

## Publish media in Sakai

Last Modified on 05/04/2026 11:12 am IDT

 This article is designated for all users.

### About

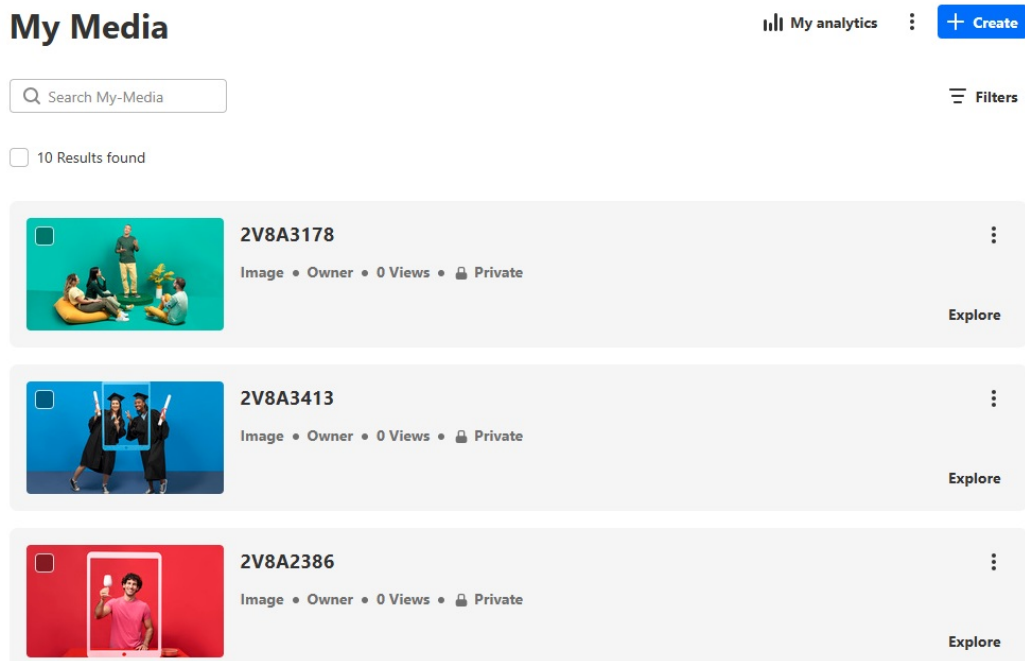
All uploaded media is kept private by default (unless your administrator has set it up differently), when you are ready to share it with others, simply publish it.



You must be the media owner or co-publisher to publish media.

