

My Media in video portal - Theming

Last Modified on 07/30/2025 12:54 pm IDT

 This article is designated for all users.

About

My Media offers an intuitive way to manage your personal media files, with card-based organization, quick actions, and powerful search and filter options for easy sharing, editing, and publishing.

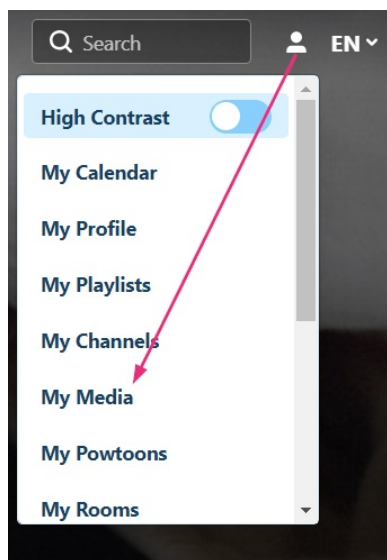
Watch the video tutorial or read the article below for an overview of the My Media page and its features.



These instructions are for [Theming](#) users. For non-Theming users, please see our article [My Media](#).

Access My Media

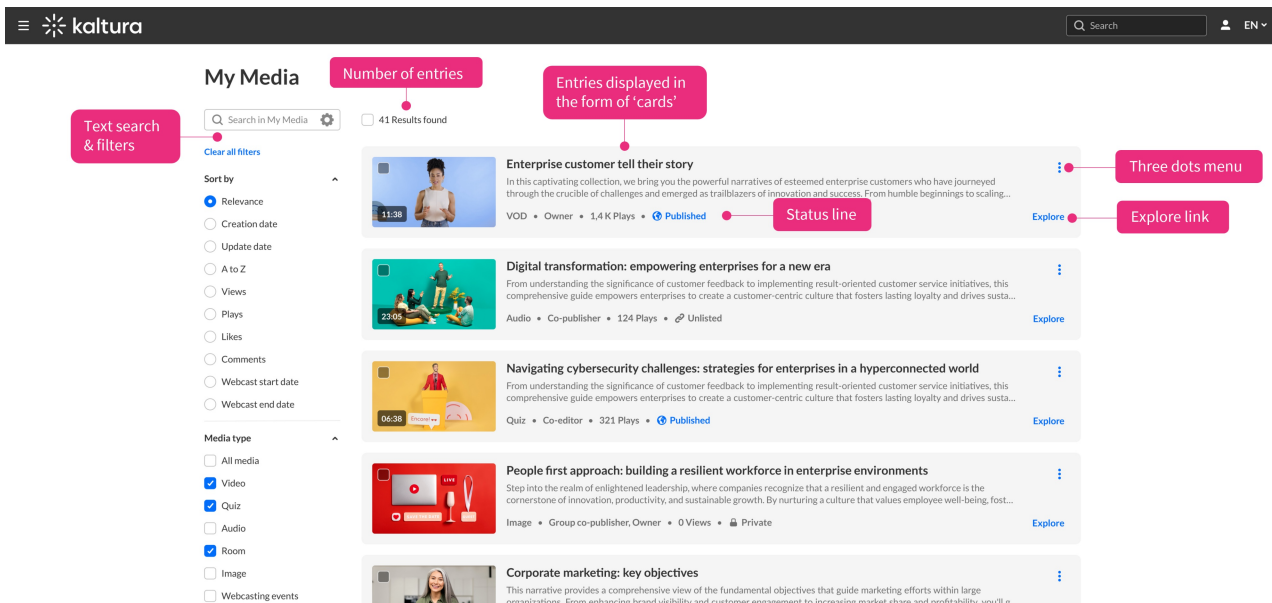
Select **My Media** from the user drop-down menu or navigate to `[yourbaseurl]/my-media`.



The **My Media** page displays.



To view the Theming-based My Media page, the [Theming module](#), including the [My Media feature](#), must be enabled.



My Media

Search in My Media 41 Results found

Clear all filters

Sort by

- ☒ Relevance
- ☐ Creation date
- ☐ Update date
- ☐ A to Z
- ☐ Views
- ☐ Plays
- ☐ Likes
- ☐ Comments
- ☐ Webcast start date
- ☐ Webcast end date

Media type

- ☐ All media
- ☒ Video
- ☒ Quiz
- ☐ Audio
- ☒ Room
- ☐ Image
- ☐ Webcasting events

Enterprise customer tell their story

In this captivating collection, we bring you the powerful narratives of esteemed enterprise customers who have journeyed through the crucible of challenges and emerged as trailblazers of innovation and success. From humble beginnings to scaling...

