Upload media in Canvas

Last Modified on 06/12/2025 2:09 pm IDT

👥 This article is designated for all users.

About

Uploading media from your desktop is simple and straightforward. Just follow the steps below to easily share your videos, audio files, and images.

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>
> Once you've uploaded your videos, you can set up the player to play them the way you want by adjusting the look, features, and controls to match your style and needs. To learn more, visit our article Introduction to Kaltura's V7 player.

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>
> The instructions below are for non-Theming users. If you have Theming enabled, please refer to our article 'Upload media - Theming'.

Upload media

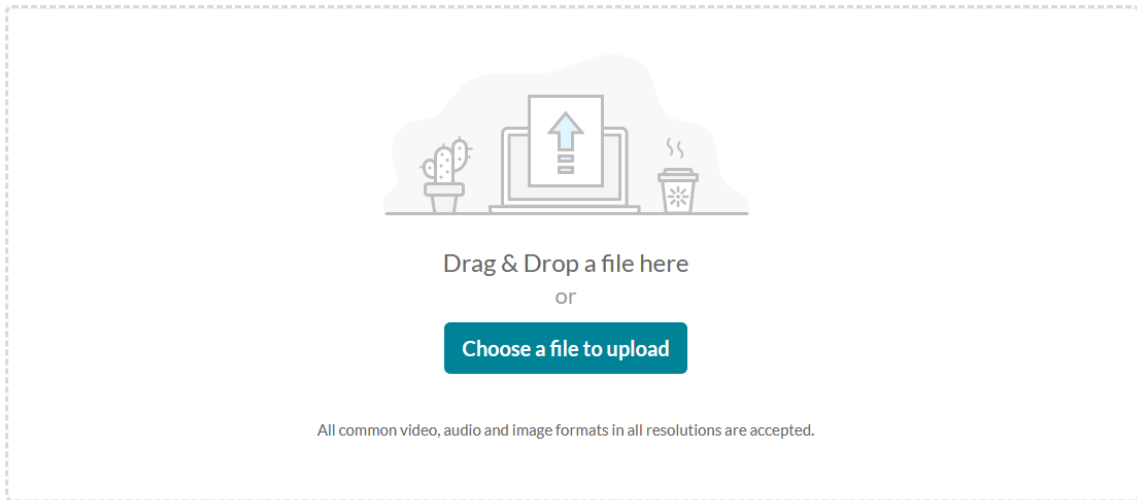1. On your **My Media** page, click the **Add New** button to the right and select **Media Upload**.
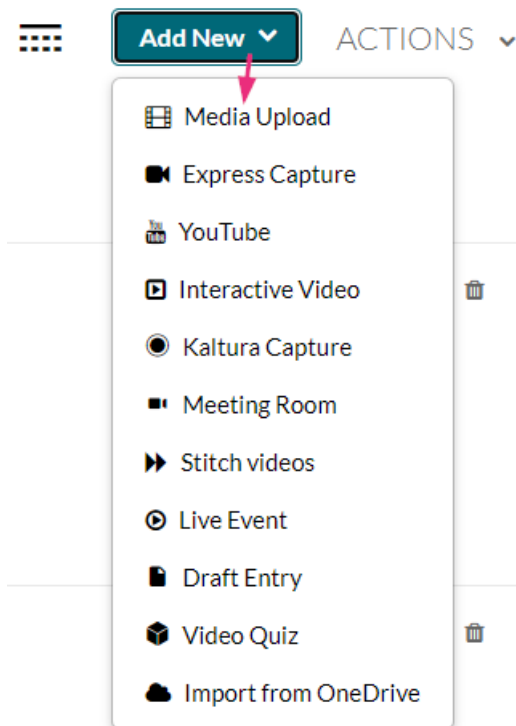
Depending on what is enabled on your application, your Add New menu may look slightly different. If there is an option missing, please contact your Kaltura administrator to discuss how to enable it.

