


Publish media - Theming


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 This article is designated for all users.

About

All uploaded media is kept private by default (unless your administrator has set it up differently), when you are ready to share it with others, simply publish it to a channel or gallery on your video portal. Check out our easy step-by-step guide below!

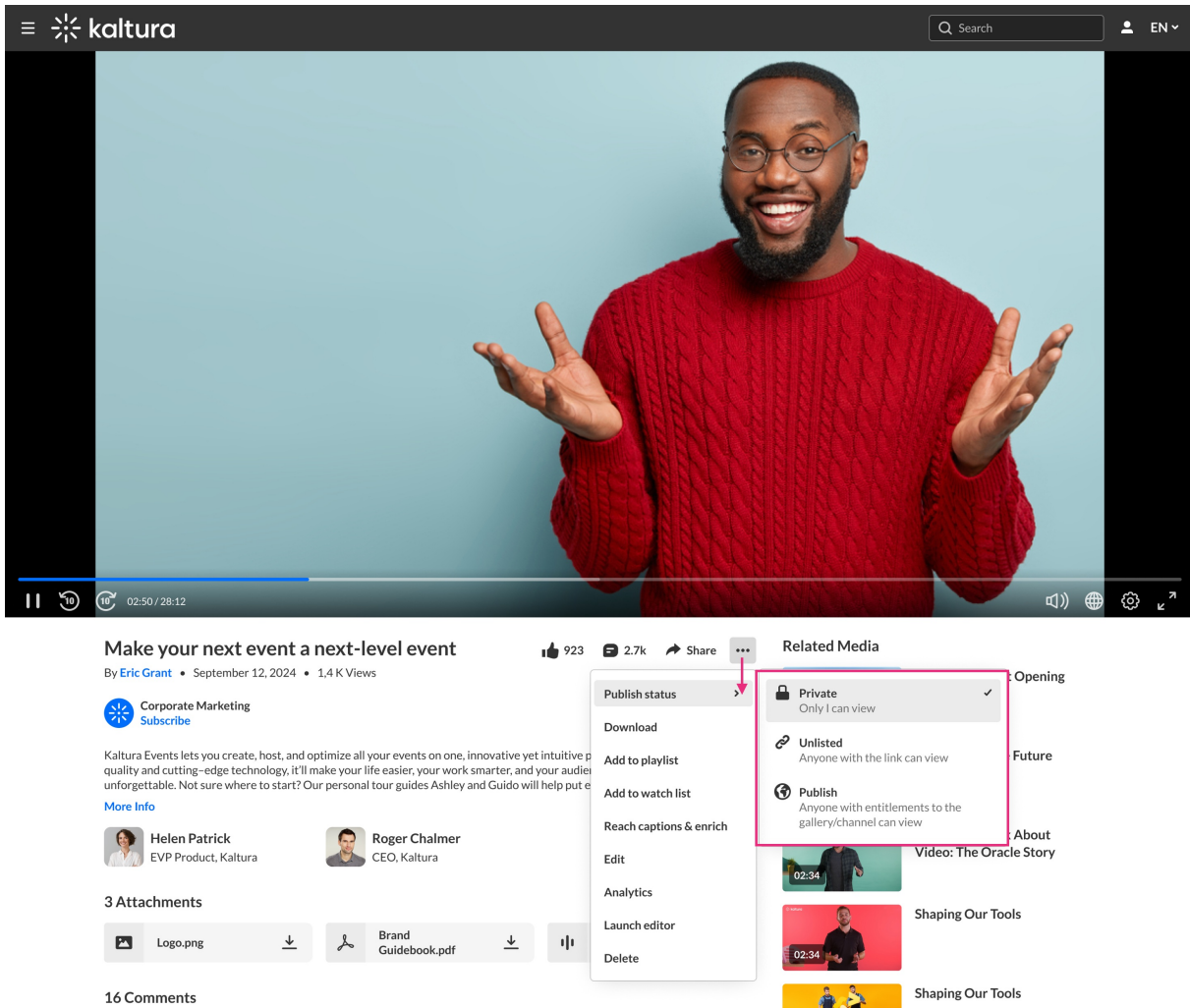
 Publish your media only when file conversion is complete, and the media is not waiting for moderation.

