

Channel moderation in Video Portal

Last Modified on 04/18/2026 10:02 am IDT

 This article is designated for all users.

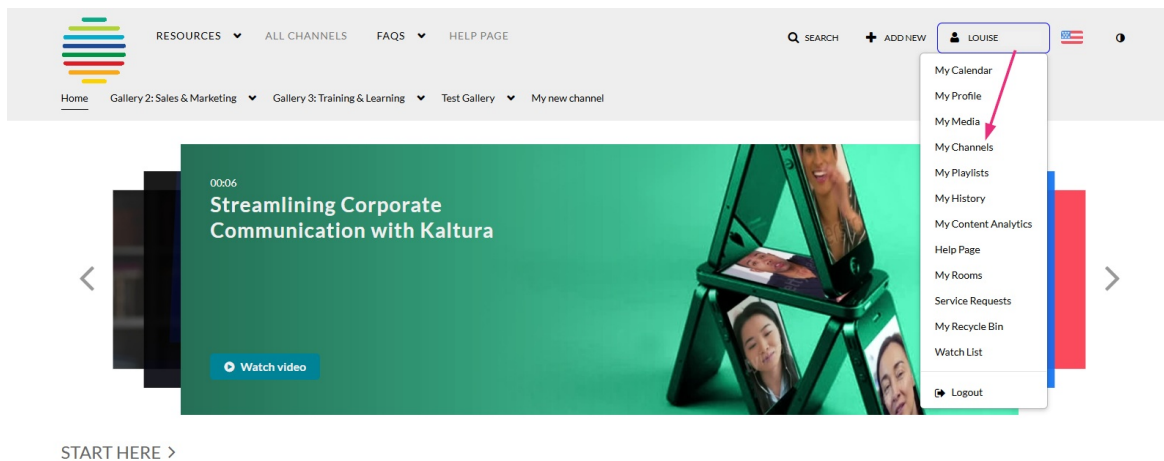
About

Channel managers and moderators approve or reject content when moderation is required before media is displayed.

These instructions apply to the **legacy Video Portal**. If you're using the new Video Portal with Theming, see the [Content Hubs category](#).

Enable channel moderation

1. Select **My Channels** from the user menu.

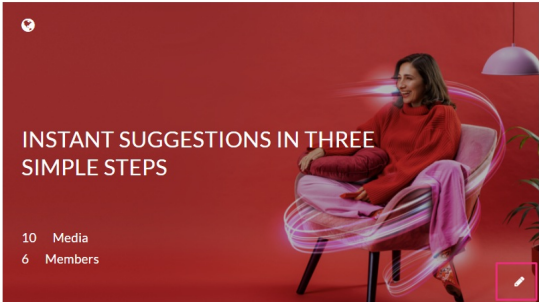


2. Hover over the desired **Channel** and select the **Pencil** icon.


My Channels

Search For Channels ⓘ

Filters > Sort By: Media Count ▾ + Create Channel



10 Media
6 Members



4 Media
1 Member

3. In the Channel Editing page, select **Moderate Content**.

4. Click **Save**.

The channel is moderated. If content is uploaded to the channel the status will be pending approval.

Edit Instant suggestions in three simple steps

Details Playlists Users

Name: (Required)


Description: **Black** ▾ **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

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.

Options: **Moderate content** (Media will not appear in channel until approved by channel manager)
 Enable comments in channel

[Back to Channel](#)

 If media is waiting for moderation, you cannot preview or publish it until it is approved.