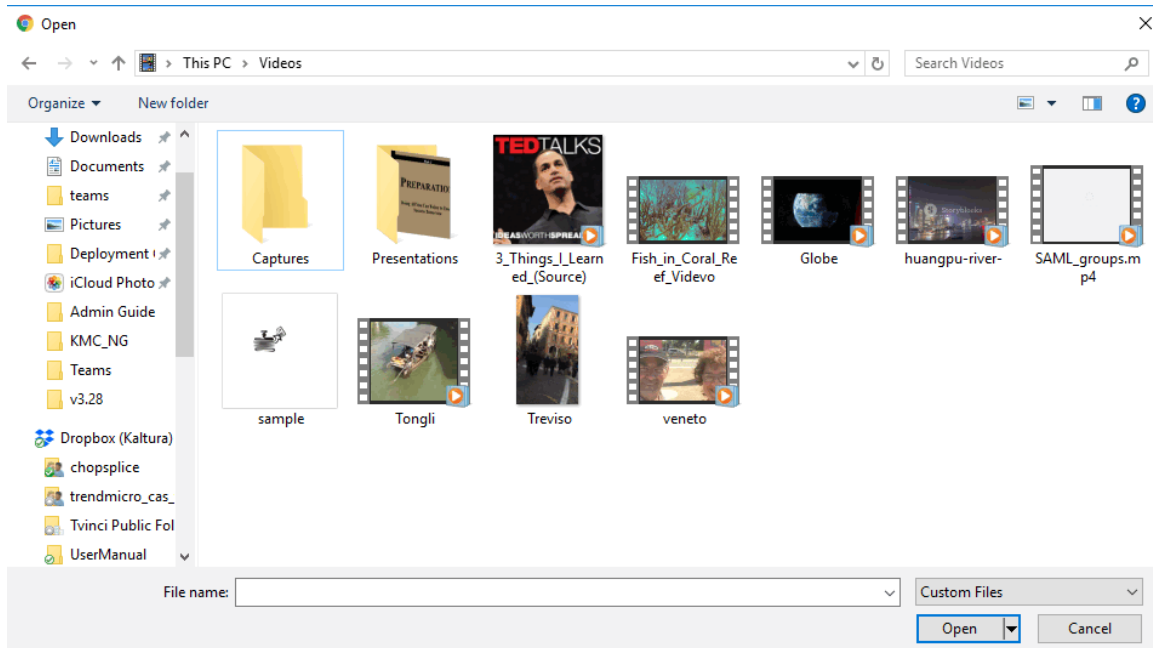The **Upload Media** page displays.

2. Drag and drop your file or select **Choose a file to upload**.

Upload Media

Drag & Drop a file here
or

Choose a file to upload

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

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3. If you clicked **Choose a file to upload**, select a file from your computer and click **Open**.

4. While the file is uploading, you can enter the name, description and tags for the media.

Once the upload has finished, a success message displays: *Upload Completed! Complete the required information for the uploaded media below.*

![Kaltura logo]

Upload Media

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name:
(Required)

Clip of Kaltura Training Services Overview (Source)

Description:

Black ⌄   **Bold**   *Italic*   <u>Underline</u>

Enter Description...

Tags:

⊕ Click to add required metadata for shared repository

Publishing Schedule: ⦿ Always ◯ Specific Time Frame

(The time range in which this media will be visible to users in published channels/categories)

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to

View your media

To view the media when uploading is complete, you can click either **Go to media** or **Go to My Media.**