 You must be the media owner or co-publisher to publish media. Ask your administrator to give you the required permission.

 The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Publish media](#).

Publish from media page




1. Access the [media page](#).
2. Once you're on the media page, click the **three dots** under the player.
3. From the drop-down menu, select **Publish status**.




The **Publish status** menu displays three options:

- **Private** - Only I can watch
- **Unlisted** - Anyone with the link can watch
- **Publish** - Users entitled to the published destination/s can watch


If this is your first time publishing the media, the status will be **Private**. If this isn't the first time, the menu will have the option to **Change publish locations**.

-  **Private**
Only I can watch
-  **Unlisted**
Anyone with the link can watch
-  **Change publish locations** ✓
Anyone entitled to the published destination can watch


 In addition to publishing, you can use this menu to change the status of media items. See [Change status](#) below.

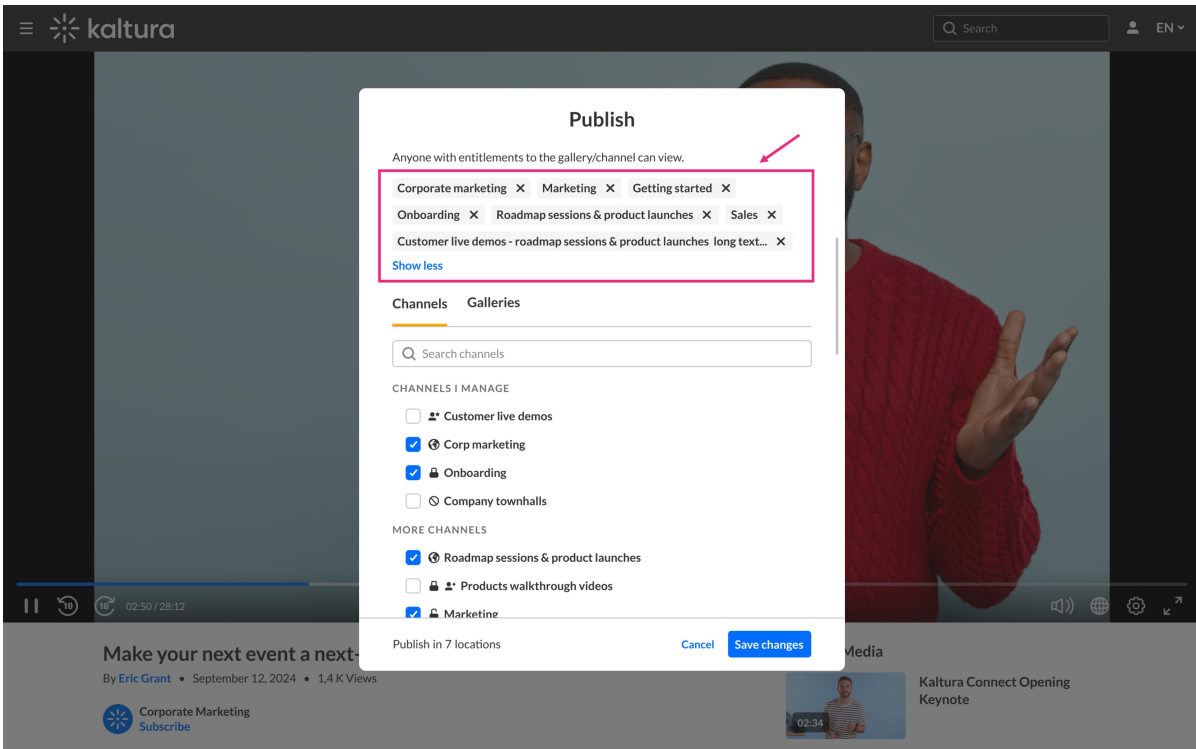
 The **Unlished** option is unavailable in KAF by design. For information about KAF applications, go to [Publish media in KAF](#).

4. Click **Publish** (or **Change publish locations**).


 If the **Publish** option is grayed out, please see [below](#).

The **Publish** window displays. Here you can manage the publishing locations of the media. The top section shows any currently selected channels or galleries. The lower section displays tabs for **Channels** (and Media galleries in KAF) and **Galleries**. Checking or unchecking a box in the tabs will add / remove the name from the top section.

