

Edit media in Brightspace

Last Modified on 06/13/2025 5:42 pm IDT

 This article is designated for all users.

About

This guide covers how to edit and manage your media in your KAF application, offering options like metadata management, publishing settings, thumbnail customization, and more, so you can ensure your content is exactly how you want it.



You may lose some functionality if your display screen is under a certain width or when in mobile view.



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



The instructions below are for non-Theming users. If you have [Theming](#) enabled, please refer to our article 'Edit media - Theming'.

Access the edit media page

From My Media

1. Access My Media.
2. Click the pencil icon next to the desired media.

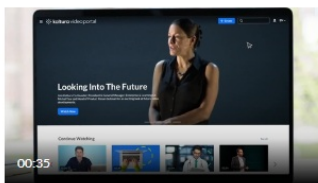
My Media


[My Calendar](#)
[My Dashboard](#)


[Filters >](#)

[Add New](#)
[ACTIONS](#)

Search In: All Fields ▾ Sort By: Creation Date - Descending ▾



Clip of Kaltura Training Services Overview

Description

Published

tags

Owner • on August 16, 2024 ♥ 0 💬 0



Kaltura Training Services Overview



OR

1. Click on the media's thumbnail.

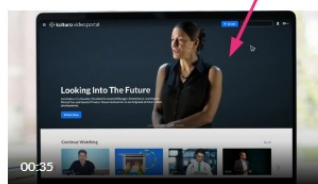
My Media


[My Calendar](#)
[My Dashboard](#)


[Filters >](#)

[Add New](#)
[ACTIONS](#)

Search In: All Fields ▾ Sort By: Creation Date - Descending ▾



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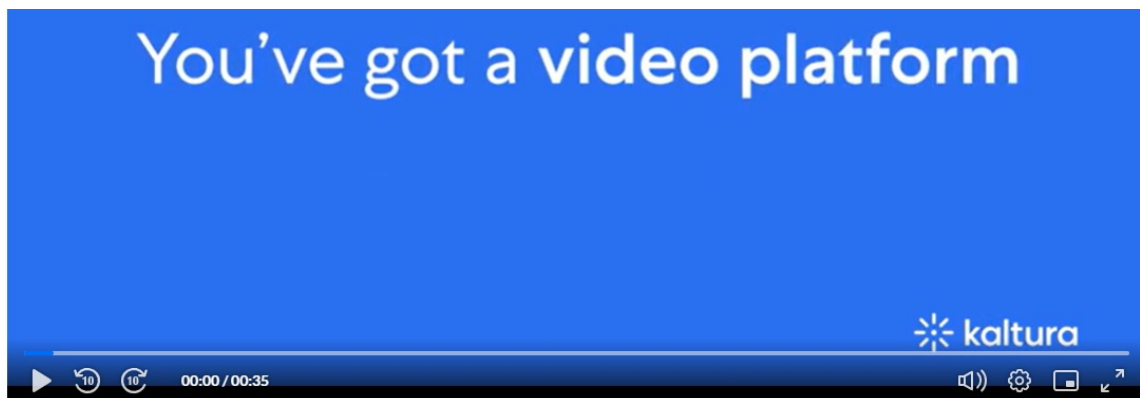


Kaltura Training Services Overview



The media page displays.

2. Select **Edit** from the ACTIONS drop-down menu.



Clip of Kaltura Training Services Overview

From Customer Training August 16, 2024

[Details](#)
[Share](#)

Description

tags

Appears In

LS

[Back](#)

ACTIONS

- Edit
- Publish
- Analytics
- + Caption & Enrich
- Launch Editor
- Delete

From the Media Gallery

1. Access the Media Gallery page.
2. Click on the **Media** tab.

Media Gallery
[Start Meeting](#)

[Home](#)
[49 Media](#)

ADI PLAYLIST

00:04
Demo_Roy_Kaltura_Test_(Source)

00:06
836791255907_(Source)

04:27
Annoto_Preferences_(Source)

00:06
122855804126_(Source)

