

## Edit a channel in Video Portal

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 This article is designated for all users.

### About

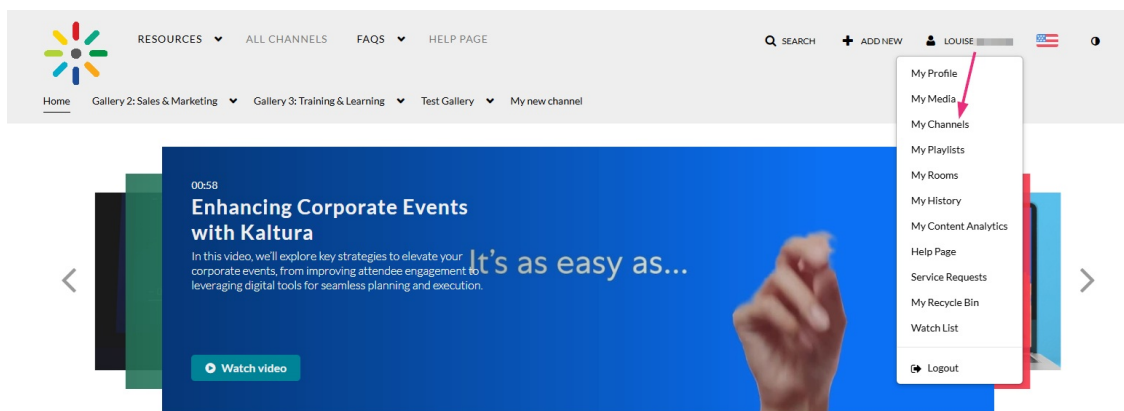
Easily customize your channel's layout, appearance, and functionality in Video Portal using Kaltura's editing features.

You can update details, manage playlists and users, adjust layout, and add CTAs - everything you need to create a polished, engaging [channel page](#).

These instructions apply to the **Legacy Video Portal**. If you're using the Theming-based Video Portal, please refer to the [Content Hubs category](#).

### Access the edit page

1. From the user menu, select **My Channels**.




The **My Channels** page displays.

## My Channels


Search For Channels ⊙

Filters > Sort By: Media Count ▾ + Create Channel



**TRAINING CHANNEL**

31 Media  
0 Subscribers  
4 Members



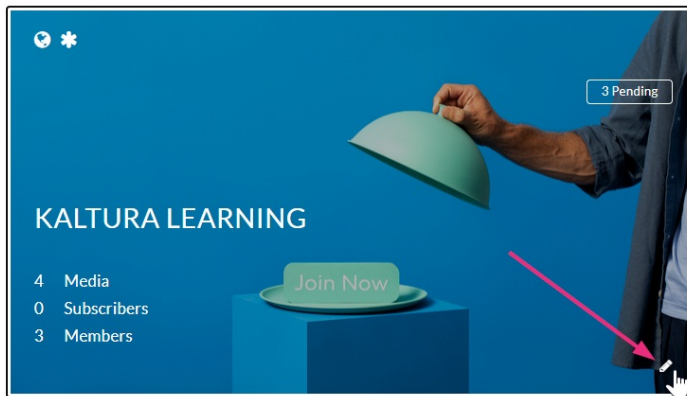
**KALTURA LEARNING**

4 Media  
0 Subscribers  
3 Members

3 Pending

Load More

2. Find the channel you want to edit and click the **pencil icon**.



The edit page opens on the **Details** tab by default.

### Edit Training channel

**Details** Theme Playlists Users Collections Advanced Settings

Name:  (Required)

Description: Black ▼ Bold Italic Underline ☰ ☰ ☰ ☰ 🔗 🖼️

Tags:

Privacy:  **Open** - All logged in users can view and contribute content (contribution is not allowed for viewer-role users).  
 **Restricted** - All logged in users can view content and only channel members can contribute content.  
 **Private** - Only channel members can view and contribute content.  
 **Shared Repository** - Only channel members can view and contribute content; Content may be published to other channels, according to publishing entitlements.  
 **Public, Restricted** - Anyone can view content (including anonymous not logged-in users). Only channel members can contribute content according to their publishing entitlements.  
 **Public, Open** - Anyone can view content (including anonymous not logged-in users) and all logged in users can contribute content.

Options:  Moderate content (Media will not appear in channel until approved by channel manager)  
 Enable comments in channel  
 Keep comments private to channel.

