

Upload content to draft entry in Video Portal

Last Modified on 04/11/2026 11:44 am IDT

 This article is designated for all users.

About

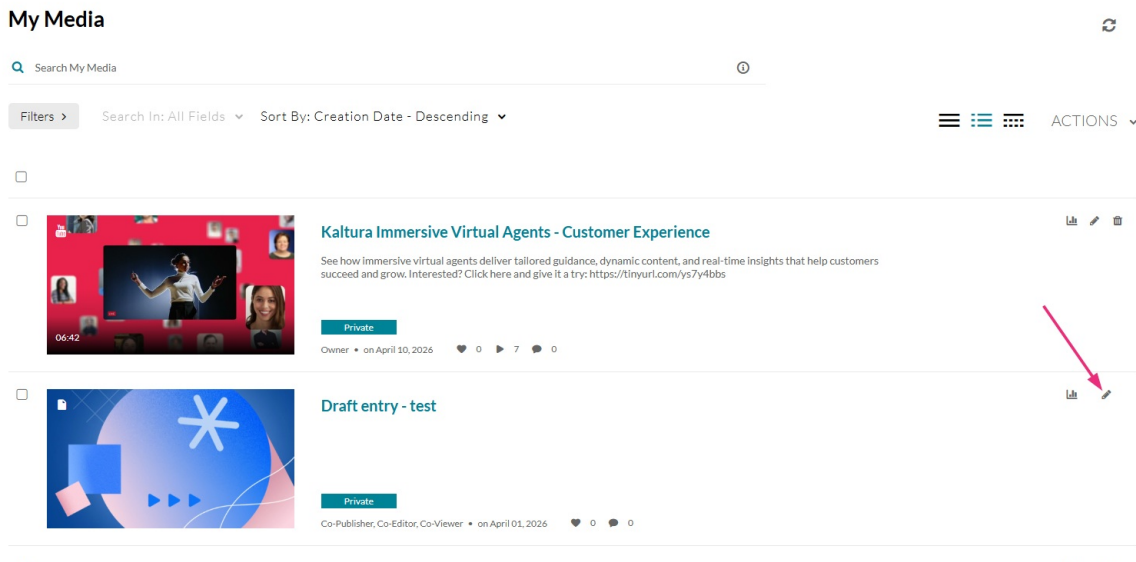
Draft entries in Kaltura's Video Portal allow users to create an entry without uploading content. This is useful for creating entries in advance, or for collaborating with others on an entry.

Once the draft entry is created, the entry owner or co-editor can add content to it at a later time. This article will show you how to upload content to a draft entry in your Video Portal.

These instructions apply to the **legacy Video Portal**. If you're using the new Video Portal with Theming, see the [Content Hubs category](#).

Access the edit page

1. Go to the location of your draft entry (for example, your [playlist page](#), [channel](#) or [My Media](#)).
2. Click the Edit (pencil) icon next to the draft entry.



The screenshot shows the 'My Media' interface. At the top, there's a search bar and filter options. Below, a list of video entries is displayed. The first entry is 'Kaltura Immersive Virtual Agents - Customer Experience' with a thumbnail showing a person in a virtual environment. The second entry is 'Draft entry - test' with a thumbnail showing a blue starburst graphic. A red arrow points to the pencil icon next to the 'Draft entry - test' entry, indicating the edit action.

You can also search for all draft entries using the Draft filter on the My Media page.

My Media

Search My Media


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

Media Type	Publish Status	Webcasts	Scheduling	Ownership	Captions
<input checked="" type="checkbox"/> All Media	<input checked="" type="checkbox"/> All Statuses	<input checked="" type="checkbox"/> All Webcasts	<input checked="" type="checkbox"/> All Availabilities	<input checked="" type="checkbox"/> Any Owner	<input checked="" type="checkbox"/> All
<input type="checkbox"/> Video	<input type="checkbox"/> Private	<input type="checkbox"/> Live Webcasts	<input type="checkbox"/> Future Scheduling	<input type="checkbox"/> Media I or My Group Ov	<input type="checkbox"/> Available
<input type="checkbox"/> Quiz	<input type="checkbox"/> Published	<input type="checkbox"/> Upcoming Webcasts	<input type="checkbox"/> Available Now	<input type="checkbox"/> Media My Group Owns	<input type="checkbox"/> Not Available
<input type="checkbox"/> Audio	<input type="checkbox"/> Pending	<input type="checkbox"/> Recorded Webcasts	<input type="checkbox"/> Past Scheduling	<input type="checkbox"/> Media I Can Edit	
<input type="checkbox"/> Draft	<input type="checkbox"/> Rejected	<input type="checkbox"/> Archived Webcasts		<input type="checkbox"/> Media I Can View	
<input type="checkbox"/> Image	<input type="checkbox"/> Unlisted			<input type="checkbox"/> Media I Can Publish	
<input type="checkbox"/> Webcasting Events					
<input type="checkbox"/> Room					

The edit page opens.

