# Publish media in Moodle - Theming

Last Modified on 06/12/2025 12:36 pm 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.
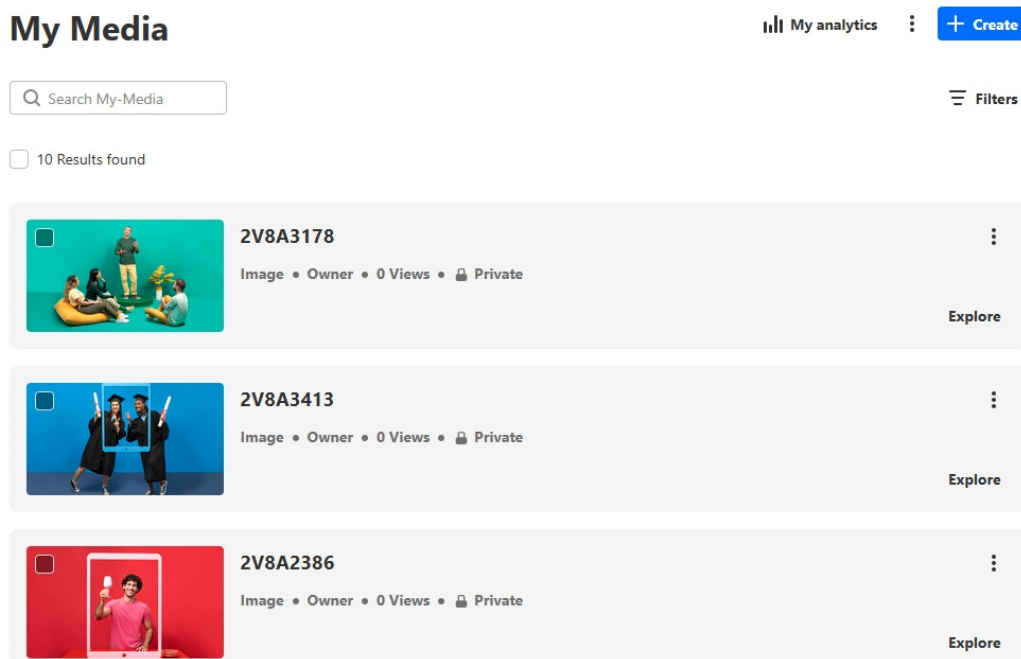
⚠️

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

ℹ️

The instructions below are for Theming users. If you don't have Theming enabled, please refer to our article 'Publish media'.
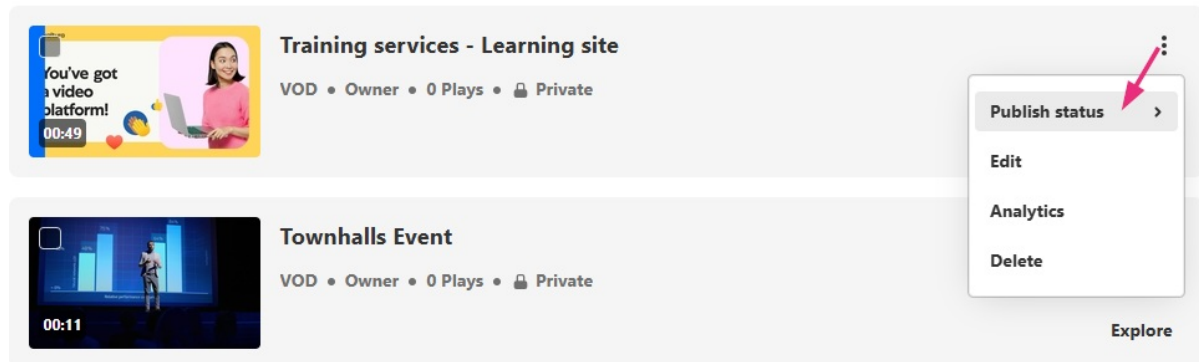
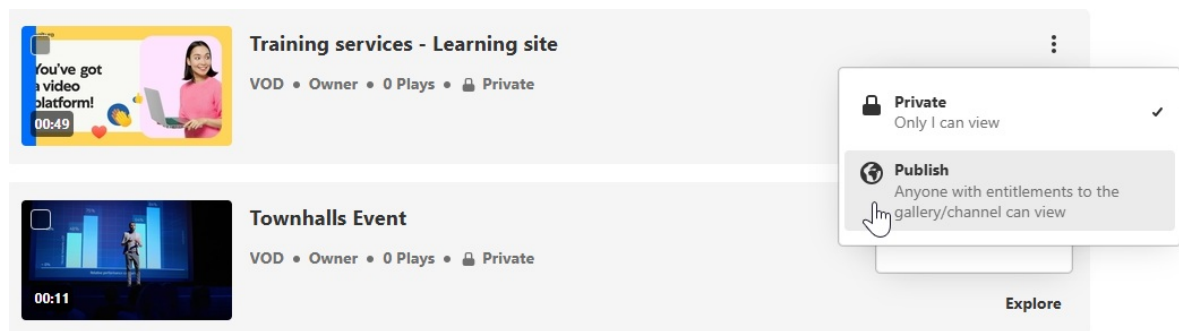## Publish from My Media

