

'Add New' menu in Sakai

Last Modified on 06/12/2025 2:07 pm IDT

 This article is designated for all users.

About

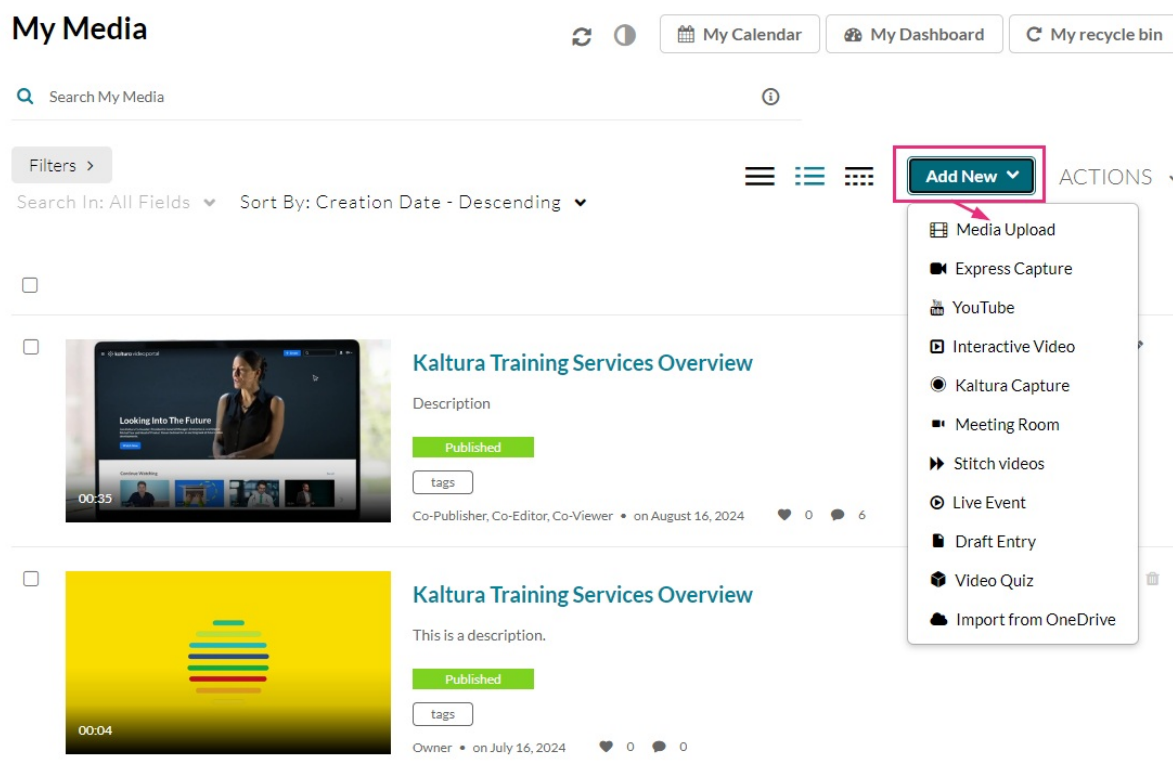
Use the **Add New** menu to easily create a variety of new media from scratch. Once created, your new content is automatically added to your My Media library, ready for immediate use and organization.



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

Access the menu

Navigate to your My Media page and click the **Add New** button at the top right to see the list of options.



The screenshot shows the 'My Media' interface. At the top, there are navigation buttons: 'My Calendar', 'My Dashboard', and 'My recycle bin'. Below these is a search bar labeled 'Search My Media'. The main content area displays a list of media items. The first item is a video titled 'Kaltura Training Services Overview' with a thumbnail showing a woman. The second item is another video with a yellow background and a Kaltura logo. To the right of the list, the 'Add New' button is highlighted with a red box. A dropdown menu is open, showing various options: Media Upload, Express Capture, YouTube, Interactive Video, Kaltura Capture, Meeting Room, Stitch videos, Live Event, Draft Entry, Video Quiz, and Import from OneDrive.

Depending on what is enabled on your application, your Add New menu may look slightly different to the one shown in this article. If there is an option missing, please



contact your Kaltura administrator to discuss how to enable:

- Media Upload
 - Express Capture
 - YouTube
 - Interactive Video Paths
 - Kaltura Capture
 - Meeting Room
 - Draft Entry
 - Video Quiz
 - Webcast Event (Townhalls)
 - Stitch videos
-