

Actions menu in Brightspace

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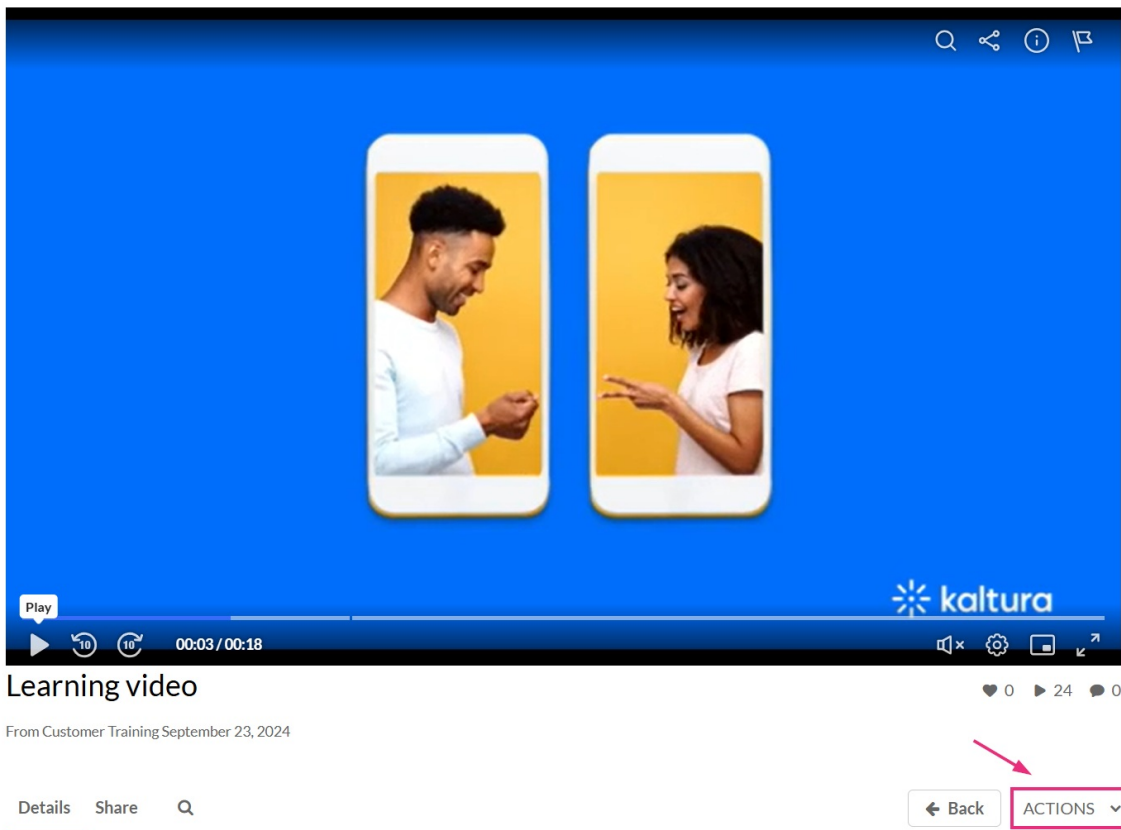
 This article is designated for all users.

About

The actions menu is a drop-down list of options that you can choose from in order to quickly access the actions you need.

Access the actions menu

Click **Actions** on the [media page](#).



What's on the menu?



The options displayed in the Actions menu depend on your account configuration.

The **Actions** menu can contain the following options or more:

- **Edit** - See [Manage Media - Edit Entries](#)
- **Publish** - See [Publish media in KAF](#)
- **Analytics** - See [Entry Level Analytics](#)
- **Caption & Enrich** - See [Upload and manage captions](#)
- **Launch Editor** - See [Kaltura Video Editing Tools - User Guide](#)
- **Delete** - See [Delete an Entry](#)

Following is an example of an Actions menu:

