

Publish media in Brightspace

Last Modified on 06/10/2025 7:28 pm IDT

28 This article is designated for all users.

About

When you upload media, it's private by default and accessible only through My Media. From there, you can either grab the embed code for private media or choose to publish it, making it public in your Media Gallery.

Publishing media allows it to be publicly accessible to users. You can publish media:

- in any Media Galleries you are allowed to publish to.
- only after file conversion is complete and the media has passed moderation (if required).

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The content in My Media is consistent across all Kaltura applications, and can be published and shared based on your permissions. If you can't publish media, contact your administrator for access.

Publish from My Media

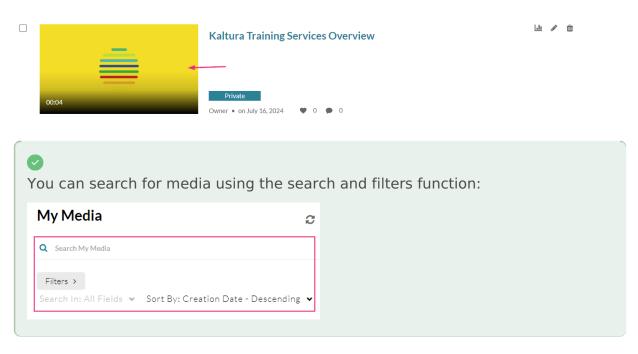
Publish one item

1. Access your My Media page.



My Med	lia	c 0	🛗 My Calendar	🖚 My Dashboard	C My recycle bin
Q Search My	Media		١		
Filters >	Search In: All Fields ∨ So	rt By: Creation Date - Descer	^{nding} ¥ 🔳 🗐	Add New	 ACTIONS -
00:06		Branding This is a decription Private branding Owner • on August 19, 2024	0 🗭 0		Li / D
- 00 <mark>- 35</mark>	Looking toto The Frittere	Clip of Kaltura Training S Description Published tags Owner • on August 16, 2024	Services Overview		L <u>h</u> / 11
		Kaltura Training Service	s Overview		山 / 前
00:04		Private Owner • on July 16, 2024 ♥ 0	• 0		

2. Click the thumbnail or title of the media you want to publish.



The media page displays.



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▶ [*] ⓑ @ 00:02/00:04	⊈» 🚳 ∎ 🚪
Kaltura Training Services Overview	• 0 • 0
From Customer Training July 16, 2024	
Details Share Q	← Back ACTIONS ∽

3. Click the ACTIONS menu and select Publish.

<u>ර</u>) 00:04/00:04	<mark>渋 kaltura</mark> ⊲) @ ்∎ _²
Kaltura Training Services Overview	• 0 • 0
From Customer Training July 16, 2024 Details Share Q This is a description.	 ← Back ACTIONS ✓ ✓ Edit ← Publish └ Analytics
Comments	 ← Caption & Enrich ☑ Launch Editor ☑ Delete

The **Publishing Status** section displays.

Publishing Status:

- Private Media page will be visible to the content owner only.
- O Published Media page will be visible to users according to entitlements based on the selected destinations in the options below.

4. Click the button next to **Published**.

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5. Select the gallery(ies) you want to publish the media to.

Note to Canvas selection.	users! The first 200	active courses	are displayed for	easy
Details Share Q			& Back AC	tions 🗸
Complete all the required field	is and save the entry before you can select to publ	ish it to shared repositories. Edit		×
Publishing Status: Private - Media page will be visibli Published - Media page will be visibli 	e to the content owner only. ible to users according to entitlements based on t	he selected destinations in the optior	is below.	
Publish in Gallery				
Shared Repository	Kaltura Certification Program	Kaltura Training Course	🗆 LS	
Save Cancel				

•

If you want to publish to a Shared Repository, you must complete all the required fields and save the entry first. See the **Edit** button in the pop-up above **Publishing Status**. To learn more about adding content to Shared Repositories, check out our article Shared Repository in video portal.

6. Click Save.

A success message displays: Media successfully published.

Media successfully published				
Publishing Status:				
O Private - Media page will be visible to t	he content owner only.			
Published - Media page will be visible t	to users according to entitlements based on	the selected destinations in the options l	below.	
Publish in Gallery	Kaltura Certification Program	Kaltura Training Course	🗆 LS	
Published in Kaltura Training:				

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The media will be visible to individuals according to entitlements on published destinations.

OR

1. Click the **pencil icon** to the right of the media.



The edit page displays.

< Back to Media Page

Kaltura Training Services Overview

	Basic Info
	Creator: Customer Training
	Owner: Customer Training
	Media Entry ID: 1_ogntubb1
	Media Type: Video
	Publish Status: Private
	Creation date: July 16, 2024 2:14 PM GMT
	Update date: August 19, 2024 9:52 AM GMT
	Media asset update date: July 16, 2024 2:15 PM GMT
	Launch Editor
Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Ti	imeline Replace Media
Name: (Required)	

2. Click the **Publish** tab.

Description:

Bold

Black 🗸

This is a description.