 If an entry is rejected or pending, it will appear under an **Exceptions tab**. See [below](#) for more information.



5. Click the boxes next to the Channels (and Media galleries in KAF) and Galleries you want to publish the media to.

 You can use the **Search box** to find the desired channel or gallery. Note: Search results display sub-galleries with their parent galleries. If you have permission to publish to a sub-gallery but not the parent gallery, the parent gallery will show a grayed-out checkbox.

Publish

Anyone with entitlements to the gallery/channel can view.

Onboarding × Getting started ×

Channels **Galleries**

Q Search galleries

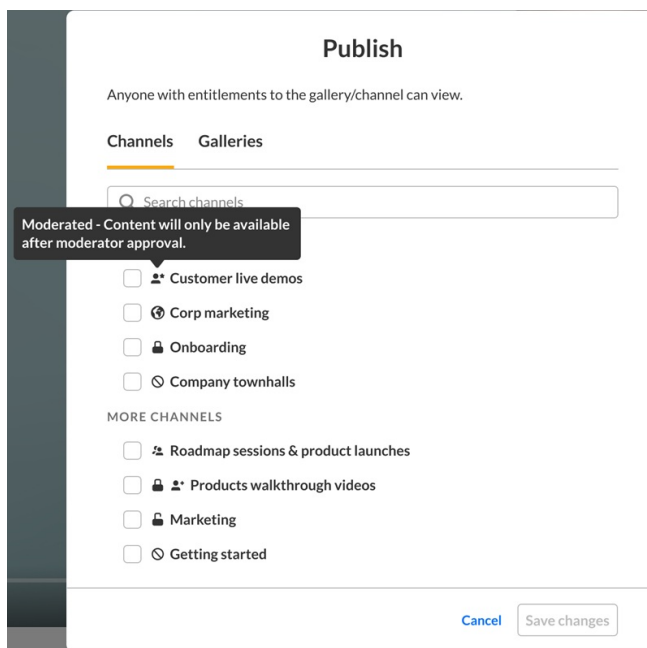
- 👤 Customer live demos
- 🏢 Corp marketing
- 🛡️ Onboarding
- 🗨️ Company townhalls
- 🗨️ Customer live
- 🗓️ Roadmap sessions & product launches
- 👤 Products walkthrough videos
- 🛡️ Getting started
- 👤 HR
- 👤 Academy

Publish in 2 locations

Cancel

Save changes

Each channel/gallery has an icon next to it. You can hover over it to see privacy information.



- ✓ To learn about privacy settings of channels, visit our article [Understanding channels](#). For privacy settings of galleries, check out [Understanding galleries](#).

After making your selection, the number of Channels (and Media galleries in KAF) and Galleries where the media is (or will be published) displays at the bottom left of the window.

Publish

Anyone with entitlements to the gallery/channel can view.

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Channels Galleries

Q Search channels

CHANNELS I MANAGE

- 👤 Customer live demos
- 📢 Corp marketing
- 🔒 Onboarding
- 🗣️ Company townhalls

MORE CHANNELS

- 📢 Roadmap sessions & product launches
- 👤 👤 Products walkthrough videos
- 🔒 Marketing
- 🗣️ Getting started

Publish in 5 locations

Cancel

Save changes

6. Click **Save changes**.

A success message displays: *Media successfully published.*

✔ Media successfully published ✕

Change publishing status

From the [Publish status menu](#), you can change the status of your media.

⚠ If you set an entry to **Private** or **Unlisted**, it will be removed from all categories, even those you don't have access to.

- If the media is set as 'private', and you click **Unlisted**, the following message displays: *Are you sure you want to set this media to unlisted? It will be available to any user with a link.*

Set media as unlisted

Are you sure you want to set this media as unlisted? It will be available to any user with a link.

Cancel

Save

- If the media is 'unlisted' or 'published', and you click **Private**, the following

message displays: *Are you sure you want to set this media as private? It will be removed from all published locations in this application.*

The message displays the current channels this media is already published to. These are clickable and open in a new tab.

Set media as private

Are you sure you want to set this media as private? It will be removed from all published locations in this application.