PLAYLIST 2

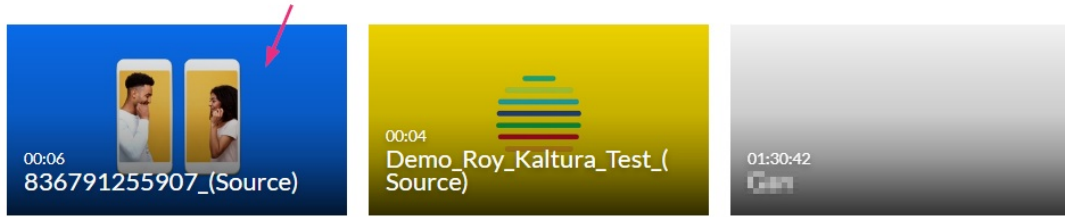
Kaltura LT

00:06
Short Video KMS Demo

00:05
Short Video - Training - Quiz

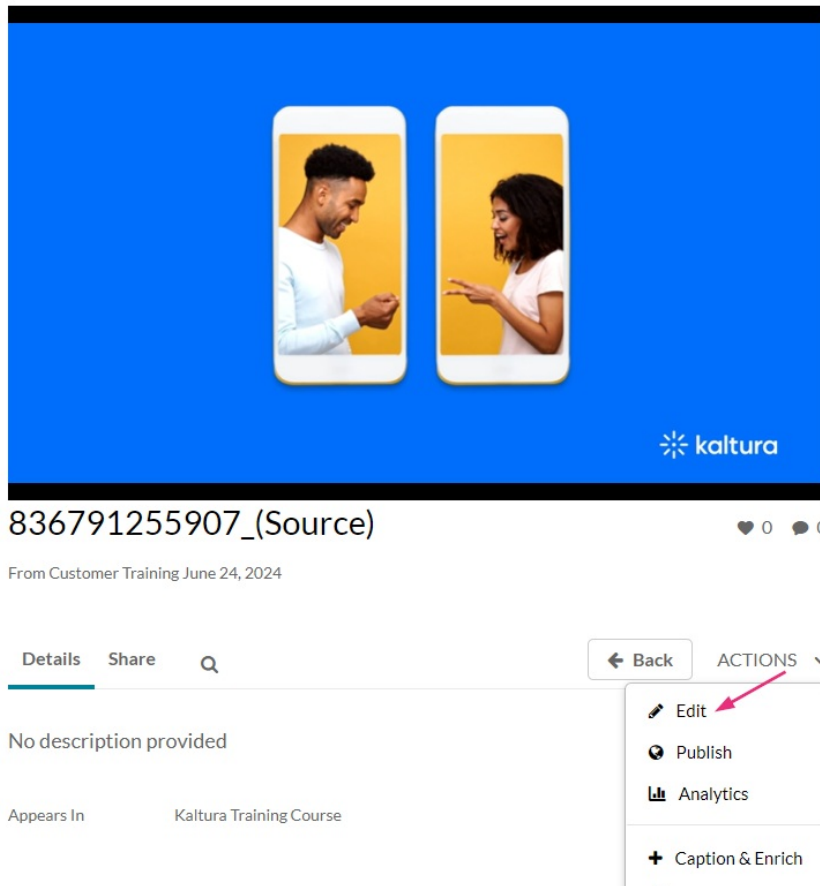
00:10
Stunt bikes event

3. Click on the thumbnail of the desired media.



The media page displays.

4. Click the ACTIONS menu and select **Edit**.



The edit media page displays.

Details

Publish

Options

Collaboration

Thumbnails

Downloads

Captions

Attachments

Timeline

Replace Media

Name:
(Required)

836791255907_(Source)

Description:


Black


▼

Bold

Italic

Underline





Enter Description...

Tags:

⊕

Click to add required metadata for shared repository

Publishing Schedule:

☒ Always

☐ Specific Time Frame

(The time range in which this media will be visible to users in published channels/categories)

Save

Go To Media

Go To Media Gallery

Delete Entry

The tabs that are displayed on your edit media page depend on your KAF admin configuration.

Once you're on the edit media page, you can:

- Edit media metadata
- Setup metadata in different languages for your media
- Publish media
- Schedule media
- Enable clipping
- Disable comments and close discussion
- Change media ownership and add collaborators
- Set and modify thumbnails
- Enable media download
- Upload and manage captions
- Add attachments
- Manage chapters and slides
- Replace media
- Customize the entry display



- [Delete the entry](#)
 - [Launch the Editor](#)
-