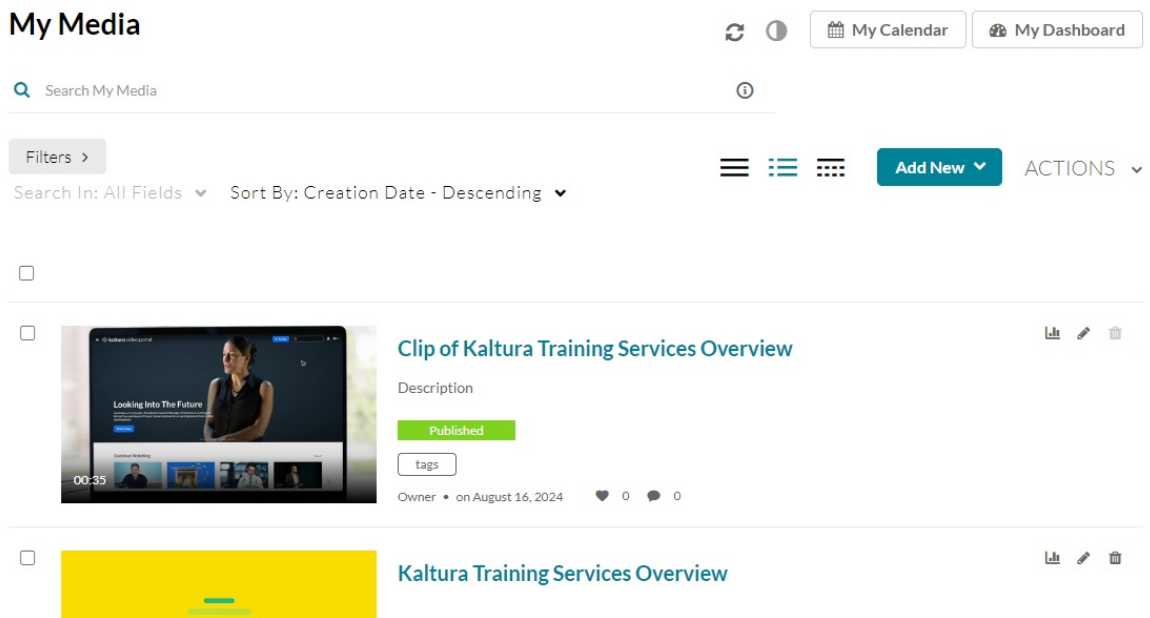Clicking **Go to media** will take you to the media page, as shown below:
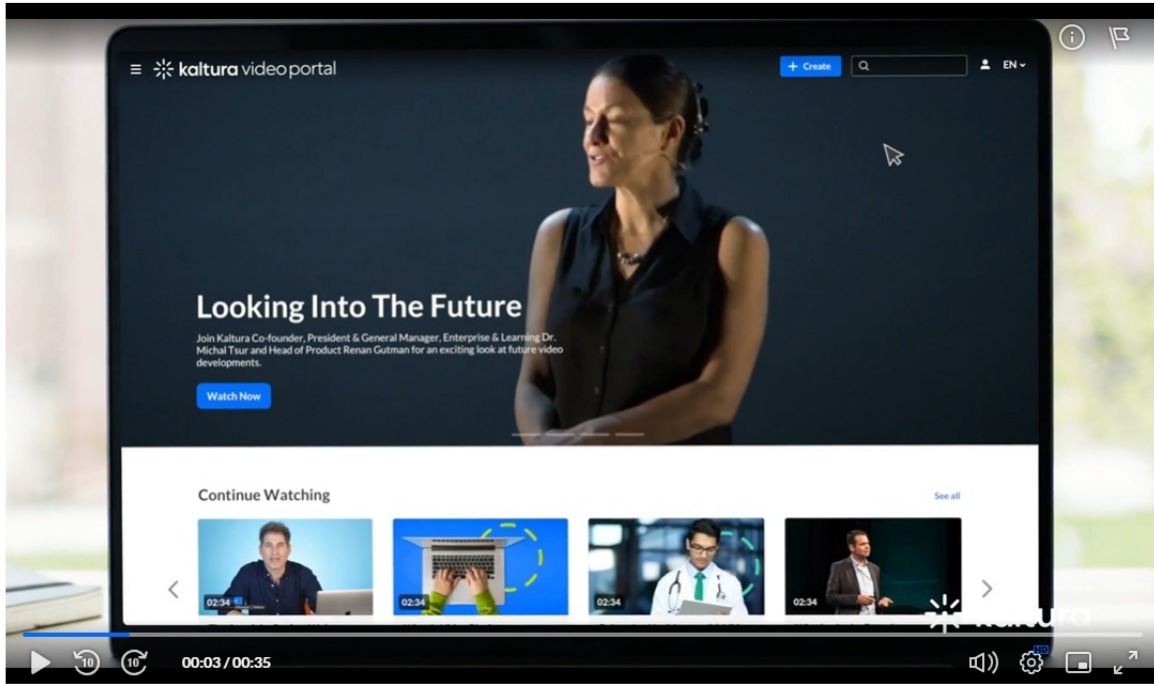
Clip of Kaltura Training Services Overview

From Customer Training August 16, 2024   ♡ 0 💬 0

Details   Share   Q   ← Back   ACTIONS ˅

Clicking **Go to My Media** will take you to your **My Media** page, as shown below:

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> After a video or audio is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion. If an error occurs while uploading, please check your network connection.

Publish your media

You can publish your media directly from the upload page.

1. Click the **Published** option (you must first click **Save**).

An additional section displays.

2. Choose from the options available where you want to publish the media.

3. After choosing an option, click **Save**.

    You can immediately see where the media was published.

Publish in Gallery

☐ Shared Repository   ☐ Kaltura Certification   ☐ Kaltura Training Course   ☑ LS
                            Program

Published in Kaltura Training:

1 Media Gallery: [LS]

Your changes have been saved.

[Save]   Go To Media   Go To My Media

✓ For more information about publishing media, visit our article Publish media.