You can configure your gallery under the following tabs:

## Details tab

- **Name** – appears on the navigation bar; you can rename it here
- **Description** – add a summary of the channel content to display on the channel page
- **Tags** – enter descriptive tags to help with searchability
- **Reference ID** - (optional) used for integrations with external systems
- **Privacy**
  - **Open** - anyone can view content (including anonymous users) but only administrators and channel members can contribute
  - **Restricted** - all logged-in users can view content but only channel members can contribute
  - **Private** - only channel members can view and contribute content
  - **Shared Repository** - Only channel members can view and contribute content; Content may be published to other channels, according to publishing entitlements.
  - **Public, Restricted** - Anyone can view content (including anonymous not logged-in users). Only channel members can contribute content according to their publishing entitlements.
  - **Public, Open** - Anyone can view content (including anonymous not logged-in users) and all logged in users can contribute content.
- Options (optional)

- Options:
- Moderate content (Media will not appear in channel until approved by channel manager)
  - Enable comments in channel
  - Keep comments private to channel.
  - Force media published only to this channel to always be played in the context of the channel
  - Enable subscription to channel (link to subscribe <https://4834032.mediaspace.kaltura.com/channel/Training+channel/336930422/subscribe>)
  - Enable Embed Grab
  - Enable the channel TV for sessions on this channel
  - Enable Newrow Live Room

- **Moderate content** - media will not appear in gallery until approved by manager
- **Enable comments in channel**
- **Keep comments private to channel**
- **Force media published only to this channel to always be played in the context of the channel**
- **Enable subscription to channel**

- **Enable embed grab** - allows users to grab an embed of an entry in the context of a channel
- **Enable the channel TV for sessions on this channel**
- **Enable Newrow Live Room**
- **Categories**
  - You can assign the channel to one or more categories (galleries)

Categories: Assign the channel to one or more categories: ★ Moderated ● Open ■ Private ○ Restricted 🗄 Shared Repository 🛡 Public, Restricted 🌐 Public, Open

- Our Products
- Audio books
- eBooks
- Graphic novels
- Training & learning

Click **Save** when done.

## Theme tab

Use the Theme tab to set how the channel looks and behaves.

### Edit Training channel

Details
Theme
Playlists
Users
Collections
Advanced Settings

Enable channel carousel:  Set to enable the channel carousel

Channel carousel playlist: Timezone:  
Most Recent Videos Choose a playlist from your personal playlists ("My Playlists") OR channel playlists (Note that if personal playlist is chosen,

First tab: Media Select which tab should show first in the channel.

Channel Player Set: Site Default Players Select the set of players you would like to use as the default for media in this channel.

Theme Preference: Category theme precede Entr Choose which theme should take precedence in case where a themed entry is published to this channel.

Submit

- **Enable channel carousel** - Select to enable the channel carousel. When selected, the channel carousel playlist is displayed.
- **Channel carousel playlist** - Choose a playlist from My Playlists or Channel Playlists (Note that if you choose My Playlist, only content in the channel is displayed on the carousel.)
- **First tab** - Select which tab should be displayed first in the channel. (The image

below shows the Media tab as the first in the channel.)

- **Channel Player Set** - This setting controls how media in the channel is played back. A player set includes a list of players, each assigned to a different media type (video, audio, image, etc.). If a media type doesn't have a specific player assigned, the default is used.
- **Theme Preference** - Choose which theme should take precedence if a themed entry is published to this channel. To learn more about a themed entry, please see [Entrydesign](#).

## Playlists tab

Manage and customize your channel playlists.