[Back to Media Page](#)

Draft entry - test



Basic Info

Creator: louise.szmoisz@kaltura.com

Owner: [Louise Smith](#)

Media Entry ID: 1_0csdfkg8

Media Type: Draft

Publish Status: Private

Creation date: April 01, 2026 6:34 PM Asia/Jerusalem

Update date: April 02, 2026 7:13 PM Asia/Jerusalem

All common video formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

[+ Upload from Desktop](#) [+ Upload from URL](#)

Details Languages Publish Options Thumbnails Presenters Captions Attachments

Name: (Required)

Upload media

Upload from Desktop

1. Click **+ Upload from Desktop**

[< Back to Media Page](#)

Draft entry - test



Basic Info

Creator: louise.szmolsz@kaltura.com

Owner: [Louise Smith](#)

Media Entry ID: 1_Qcsdfkg8

Media Type: Draft

Publish Status: Private

Creation date: April 01, 2026 6:34 PM Asia/Jerusalem

Update date: April 02, 2026 7:13 PM Asia/Jerusalem

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[Details](#) [Languages](#) [Publish](#) [Options](#) [Thumbnails](#) [Presenters](#) [Captions](#) [Attachments](#)

Name:
(Required)

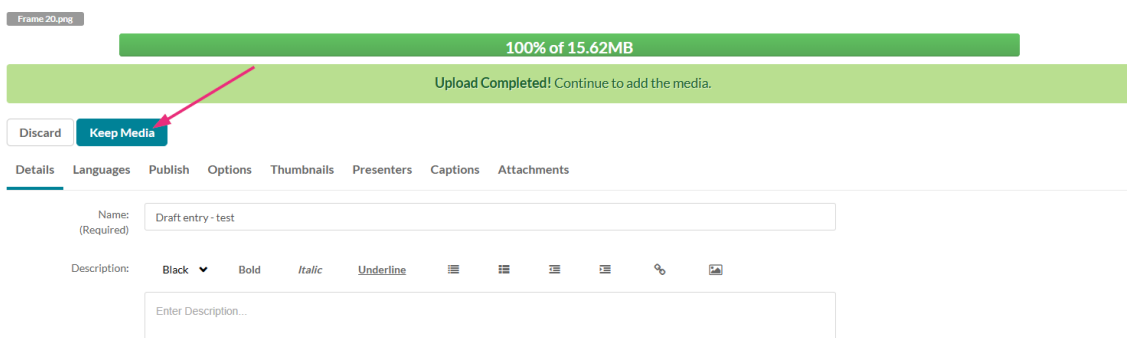
2. Select a file from your computer.



Depending on the module configuration, you will be allowed to pick either video files only or audio/image files as well. All common video file formats are supported.

After the upload completes, a confirmation message appears.

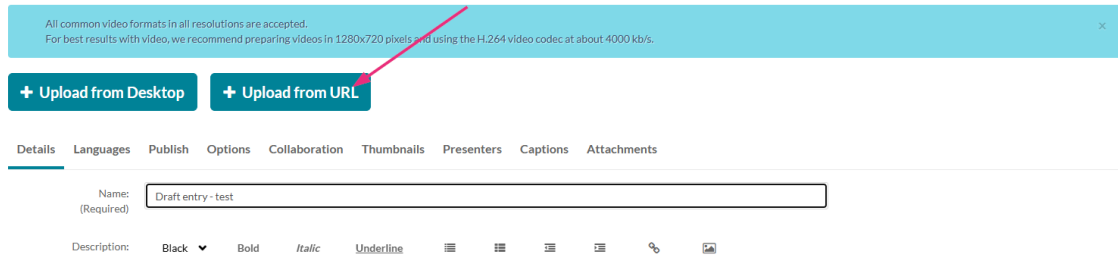
3. Click **Keep Media** to continue.



4. Click **Save**.

Upload from URL

1. Click Upload from URL.



2. Paste in the link.
3. Click **Validate URL**.
4. Click **Save**.

Once media is uploaded, the draft entry becomes a regular entry in your Video Portal.
