

Edit media in Brightspace

Last Modified on 02/25/2025 3:21 pm IST

 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

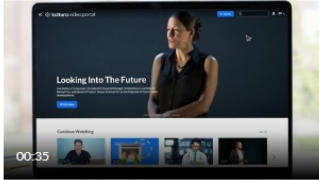

Search My Media

Filters >

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

My Calendar My Dashboard

Add New ACTIONS

-
-  **Clip of Kaltura Training Services Overview**
Description
Published
tags
Owner • on August 16, 2024
-  **Kaltura Training Services Overview**

OR

1. Click on the media's thumbnail.

My Media

Search My Media

Filters >

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

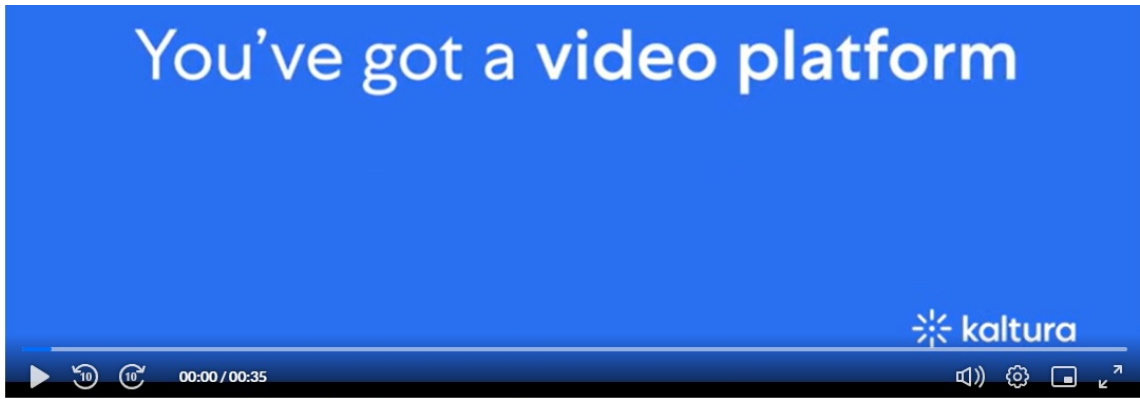
My Calendar My Dashboard

Add New ACTIONS

-
-  **Clip of Kaltura Training Services Overview**
Description
Published
tags
Owner • on August 16, 2024
-  **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**

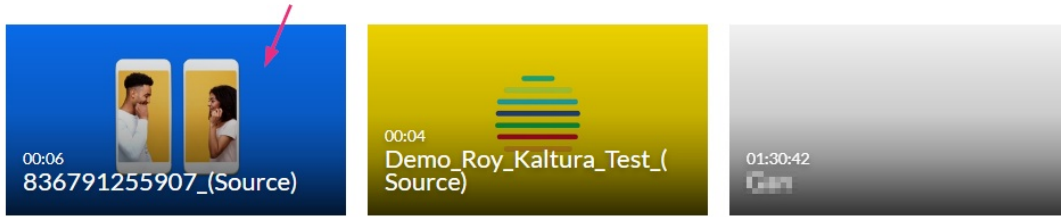
ADI PLAYLIST

- 00:04 Demo_Roy_Kaltura_Test_(Source)
- 00:06 836791255907_(Source)
- 04:27 Annoto_Preferences_(Source)
- 00:06 122855804126_(Source)

PLAYLIST 2

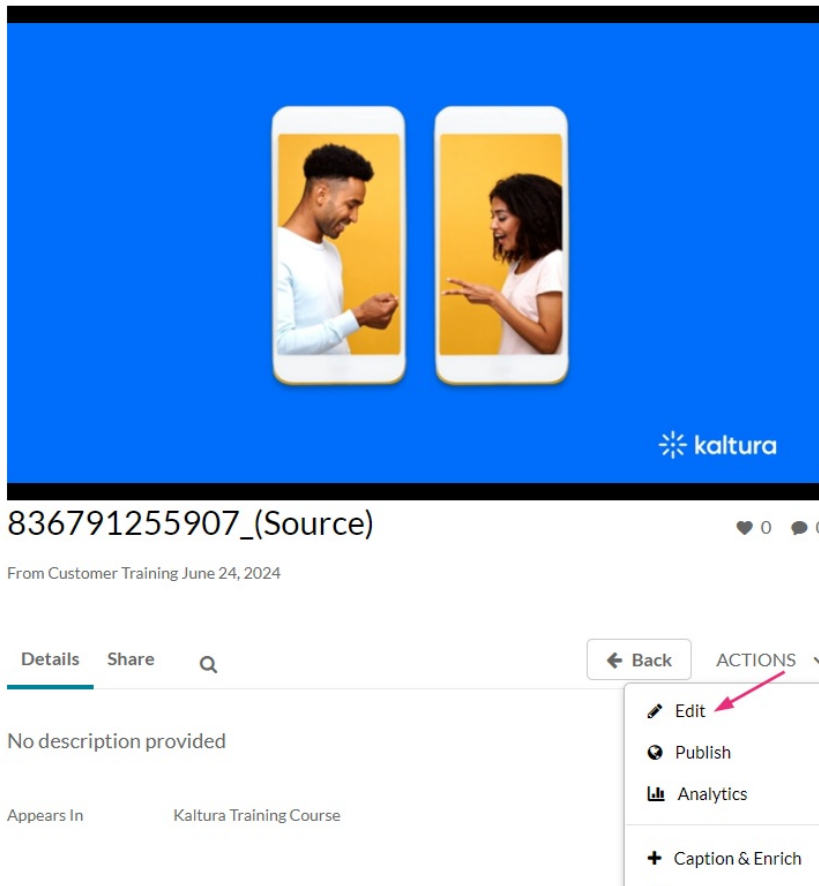
- Kaltura LT
- 00:06 Short Video KMS Demo
- 00:05 Short Video - Training - Quiz
- 00:10 Stunt bikes event

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)

Description: **Black** ▼ **Bold** *Italic* Underline [List 1] [List 2] [List 3] [List 4] [Link] [Image]


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](#)
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