

Actions menu in Brightspace (legacy)

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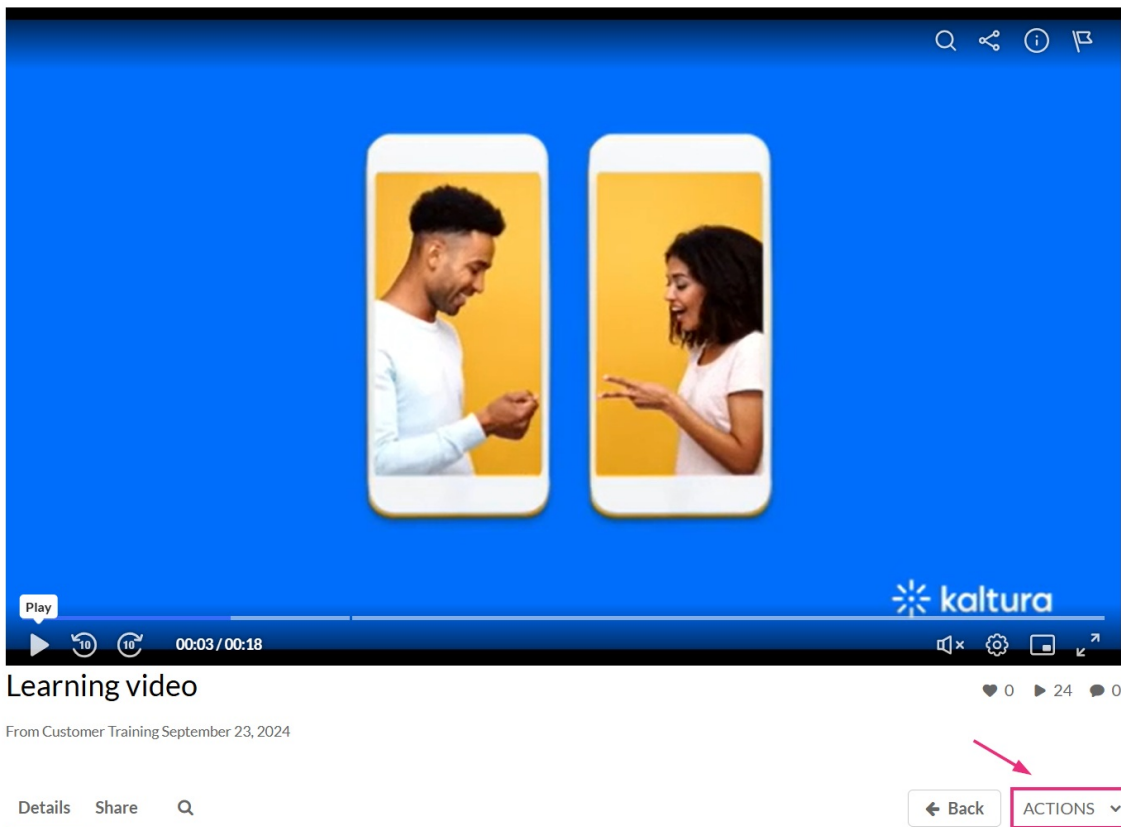
 This article is designated for all users.

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.



The screenshot shows a video player with a blue background. The video content shows two people, a man and a woman, in a conversation. The video player controls at the bottom include a play button, a progress bar showing 00:03 / 00:18, and various icons for volume, settings, and full screen. Below the video player, the title 'Learning video' is displayed, along with a 'Details' tab, a 'Share' button, and a search icon. A 'Back' button and an 'ACTIONS' dropdown menu are visible. A red arrow points to the 'ACTIONS' dropdown menu, which is highlighted with a red box.

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:

