


# Media metadata in Sakai (legacy)

Last Modified on 05/05/2026 4:49 pm IDT

 This article is designated for faculty members.

## About

Media metadata is the info that describes a media file, like title, author, date, tags, and format. It helps you organize, search, and manage your content more easily.

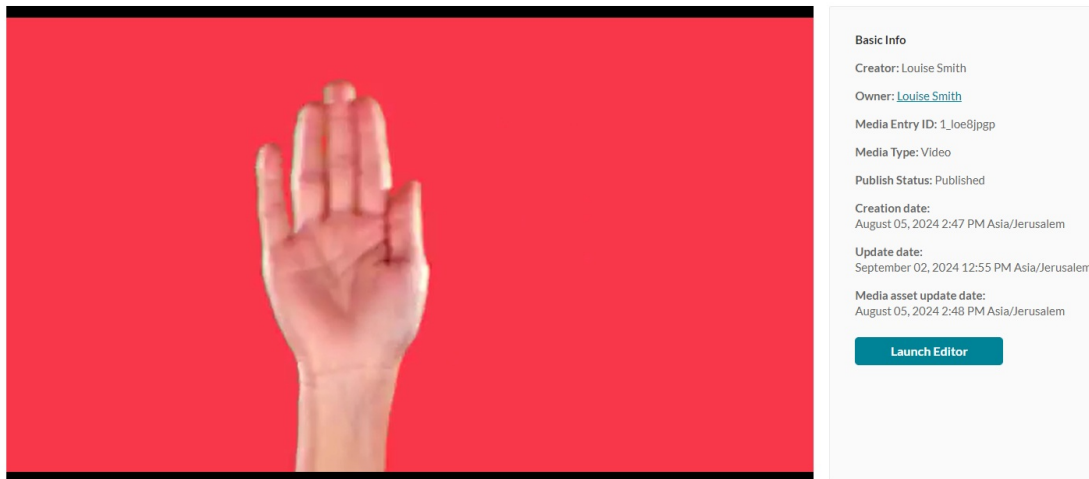
 This feature requires the [Metadata module](#) to be enabled.

These instructions apply to the legacy **LMS Video** integration. If you're using LMS Video with Theming, please refer to the [LMS Rich Media Extensions category](#).

## Add or edit metadata

1. Access the edit media page.

### Demo




The screenshot shows a media management interface. On the left is a video player displaying a hand against a red background. On the right is a sidebar with the following metadata:

- Basic Info**
- Creator: Louise Smith
- Owner: [Louise Smith](#)
- Media Entry ID: 1\_joe8jgpp
- Media Type: Video
- Publish Status: Published
- Creation date: August 05, 2024 2:47 PM Asia/Jerusalem
- Update date: September 02, 2024 12:55 PM Asia/Jerusalem
- Media asset update date: August 05, 2024 2:48 PM Asia/Jerusalem

Below the sidebar is a [Launch Editor](#) button. At the bottom of the page is a navigation menu with tabs: Details (selected), Languages, Publish, Options, Collaboration, Thumbnails, Presenters, Downloads, Distribution, Captions, Attachments, Timeline, Replace Media, Display. Below the navigation menu is a registration form with a 'Name: (Required)' label and a text input field containing the word 'Demo'.

The **Details** tab displays by default.



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Details Languages Publish Options Collaboration Thumbnails Presenters Downloads Distribution Captions Attachments Timeline

Registration Chat

Name:  (Required)

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Tags:

⊕ Click to add required metadata for shared repository

Department Name:

Department Division:

Date Established:

## 2. Fill in or modify the various metadata fields:

- **Name** - A name for your media item (required).
- **Description** - A description for your media item. Use the buttons above the text box to format the description text.
- **Tags\*** - Tags to identify your media item. For ease of use and to encourage tag consistency, as you type, suggestions are displayed based on tags already used in this account.

## Registration

Name: (Required) REINO de LEONES #1\_ MANADA en CONFLICTO

Description: Black Bold Italic Underline

Enter Description...

Tags: 36 h 10 km 45 grados 3 km 40 % 2 h 45 amenazados 1 min 1 % 2 kg 30 km 130 kg 5 km

z zsobrevivirán trifulca familiar fauna salvaria viene aqui [noise]eva echa [music]permitiendo [noise]poder verlos así [music]según anochece [music]mecanismos zves hacia dónde miran [music]ahora mismo [music]normalmente [music]siguiendo [music]deben registrar cada paso [music][noise] [music]ahora [noise]aquí 36 horas [music]greys [music]puede [noise]i [music]cref 80kilómetros 60 kilómetros 11 botta mosca cori silone suter messana poetica mache texte imamenterritorial hollywood vision lorina jena immerde la schon neukido suri geroi castillo masse safia comer lames de los socorroriolockvogel schon mal messe debora code de mao neu drei andreasunionlas matematik laubla la lala leonlasmassive grande la cason perfektladina caere presa lava vene largo de la venz bill loaf fara unna sitis maske leone siebenextremen gigant deso macho besaß reform primitiv protektorlehrer maman diallo radio differentialfinde di minut kurieren idee

Department Name: Please enter 3 or more characters

Department Division: Select a value

Date Established:

### 3. Click **Save**.

\* Tags are useful for the following:

- Searching - You can search by metadata (tags) in the global search to find specific content.
- Related media (works specifically only with tags). Any media that has an identical tag to the current one viewed, is displayed in the related bar on the right.



Depending on how your account is configured, there could be additional metadata fields, some of which may be required for publishing.