Italic

Underline

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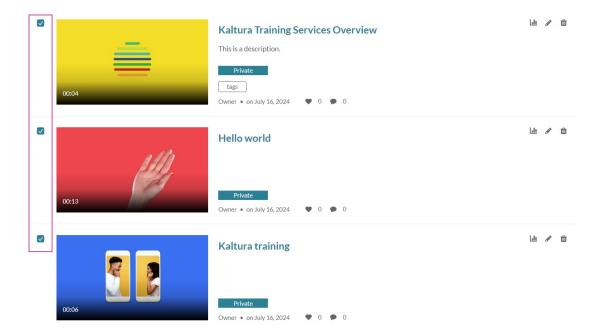


Details	Publish	Options	Collaboration	Thumbnails	Downloads	Captions	Attachments	Timeline	Replace Media	
Co	mplete all the	e required field	ls and save the entry	before you can se	elect to publish it :	to shared repo	sitories. Edit			×
			,							
Publishing										
Privat	e - Media pag	e will be visibl	e to the content owr	er only.						
O Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.										

3. Follow steps 4-6 above.

Publish multiple items

1. Check the boxes to the left of the desired items.



2. Scroll to the top of the page, click the **ACTIONS** menu and select **Publish**.

My Media	C	•	🛗 My Calendar	🍘 My Dashboard	C My recycle bin
Q Search My Media			í		
Filters > Search In: All Fields Sort By: Creation Date - Descending	5 🗸		≡≔	Add New Y	 ACTIONS + Caption & Enrich
					PublishDelete

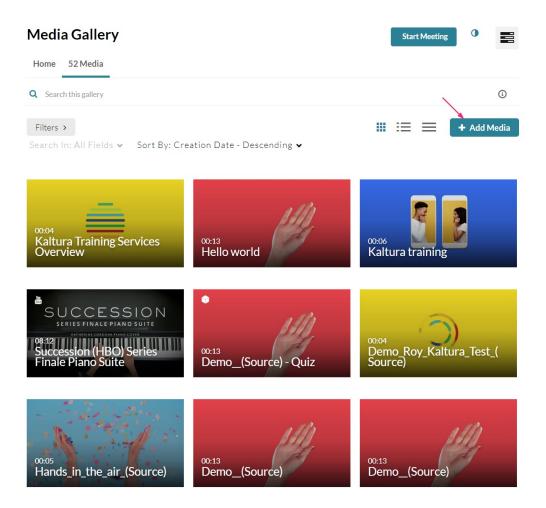
The **Publishing Status** section displays.

3. Follow steps **4-6** above.



Publish from Media Gallery

- 1. Access the Media Gallery.
- 2. Under the Media tab, click +Add Media.

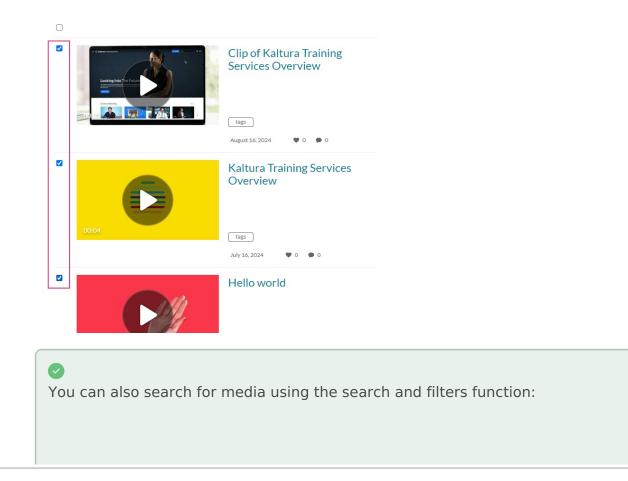


The Add Media page displays.



Home 52 Media	
Add Media	Cancel Publish
Select one or more media items to add to the current gallery	×
My Media 1 Shared Repository 👻	ADD NEW 🗸
Q Search My Media	()
Filters > Search In: All Fields Sort By: Creation Date - Descending	
Clip of Kaltura Training Services Overview tags August 16,202	
Kaltura Training Services Overview	

3. Check the box(es) next to the media item(s) you want to publish.





Select one or more media items to add to the current gallery	×
My Media 1 Shared Repository 🗸	ADD NEW 👻
Q Search My Media	0
Filters > Search In: All Fields Sort By: Creation Date - Descending	

4. Scroll to the top of the page and click **Publish**.

Media Gallery	Start Meeting	
Home 52 Media	\setminus	
Add Media	Cancel Publish	
Select one or more media items to add to the current gallery	×	

A success message displays: All media was successfully published.

All media was published successfully.