

## Publish media in Moodle

Last Modified on 02/25/2025 4:32 pm IST

 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).



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.



The instructions below are for non-Theming users. If you have [Theming](#) enabled, please refer to our article [Publish media - Theming](#).

### Publish from My Media

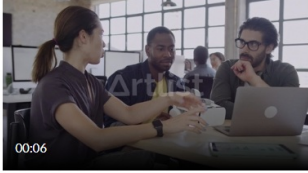
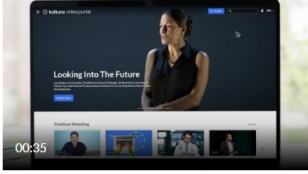

#### Publish one item

1. Access your [My Media](#) page.

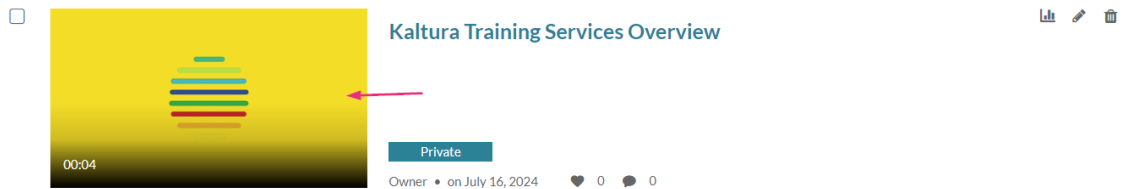
## My Media


  My Calendar My Dashboard My recycle bin

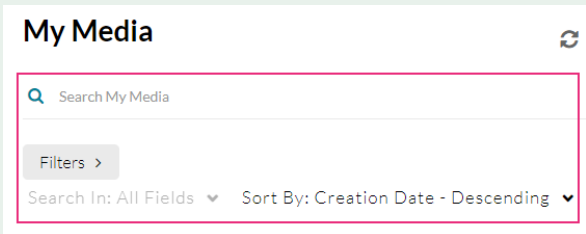
Filters > Search In: All Fields Sort By: Creation Date - Descending ≡ ≡ ≡ Add New ACTIONS

-  **Branding** 🔗 ✎ 🗑️  
This is a description  
Private  
branding  
Owner • on August 19, 2024 ♥️ 0 💬 0
-  **Clip of Kaltura Training Services Overview** 🔗 ✎ 🗑️  
Description  
Published  
tags  
Owner • on August 16, 2024 ♥️ 0 💬 0
-  **Kaltura Training Services Overview** 🔗 ✎ 🗑️  
Private  
Owner • on July 16, 2024 ♥️ 0 💬 0

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

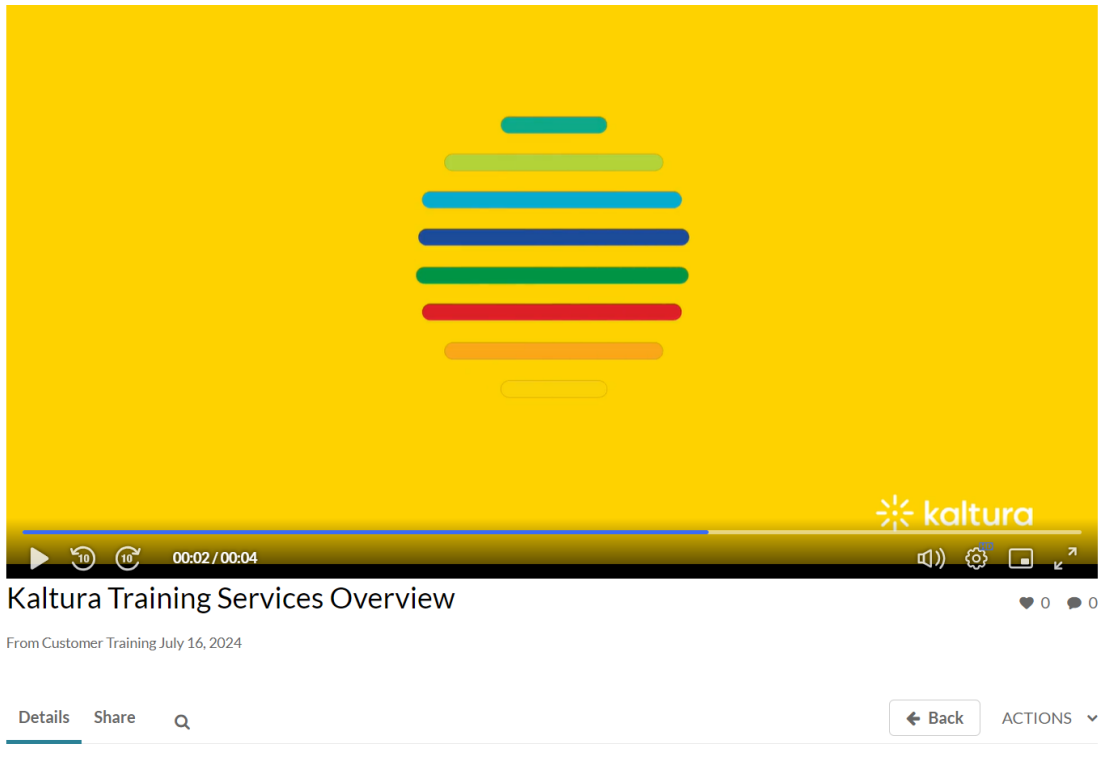


 You can search for media using the search and filters function:

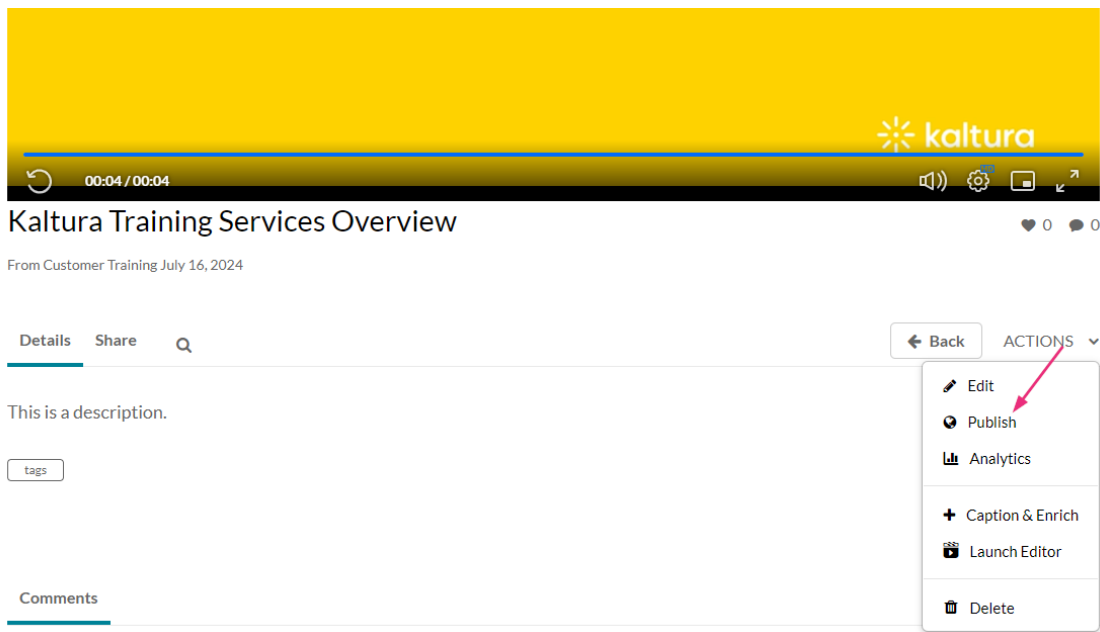


The inset screenshot shows the 'My Media' header with a refresh icon, a search bar containing 'Search My Media', a 'Filters >' button, and two dropdown menus: 'Search In: All Fields' and 'Sort By: Creation Date - Descending'.

The media page displays.



3. Click the **ACTIONS** menu and select **Publish**.



The **Publishing Status** section displays.

Publishing Status:

- Private** - Media page will be visible to the content owner only.
- 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**.

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

Details Share  ← Back ACTIONS ▾

Complete all the required fields and save the entry before you can select to publish it to shared repositories. Edit ×

Publishing Status:

**Private** - Media page will be visible to the content owner only.

**Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

**Publish in Gallery**

Shared Repository     Kaltura Certification Program     Kaltura Training Course     LS

Save Cancel

**i**

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:

**Private** - Media page will be visible to the content owner only.

**Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

**Publish in Gallery**

Shared Repository     Kaltura Certification Program     Kaltura Training Course     LS

Published in Kaltura Training:

1 Media Gallery: Kaltura Training Course

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

**OR**

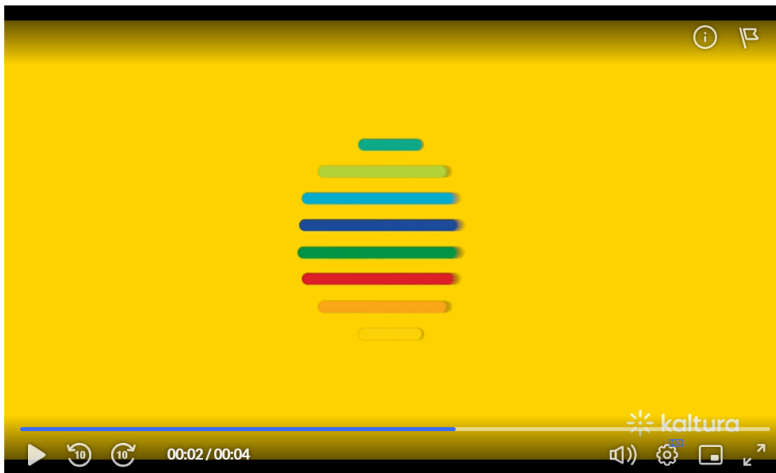
1. Click the **pencil icon** to the right of the media.



