Edit media in Content Hubs

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This article is designated for all users.

About

The **edit page** lets you manage all key aspects of your content, including details, appearance, access, scheduling, assets, and permissions.

Settings are organized into tabs in a left-hand navigation, making it easy to move between different areas.

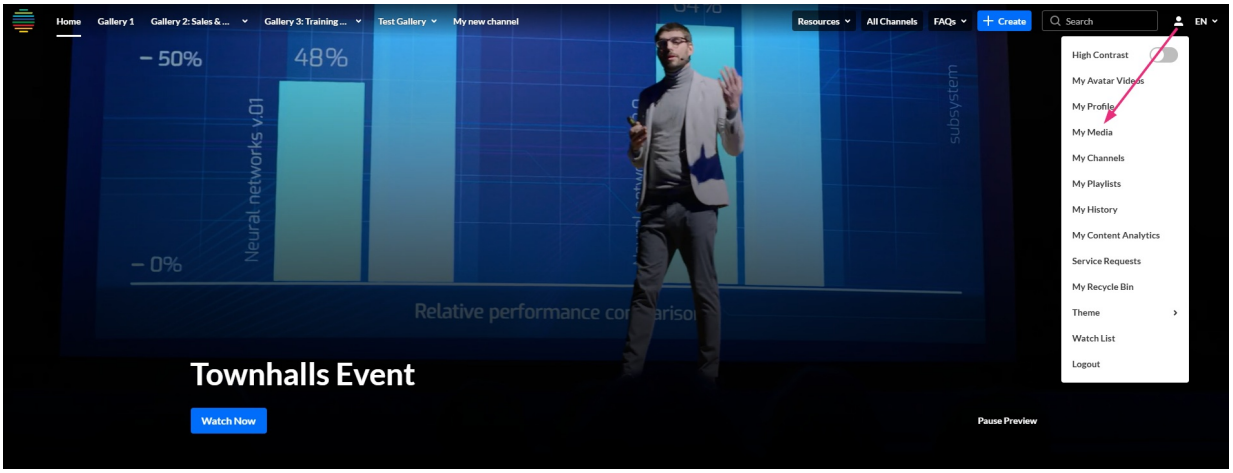
Who can use this

- Media owners
- Co-editors

- This feature requires the Theming module to be enabled with the 'mediaedit' feature set to 'yes'.
- Available actions may vary depending on your permissions.

Access the edit page

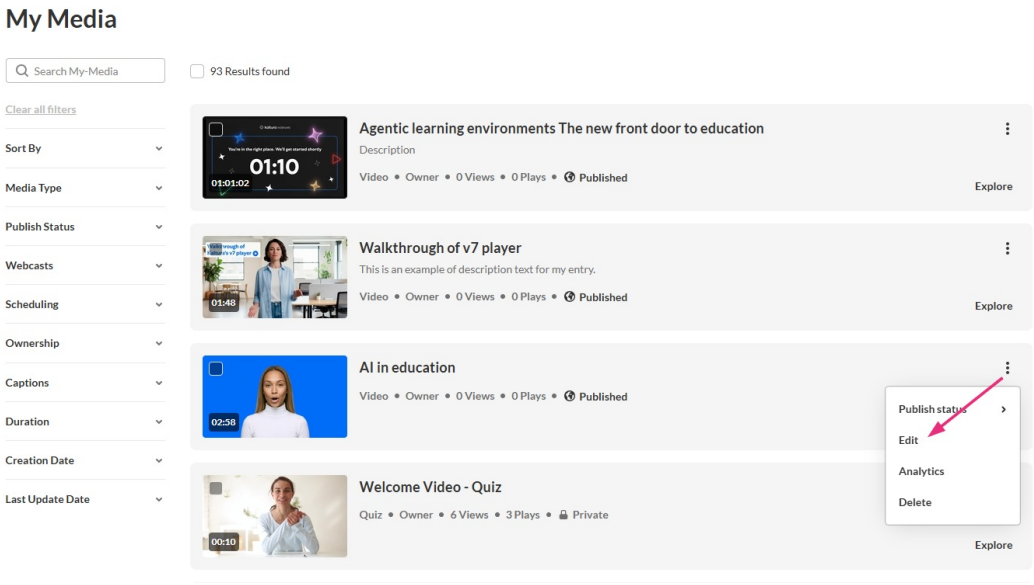
1. From the user menu, select My Media.



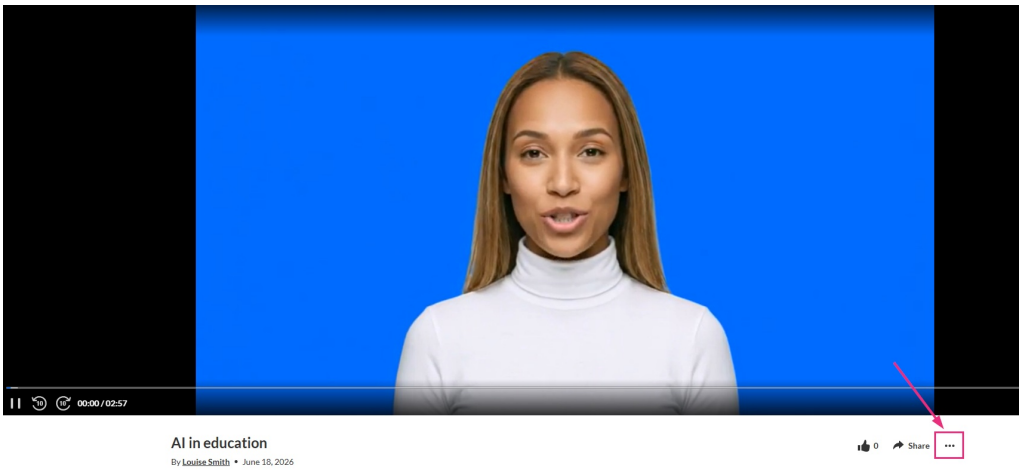
The 'My Media' page displays.