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**.

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



ℹ️ 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**.
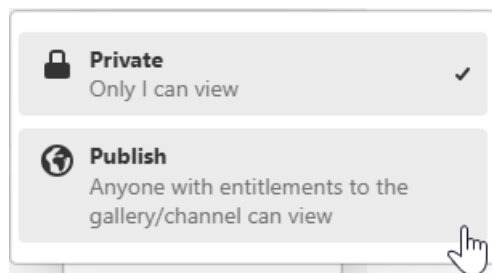


The **Publish** window displays.
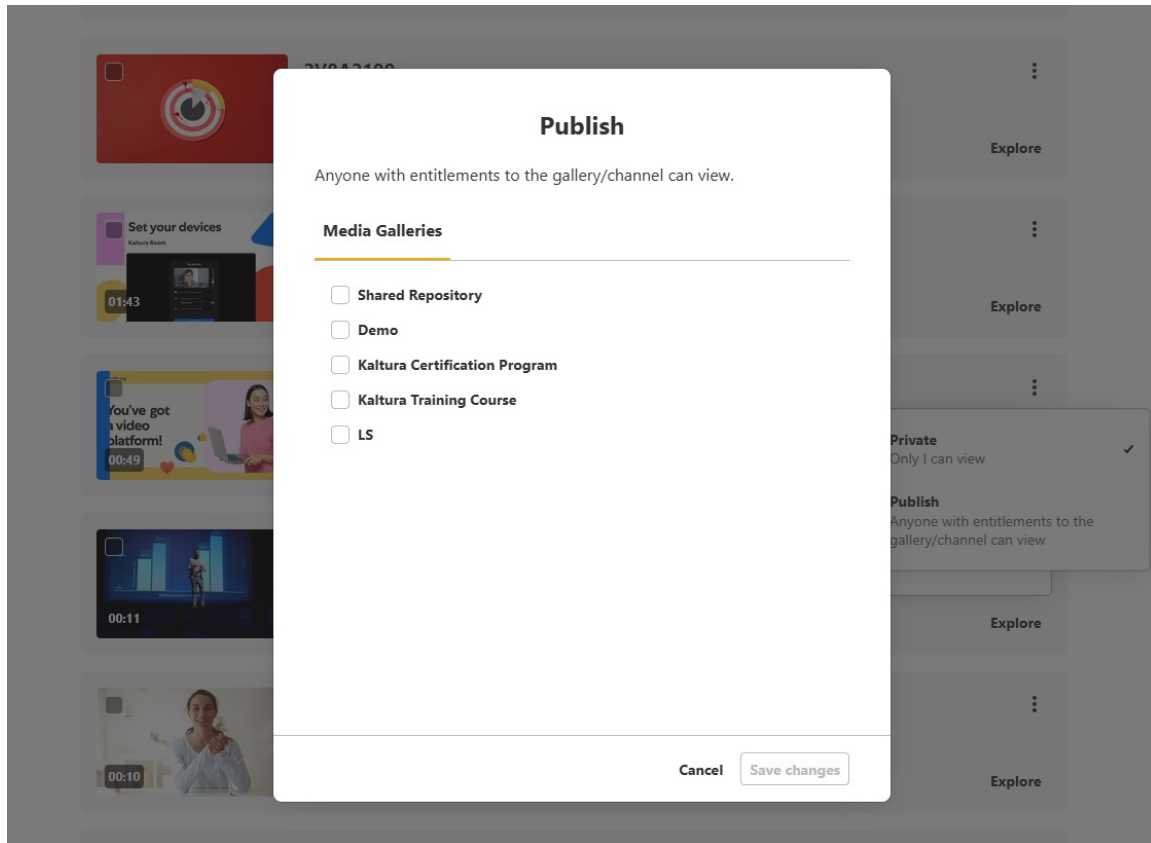
The Publish window shows the available media galleries.