VOD • Owner • 1,4 K Plays • **Published**

Digital transformation: empowering enterprises for a new era

From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture that fosters lasting loyalty and drives susta...

Audio • Co-publisher • 124 Plays • **Unlisted**

Navigating cybersecurity challenges: strategies for enterprises in a hyperconnected world

From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture that fosters lasting loyalty and drives susta...

Quiz • Co-editor • 321 Plays • **Published**

People first approach: building a resilient workforce in enterprise environments

Step into the realm of enlightened leadership, where companies recognize that a resilient and engaged workforce is the cornerstone of innovation, productivity, and sustainable growth. By nurturing a culture that values employee well-being, fost...

Image • Group co-publisher, Owner • 0 Views • **Private**

Corporate marketing: key objectives

This narrative provides a comprehensive view of the fundamental objectives that guide marketing efforts within large organizations. From enhancing brand visibility and customer engagement to increasing market share and profitability, our'll o...



If you can't access My Media content or actions, ask your administrator for the required permission.



The My Media page currently displays content in 'detailed' view. The option to switch to 'table' view will be available in an upcoming version.

My Media page features

Media cards

Media items are displayed on the page in the form of 'cards'. Each card features the following:

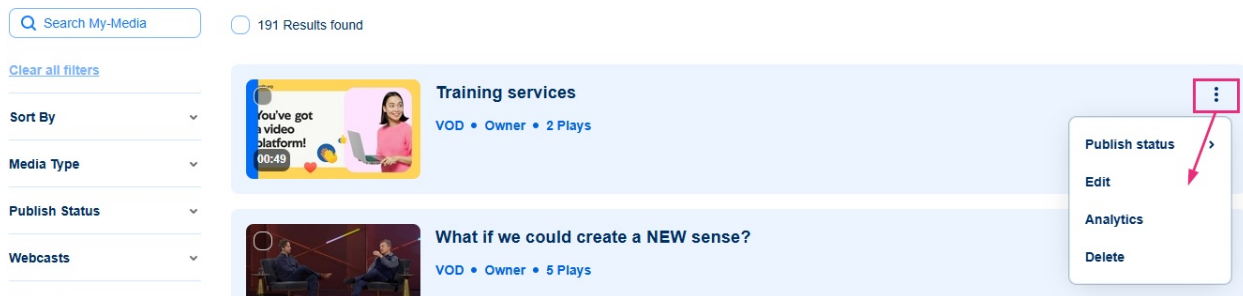
- Thumbnail image
- Checkbox (clickable)
- Duration (for VOD only)
- Red LIVE indicator for scheduled sessions (during scheduled time only)
- Name of media - clicking will take you to the media page
- Description - up to two lines of text display
- Three dots menu ([learn more below](#))
- 'Explore' link ([learn more below](#))
- Status line - this displays the following:

- Type of media (VOD, Live, Image, Audio, Meeting, and so on)
- Ownership (Owner, Co-publisher, and so on)
- Number of plays
- Number of likes (this will only display if enabled in the [Application module](#))
- Publishing indicator - clicking will display information about the media's publishing status.

Three dots menu

Click the **three dots** at the far right of a media to open the menu.

My Media



The screenshot shows the 'My Media' interface. At the top, there is a search bar labeled 'Search My-Media' and a status '191 Results found'. Below the search bar are filter options: 'Clear all filters', 'Sort By', 'Media Type', 'Publish Status', and 'Webcasts'. The main content area displays a list of media items. The first item is titled 'Training services' and has a thumbnail showing a person at a computer. To the right of this item, a three-dot menu is open, showing the following options: 'Publish status', 'Edit', 'Analytics', and 'Delete'. The second item in the list is titled 'What if we could create a NEW sense?' and has a thumbnail showing two people in a meeting.

The three dots menu gives you the following options:



The options in your menu may look slightly different depending on what has been enabled in your account. If something is missing, please contact your account administrator to have it enabled.

