

Upload media in bulk

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This article is designated for administrators.

About

Bulk upload lets administrators upload large numbers of files simultaneously into the Kaltura Management Console (KMC) at once.

You can use a CSV or XML file to upload many items, such as videos, audio files, images, or documents, while automatically applying metadata and bypassing browser upload size limits.

This method helps manage large-scale ingestion efficiently, without needing to upload files one by one.



For bulk actions that will create more than 5,000 entries, please contact your Kaltura representative to coordinate the upload.

In KMC, the Bulk Upload option can also be used for other entity types like categories, users, and entitlements. For those workflows, see:

- Add end users in bulk
- Create categories in bulk
- Add end-user entitlements in bulk

Bulk upload options

KMC supports several bulk upload methods:



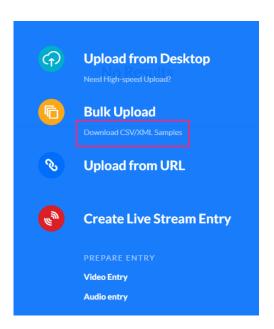
Method	Description	Use this when
CSV file	Simple, spreadsheet-style	You need a quick way to import many items. For details,
	upload.	see CSV usage and schema description.
XML file	Structured format for advanced	You need more detailed metadata control. For details,
	metadata and relationships.	see Advanced bulk upload with XML.
Drop folders	Automatically ingest files from a	You want continuous or automated ingestion. For details,
	watched server folder.	see Drop folders service for content ingestion .
API upload	Use Kaltura's Upload API to	You have developer resources for automation. For details,
	automate ingestion.	see Upload media using the API.

You can also ingest files from an FTP server or any publicly accessible file host. Metadata fields are filled automatically from your CSV or XML file. For details, see Bulk upload methods using CSV and XML.

Prepare your file

Before uploading, download Kaltura's sample templates and make any needed updates to match your media file information and metadata.

- Click +Create in the navigation bar.
 The download page opens.
- 2. Click **Download CSV/XML Samples**.



3. Open the downloaded folder (kaltura_batch_upload_sample).

Each file includes a preformatted example with field descriptions and usage guidelines. Use the sample named **kaltura_batch_upload** to prepare your upload.

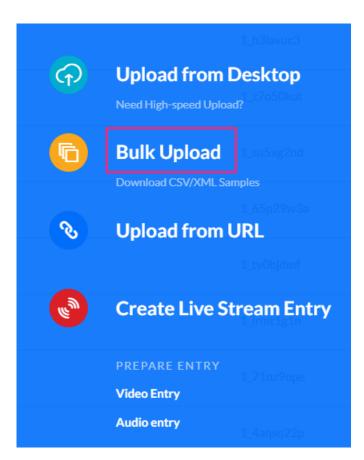


- kaltura_batch_upload kaltura_batch_upload
- kaltura_batch_upload_categories
- kaltura_bulk_upload_end_user_entitlements
- kaltura_bulk_upload_end_users

For detailed field definitions and examples, see Learn about CSV and XML files for bulk upload.

Upload your file

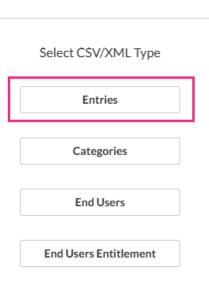
1. In the KMC, click **+Create** in the navigation bar, then select **Bulk Upload** from the menu.



2. Choose **Entries** from the list:

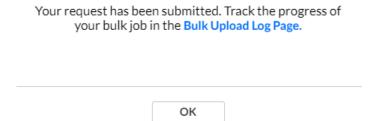


Bulk Upload



3. Browse your computer to locate the prepared CSV or XML file that lists your media entries, then select it to start the upload.

A confirmation message appears once the upload starts.



You can continue working in KMC while the upload is in progress.



After starting a bulk upload, you can track its progress and review completed uploads in KMC. To view upload status, progress, and logs, see Monitor & manage uploads.

Assign a transcoding profile (optional)

If you want to use a specific transcoding profile instead of the default one:

• In your CSV file, set the conversionProfileId field to match the profile's ID from the



Transcoding Profiles list.

• In your XML file, set the same conversionProfileId value in the file structure.

To learn more about transcoding, visit our article Transcoding.

Automated bulk uploads (optional)

If your organization uses automated ingestion:

- Configure **Drop Folders** to automatically ingest content placed in a specific server location. See our article Drop folders service for content ingestion for more information.
- Developers can also use the **Upload API** to automate ingestion workflows. See Upload media using the API.