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

> ✅ You can use the **Search box** to find a media gallery.

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.

LS ✕   Shared Reposit... ✕

**Media Galleries**

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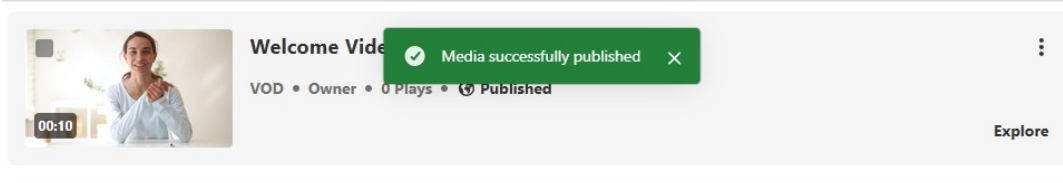- ☐ Kaltura Training Course
- ☑ LS

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 **Publish status** options display.
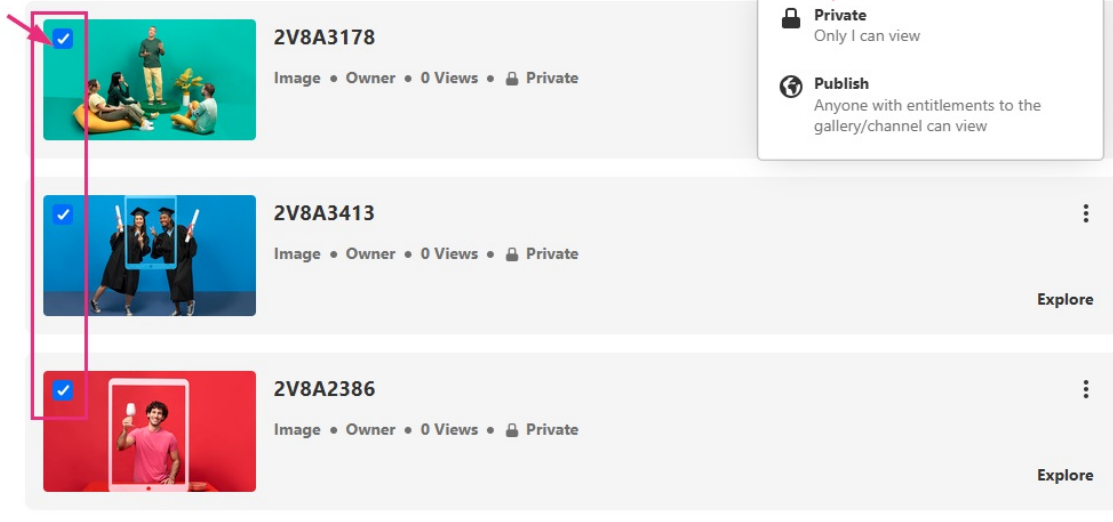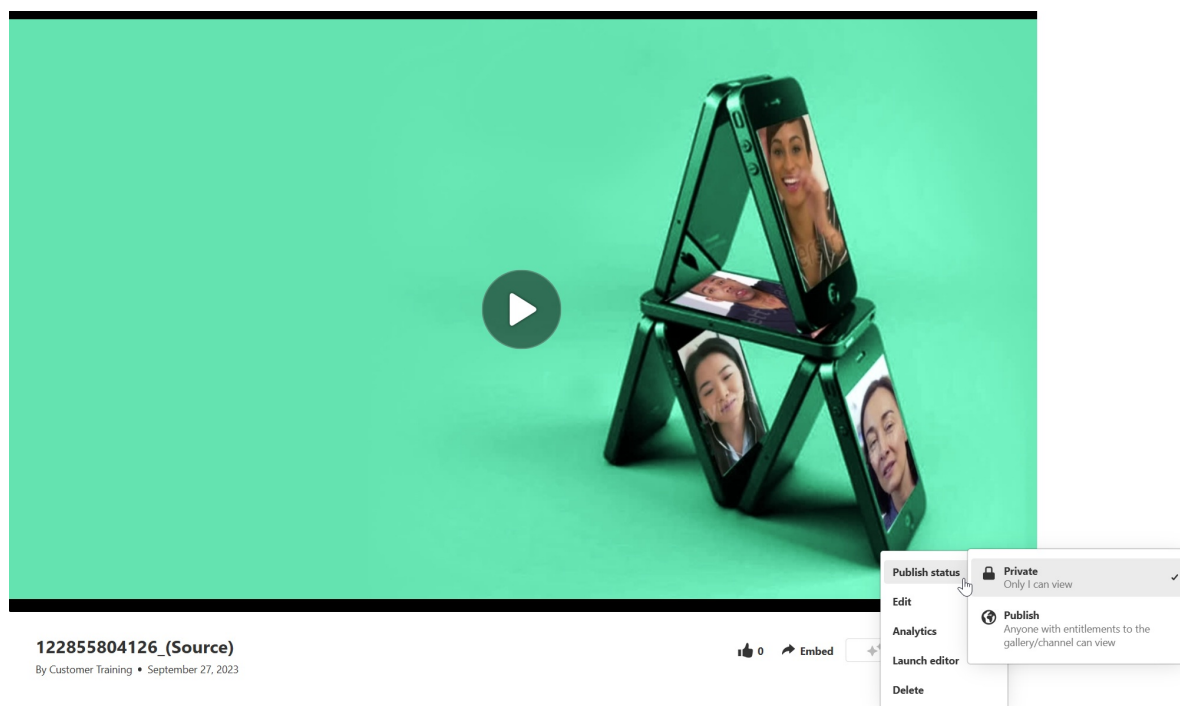
3. Continue with step 3 above.