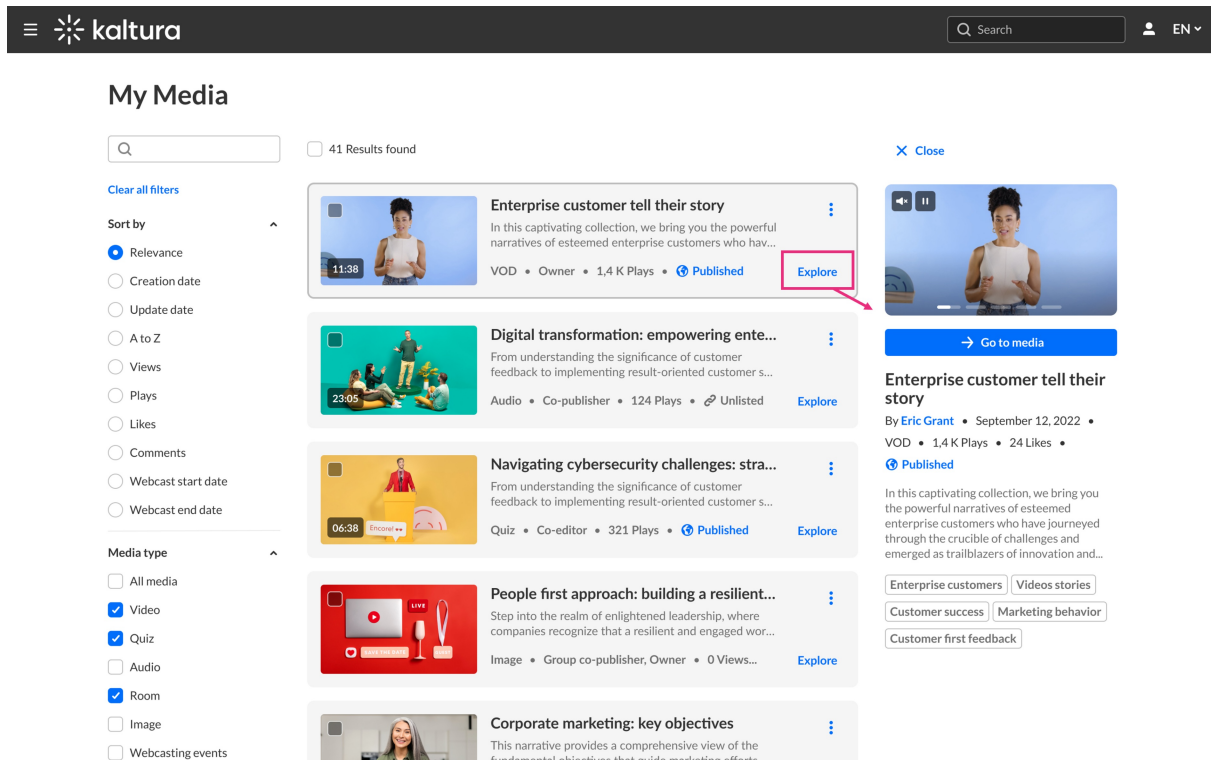
- **Publish** - Click to view the Publish status menu, and publish the item. See our article [Publish media -Theming](#) for more information.
- **Edit** - Clicking will redirect you to the edit media page.
- **Analytics** - Click to access the VOD analytics dashboard and get an overview of the media. See our article [VOD Analytics](#) for more information.
- **Delete** - Click to delete the media or move it to the Recycle Bin if this feature has been enabled. Check out our article [Restore deleted items from the Recycle Bin](#) for more information.



Other options such as **Add to Playlist**, **Captions** and more will be added in upcoming versions.

Explore

Click **Explore** to open a sidebar that displays additional information about the media.



The screenshot shows the Kaltura Explore interface. At the top, there's a navigation bar with the Kaltura logo, a search bar, and a user profile icon. Below this, the 'My Media' section is visible, showing a search bar and a filter icon. The main content area displays a list of media items, each with a thumbnail, title, description, and metadata. The first item is 'Enterprise customer tell their story' by Eric Grant, published on September 12, 2022. It has 1,4 K Plays and 24 Likes. The 'Explore' button is highlighted with a red box. To the right, a detailed view of this media item is shown, including a video player, a 'Go to media' button, and a list of tags: 'Enterprise customers', 'Videos stories', 'Customer success', 'Marketing behavior', and 'Customer first feedback'.

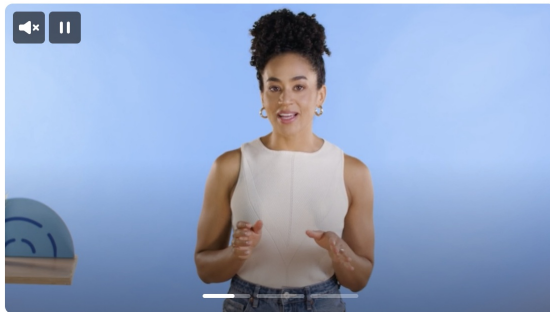
The sidebar displays the following information:

- Media thumbnail
- Video preview, mute / unmute, and play / pause functions (for VOD entries)
- "Go to media" button - this will navigate the user to the media page
- Media name
- Name of publisher
- Creation date
- Media type
- Number of plays (or 'views' for images)
- Media description
- Tags - clicking a tag will navigate the user to the relevant category / channel
- Scheduled sessions - schedule is shown

The information in the **Explore** section will look different if you entered a search term beforehand. The Explore section will highlight related results, for example, if you searched for 'customers,' the term will appear in captions, tags, and more. See the image below for an example.