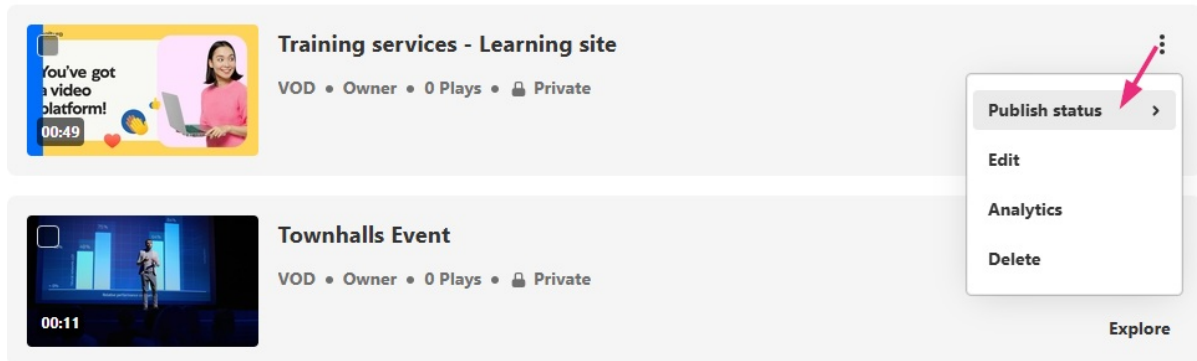
### Publish from My Media

1. Navigate to your **My Media** page.

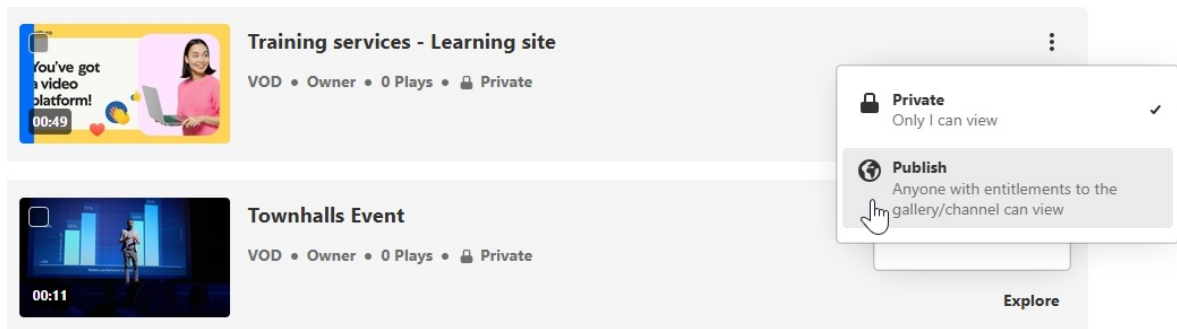


On the **My Media** page, locate the desired entry.

2. Click the **three dots** to the far right of the entry and select **Publish status**.

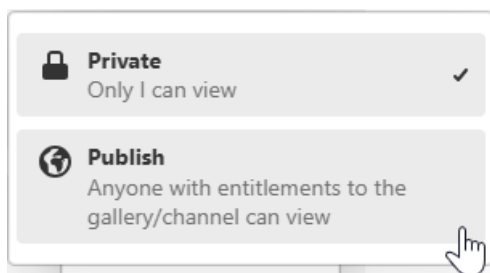


The **Publish status** options display: **Private** and **Publish**.

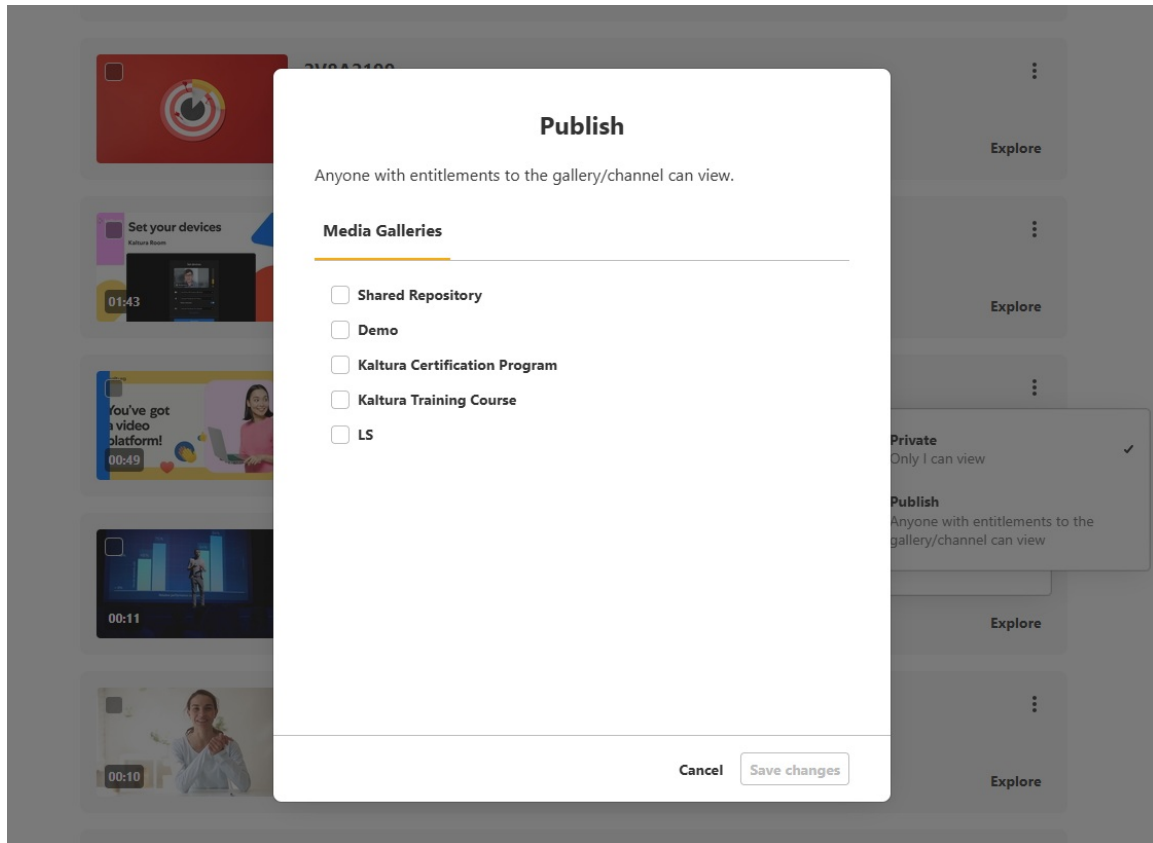


The **Publish** option will be grayed out if 'required' items have not been filled in. Required items can include metadata like tags and descriptions, set by your administrator in the [Metadata module](#), or required fields set by your administrator in the [Customdata module](#).

3. From the **Publish status** options, click **Publish**.



The **Publish** window displays.



The Publish window shows the available media galleries.

4. Check the box(es) next to the desired media galleries.



**Note for Canvas users:** When publishing media, the first 200 active courses appear in the course selector. If your course doesn't appear, open the course itself, go to its Media Gallery, and publish the media from there.

## Publish

Anyone with entitlements to the gallery/channel can view.

### Media Galleries

---

- Shared Repository
- Demo
- Kaltura Certification Program
- Kaltura Training Course
- LS

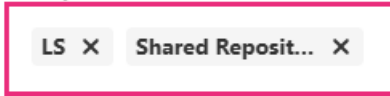
---

Cancel

After you make a selection, the selected media gallery appears in the top section of the window, and the number of media galleries where the media will be published is displayed in the bottom left of the window.

## Publish

Anyone with entitlements to the gallery/channel can view.



### Media Galleries

- Shared Repository
- Demo
- Kaltura Certification Program
- Kaltura Training Course
- LS

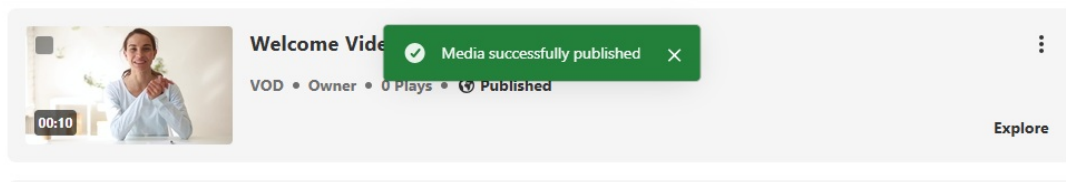
Publish in 2 locations

Cancel

Save changes

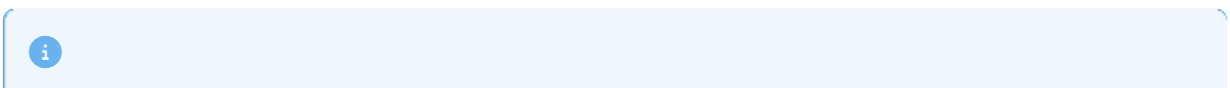
5. Click **Save changes**.

