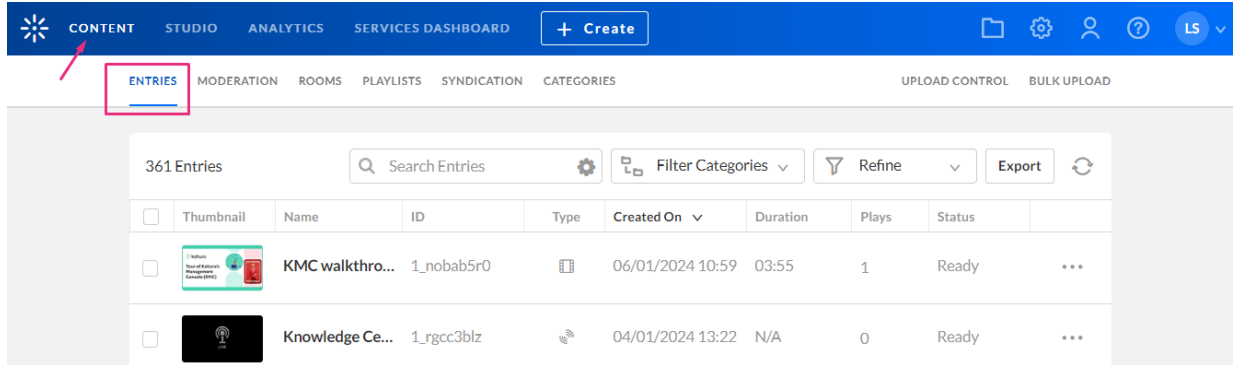


Assign an entry to a category

Last Modified on 06/04/2026 9:15 am IDT

 This article is designated for administrators.

1. Log into your Rich Media Content Management System.
The **Entries** tab displays as the first page by default.



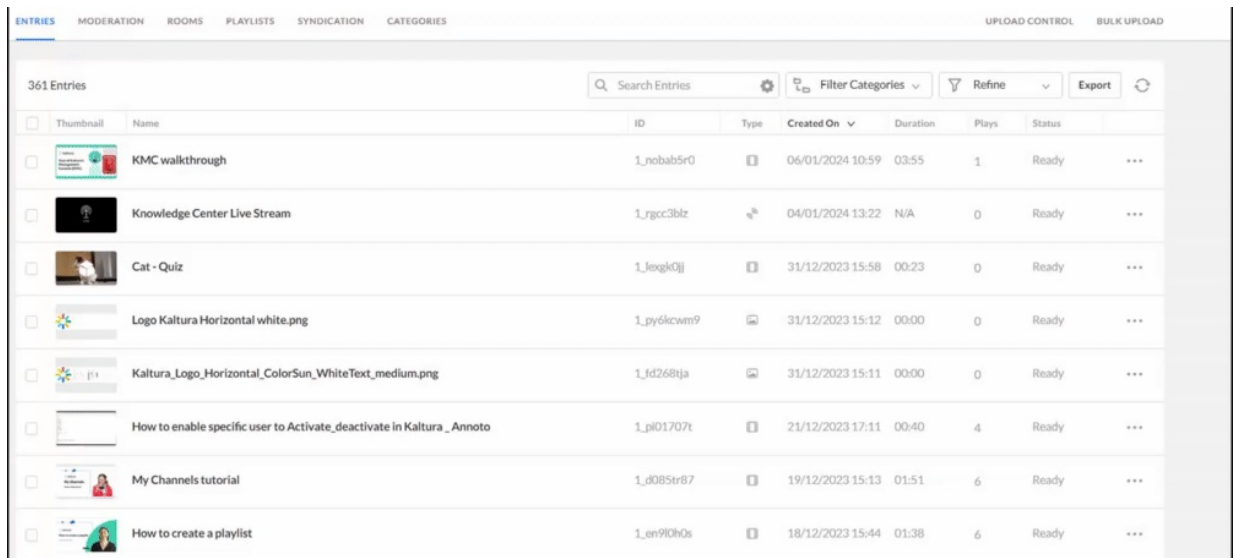
2. Click on the entry name or thumbnail.



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 legacy 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.

ENTRIES MODERATION ROOMS PLAYLISTS SYNDICATION CATEGORIES
UPLOAD CONTROL BULK UPLOAD

← Cat - Quiz
View Analytics
...
Save
← →

ID: 1_lexgk0jj | Creation Date: 31/12/2023 | Last Update: 07/01/2024 | Owner: louise.szmoisz@kaltura.com | Duration: 00:23
^ v



Share & Embed
Editor

Metadata

Thumbnails

Access Control

Metadata Jump to v

Name

Description

Tags

Categories ←

[Browse Categories](#)

6. Click **Save**.



For information about assigning entries to a category in the legacy Video Portal

(also known as 'publishing'), see our user guide [Publish Media](#).
