


'Add New' menu in Sakai

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 This article is designated for all users.

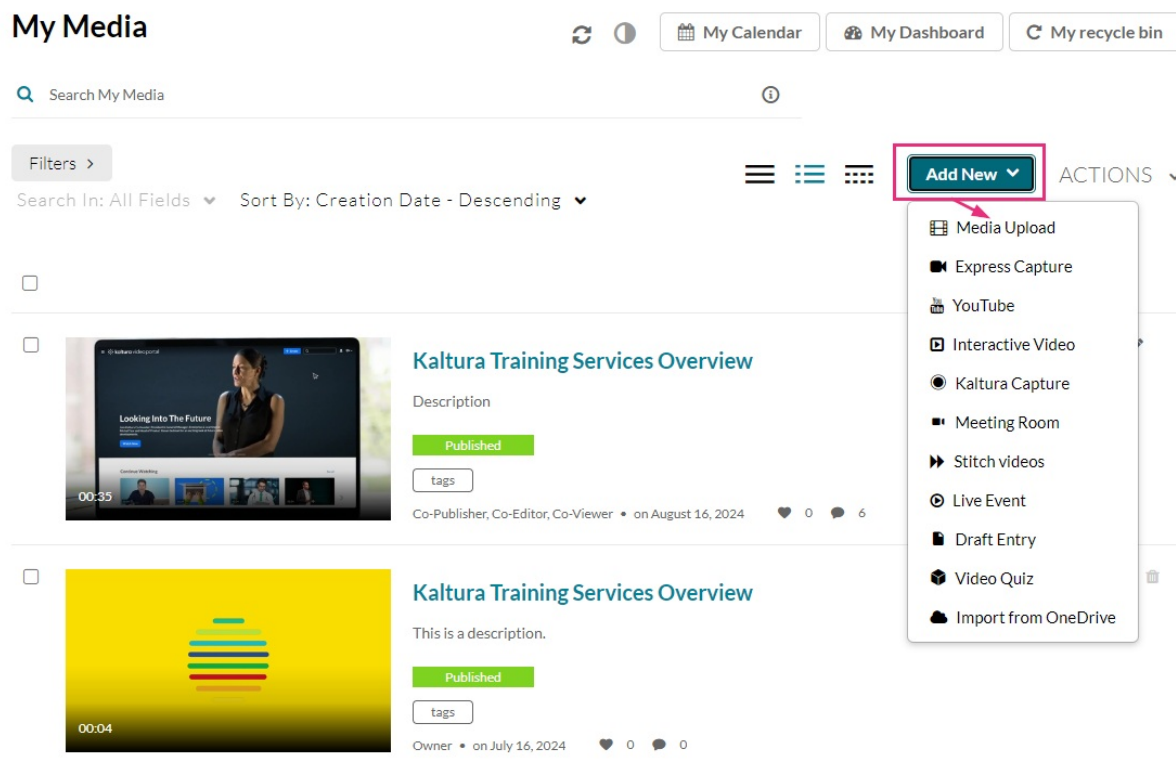
About

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'. A 'Filters' button is on the left, and a 'Sort By: Creation Date - Descending' dropdown is in the center. On the right, there is a menu icon, a list view icon, a grid view icon, and a red-bordered 'Add New' button with a dropdown arrow. To the right of the 'Add New' button is an 'ACTIONS' dropdown. The 'Add New' dropdown menu is open, showing the following options: Media Upload, Express Capture, YouTube, Interactive Video, Kaltura Capture, Meeting Room, Stitch videos, Live Event, Draft Entry, Video Quiz, and Import from OneDrive. Below the menu, there are two media items listed. The first item is a video titled 'Kaltura Training Services Overview' with a description, a 'Published' status, and a 'tags' button. The second item is also titled 'Kaltura Training Services Overview' with a description, a 'Published' status, and a 'tags' button.

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
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