### Edit Training channel

Details Theme **Playlists** Users Collections Advanced Settings

4 Playlists

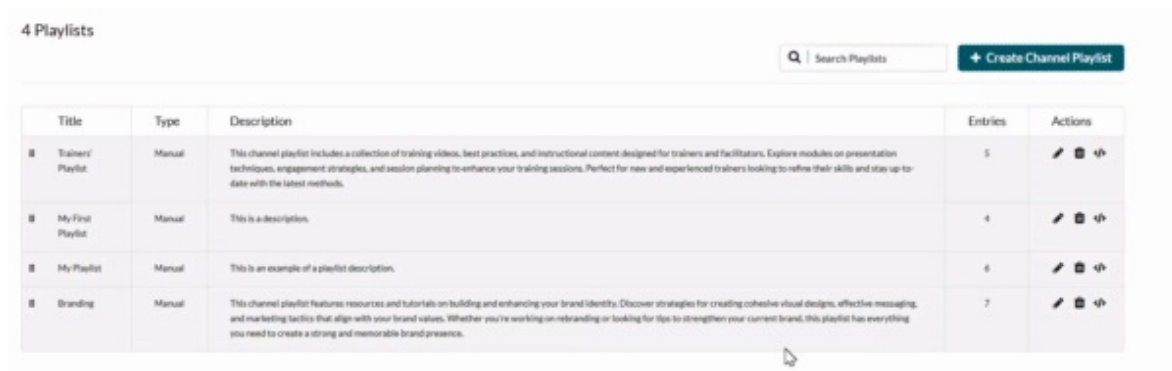
Search Playlists

+ Create Channel Playlist

Title	Type	Description	Entries	Actions
# My Playlist	Manual	This is an example of a playlist description.	6	
# Trainers' Playlist	Manual	This channel playlist includes a collection of training videos, best practices, and instructional content designed for trainers and facilitators. Explore modules on presentation techniques, engagement strategies, and session planning to enhance your training sessions. Perfect for new and experienced trainers looking to refine their skills and stay up-to-date with the latest methods.	5	
# My First Playlist	Manual	This is a description.	4	
# Branding	Manual	This channel playlist features resources and tutorials on building and enhancing your brand identity. Discover strategies for creating cohesive visual designs, effective messaging, and marketing tactics that align with your brand values. Whether you're working on rebranding or looking for tips to strengthen your current brand, this playlist has everything you need to create a strong and memorable brand presence.	7	

There are a few options for managing your playlists:

- Click **+Create Channel Playlist** at the far right to make a new playlist. See our article [Create a channel playlist](#) for more information.
- To change the order of your playlists, click the dots next to the playlist title and drag to the desired position.



- To edit your playlist, click the **pencil icon** in the Actions column. For information, read our article [Edit playlist details](#).
- To delete a playlist, click the **delete icon** in the Actions column.
- To embed a playlist, click the **embed icon** in the Actions column. For information, read our article [Embed a channel playlist](#).

## Users tab

If you are the channel manager or owner, you can add users to the channel as well as view and edit permissions.

### Edit Training channel

Details Theme Playlists **Users** Collections Advanced Settings

View All Permissions ▾ 3 Users 📄 + Add Users

User/Group Name	User/Group ID	Permission	Subscribed	Actions
Louise Smith	louise.████@kaltura.com	Manager	No	You, Owner
Tal █████	tal.████@kaltura.com	Moderator	No	
Patrick Jones	████████@kaltura.com	Member	No	

## Edit user permissions

1. Click the pencil icon in the **Actions** column next to the user.  
A drop-down list appears in the **Permission** column.
2. Choose the permission type from the drop-down list.
3. Click the **save icon** to save your changes.

### Edit Action Channel

Details Theme Playlists **Users** Collections Advanced Settings

View All Permissions ▾ 2 Users 📄 + Add Users

User/Group Name	User/Group ID	Permission	Subscribed	Actions
Louise	louise.szmoisz@kaltura.com	Manager	Yes	You, Owner
Tal Binder	tal.binder@kaltura.com	Moderator	No	

[Back to Channel](#)

## Add users

1. Click the **+Add Users** button.  
The 'Add Users' window displays.

**Add Users**

Type user or group name ?

Select permissions:

Member  
 Contributor  
 Moderator  
 Manager

2. Type in the user name.
3. Select permission from the following options:
  - o Member
  - o Contributor
  - o Moderator
  - o Manager
4. Click **Add**.

**i** Some users may be listed as **Not a member**. This means they are channel subscribers who have opted to receive email updates about the channel but do not hold an assigned role (Member, Contributor, Moderator, or Manager). Subscribers can still access content if the channel is open, but they do not have editing or management permissions.

## Delete users

1. In the list, locate the user you want to delete.
2. In the same row, go to the **Actions** column and click the **remove icon (X)**.

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	  
Tal Binder	tal.binder@kaltura.com	Moderator	  

The user is removed.

## Set a user as owner

1. Locate the user you want to assign ownership to on the list.
2. In the same row, go to the **Actions** column and click the **key icon**.