A success message displays: *Media successfully published.*

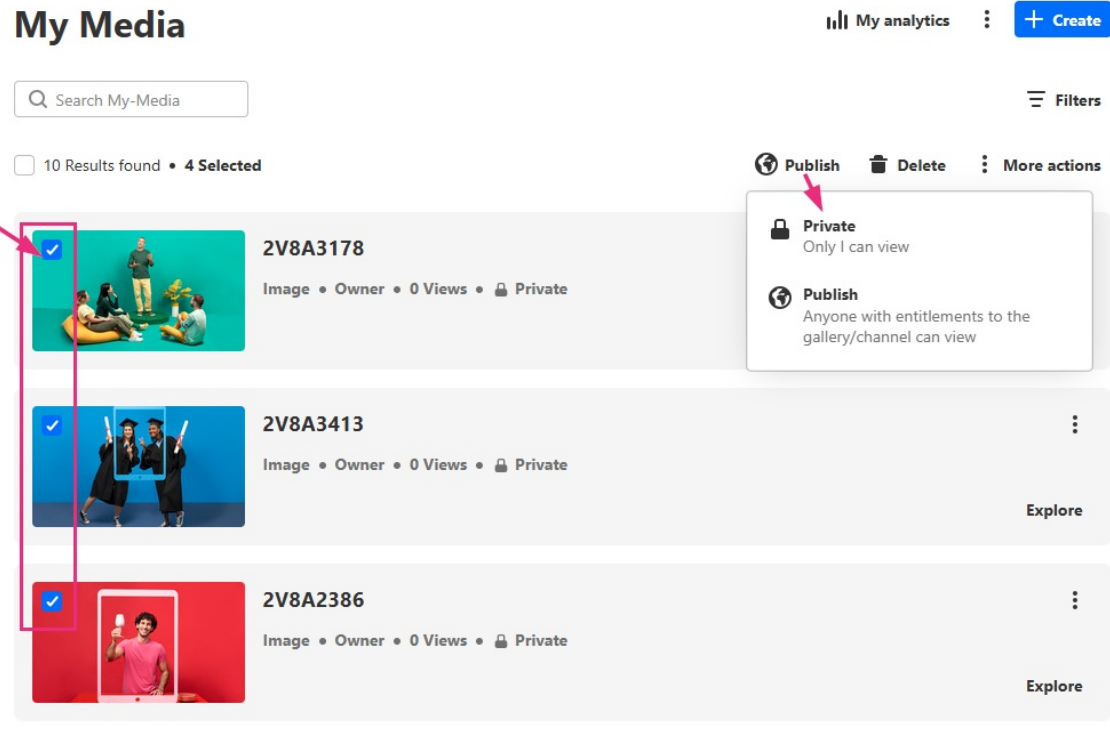


### Bulk action

1. On your My Media page, check the boxes on the upper left of the desired media items.
2. Scroll to the top of the page, and click **Publish**.



The **Publish** option only displays after you have selected at least one item.



The screenshot shows the 'My Media' page with a search bar and a 'Filters' button. Below the search bar, it indicates '10 Results found • 4 Selected'. Three media items are listed, each with a blue checkmark in the top-left corner of its thumbnail, indicating they are selected. The items are:

- Item 1: ID 2V8A3178, Image, Owner, 0 Views, Private. Thumbnail shows a group of people sitting on a yellow sofa.
- Item 2: ID 2V8A3413, Image, Owner, 0 Views, Private. Thumbnail shows two people in graduation gowns.
- Item 3: ID 2V8A2386, Image, Owner, 0 Views, Private. Thumbnail shows a person holding a white object.