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](#) [Timeline](#) [Replace Media](#)

Name:  (Required)

Description: **Black** **Bold** *Italic* Underline      

2. Click the **Publish** tab.

[Details](#) [Publish](#) [Options](#) [Collaboration](#) [Thumbnails](#) [Downloads](#) [Captions](#) [Attachments](#) [Timeline](#) [Replace Media](#)

Complete all the required fields and save the entry before you can select to publish it to shared repositories. [Edit](#)

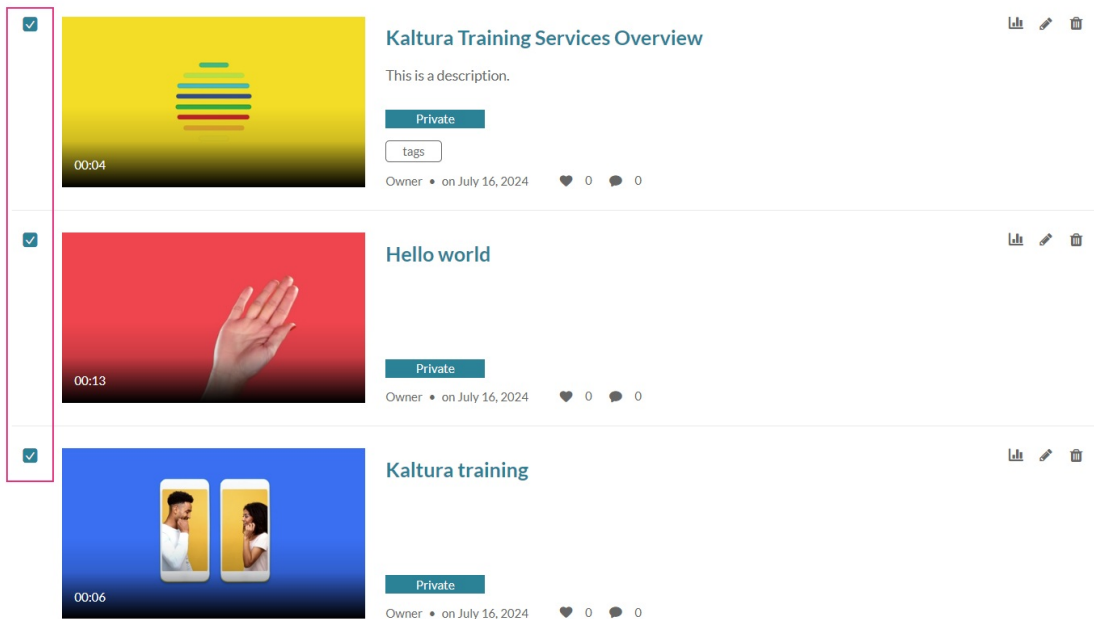
Publishing Status:

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

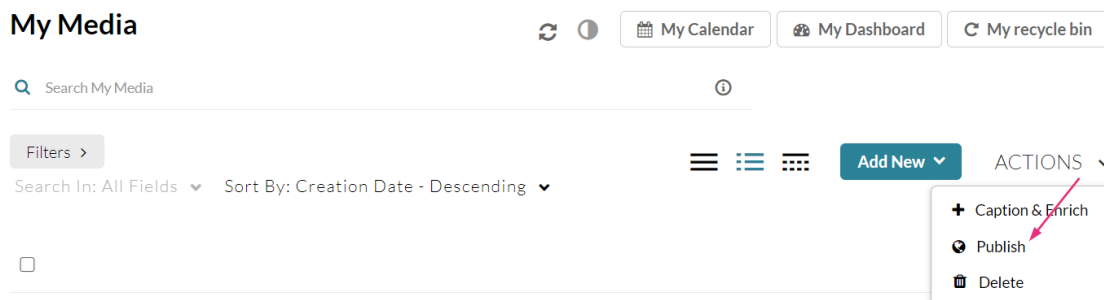
3. Follow [steps 4-6](#) above.

## 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**.



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**.

