

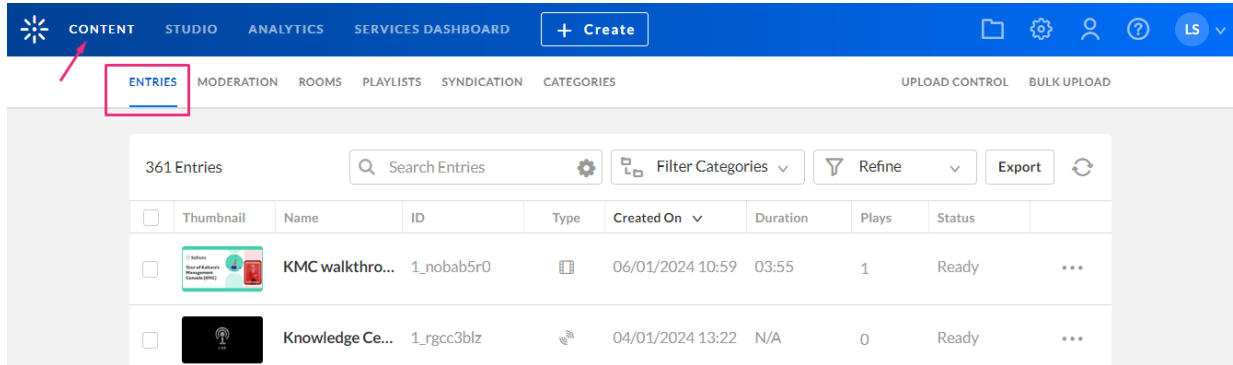
Assign an entry to a category

Last Modified on 01/13/2024 6:26 pm IST

 This article is designated for administrators.

1. Log into your Kaltura Management Console.

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



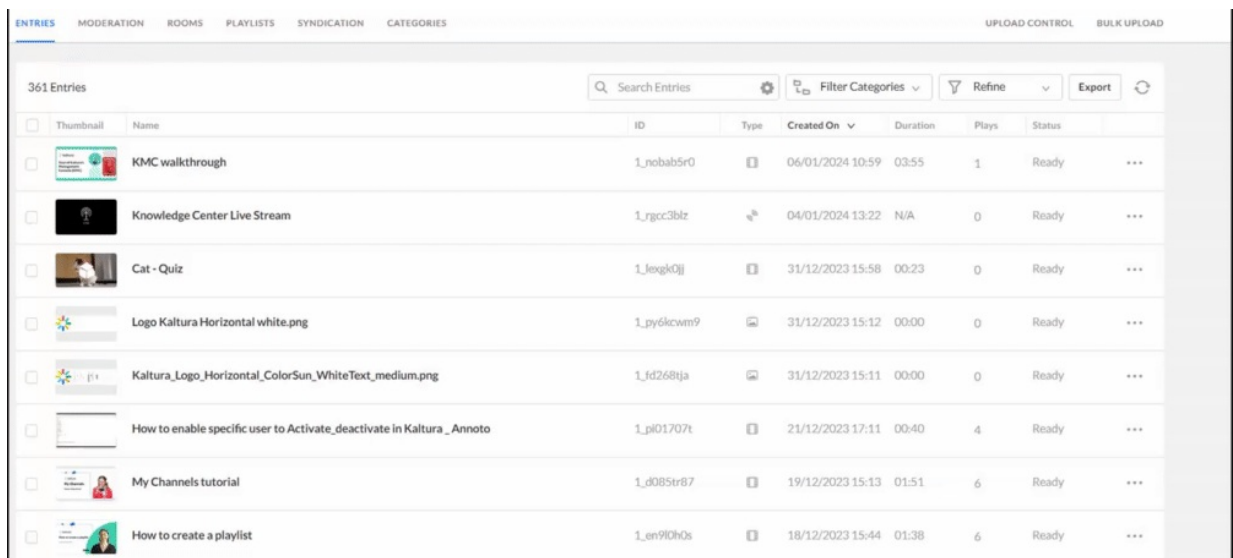
2. Click on the entry name or thumbnail.



The **Metadata** tab displays.

3. Click **Browse Categories**.

The **Select Categories** screen displays.



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

Select Categories

My new parent category ×

[Clear All](#)

- PathNodes
- playlists
- private
- site 3
- unlisted
- My new parent category

[Change Categories](#)

⚠ 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 Categories

Select one or several categories.

- PathNodes
- playlists
- private
- site 3
- unlisted
- My new parent category

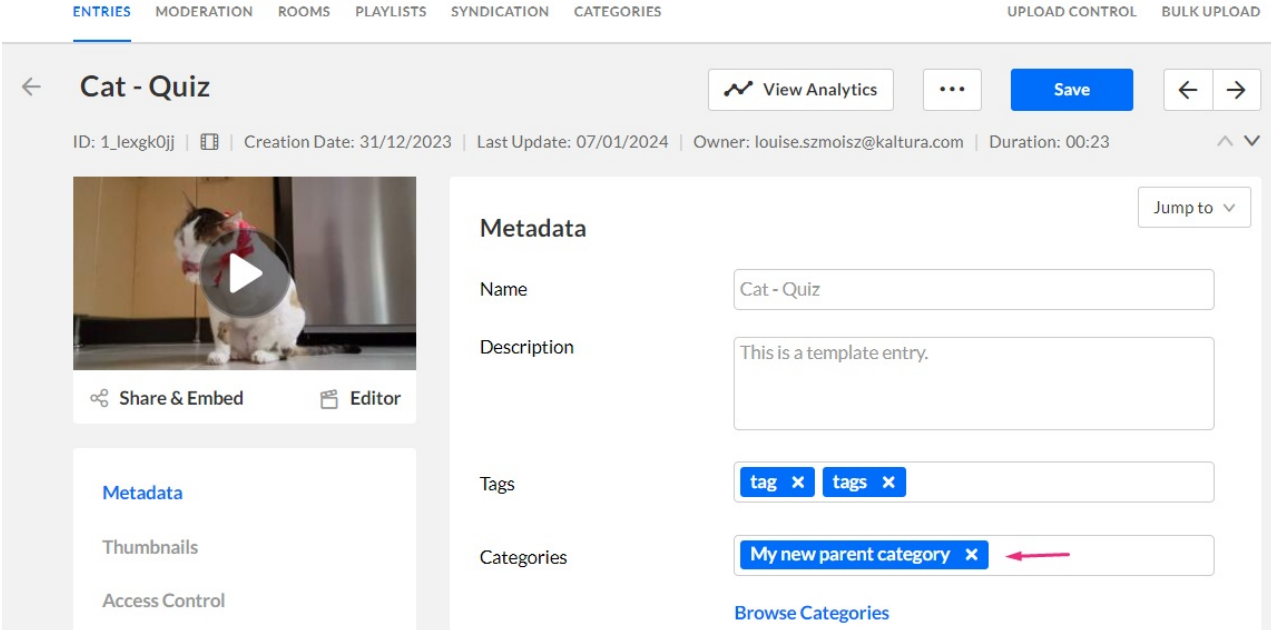
[Change Categories](#)

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.



The screenshot shows the 'Cat - Quiz' entry editor in the Kaltura Video Portal. The top navigation bar includes 'ENTRIES', 'MODERATION', 'ROOMS', 'PLAYLISTS', 'SYNDICATION', 'CATEGORIES', 'UPLOAD CONTROL', and 'BULK UPLOAD'. The entry details show ID: 1_lexgk0jj, Creation Date: 31/12/2023, Last Update: 07/01/2024, Owner: louise.szmoisz@kaltura.com, and Duration: 00:23. The video thumbnail shows a cat with a red bow. The 'Metadata' section is active, displaying the following fields:

- Name:** Cat - Quiz
- Description:** This is a template entry.
- Tags:** tag x tags x
- Categories:** My new parent category x (indicated by a red arrow)

Buttons for 'Share & Embed' and 'Editor' are visible below the video. A 'Jump to' dropdown is located in the top right of the metadata section. A 'Browse Categories' link is at the bottom of the categories field.

6. Click **Save**.

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