At the top right, there are buttons for 'My analytics' and '+ Create'. Below the items, there are buttons for 'Publish', 'Delete', and 'More actions'. A context menu is open over the 'Publish' button, showing two options:

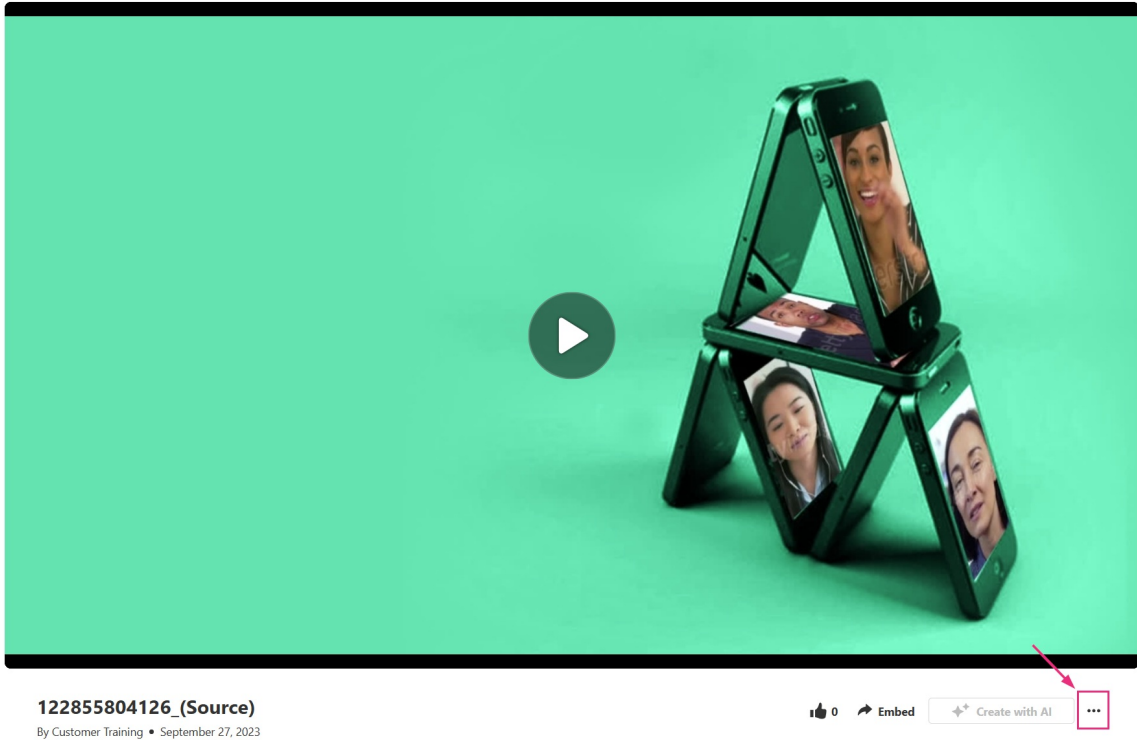
- Private**: Only I can view
- Publish**: Anyone with entitlements to the gallery/channel can view

The **Publish status** options display.

