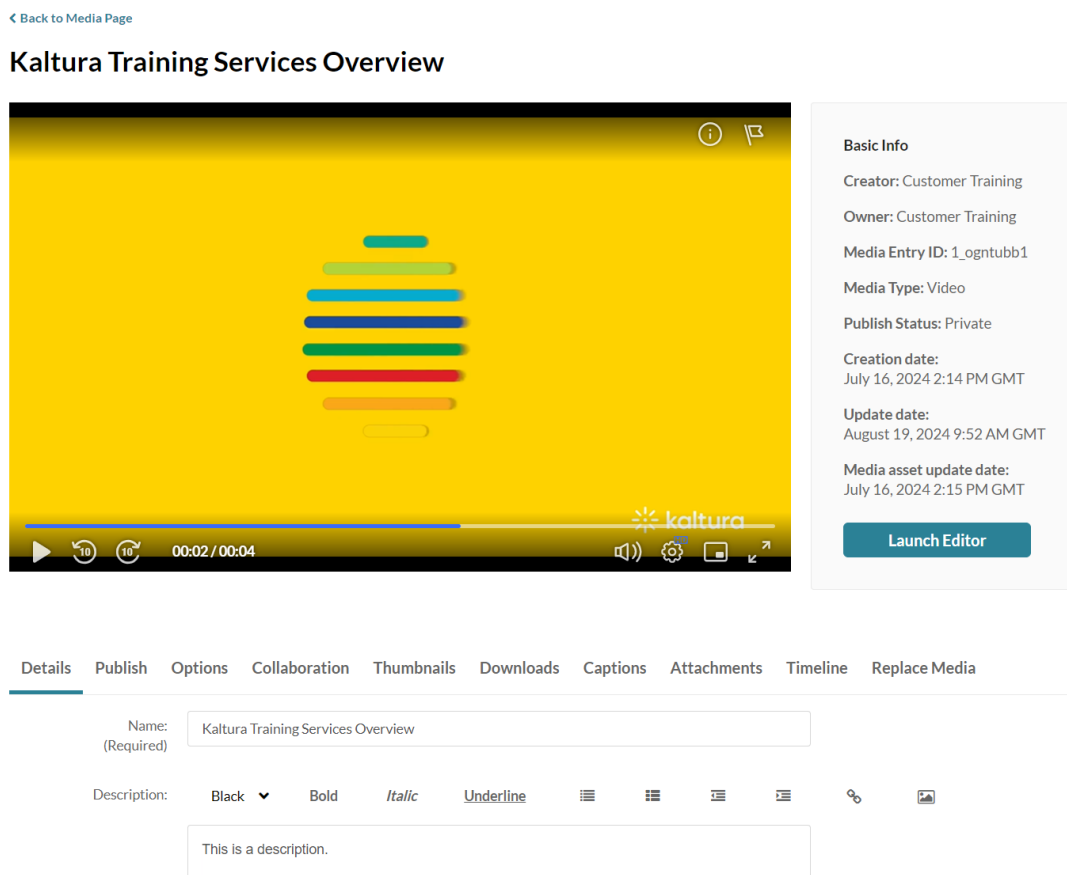
The media will be visible to individuals according to entitlements on published destinations.

OR

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



The edit page displays.



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

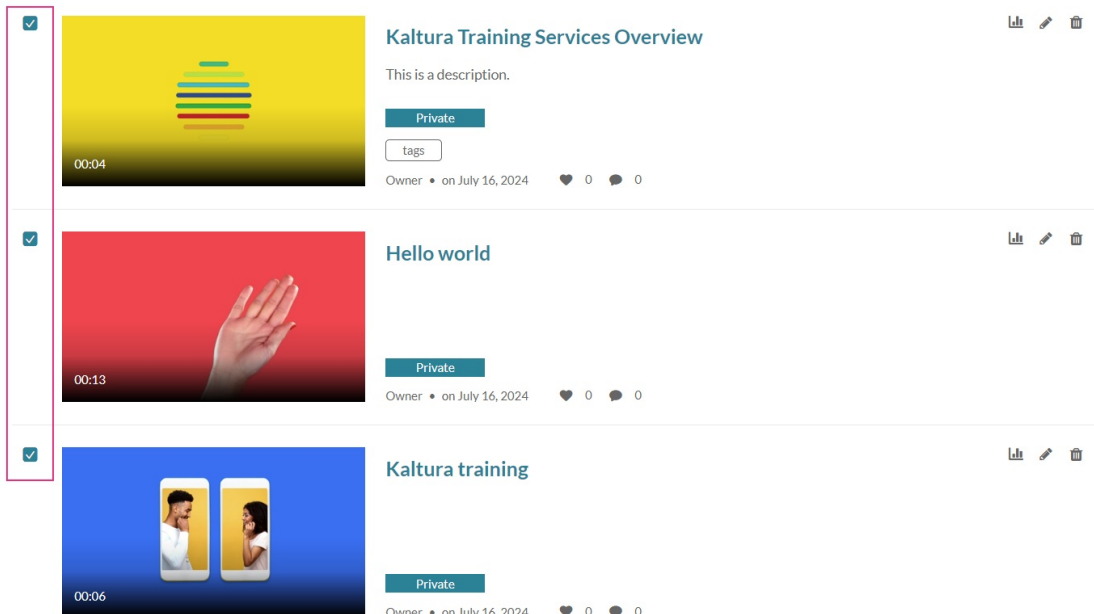
Publishing Status:

- ☒ **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.

