

Actions menu in Brightspace

Last Modified on 06/13/2025 5:34 pm IDT

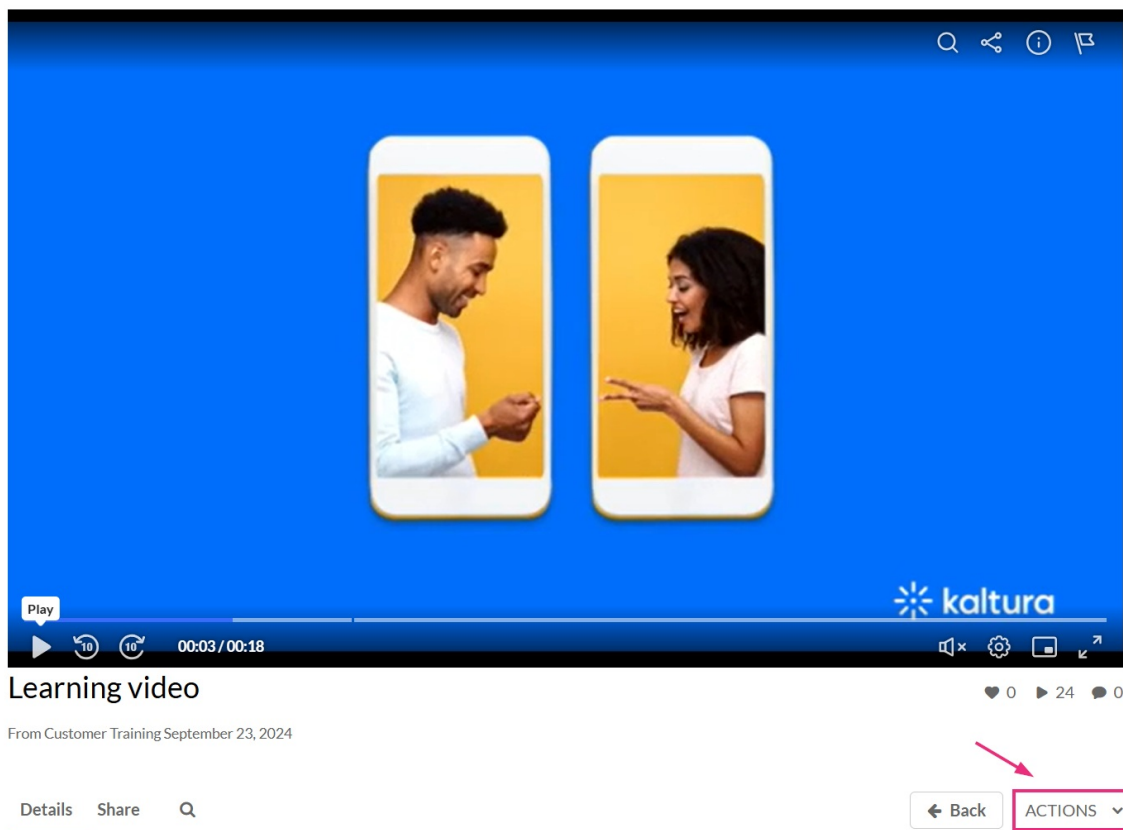
 This article is designated for all users.

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
- **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:

