

Upload media in Sakai

Last Modified on 06/12/2025 2:09 pm IDT

 This article is designated for all users.

About

Uploading media from your desktop is simple and straightforward. Just follow the steps below to easily share your videos, audio files, and images.



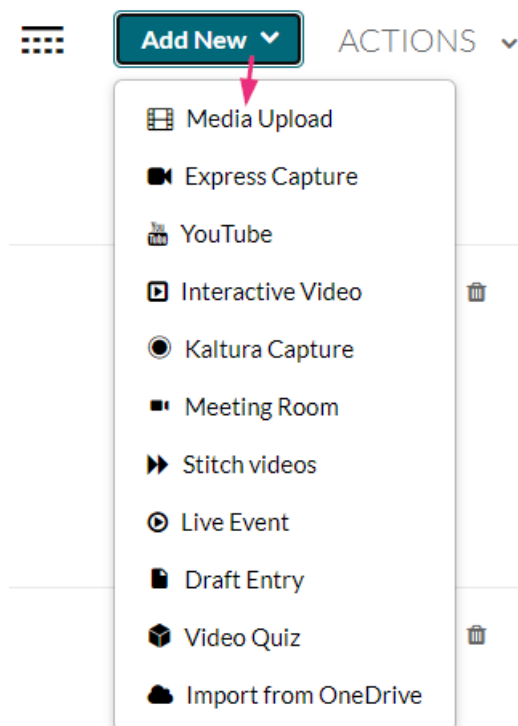
Once you've uploaded your videos, you can set up the player to play them the way you want by adjusting the look, features, and controls to match your style and needs. To learn more, visit our article [Introduction to Kaltura's V7 player](#).



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

Upload media

1. On your **My Media** page, click the **Add New** button to the right and select **Media Upload**.

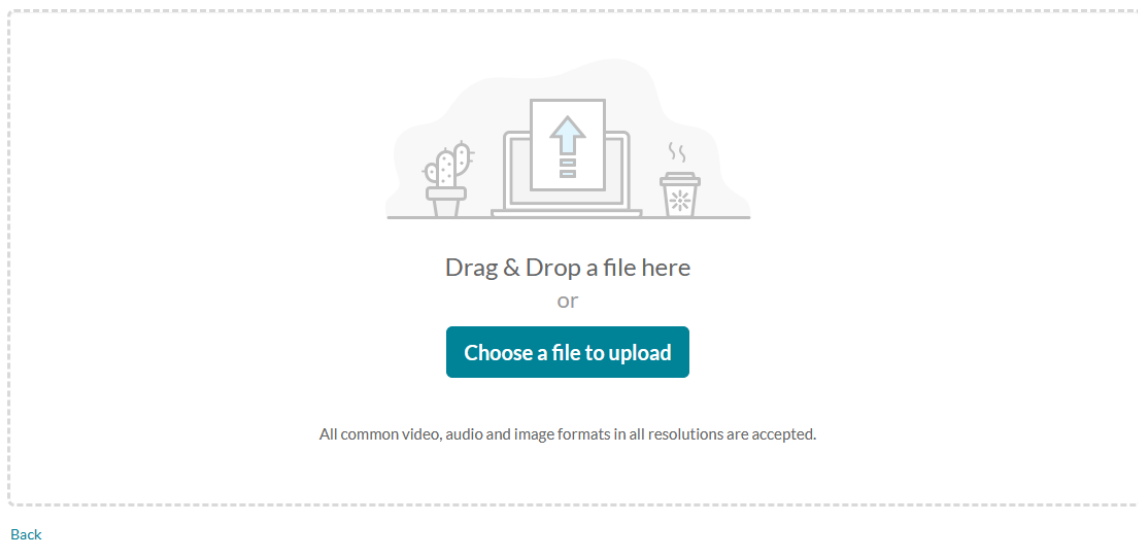


Depending on what is enabled on your application, your Add New menu may look slightly different. If there is an option missing, please contact your Kaltura administrator to discuss how to enable it.