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Pending in: HR, Customer live demos

Rejected in: Company townhalls

Cancel Save

- If the media is 'published', and you click **Unlisted**, the following message displays: *Are you sure you want to set this media as unlisted? It will be removed from all published locations in this application, but will be available for any users with a link to the media.*


Set media as unlisted

Are you sure you want to set this media as unlisted? It will be removed from all published locations in this application, but will be available for any users with a link to the media.

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Cancel Save

- If the media is published to a category that you can view but can't publish to (for example, a restricted channel where you lack manager permissions), you can remove it by clicking the 'x' and then saving.

 After saving, you **won't be able to publish to that category again** and it will disappear from the list of checkboxes since only categories you can publish to are shown.

Publish

Anyone with entitlements to the gallery/channel can view.

Onboarding X Getting started X

Channels Galleries

Q Search galleries

- 👤 Customer live demos
- 🏢 Corp marketing
- 🔒 Onboarding
- 🏢 Company townhalls
- 👤 Customer live
- 🗓️ Roadmap sessions & product launches
- 👤 Products walkthrough videos
- 🔒 Getting started
- 👤 HR
- 👤 Academy

Publish in 2 locations

Cancel [Save changes](#)

If the media is published to a channel you can't see, you will get the following message: *Media is published to a private location*. This includes all categories you don't have access to, covering all statuses: published, rejected, and pending.

Publish

Anyone with entitlements to the gallery/channel can view.

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⚠️ Media is published to a private location ←

Exceptions tab

Exceptions are:

- content that is **rejected** in a category.
- content that is **pending moderation** in a category.

Once such exceptions exist, an alert displays: *Media is pending and rejected in [x] [channels/galleries]*. You can click **See list** to open the **Exceptions** tab.

Publish

Anyone with entitlements to the gallery/channel can view.

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Channels Galleries Exceptions

Media is pending/rejected in 2 channels. [See list](#) X

Search channels

CHANNELS I MANAGE

- Customer live demos
- Corp marketing
- Onboarding
- Company townhalls

MORE CHANNELS

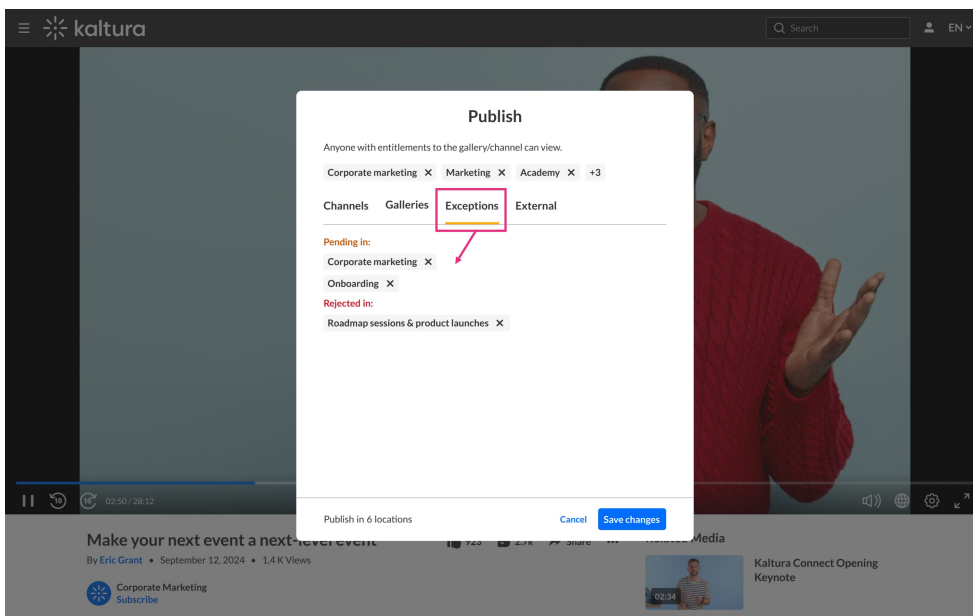
- Products walkthrough videos
- Products walkthrough videos
- Marketing

Publish in 5 locations

Cancel Save changes

The **Exceptions** tab allows you to:

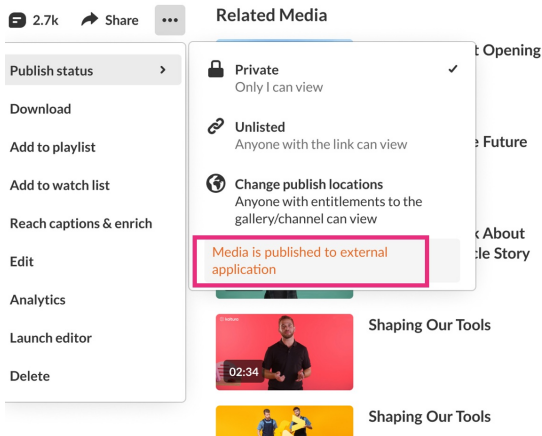
- see the categories where the media is pending or rejected.
- remove the media from these categories by clicking on the “x”. (Once removed, it will also be removed from the list of categories at the top.)



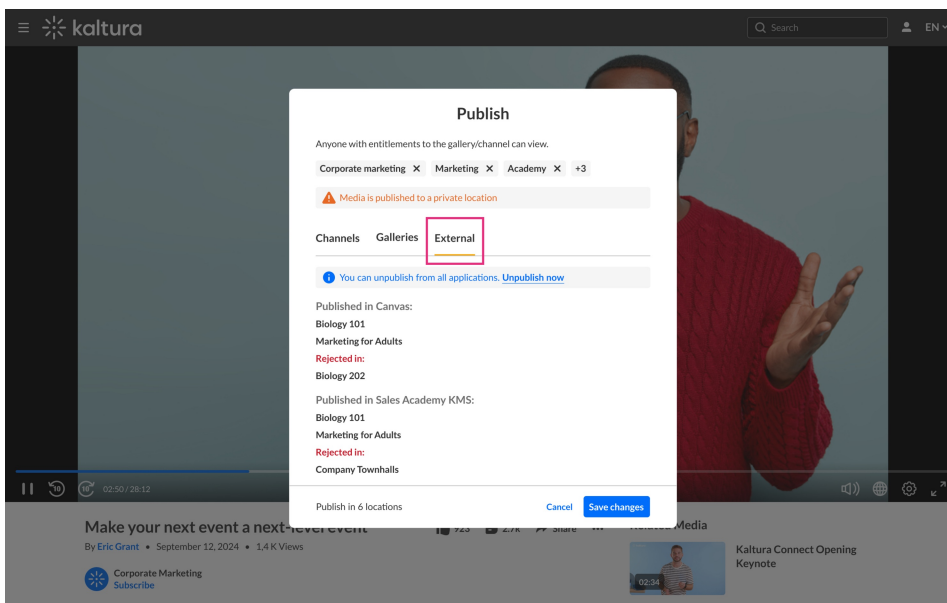
External tab

When media is published or pending in an external application, an alert displays on the **Publish status** menu: *Media is published to external application.*

 This alert and tab will only display if **showExternalPublish** has been enabled in the [Categories module](#).



You can click **Change publish locations** to open the Publish window, and then click the **External** tab to see the applications where the media is published, rejected, or pending.



Additionally, the External tab includes an **Unpublish now** button, which you can click to unpublish from ALL applications, including this one.


Publish

Anyone with entitlements to the gallery/channel can view.

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 Media is published to a private location

Channels Galleries **External**

 You can unpublish from all applications. [Unpublish now](#)

Published in Canvas:

Biology 101

Marketing for Adults

Rejected in:

Biology 202

Published in Sales Academy KMS:

Biology 101

Marketing for Adults

Rejected in:

Company Townhalls

Publish in 6 locations

Cancel

Save changes

Once you click **Unpublish now**, a confirmation message displays: *This action will unpublish the media from all applications. Are you sure you want to continue?*


Unpublish from all applications

This action will unpublish the media from all applications. Are you sure you want to continue?

