

Uploadmedia module

Last Modified on 06/04/2026 9:18 am IDT

 This article is designated for administrators.

About

The **Uploadmedia module** enables users to upload, share, and edit media via the [+Create menu](#) in the navigation bar.

With our Theming-based feature, users can bulk upload, edit, and set privacy statuses all at once, without waiting for uploads to complete.



A user with an application role of privateOnlyRole and higher (adminRole, unmoderatedAdminRole) can upload content to the Video Portal.



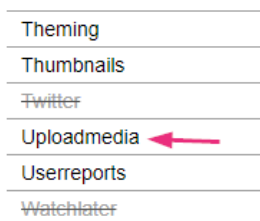
This module is supported in both Content Hubs and LMS Extensions, and requires the [Theming module](#) to be enabled.

Prerequisites

1. Enable the [Theming module](#) and set the header configuration to 'Yes' to upgrade the Video Portal header appearance to the new design.
2. Enable the [AddNew module](#). Use this module to manage the [+Create menu](#) options.

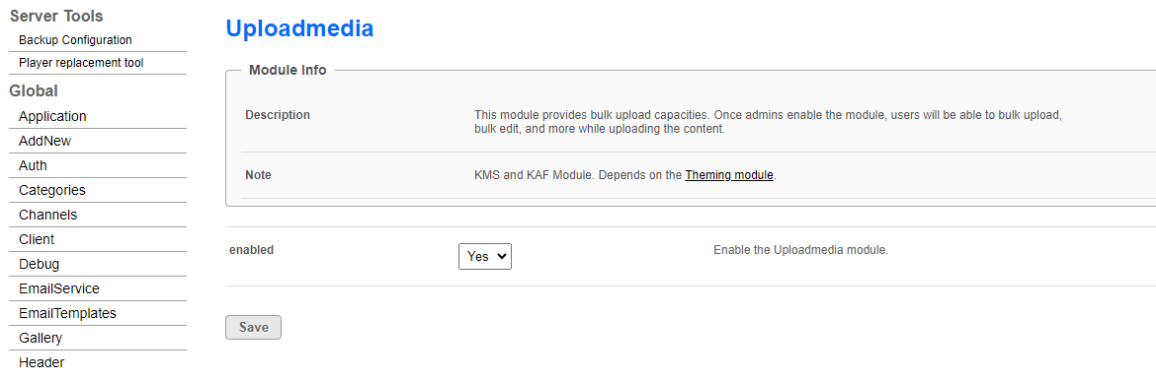
Configure

1. Go to your Configuration Management console and click on the **Uploadmedia** module. You can also navigate to it directly using a link:
https://{your_site_url}/admin/config/tab/uploadmedia.



The Uploadmedia page displays.

Configuration Management



The screenshot shows the 'Configuration Management' interface. On the left is a navigation menu with categories: Server Tools (Backup Configuration, Player replacement tool), Global (Application, AddNew, Auth, Categories, Channels, Client, Debug, EmailService, EmailTemplates, Gallery, Header), and a 'Save' button. The main content area is titled 'Uploadmedia' and contains a 'Module Info' section with a description: 'This module provides bulk upload capacities. Once admins enable the module, users will be able to bulk upload, bulk edit, and more while uploading the content.' and a note: 'KMS and KAF Module. Depends on the [Theming module](#).' Below this is a configuration row with 'enabled' set to 'Yes' in a dropdown menu, and a 'Save' button.

2. Set **enabled** to 'Yes' to enable the module.
3. Click **Save**.

User experience

After the module is enabled, users can and upload and share videos, audio files, and images.



For more information, visit our article [Upload media in Content Hubs](#).




Upload Media

3 Ready

Drag and drop files to upload

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

[Select Files](#)

3 All Media		My Media	Set Privacy to All	Edit All
	Walkthrough Ready	Media Page	Private	Edit
	Virtual Event Demo Ready	Media Page	Private	Edit
	Product Tour Ready	Media Page	Private	Edit