## Publish from a media page

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

**122855804126_(Source)**
By Customer Training • September 27, 2023
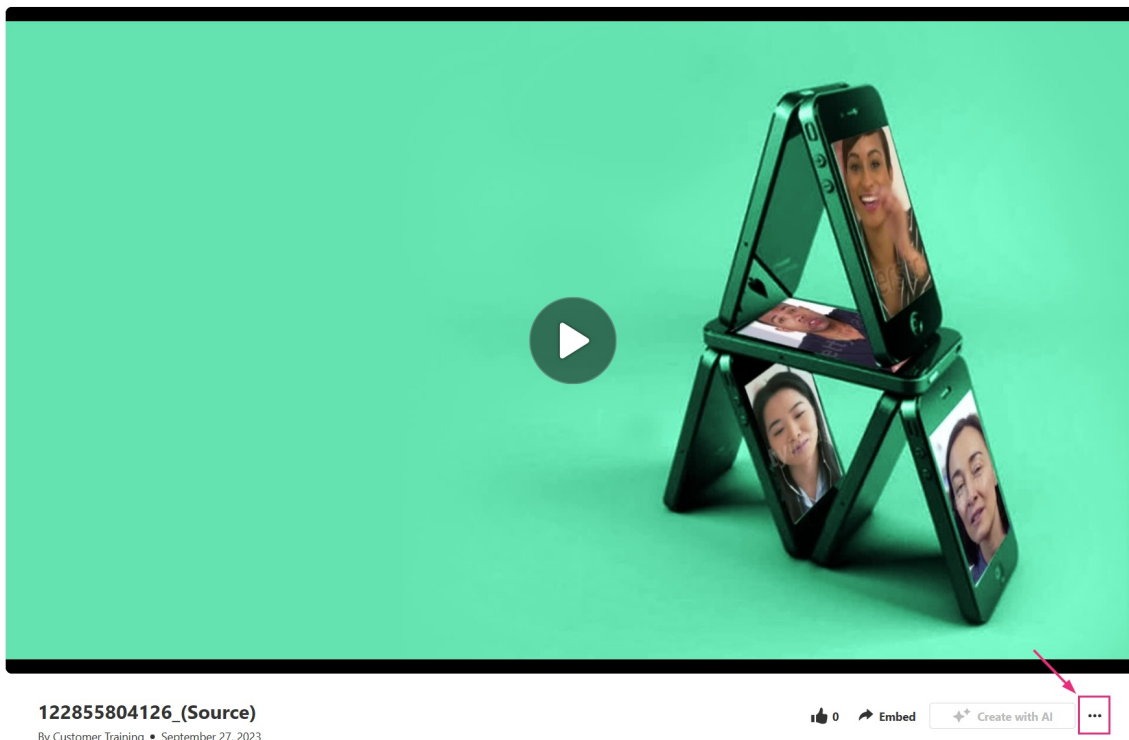
3. Select **Publish status** from the drop-down menu.



**122855804126_(Source)**
By Customer Training • September 27, 2023

4. Continue with step 3 above.

## Change publishing status

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

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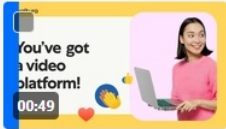
On the **My Media** page, locate the desired entry.

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



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



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  ✕

**Media Galleries**

🔍 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.