

# Upload media in Blackboard - Theming

Last Modified on 06/10/2025 6:12 pm IDT

 This article is designated for all users.

## About

Uploading media from your desktop is quick and easy. Simply follow the steps below to share your videos, audio files, and images. You can upload single or multiple files at once, edit metadata, and publish them in bulk - all during the upload process.



The [Uploadmedia module](#) must be enabled for this feature.



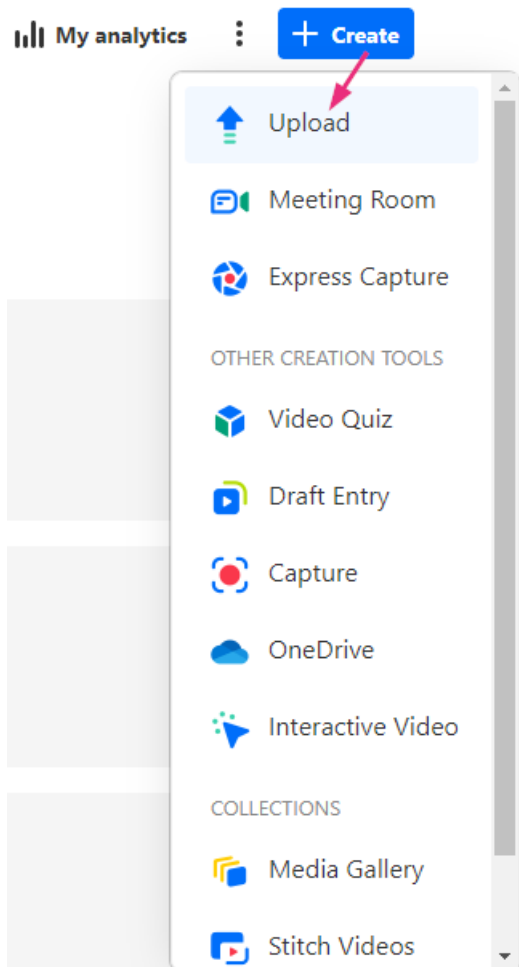
These instructions are for [Theming](#) users. If you don't have Theming enabled on your account, please see our other article 'Upload media'.



Once you've uploaded your videos, you can set up the player to play them the way you want by adjusting the look, features, and controls to match your style and needs. To learn more, visit our article [Introduction to Kaltura's V7 player](#).

## Upload media

1. On your My Media page, click the **+ Create** button and select **Upload**.



Depending on what is enabled on your application, your **+ Create** menu may look slightly different. If there is an option missing, please contact your Kaltura administrator to discuss how to enable it.

The **Upload Media** page displays.

## Upload Media

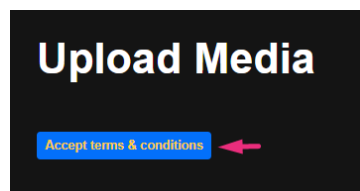


### Drag and drop files to upload

All common video, audio and image formats in all resolutions are accepted.

Select files

If your administrator set a disclaimer on your site for users to accept before uploading content, the following screen displays:



2. Click the disclaimer button to accept.
3. Click **Select Files** and choose one or multiple files, or drag and drop files inside the dotted area. Different types of files may be uploaded at the same time.

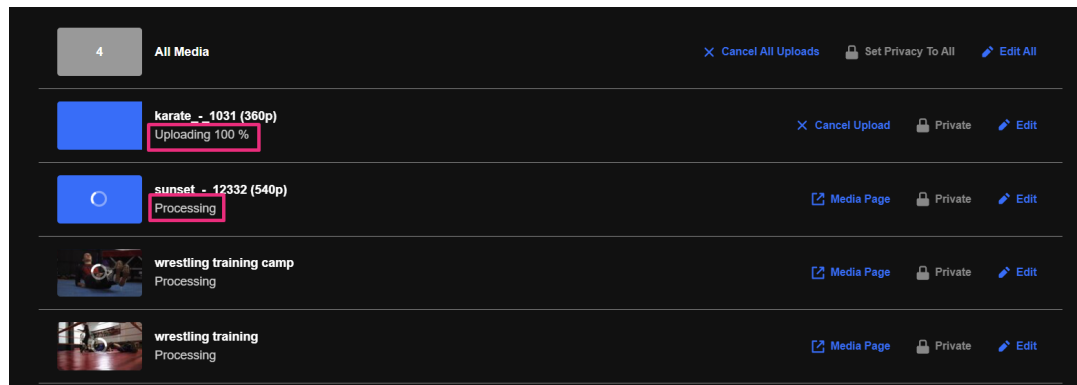
The upload process begins.



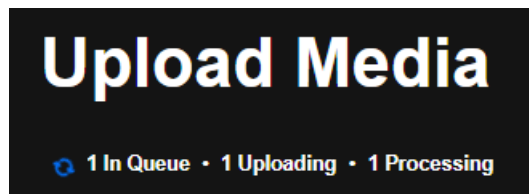
Make sure not to close or navigate away from the browser tab. Doing so will cancel all media pending in the queue and any files currently in the uploading status.

If multiple files were selected, one file starts the upload process, and the rest of the files are then added to the queue. The queue continues to upload content from

bottom to top, skipping any canceled or errored-out media.



The status of the upload is indicated on the right of each item as well as the top left of the Upload Media window:



## Upload statuses

- **In Queue** - While uploading multiple files, only one is uploaded at a time. While waiting, the other files are in queue. Items in this status may be canceled and moved to the canceled status.
- **Uploading** - Files in uploading status display the percentage completed next to the status. The thumbnail should change its display accordingly to the percentage passed. Items in this status may be canceled and are then moved to the canceled status
- **Processing** - This status indicates that the video is converting, and when ready, the thumbnail is displayed.  
The cancel upload button is no longer available and is replaced with a link to the media page.
- **Ready** - This status indicated that the file has completed uploading and displays the thumbnail.  
The cancel upload button is no longer available and is replaced with a link to the media page.
- **Failed** - This status indicates an upload failure which may occur for many reasons.
- **Canceled** - After this status is displayed, only the “Remove” button is available to remove the media line from the list.

As long as there is at least one file in that has the status, In queue or Uploading, the

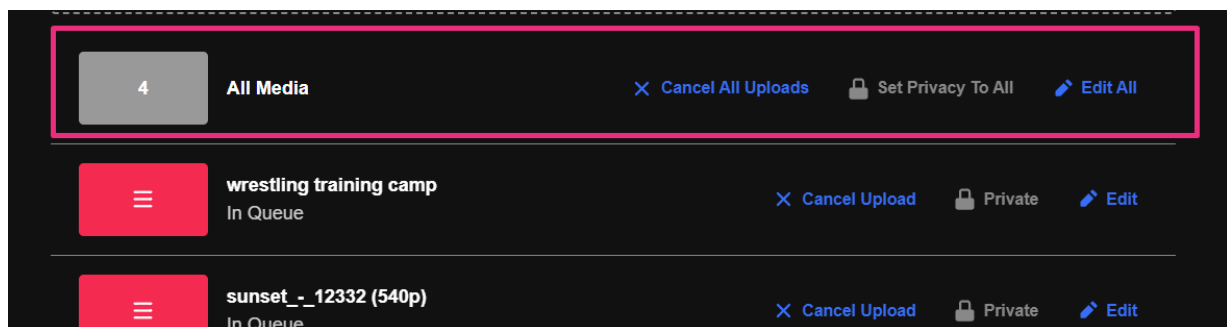
blue moving circle is displayed.

You can cancel any media in the status **in queue** or **uploading**.

## Bulk actions

The bulk actions ('All Media') row is displayed at the top of the upload list.

- The gray box displays how many files are in the upload list. Entries with the status 'Canceled' or 'Failed' are not counted here.
- **Cancel All Uploads** displays as uploads are taking place. Clicking this button cancels any currently Uploading and In Queue entries. Entries that are Processing (converting) or Ready are not affected. After all uploads are moved out of the Uploading and In Queue statuses, the Cancel All Uploads button changes to the My Media link, which opens in a new tab.
- **Set Privacy to All** will be available in future releases.
- **Edit All** allows you to edit multiple media.



After all uploads in the page are moved out of the upload and in-queue status, the **Cancel All Uploads** button changes to the **My Media** link, which opens in a new tab.

## Edit your media

Edit a single media

Click **Edit**.


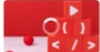


## Upload Media

5 Processing


**Drag and drop files to upload**

All common video, audio and image formats in all resolutions are accepted.

[Select Files](#)

5	All Media	<a href="#">My Media</a>	<a href="#">Set Privacy To All</a>	<a href="#">Edit All</a>
	live Processing	<a href="#">Media Page</a>	<a href="#">Private</a>	<a href="#">Edit</a>
	mobile-real-time Processing	<a href="#">Media Page</a>	<a href="#">Private</a>	<a href="#">Edit</a>
	background Processing	<a href="#">Media Page</a>	<a href="#">Private</a>	<a href="#">Edit</a>
	hat Processing	<a href="#">Media Page</a>	<a href="#">Private</a>	<a href="#">Edit</a>

On the edit page, you can edit the title, description, tags, and custom metadata for each uploaded file.



**live**  
Ready

[Private](#)
[Edit](#)



Name \*

Description

**B** *i* u

- 

- 


Tags

Department Name

Department Division

Marketing

Date Established

 03/13/2023

[Cancel](#)
[Save](#)

## Edit multiple media

You can add tags and custom metadata for multiple media at once.

---

## Publish your media

### Publishing a single media

You can publish a single media from the **My Media** page while the media is in the process of uploading. In future releases, users will be able to publish directly from the Upload Media page.

### Publishing multiple media

Setting privacy permissions and publishing media in bulk will be added in future releases.

## View your media

To view your media when uploading is complete, click **Media Page** or access the My Media tab on your application.

