

My Media in Video Portal - Theming

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 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.

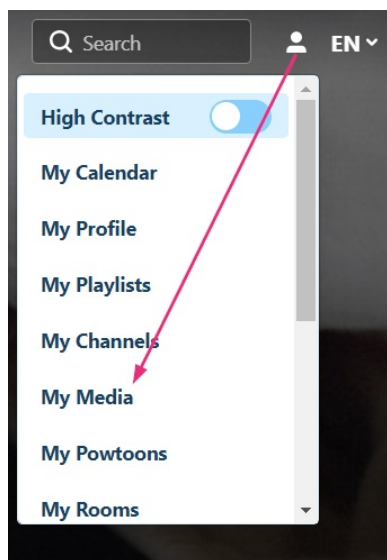
Watch the video tutorial or read the article below for an overview of the My Media page and its features.



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

Access My Media

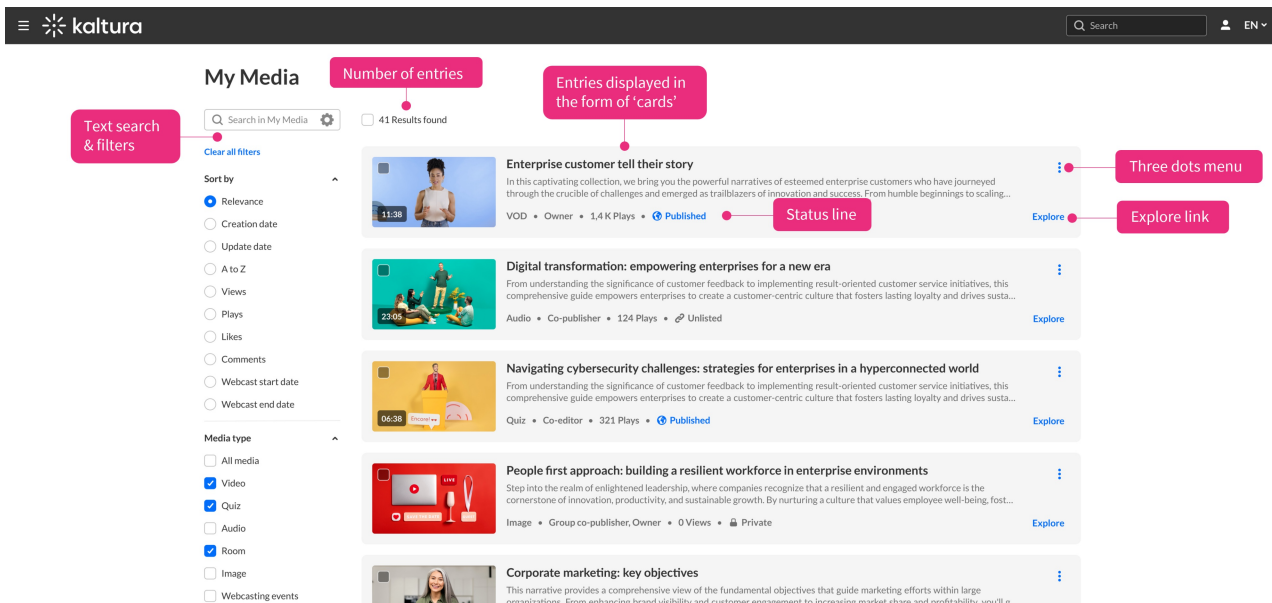
Select **My Media** from the user drop-down menu or navigate to `[yourbaseurl]/my-media`.



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**

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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**

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

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

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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:

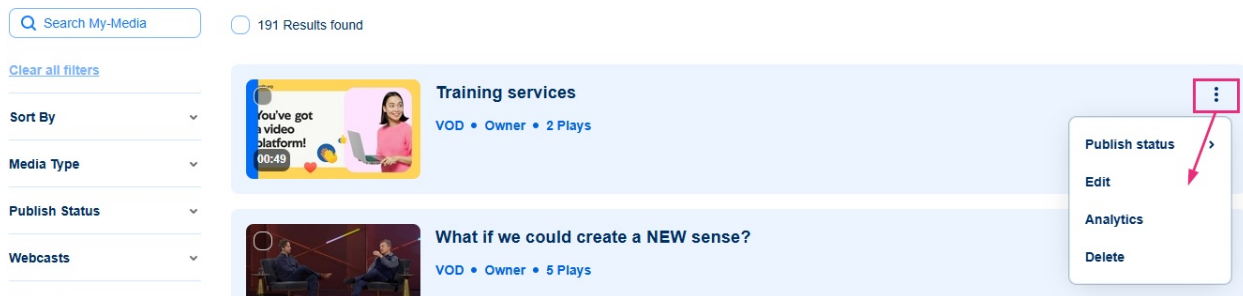
- Thumbnail image
- Checkbox (clickable)
- Duration (for VOD only)
- Red LIVE indicator for scheduled sessions (during scheduled time only)
- Name of media - clicking will take you to the media page
- Description - up to two lines of text display
- Three dots menu ([learn more below](#))
- 'Explore' 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 laptop. To the right of this item, a three-dot menu is open, showing options: 'Publish status', 'Edit', 'Analytics', and 'Delete'. The second item 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.

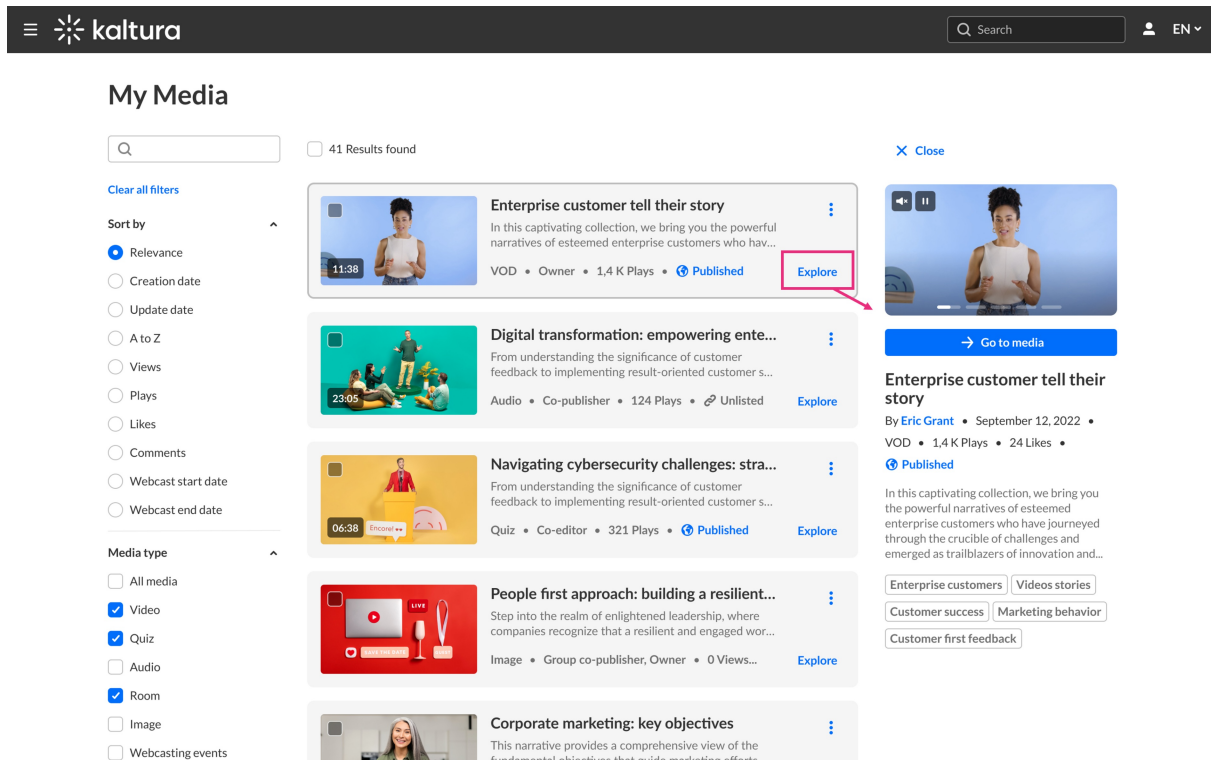
- **Publish** - Click to view the Publish status menu, and publish the item. See our article [Publish media -Theming](#) for more information.
- **Edit** - Clicking will redirect you to the edit media page.
- **Analytics** - Click to access the VOD analytics dashboard and get an overview of the media. 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 button. The main content area displays a list of media items, each with a thumbnail, title, description, and metadata. A red box highlights the 'Explore' button on the first item. To the right, a detailed view of the selected item is shown, including a video player, title, author, date, and various tags.

