

# Delete media in Moodle - Theming

Last Modified on 06/12/2025 12:27 pm IDT

 This article is designated for all users.

## About

Keeping your media library organized and up-to-date is important. Over time, you may find that certain videos or media entries need to be updated or removed to maintain a high-quality learning experience.

This guide will show you how to easily delete media items from your My Media within your LMS. And if you ever need to retrieve a deleted item, you can restore it from the **Recycle bin** (if this feature enabled). Check out our article [Restore items from the Recycle bin](#) to learn more.



You cannot delete published media. You must unpublish it before you can delete it.



The instructions below are for [Theming](#) users. If you don't have Theming enabled on your account, please refer to our article 'Edit media'.

## Delete a single item



If you cannot access your My Media page content/actions or display editing tabs, as your administrator to give you the required permission.

1. Access the **My Media** page.

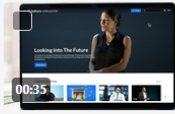
## My Media

My Calendar My analytics [+ Create](#)

Search My-Media

[Filters](#)

711 Results found

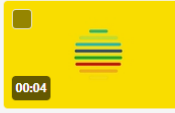


### Clip of Kaltura Training Services Overview

Description

VOD • Owner • 5 Plays • [Published](#)


[Explore](#)



### Kaltura Training Services Overview

VOD • Owner • 9 Plays • [Private](#)

[Explore](#)




### Hello world

VOD • Owner • 7 Plays • [Private](#)


[Explore](#)

2. Click the **three dots** to the right of the desired media and select **Delete**.



### Hello world

VOD • Owner • 7 Plays • [Private](#)



### Kaltura training

Edit

Analytics

Delete

A confirmation message displays. The message varies based on whether the recycle bin is enabled:

### Recycle bin is not enabled

#### Delete Confirmation

Are you sure you want to permanently delete this item from your media library?  
(ID: 1\_ogntubb1)  
Note: This action is irreversible and deleted items are unrecoverable.

Cancel [Delete](#)

### Recycle bin enabled

#### Move to Recycle bin

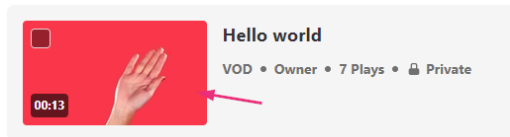
Are you sure you want to delete this media (ID: 1\_ogntubb1) and move it to the recycle bin? This media will be automatically deleted from the recycle bin within 30 days.

Cancel [Delete](#)

3. Click **Delete**.

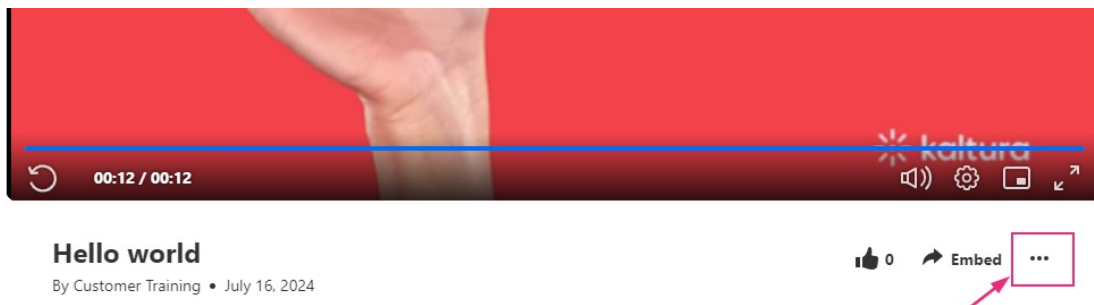
**OR**

1. On the **My Media** page, click on the thumbnail or title of the desired media.

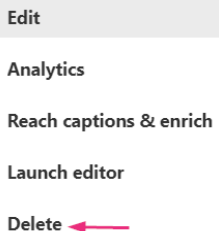


The media page displays.

2. Click the **three dots** to open the menu.

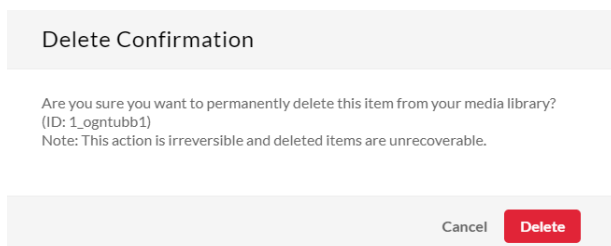


3. Click **Delete**.



A confirmation message displays. The message varies based on whether the recycle bin is enabled.

### Recycle bin is not enabled



### Recycle bin enabled

### Move to Recycle bin

Are you sure you want to delete this media (ID: 1\_ogntubb1) and move it to the recycle bin? This media will be automatically deleted from the recycle bin within 30 days.

Cancel

Delete

#### 4. Click **Delete**.

## Delete multiple items

1. On your **My Media** page, check the boxes on the desired items.
2. Scroll to the top of the page, and click **Delete**.



The Delete option doesn't display until you select at least one item.

### My Media

My Calendar My analytics + Create


Search My-Media

Filters

733 Results found • 3 Selected

Publish Delete More actions

☒




**Celebrate**  
VOD • Owner • 176 Plays • Published

00:05

Explore

☒

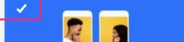


**Demo\_(Source)**  
VOD • Owner • 7 Plays • Private

00:13

Explore

☒



**Branding tips**  
VOD • Owner • 8 Plays • Published

A confirmation message displays. The message varies based on whether the recycle bin is enabled ([see above](#)).

#### 3. Click **Delete**.