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	  
Tal Binder	tal.binder@kaltura.com	Moderator	  
Louise	louise.szmoisz@kaltura.com	Manager	You, Owner

If there is already an owner assigned, a warning message will display: *Only one owner can be assigned. This change will make the selected user/group the new owner and you will be set as a manager for this channel. Would you like to proceed?*




3. Click **Yes** to proceed.




## Download a list of users

Click the **download icon** to export the user list as a CSV file.

### Edit Outdoor Activities

Details Theme **Users**

View All Permissions ▾ 3 Users    **+ Add Users**

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	  

## Collections tab

Associate your channel with collections and filtering values for better organization and search. Read more about it in our article [Add a channel to a channel collection](#).

## Edit Training channel

Details Theme Playlists Users **Collections** Advanced Settings

Collections:  Marketing

Sales

Training updates

The Channels Collection page **Sales** allows to filter by **Date**. Select a value for this channel:

Date:  December

January

February

The Channels Collection page **Training updates** allows to filter by **Sessions**. Select a value for this channel:

Sessions:  Beginner

Intermediate

Advanced

**Submit**



Admins must configure the [channelcollections module](#) before you can use this feature.

## Advanced Settings tab

Personalize your channel's look and feel.

### Edit Training channel

Details Theme Playlists Users Collections **Advanced Settings**

banner image

**Upload banner image**

**Reset banner image**

Upload an image to replace the channel's banner. Use 1600x900px image (png/jpg) for best results.

Icon Entry ID

Enter an image entry ID to display as the channel's icon. Use 400x400px image (jpg) for best results.

Banner Video ID

Select a video to display on the channel's header by entering the entry ID of the video. For best results, use a video with an aspect ratio of 16:9. Media of type Quiz is not supported.

View Mode

Select the channel view mode.

Detailed

Grid

Channel Layout

Choose the layout of your channel: Select 'Tabs' to display the channel elements (Sessions, Media, Playlists, About) in tabs. Select 'Vertical' to show the channel elements one above the other between the elements with a scroll. We recommend to use the vertical UI only on channels with less than 100 elements (Sessions, playlist, Vods, etc.).

Tabs

Vertical

Links/CTA

Select which CTA buttons/links to show. Between the 'Meeting', 'Chat', and 2 CTA buttons, only the first 3 will display on the UI in large screens, and only 2 in smaller screens. (Order by 'Meeting', 'Chat', CTA1, CTA2)

Watch the video below to learn more about customizing your channel's appearance.

There are a few options to choose from:

- **Upload banner image** - Upload a banner image for your channel's main page.
- **Icon Entry ID** - Enter an image entry ID to display as the channel's icon. You can find the image ID in the image's details in [My Media](#) or in [Rich Media CMS](#).
- **Banner Video ID** - Add a video as an intro to your channel to highlight special content or anything you like.
- **View Mode** - Choose Detailed or Grid.
- **Channel Layout** - Choose the layout of channels in the application:
  - **Tabs** - displays the channel elements (Sessions, Content, Playlists, About) in tabs.
  - **Vertical** - shows the channel elements one above the other, allowing navigation between the elements with a scroll.
- **Links/CTA** - Select which CTA buttons / links to show. Between the 'Meeting', 'Chat', and two CTA buttons, only the first three will display on large screens, and only two in smaller screens. (Order by priority from top to bottom - 'Meeting', 'Chat', CTA1, CTA2). To display a custom link:
  - check the box next to 'Display a custom link' button.
  - enter the name that will be displayed on the button.
  - enter the HTML link you want users to be navigated to (links will open in a new tab)
- **Sections** - Select which sections to show on the channel page. Note that the **Sessions** and **Playlists** sections will automatically be hidden if no content is available in either.

Options include:

- **Sessions**
- **Genie** (if enabled on your site)
- **Playlists**
- **Media**
- **About**



**Note for Genie users:** If Genie is enabled for your site, select 'Genie' in the **Sections** settings to display the 'Ask anything' experience. The way it displays on the channel page depends on the channel layout you choose (**Tabs** or **Vertical**).

For more information, see [Add Genie to specific channels](#).

- **Default Tab** - Select which tab will show up first on the channel page. Note that if the **Sessions** or **Playlists** tabs are selected as the default tab but contain no content, the next section available will show instead.

Options include:

- **Sessions**
  - **Media**
  - **Playlists**
  - **About**
  - **Genie** (if enabled on your site)
- **Channel Rank** - Enter a name or label which can be used to identify the channel. Don't forget to click **Save** when you're done!
-