

Add attachments to media in Brightspace (legacy)

Last Modified on 05/05/2026 6:26 pm IDT

 This article is designated for all users.

About

Attach files to your media effortlessly, allowing viewers to download them before, during, or after watching the content.



This feature requires the [Attachments module](#) to be enabled.

These instructions apply to the legacy **LMS Video** integration. If you're using LMS Video with Theming, please refer to the [LMS Rich Media Extensions category](#).

Upload attachments



1. Access the edit media page.

[← Back to Media Page](#)

Onboarding



Basic Info

Creator: Louise 
Owner: Louise 
Media Entry ID: 1_nlvok1xh
Media Type: Video
Publish Status: Published
Creation date:
April 15, 2024 11:46 AM Asia/Jerusalem
Update date:
April 15, 2024 12:58 PM Asia/Jerusalem
Media asset update date:
April 15, 2024 11:47 AM Asia/Jerusalem

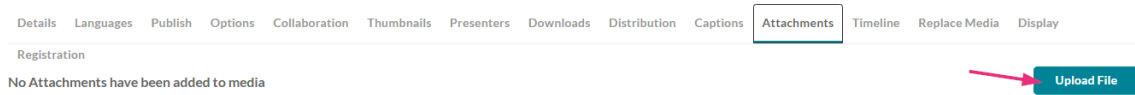
[Select Editor](#) ▼

[Details](#) [Languages](#) [Publish](#) [Options](#) [Collaboration](#) [Thumbnails](#) [Presenters](#) [Downloads](#) [Distribution](#) [Captions](#) **Attachments** [Timeline](#) [Replace Media](#) [Display](#)

Registration

Name:
(Required)

2. Click the **Attachments** tab.
3. Click **Upload File**.



The **Upload Attachment** window displays.

Upload Attachment

[Select File](#)

Title:
Provide end-users with a more descriptive title for this file (optional)

Description:
Provide end-users with a brief description of this files content (optional)

[Cancel](#) [Save](#)

4. Click **Select File**.

5. Select the file you want to upload as an attachment and click **Open**.

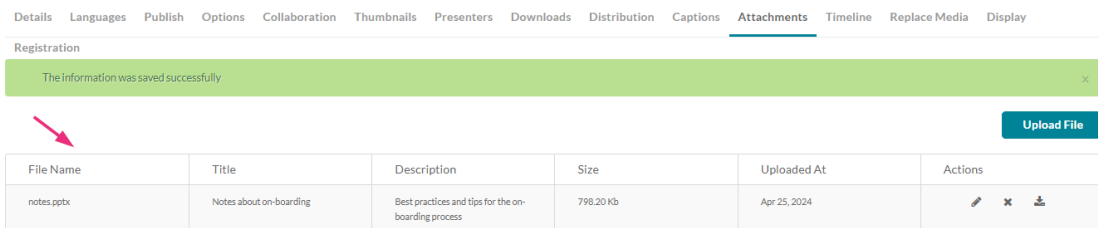
Once the file has uploaded, a success message displays: *Upload Completed*.




6. Type in a title and a description for the attachment (optional).

7. Click **Save**.

A success message displays: *The information was saved successfully*.

The file is saved as an attachment to your media file. Information about the attachment appears in a table.






File Name	Title	Description	Size	Uploaded At	Actions
notes.pptx	Notes about on-boarding	Best practices and tips for the on-boarding process	798.20 Kb	Apr 25, 2024	  

To upload another attachment, repeat steps 3-7 above.

Actions

You can use the options in the **Actions** column to perform various actions.

File Name	Title	Description	Size	Uploaded At	Actions
notes.pptx	Notes about on-boarding	Best practices and tips for the on-boarding process	798.20 Kb	Apr 25, 2024	  

Edit the title or description of the attachment

1. Click the pencil icon.
The Change File window displays.
2. Modify the title and description as desired.

Change File

Title:
Provide end-users with a more descriptive title for this file (optional)

Description:
Provide end-users with a brief description of this files content (optional)

Cancel Save

3. Click **Save**.

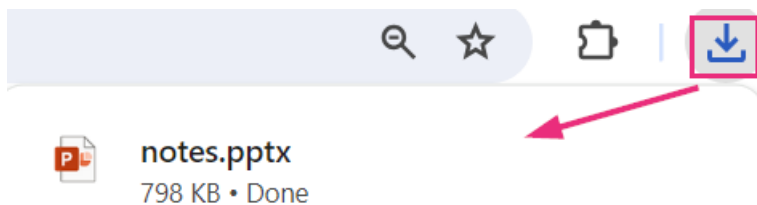
Delete the attachment

1. Click the **X**.
A confirmation window opens.
2. Click **Delete**.

Download the attachment

Click the download icon.

The file downloads to your computer.



The supported file types for media attachments can be documents, spreadsheets, presentations, audio/video files, and images, including:

Media files - *.mts;*.MTS;*.qt;*.QT;*.mov;*.MOV;*.mpeg;*.MPEG; *.avi;*.AVI;*.mp4; *.MP4; *.vob;*.VOB;*.flv; *.FLV; *.f4v; *.F4V; *.asf;*.ASF; *.wmv;*.WMV;*.m4v;*.M4V;*.3gp;*.3GP; *.mkv;*.MKV;*.arf;*.ARF; *.webm;*.WEBM; *.mxf;*.MXF

Document files - 'doc', 'docx', 'docm', 'dotx', 'dotm', 'xls', 'xlsx', 'xlsm', 'xltx',

'xltm', 'xlsb', 'xlam', 'ppt', 'pptx', 'pptm', 'potx', 'potm', 'ppam', 'ppsm', 'odb', 'odc', 'odf', 'odg', 'odi', 'odm', 'odp', 'ods', 'odt', 'otc', 'otf', 'otg', 'oth', 'oti', 'otp', 'ots', 'ott', 'oxt', 'swf', 'pdf'

Image files - "jpg", "jpeg", "bmp", "png", "gif", "tif", "tiff"