Introduction to My Media in Content Hubs

Content updated: 06/13/2024

This article is designated for all users.

About

My Media is your personal media library, where you can upload, manage, and organize your content.

Use My Media to:

- Upload media
- Find content using search and filters
- Edit media details
- Share and publish media
- Organize content into folders (if enabled)
- Perform actions on multiple media items at once

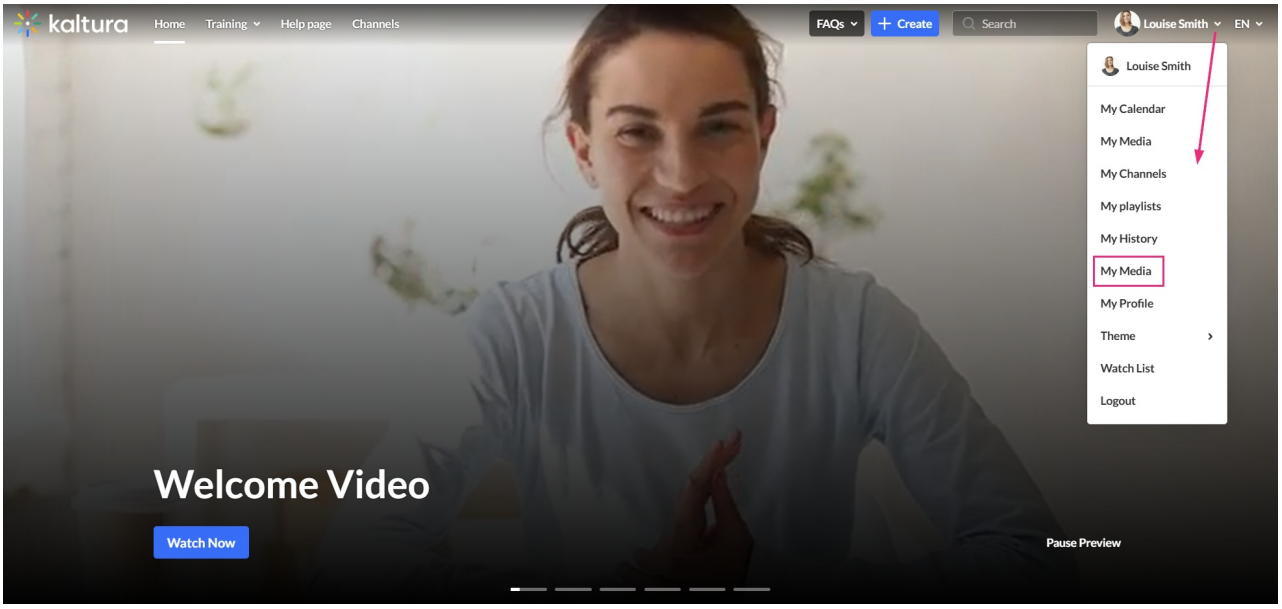
This feature requires the Theming module to be enabled, with the `mymedia` feature set to **Yes**.

