

Assign an entry to a category

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a This article is designated for administrators.

1. Log into your Kaltura Management Console.

The **Entries** tab displays as the first page by default.

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2. Click on the entry name or thumbnail.



The Metadata tab displays.

3. Click Browse Categories.

The **Select Categories** screen displays.

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4. Choose the category you want to assign the entry to.

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Select Categories

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Change Categories

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When adding an entry to a category in Kaltura's Video Portal (MediaSpace), be sure to add the entry to either the **Channels, Galleries,** or **unlisted** category located under the **site** category.

Select one or s	everal categories.	
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We don't recommend adding entries to other categories under the MediaSpace root category since adding entries to any other category may create unexpected issues. In addition, do not add content to both the unlisted category and other categories. This will cause unexpected behavior.

5. Click Change Categories

The metadata tab displays showing the category the entry is now associated with.

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← Cat - Quiz		✓ View Analytics •••• Save					
ID: 1_lexgk0jj 🔲 Creation Date: 31/12/2	2023 Last Update: 07/01/2024	Owner: louise.szmoisz@kaltura.com Duration: 00:23	~ ~				
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Access Control		Browse Categories					

6. Click Save.

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For information about assigning entries to a category in the Video Portal (also known as 'publishing'), see our user guide Publish Media.