My Media

[X Close](#)



[→ Go to media](#)

Enterprise customer tell their story

By [Eric Grant](#) • September 12, 2022 • 1,4 K Plays • 24 Likes • [Published](#)

- 01:45** Enterprise customers who have more then you think of giving time and more...
- 02:13** Enterprise customer navigated the complex landscape of consumer trends...
- 02:48** This enterprise customer comprehensive understanding of how to leverage...
- 03:45** Prominent enterprise customer is big data and human psychology to the fine...
- 04:35** Engaging customer experiences offers the compass you need to navigate the...
- Community, employees, and customers...
- create a seamless customer journey...

[Enterprise customer](#) [Customer stories](#)

Click **X Close** to dismiss the panel.

Search and filters

To search for content, enter your keyword(s) in the search field. As you type, you will see your search history if you have any. If you hover, you'll see an 'x', which you can click to remove the search from your 'previous searches'.

Press **Enter** on your keyboard to activate the search.

My Media

4 Results found

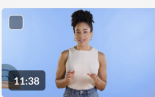
[Clear all filters](#)

Sort by

- ☒ Relevance
- ☐ Creation date
- ☐ Update date
- ☐ A to Z
- ☐ Views
- ☐ Plays
- ☐ Likes
- ☐ Comments
- ☐ Webcast start date
- ☐ Webcast end date

Media type

- ☐ All media
- ☒ Video
- ☒ Quiz
- ☐ Audio
- ☒ Room
- ☐ Image
- ☐ Webcasting events




Enterprise customer tell their story

In this captivating collection, we bring you the powerful narratives of esteemed enterprise customers who have journeyed through the crucible of challenges and emerged as trailblazers of innovation and success...

VOD • Owner • 1,4 K Plays • [Published](#)

[Explore](#)

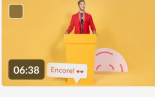


Customer satisfaction: key strategies for success

From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture...

VOD • Owner • 124 Plays • [Published](#)

[Explore](#)




Understanding customer behavior: a comprehensive guide

From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture...

VOD • Owner • 321 Plays • [Published](#)

[Explore](#)



Creating a memorable customer journey: from prospects to promoters


Step into the realm of enlightened leadership, where companies recognize that a resilient and engaged workforce is the cornerstone of innovation, productivity, and sustainable growth. By nurturing a culture t...

VOD • Owner • 1,4 K Plays • [Published](#)

[Explore](#)

You can access advanced search options for specific fields by clicking the gear icon.

My Media



[Clear all filters](#)
[Search in fields](#)



The gear icon will not be visible unless a search term is entered.

The gear icon opens a drop-down menu with filters allowing you to search for the term in one of these specific fields:

- All fields
- Title
- Description
- Tags
- Chapters / Slides
- Captions
- Polls
- Quiz (results from quiz questions and answers)
- Comments



Please note **Playlists** are not currently searchable in the video portal.

Use the filters beneath the search field to refine, sort, and adjust your search. For example, you can filter by the **Publish status** of a media item, as shown below:

Publish Status ^

- ☐ All Statuses
- ☒ Private
- ☐ Published
- ☐ Pending
- ☐ Rejected
- ☐ Unlisted

You can also filter according to **Scheduling**, as shown below:

Scheduling ^

- ☐ All Availabilities
- ☒ Future Scheduling
- ☐ Available Now
- ☐ Past Scheduling



Filters are configured by your administrator in the [Search module](#).

To learn more about the search and filter functions, check out our article [Global search](#). The **Publish status** and **Scheduling** filters are exclusive to the My Media page and are not available on the global search page.