Cancel


Unpublish

You can click **Unpublish** to continue and a success message displays: *Unpublished from all applications.*

 Unpublished from all applications X

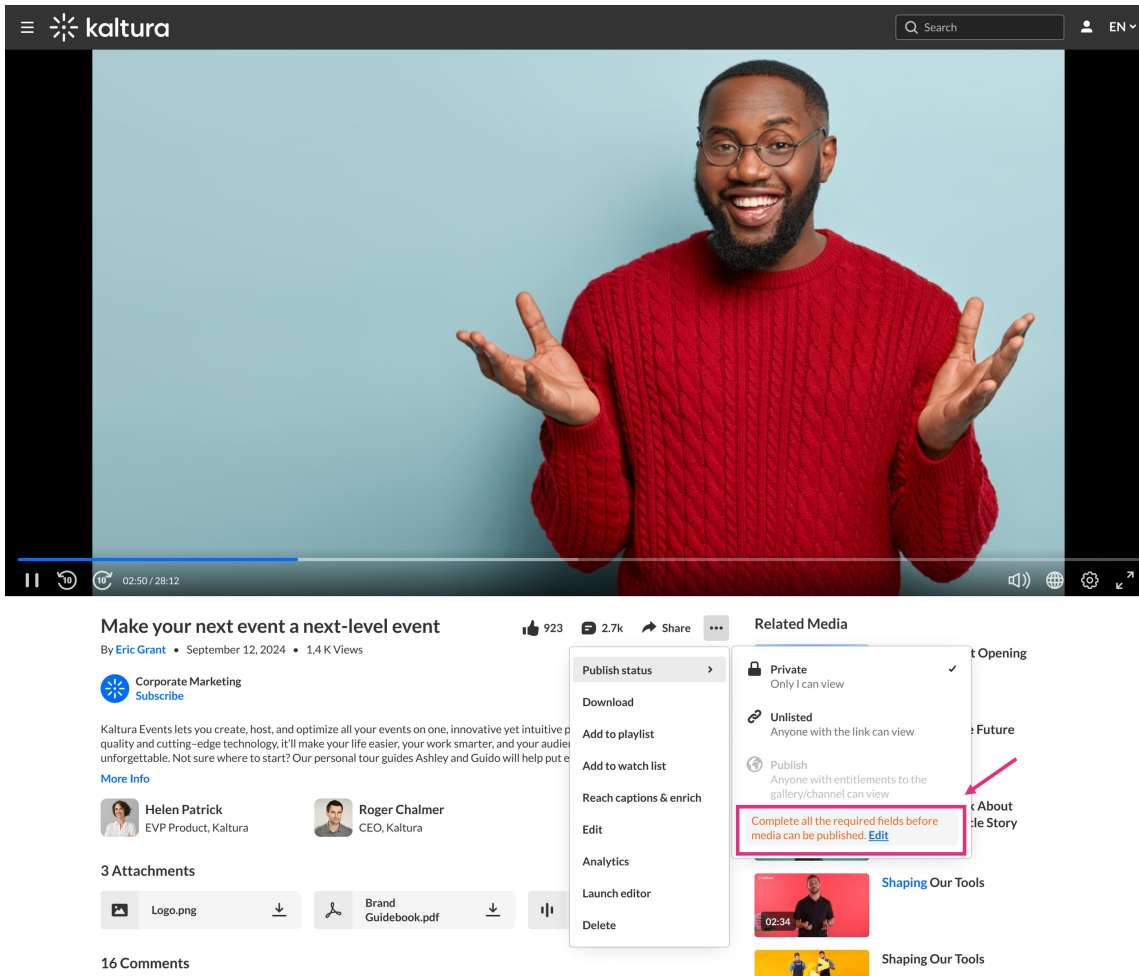
Publish option grayed out

The **Publish** option on the [Publish status menu](#) will be grayed out if 'required' items have not been filled in.

 Required items can include metadata like tags and descriptions, set by your administrator in the [Metadata module](#), or required fields set by your administrator in the [Customdata module](#).

You will see a message based on your permissions as follows:

Complete all the required fields before media can be published - You will see this message if you have edit permissions (owner, co-owner, co-editor). Click **Edit** to navigate to the edit entry page and fill out the necessary fields.