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

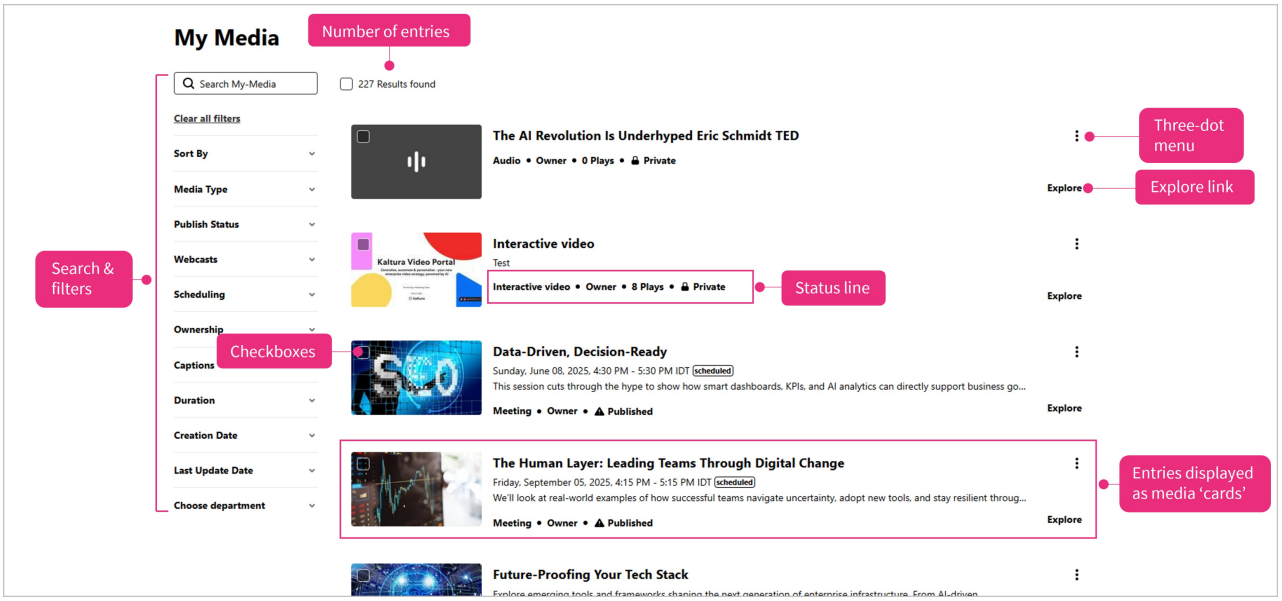
Access My Media

Select **My Media** from the user menu, or go to `https://{your_site_url}/my-media`.

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The **My Media** page opens.



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

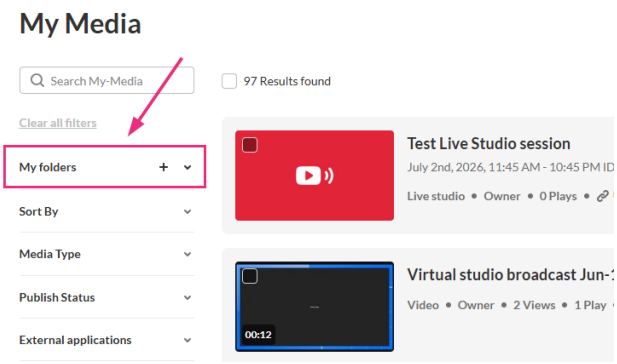
The My Media page shows your content in **detailed view**.

My Media at a glance

Folders

Depending on your site configuration, you might see a **Folders** option in My Media. When it's available, you can use folders to organize your content.

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For more information, see Create and manage folders in Content Hubs.

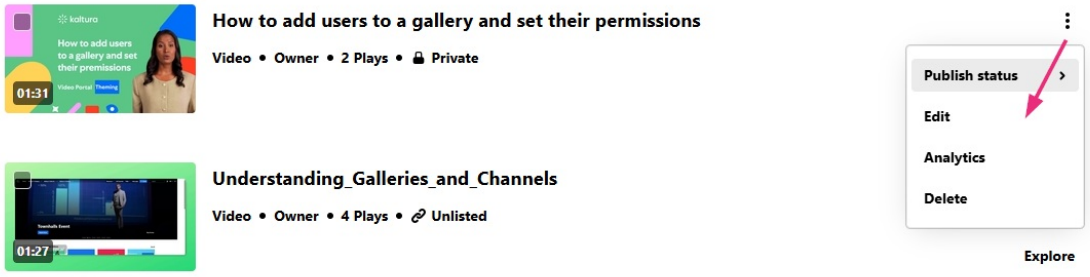
Media 'cards'

Each media item appears as a 'card'. Depending on the media type and your site, a card can show the following:

- Thumbnail image
- Checkbox, which you select to choose the media for bulk actions
- Duration (for video only)
- Red **LIVE** indicator for scheduled sessions (during the scheduled time only)
- Media title, which you select to open the media page
- Description (up to two lines)
- Three-dot menu and **Explore** link
- Status line, which shows the type of media (video, live, image, audio, meeting, and so on), ownership (owner, co-publisher, and so on), number of plays, number of likes (only if enabled in the Application module), and a publishing indicator you can select to see the publishing status

Three-dot menu

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



- **Publish**: Opens the publish status menu. For more information, see Publish media.

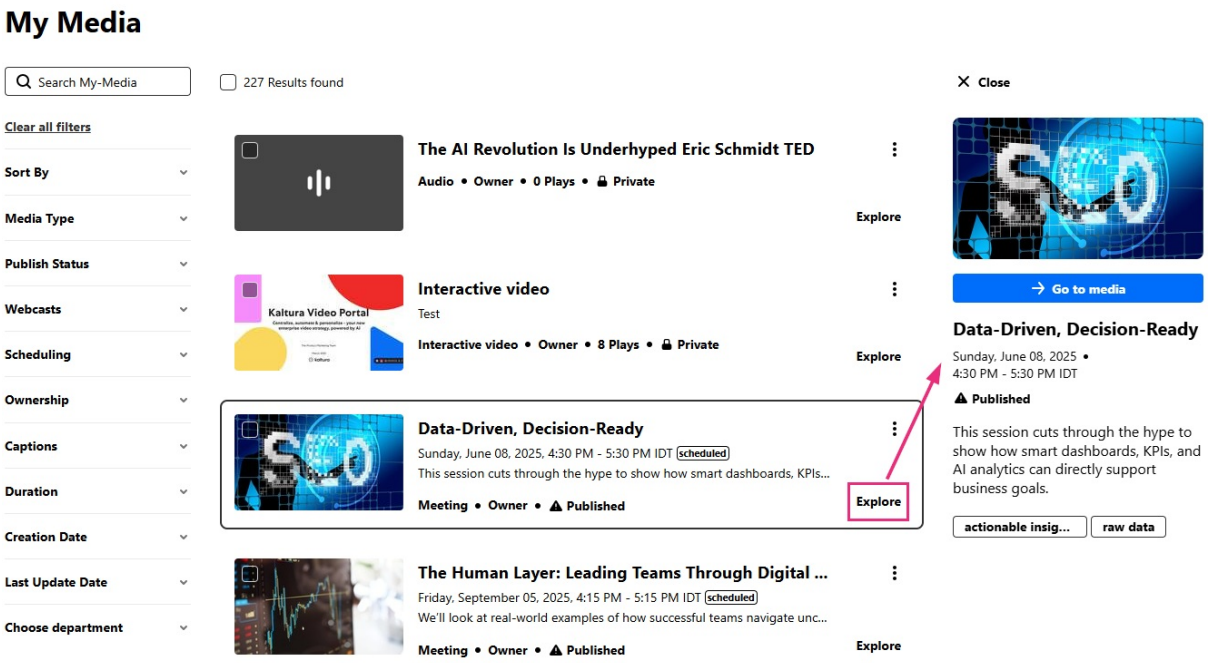
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- **Edit**: Opens the edit media page.
- **Analytics**: Opens the VOD analytics dashboard for the media. For more information, see VOD Analytics.
- **Delete**: Deletes the media, or moves it to the recycle bin if that feature is enabled. For more information, see Restore deleted items from the Recycle Bin.

The options in your menu depend on what's enabled on your site. If an option is missing, contact your administrator to enable it. Some actions from the legacy My Media page aren't available from the media menu in Content Hubs.

Explore

Select **Explore** to open a side panel with more information about the media, including a preview for VOD entries.

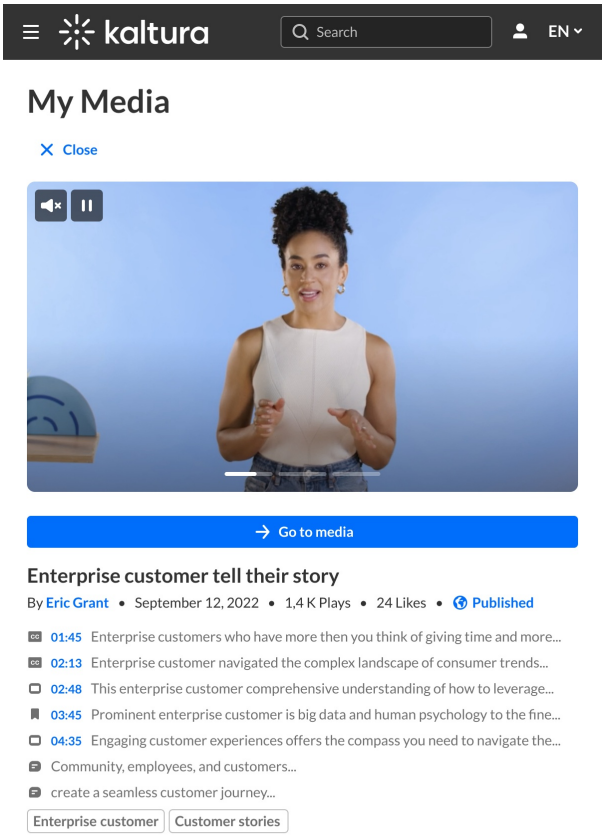


The panel shows the thumbnail and preview, title, publisher, creation date, media type, number of plays (or views for images), description, tags, and the schedule for scheduled sessions.

Select **Go to media** to open the media page, or select a tag to go to its category or channel. To close the panel, select **Close**.

If you searched before you selected **Explore**, the panel highlights where your search term appears, such as in captions or tags.

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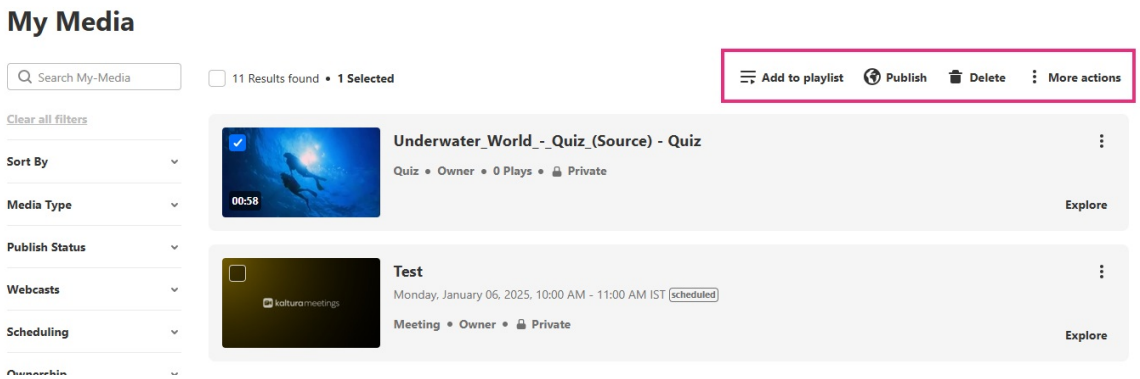


Search

To search for content, enter your keywords in the search box. For more information, see Search and filter in My Media.

Bulk actions

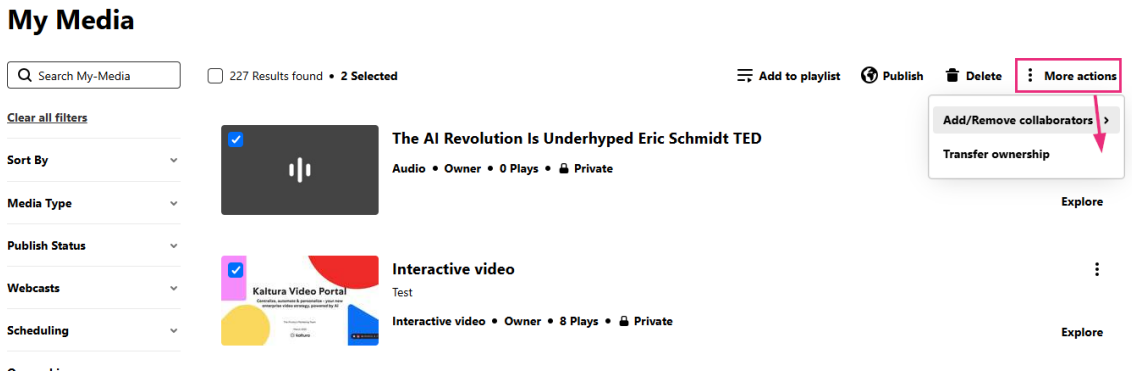
Select the checkbox on one or more media items to show the bulk actions toolbar. It stays hidden until you select at least one item.



- **Add to playlist**: For more information, see Add media to a playlist.
- **Publish**: For more information, see Publish media.

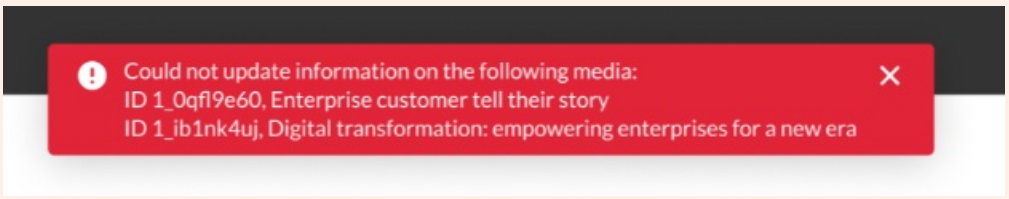
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- **Delete**: The confirmation message depends on whether the recycle bin is enabled. For more information, see Recycle bin.
- **More actions**: Opens a menu with **Add / Remove collaborators** and **Transfer ownership**. When you transfer ownership, you can choose to stay a collaborator on the media.



The **Reach captions & enrich**, **Set metadata**, and **Add / Remove tags** features aren't available in bulk actions.

Some content might not update because of permissions or missing information. When that happens, you see a message: *Could not update information on the following media: [media ID].*



If your administrator turned on the **Captions Required** setting, media without captions (including video, audio, and quizzes) can't be published. For a single item, a message guides you to upload or order captions. In bulk actions, items without captions fail to publish, and you see a message like: *Could not publish the following media due to missing captions.*

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