

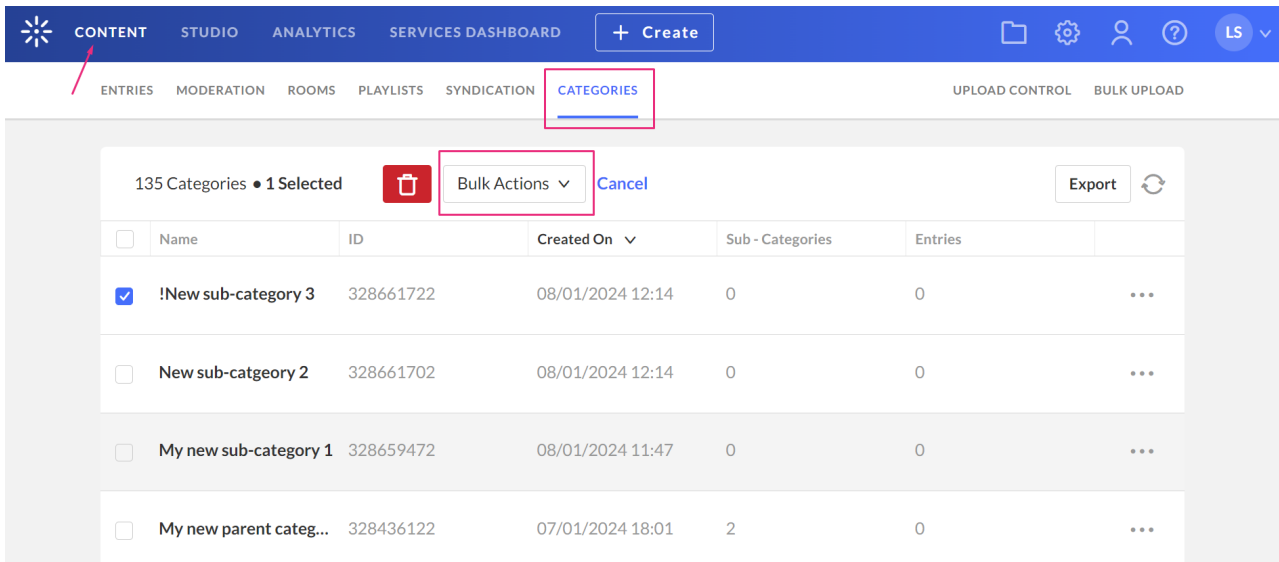
# Categories Bulk Actions

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 This article is designated for administrators.

## About

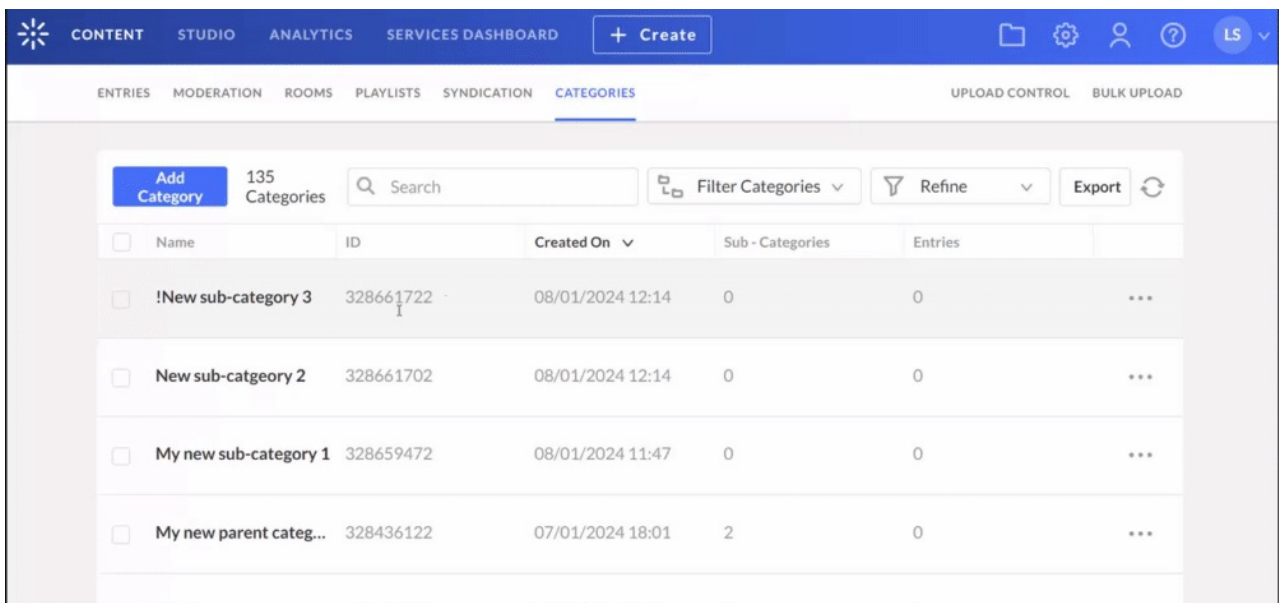
Carryout single or bulk actions on your categories via the [Categories](#) page's **Bulk Actions menu**. To activate it, simply select one or more checkboxes next to a category / sub-category, and the menu appears at the top of the table. It's worth noting that the Bulk Actions menu stays hidden until you click a checkbox.



The screenshot shows the Kaltura interface with the 'CATEGORIES' tab selected. A table lists categories, with the first one selected. A 'Bulk Actions' dropdown menu is visible above the table.

<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input checked="" type="checkbox"/>	!New sub-category 3	328661722	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	New sub-catgeory 2	328661702	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	My new sub-category 1	328659472	08/01/2024 11:47	0	0	...
<input type="checkbox"/>	My new parent categ...	328436122	07/01/2024 18:01	2	0	...

The Bulk Actions menu offers a variety of options for performing a single or bulk action.



The screenshot shows the Kaltura interface with the 'CATEGORIES' tab selected. The 'Bulk Actions' menu is open, showing options like 'Add Category', 'Filter Categories', 'Refine', and 'Export'.

<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input type="checkbox"/>	!New sub-category 3	328661722	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	New sub-catgeory 2	328661702	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	My new sub-category 1	328659472	08/01/2024 11:47	0	0	...
<input type="checkbox"/>	My new parent categ...	328436122	07/01/2024 18:01	2	0	...

## Perform a bulk action

1. Click the arrow to open the **Bulk Actions** drop-down menu.
  2. Choose the option you want to apply to your selected category / sub-category(ies):
    - **Change Category Owner** - Available with entitlement configuration only. See [Managing Content Entitlement](#) for more information
    - **Change Category Contribution Policy Settings** - The contribution policy is a category entitlement setting option that defines which users can add content to a category through applications. Available with entitlement configuration only. See [Managing Content Entitlement](#) for more information.
    - **Change Category Listing** - The category listing is a category entitlement setting option that defines who can see the category's name and metadata in the application's category menus, navigations, and listing or anywhere a category list is present. Available with entitlement configuration only. See [Managing Content Entitlement](#) for more information.
    - **Change Content Privacy** - Content privacy is a category entitlement setting option that defines the visibility of content associated with a category. Available with entitlement configuration only. See [Managing Content Entitlement](#) for more information.
    - **Move Categories** - See our article [Categories - Move a category](#) for more information.
    - **Add / Remove Tags** - If you add or remove tags in the KMC, this action will propagate to other applications. To learn more about tagging, see our article [Tags](#).
  3. Click **Save Changes**.
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