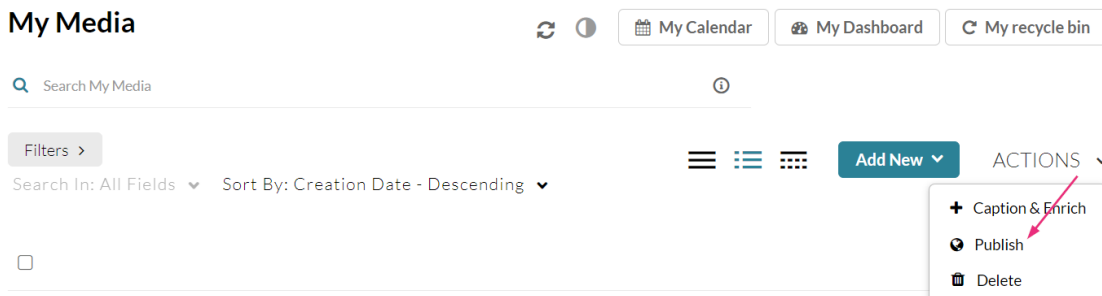
3. Follow [steps 4-6](#) above.

Publish multiple items

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



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

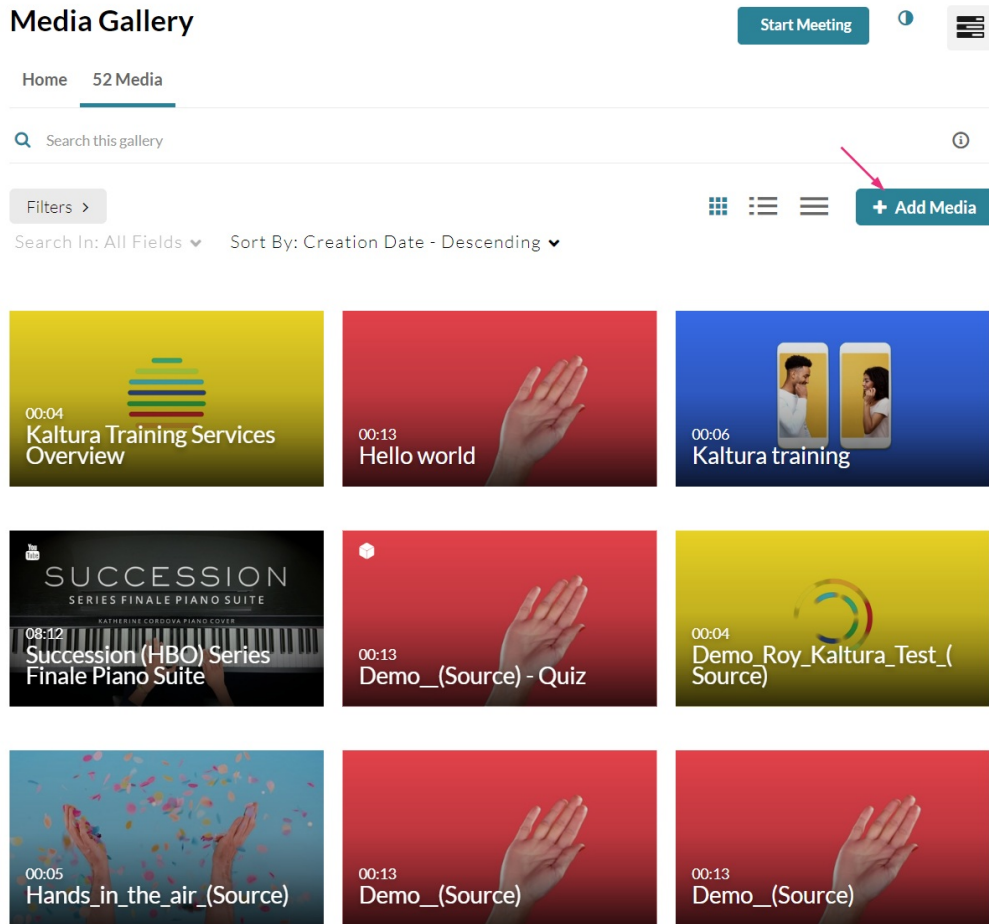


The **Publishing Status** section displays.

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

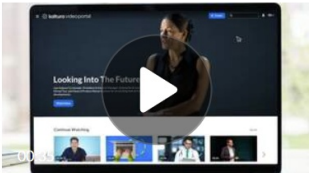
Select one or more media items to add to the current gallery ×

My Media 1 Shared Repository ADD NEW

Search My Media ?

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

☐

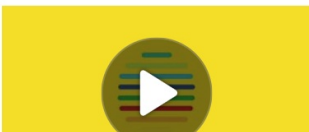


Clip of Kaltura Training Services Overview

tags

August 16, 2024 0 0


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Kaltura Training Services Overview

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

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tags

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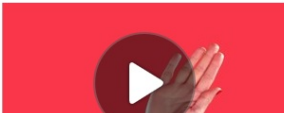


Kaltura Training Services Overview

tags

July 16, 2024 0 0

☒



Hello world



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

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

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

Media Gallery
Start Meeting

Home
52 Media

Add Media
Cancel
Publish

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

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

All media was published successfully.