

# Delete media in Moodle

Last Modified on 05/03/2026 12:10 pm IDT

 This article is designated for all users.

## About

Keeping your media library organized and up to date is key to maintaining a high-quality learning experience. Over time, you may need to remove outdated or unnecessary content.

This guide shows how to delete media from My Media in your LMS. If needed, you can restore deleted items from the Recycle Bin (if enabled).

For details, see [Restore items from the Recycle bin](#).



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

## 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.

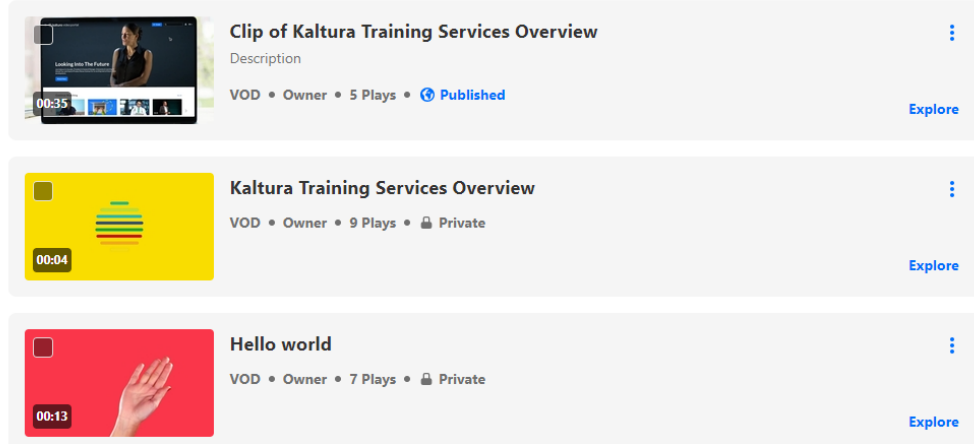
## My Media

My Calendar My analytics [+ Create](#)

Search My-Media

[Filters](#)

711 Results found




**Clip of Kaltura Training Services Overview**

Description

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

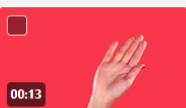
[Explore](#)



**Kaltura Training Services Overview**

VOD • Owner • 9 Plays • [Private](#)

[Explore](#)

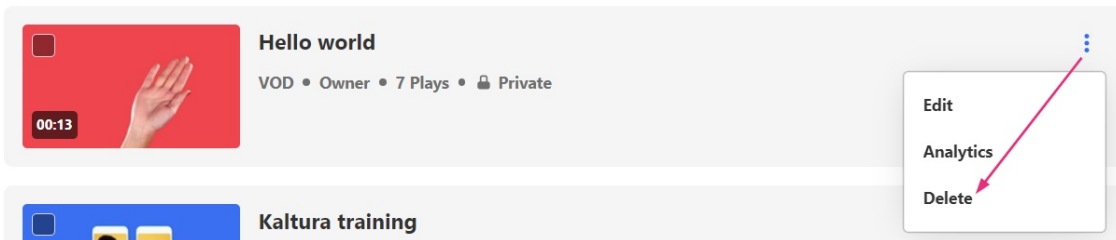


**Hello world**

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**

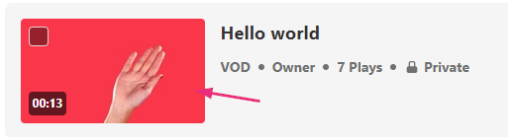
Are you sure you want to delete this media (ID: 1\_ogntubb1) and move it to the recycle bin? This media will be automatically deleted from the recycle bin within 30 days.

[Cancel](#)
[Delete](#)

3. Click **Delete**.

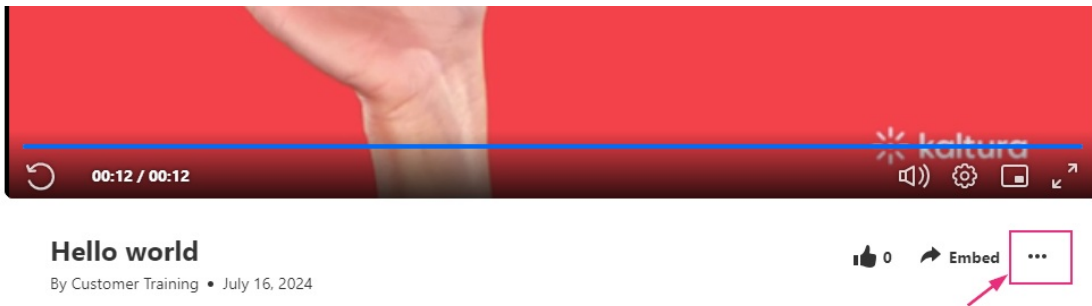
**OR**

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

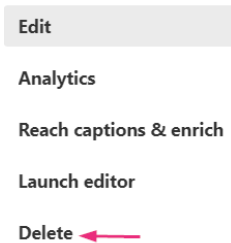


The media page displays.

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

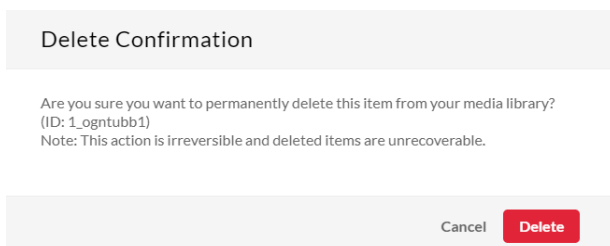


3. Click **Delete**.



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**.

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

### My Media

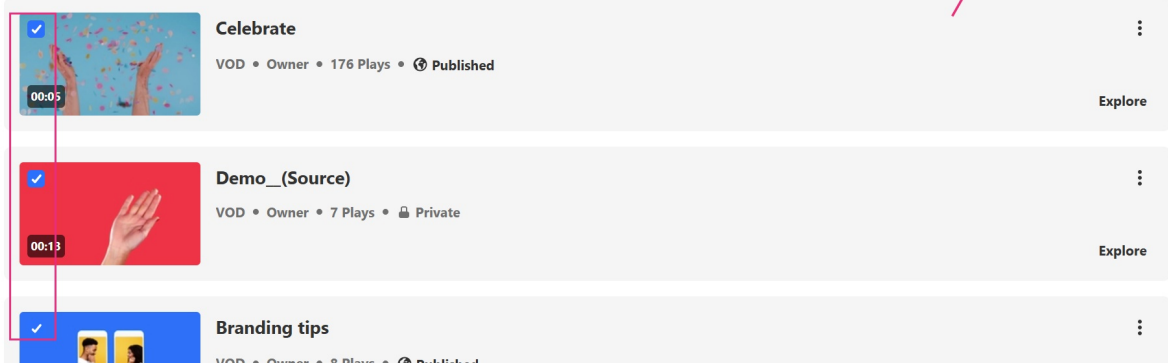
My Calendar My analytics **+ Create**


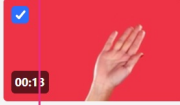
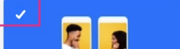
Search My-Media

Filters

733 Results found • 3 Selected

Publish **Delete** More actions



<input checked="" type="checkbox"/>	 00:05	<b>Celebrate</b> VOD • Owner • 176 Plays • Published	⋮ Explore
<input checked="" type="checkbox"/>	 00:13	<b>Demo_(Source)</b> VOD • Owner • 7 Plays • Private	⋮ Explore
<input checked="" type="checkbox"/>		<b>Branding tips</b> 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**.