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By **Eric Grant** • September 12, 2024 • 1.4 K Views

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Helen Patrick
EVP Product, Kaltura

Roger Chalmer
CEO, Kaltura

3 Attachments
Logo.png Brand Guidebook.pdf

16 Comments

Publish status

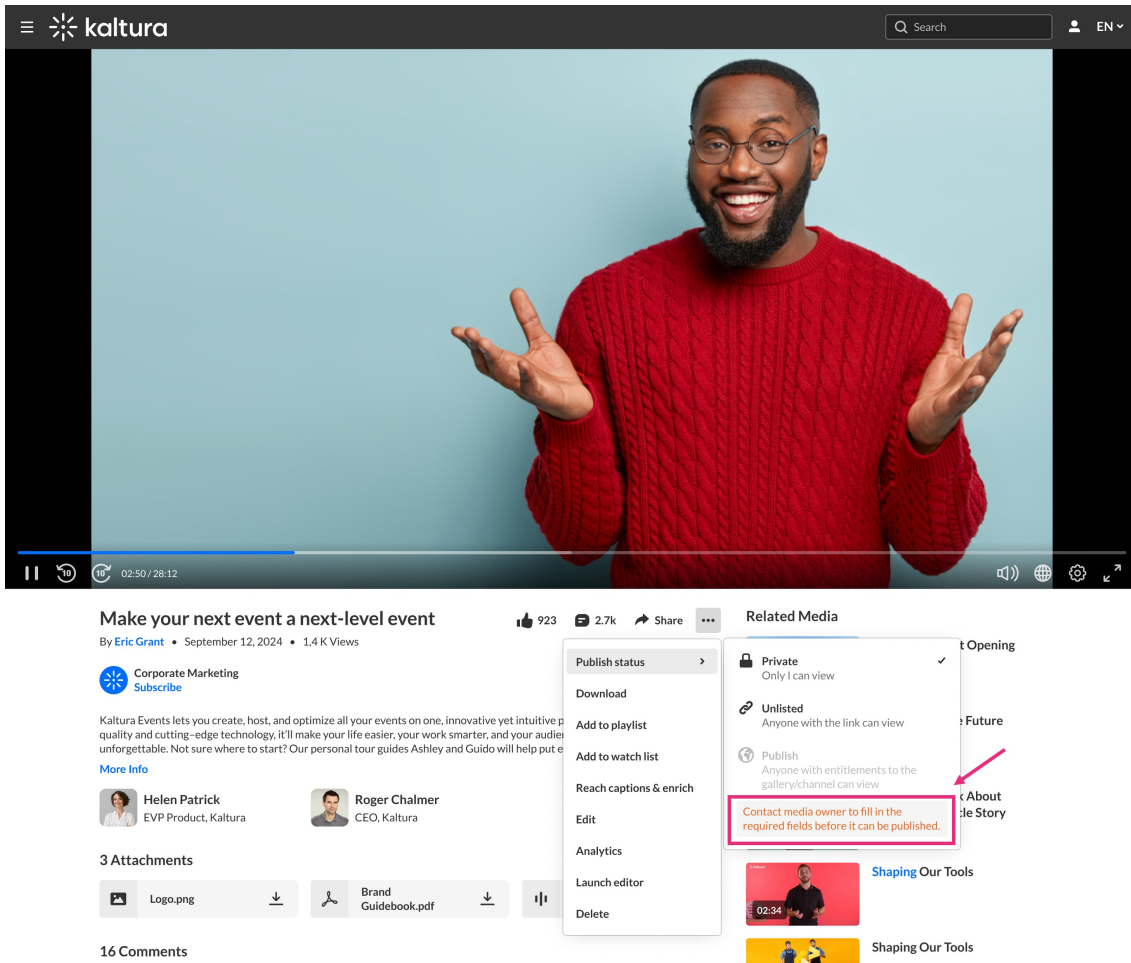
- Private (checked)
Only I can view
- Unlisted
Anyone with the link can view
- Publish
Anyone with entitlements to the gallery/channel can view

Complete all the required fields before media can be published. [Edit](#)

[About the Story](#)

Shaping Our Tools

Contact the media owner to fill in required fields before it can be published-
You'll see this message if you don't have edit permissions (for example, co-publisher).



Unpublish media

To unpublish media, you need to change its status to private. See [Change status](#) above.