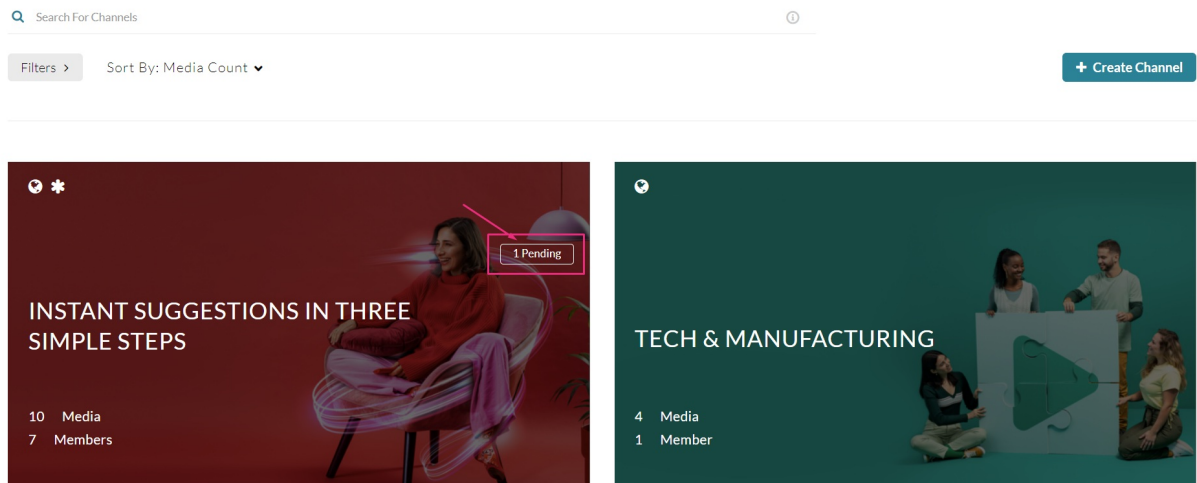


You can edit media information while waiting for moderation.

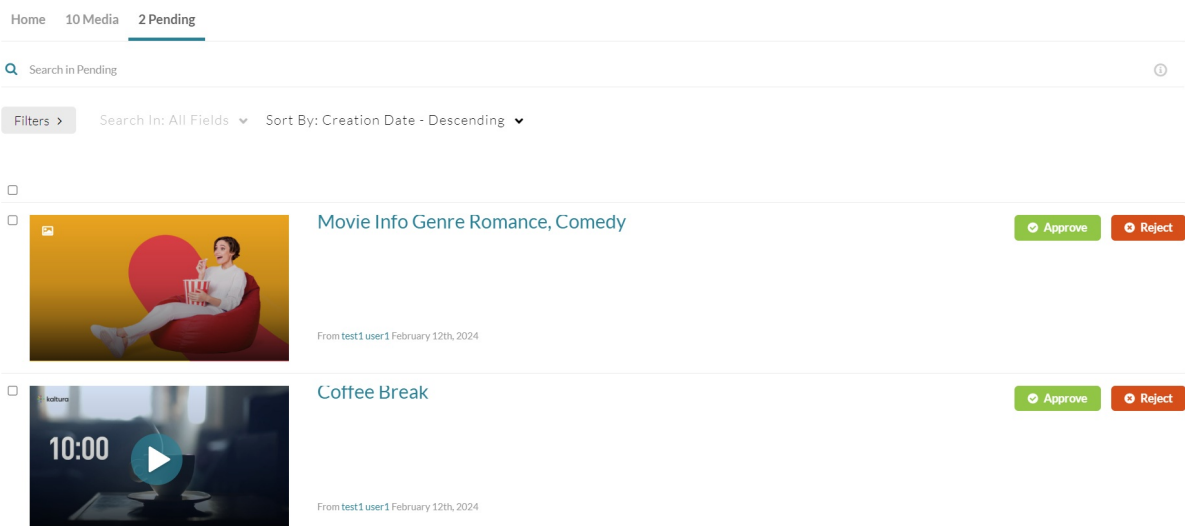
Manage pending media

1. Go to the **My Channels** page.

My Channels



2. Click on the **Pending** link on a channel with media pending **or** on the Channel thumbnail and select the **Pending** tab. The pending tab displays.



3. Click **Approve** or **Reject**.

✓ Approved content will be added to the channel.

✗ Rejected content will not be added to the channel.