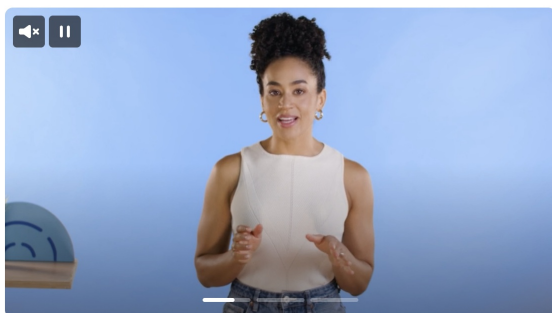
The sidebar displays the following information:

- 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...

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

Search

To search for content, enter your keyword(s) in the search field. To learn more, read our article [Search in My Media](#).

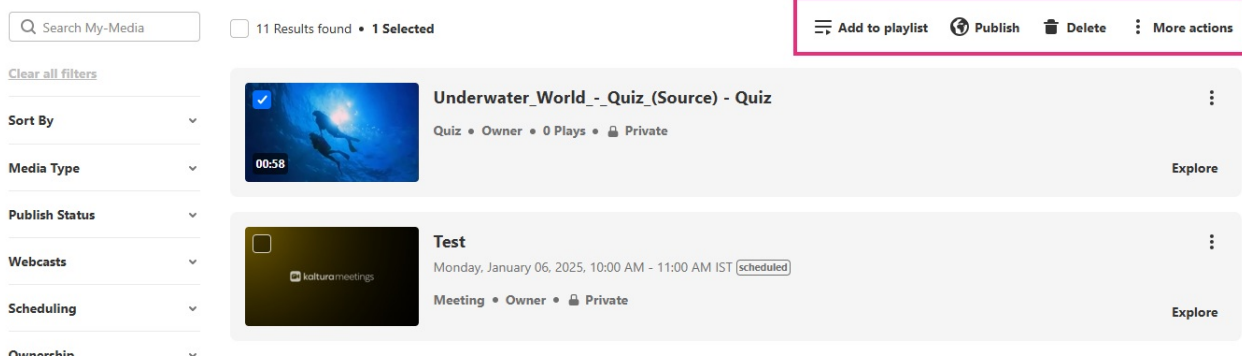
Bulk actions

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

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

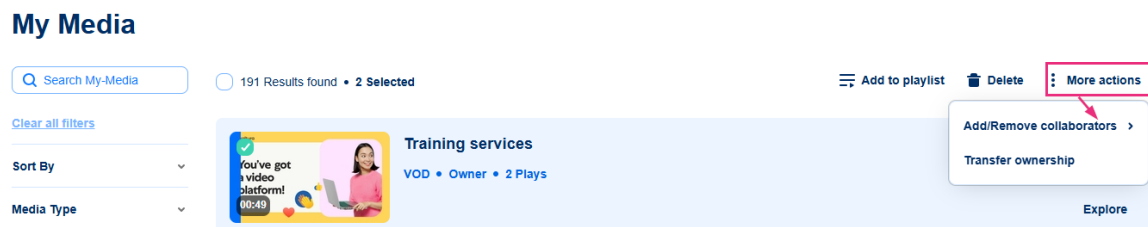
Select multiple media items and click **Publish** in the bulk actions menu to publish your media. For more information, see our article [Publish media](#).

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.



Search My-Media 191 Results found • 2 Selected

Clear all filters

Sort By

Media Type

Training services
VOD • Owner • 2 Plays Explore

Add to playlist Delete **More actions**

Add/Remove collaborators >

Transfer ownership

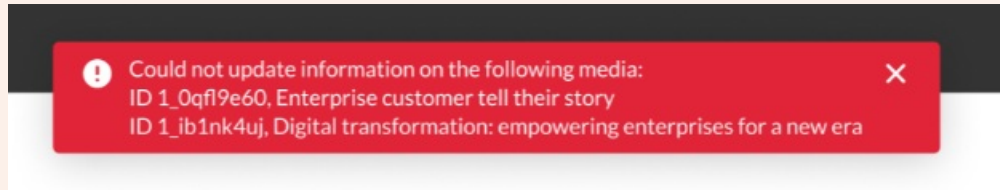
- **Add / Remove collaborators** - Add co-editors, co-publishers, co-viewers, and Webcasting moderators to your media.
- **Transfer ownership** - Allow someone else to take ownership of your media.



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*.