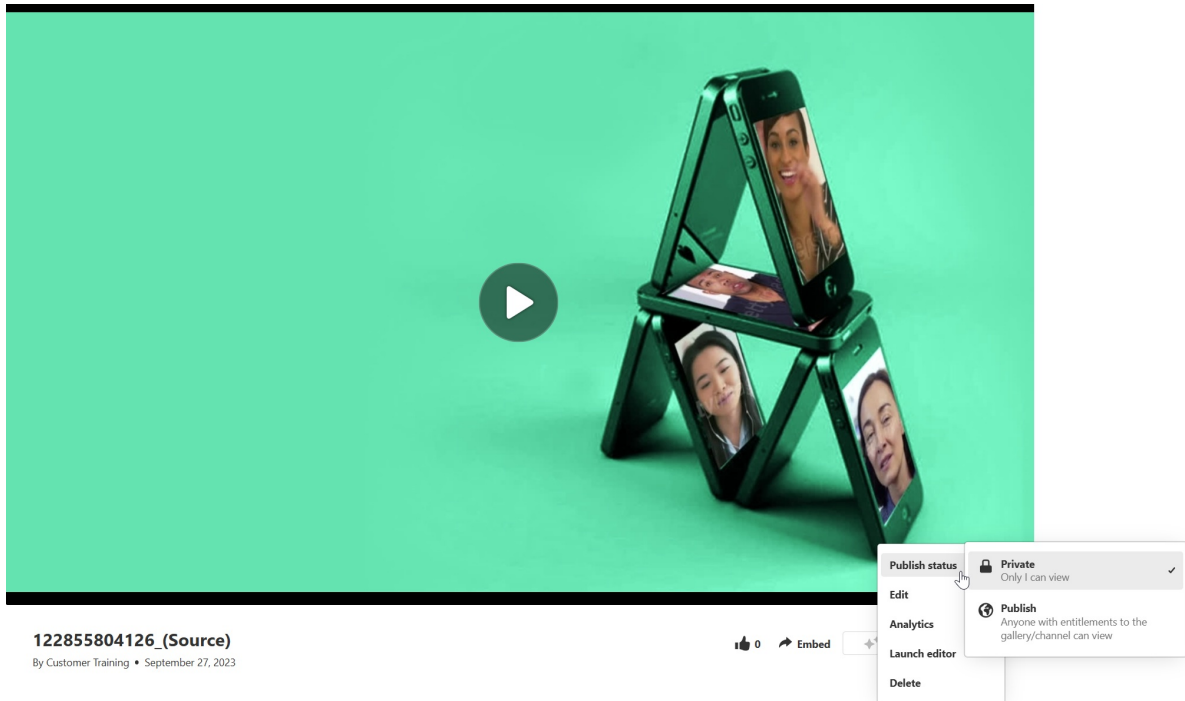
3. Continue with [step 3 above](#).

## Publish from a media page

1. Navigate to the media page.
2. Click the **three dots** at the lower right side of the player.



3. Select **Publish status** from the drop-down menu.



4. Continue with [step 3 above](#).

## Change publishing status

1. Navigate to your **My Media** page.


## My Media

My analytics + Create

Search My-Media

Filters


10 Results found



**2V8A3178** ⋮

Image • Owner • 0 Views • Private


Explore



**2V8A3413** ⋮

Image • Owner • 0 Views • Private

Explore



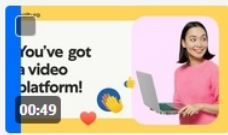
**2V8A2386** ⋮

Image • Owner • 0 Views • Private

Explore

On the **My Media** page, locate the desired entry.

- Click the **three dots** to the far right of the entry and select **Publish status**.



**Training services - Learning site** ⋮

VOD • Owner • 0 Plays • Private


**Publish status** >

Edit

Analytics

Delete

Explore

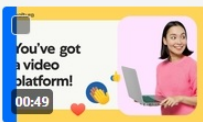


**Townhalls Event** ⋮

VOD • Owner • 0 Plays • Private

Explore

The **Publish status** options display: **Private** and **Change publish locations**.




**Training services - Learning site** ⋮

VOD • Owner • 0 Plays • Published

**Private** Only I can view

**Change publish locations** Anyone with entitlements to the gallery/channel can view ✓

Explore



**Townhalls Event** ⋮

VOD • Owner • 0 Plays • Private

Explore

If the media is 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.*

### 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.

Demo

Cancel **Save**

Click **Save** to complete the action.



If you set an entry to **Private**, it will be removed from all media galleries, even those you don't have access to.

If the media is published, and you click **Change publish locations**, the publish window displays, and you can select / deselect the desired media gallery.

### Publish

Anyone entitled to the published destination can reach this media page

Corp marketing X

#### Media Galleries

Q Search media galleries

- Principles of Management
- Marketing Strategies & Consumer Behavior
- Financial Accounting & Analysis
- Entrepreneurship & Business Innovation
- Data Analytics & Business Intelligence
- Organizational Behavior & Human Resource Management
- Global Economics & Trade

Publish in 1 location

Cancel **Save changes**

Click **Save changes** to complete the action.

## Unpublish media

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