## Media Gallery

[Start Meeting](#)

Home [52 Media](#)

Search this gallery

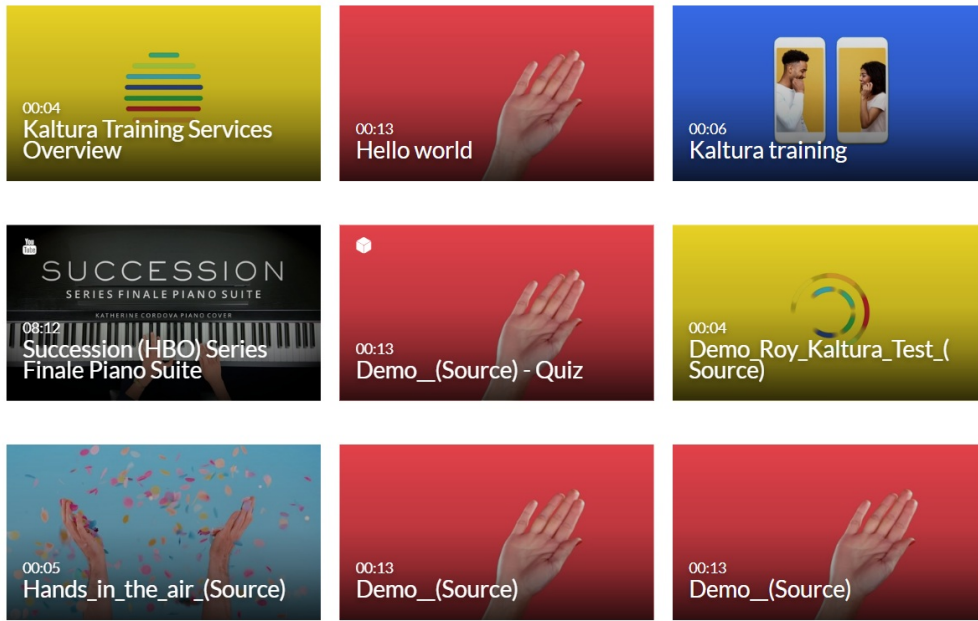


Filters >



[+ Add Media](#)

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



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

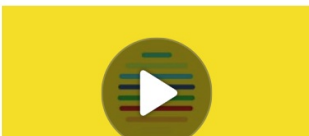
Search My Media

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

- 
- 


Clip of Kaltura Training Services Overview

tags

August 16, 2024 0 0
- 


Kaltura Training Services Overview

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

- 
- 


Clip of Kaltura Training Services Overview

tags

August 16, 2024 0 0
- 

Kaltura Training Services Overview

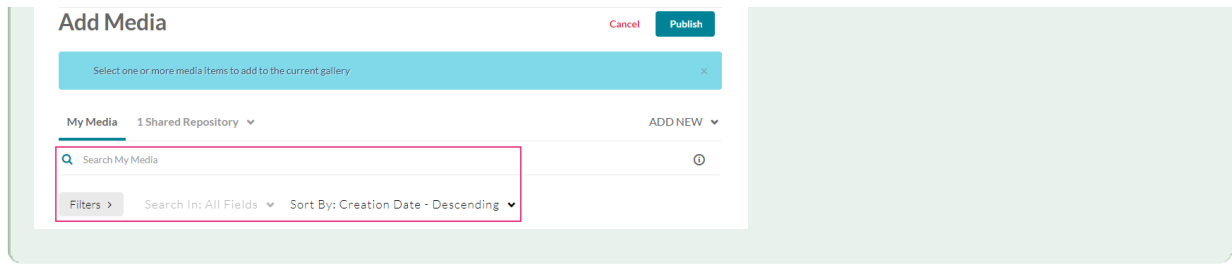
tags

July 16, 2024 0 0
- 

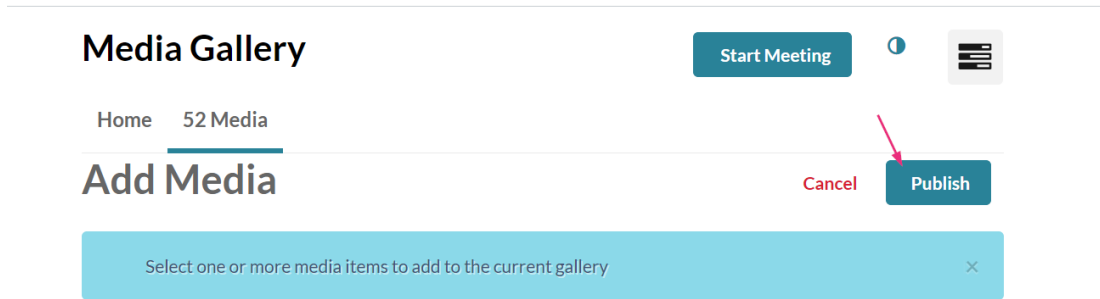
Hello world

You can also search for media using the search and filters function:





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



A success message displays: *All media was successfully published.*