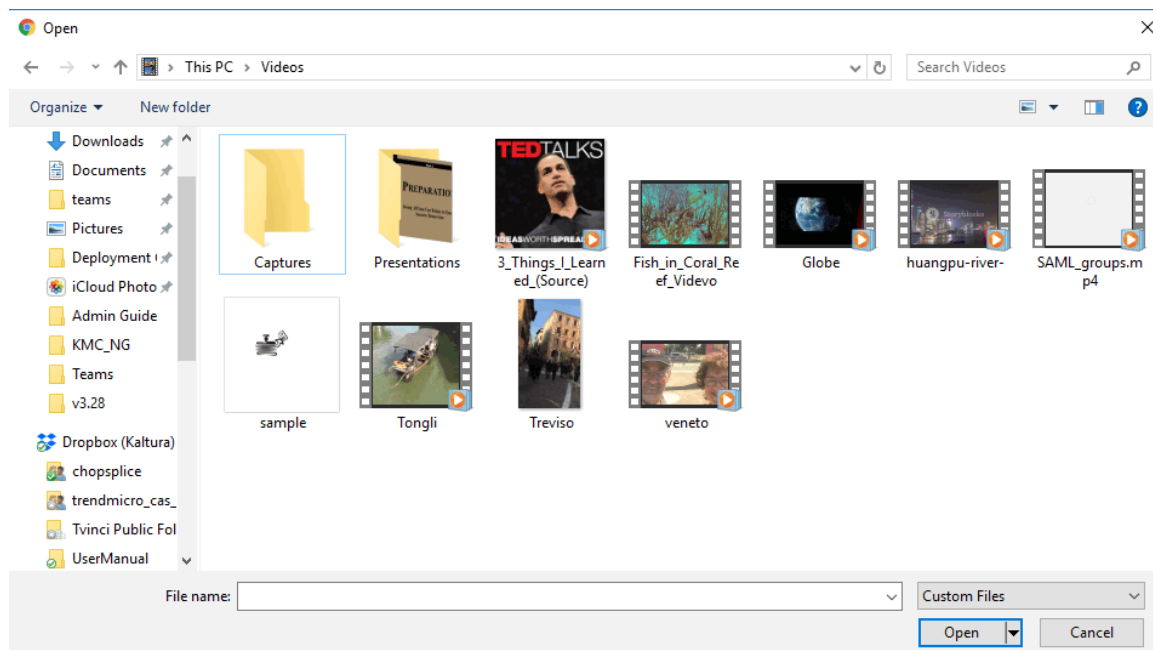
The **Upload Media** page displays.

2. Drag and drop your file or select **Choose a file to upload**.

Upload Media



- If you clicked **Choose a file to upload**, select a file from your computer and click **Open**.



- While the file is uploading, you can enter the name, description and tags for the media.

Once the upload has finished, a success message displays: *Upload Completed! Complete the required information for the uploaded media below.*

Upload Media

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name:

Description:

Black ▼
Bold
Italic
Underline
☰
☷
☷
☷
☷
✂
🖼

Enter Description...

Tags:

⬇ Click to add required metadata for shared repository

Publishing Schedule:
 ☒ Always
☐ Specific Time Frame

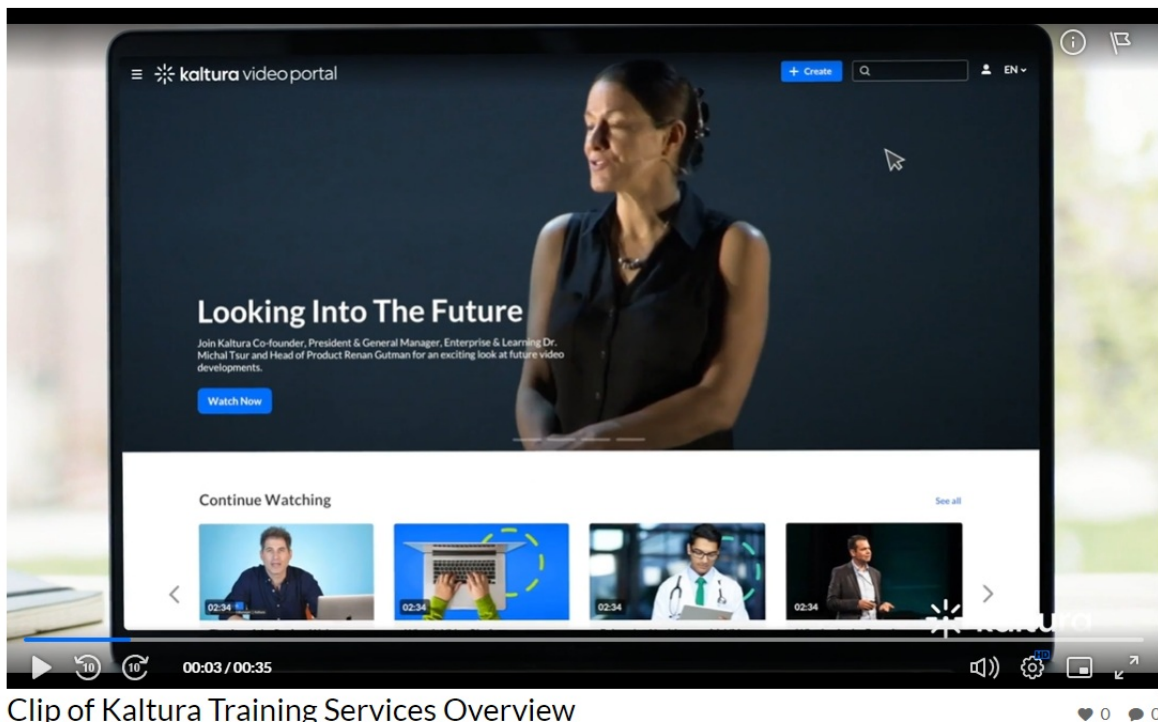
(The time range in which this media will be visible to users in published channels/categories)

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to

View your media

To view the media when uploading is complete, you can click either **Go to media** or **Go to My Media**.

Clicking **Go to media** will take you to the media page, as shown below:



Clip of Kaltura Training Services Overview

From Customer Training August 16, 2024

Details Share

Back ACTIONS

Clicking **Go to My Media** will take you to your **My Media** page, as shown below:

My Media

My Calendar My Dashboard

Search My Media

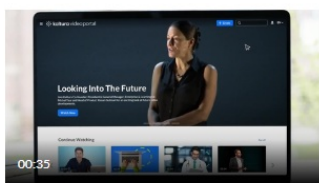
Filters

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

Add New ACTIONS

☐

☐



Clip of Kaltura Training Services Overview

Description

Published

tags

Owner on August 16, 2024 0 0

☐



Kaltura Training Services Overview



After a video or audio is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion. If an error occurs while uploading, please check your network connection.

Publish your media

You can publish your media directly from the upload page.


1. Click the **Published** option (you must first click **Save**).

Publishing Schedule: ☒ Always ☐ Specific Time Frame

(The time range in which this media will be visible to users in published channels/categories)

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

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.

Save

[Go To Media](#)

[Go To My Media](#)

An additional section displays.

2. Choose from the options available where you want to publish the media.

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

Your changes have been saved.

Save

[Go To Media](#)
[Go To My Media](#)

3. After choosing an option, click **Save**.

You can immediately see where the media was published.

Publish in Gallery

☐ Shared Repository ☐ Kaltura Certification Program ☐ Kaltura Training Course ☒ LS

Published in Kaltura Training:

1 Media Gallery:

LS

Your changes have been saved.

Save

[Go To Media](#)

[Go To My Media](#)



For more information about publishing media, visit our article [Publish media](#).