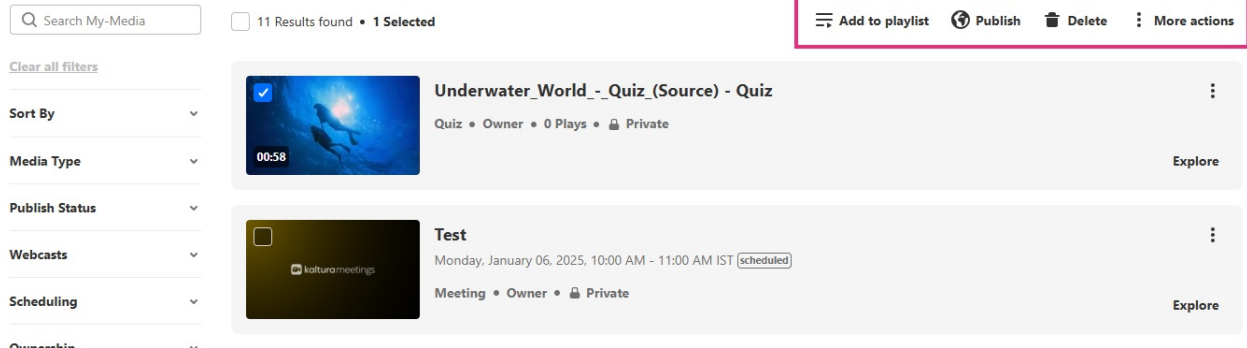
Bulk actions

When you click the checkbox of one or more entries, the bulk actions header appears at the top of the page with the following options:

- Add to playlist
- Publish
- Delete
- More actions

These actions are hidden until at least one media item is selected.

My Media



Search My-Media 11 Results found • 1 Selected

Clear all filters

Sort By

Media Type

Publish Status

Webcasts

Scheduling

Ownership

Underwater_World_-_Quiz (Source) - Quiz
Quiz • Owner • 0 Plays • Private Explore

Test
Monday, January 06, 2025, 10:00 AM - 11:00 AM IST scheduled
Meeting • Owner • Private Explore

More actions

- Add to playlist
- Publish
- Delete
- More actions

Add to playlist

Select multiple media items and click **Add to playlist** in the bulk actions menu to add selected media to a playlist. For more information, see our article [Add media to a playlist](#).

Publish

Select multiple media items and click **Publish** in the bulk actions menu to publish your media. For more information, see our article [Publish media](#).

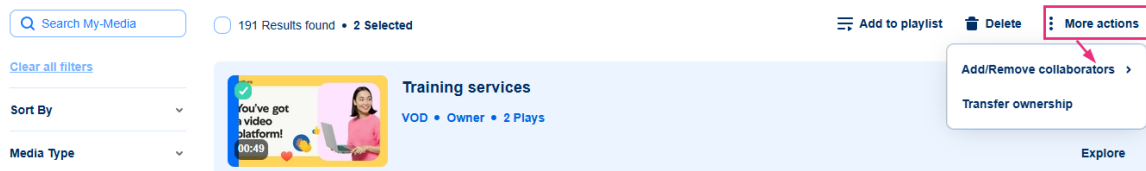
Delete

Select multiple media items and click **Delete**. A confirmation message will appear which will vary based on whether the recycle bin feature is enabled. To learn more, read our article [Recycle bin](#).

More actions menu

The **More actions** menu has options that can be applied as bulk actions.

My Media



Search My-Media 191 Results found • 2 Selected

Clear all filters

Sort By

Media Type

Training services
VOD • Owner • 2 Plays Explore

More actions

- Add to playlist
- Delete
- More actions

Add/Remove collaborators >

Transfer ownership

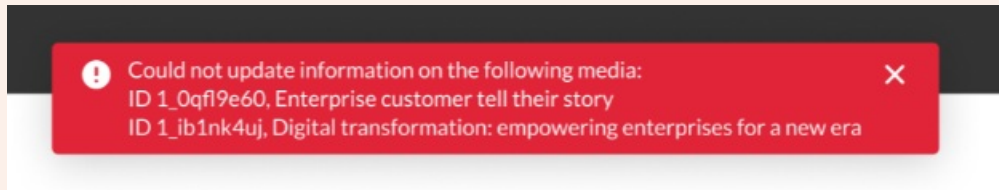
- **Add / Remove collaborators** - Add co-editors, co-publishers, co-viewers, and Webcasting moderators to your media.
- **Transfer ownership** - Allow someone else to take ownership of your media.



The **Reach captions & enrich**, **Set metadata**, and **Add / Remove tags** features are not currently available, but will be very soon.



Some content might not update due to permissions or missing information, resulting in a failure message: *Could not update information on the following media: [media ID].*



If your admin has enabled the 'Captions Required' setting, media without captions (including video, audio, and quizzes) cannot be published. For single items, you'll see a message guiding you to upload or order captions. In bulk actions, items without captions will fail to publish. You'll see a message like: *Could not publish the following media due to missing captions.*