2. Click the **three dots** to the right of the desired media and select **Edit**.

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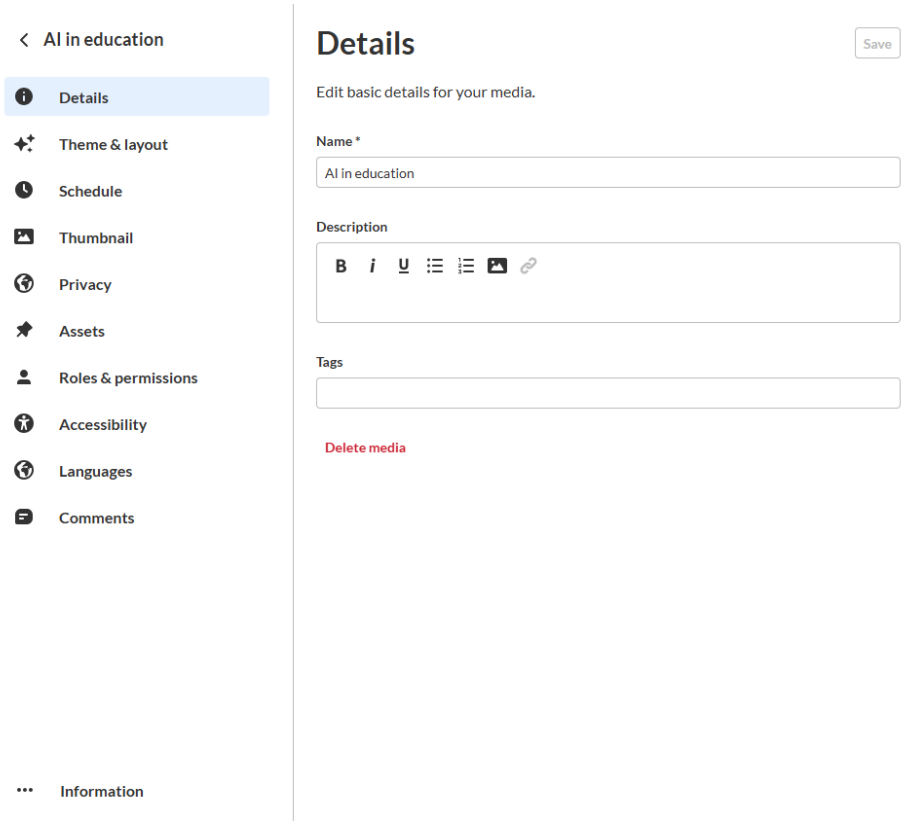


Alternatively, you can access the edit page from the media page by clicking the **three dots** below the player and selecting **Edit**.



The edit page opens on the **Details** tab by default, with a left-hand navigation.

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Edit tabs

Use the tabs in the left-hand navigation to manage different aspects of the media entry.

The available tabs depend on the media type, your role, enabled modules, and site configuration.

Details

Update the media's basic information, including title, description, tags, additional metadata, and any custom metadata required for publishing.

For the full guide, see Edit media details.

Theme and layout

Preview and configure the appearance and layout of the media page.

For the full guide, see Configure media page theme and layout.

Schedule

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Control when the media is available. Depending on the media type and enabled modules, this can include session availability and publishing schedules. Session types include Live, Webcasts, and Kaltura Room sessions.

For the full guide, see Schedule media to be viewed.

Thumbnail

Manage the media thumbnail by uploading images, selecting frames (for video), setting the default thumbnail, and removing unused thumbnails.

For the full guide, see Edit media thumbnails.

Privacy

Control who can view the media and review where it is published across applications. Available options depend on your permissions.

For the full guide, see Set media privacy.

Assets

Manage files associated with the media entry, including replacing the main media file, adding attachments, and controlling download options for viewers.

For the full guides, see:

- Replace media
- Add attachments to media
- Enable media downloads

Roles and permissions

Manage who has access to the media and what they can do. Add collaborators or moderators, manage speakers (when enabled), update permissions, transfer ownership, or export the users list.

For the full guide, see Edit roles and permissions.

Accessibility

Manage accessibility-related assets for the media, such as captions, audio descriptions, and alternate audio tracks. You can upload or create these assets, manage existing ones, and set default options where applicable.

For all the guides, see the Captioning & enrichment services category.

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Languages

Add and manage media metadata in multiple languages. You can define language-specific titles, descriptions, and tags, and set a default language for the media.

This tab is available only when multilingual support is enabled by your administrator.

For the full guide, see Manage metadata in multiple languages.

Streaming

Manage how live media entries are previewed, connected, recorded, delivered, and broadcast.

This tab is only available for live media entries and can include stream connection details, preview mode, DVR and recording settings, Live Studio configuration, and restream destinations.

For the full guide, see Edit media streaming settings.

Restream sessions

Connect and manage scheduled live sessions that receive the stream from a live master session. Each connected session receives the stream according to its own schedule.

This tab is available for live master sessions.

For the full guide, see Create and manage a master session for restreaming sessions.

Interactions

Manage viewer interaction features for supported live media entries. This tab is only available for live media entries and can include settings for group chat, comments and Q&A, reactions, and sentiment analysis.

For the full guide, see Manage live session interactions.

Comments

Manage comments for the media entry. When comments are enabled, viewers can leave comments on the media page, and media owners can control comment availability and moderate viewer comments.

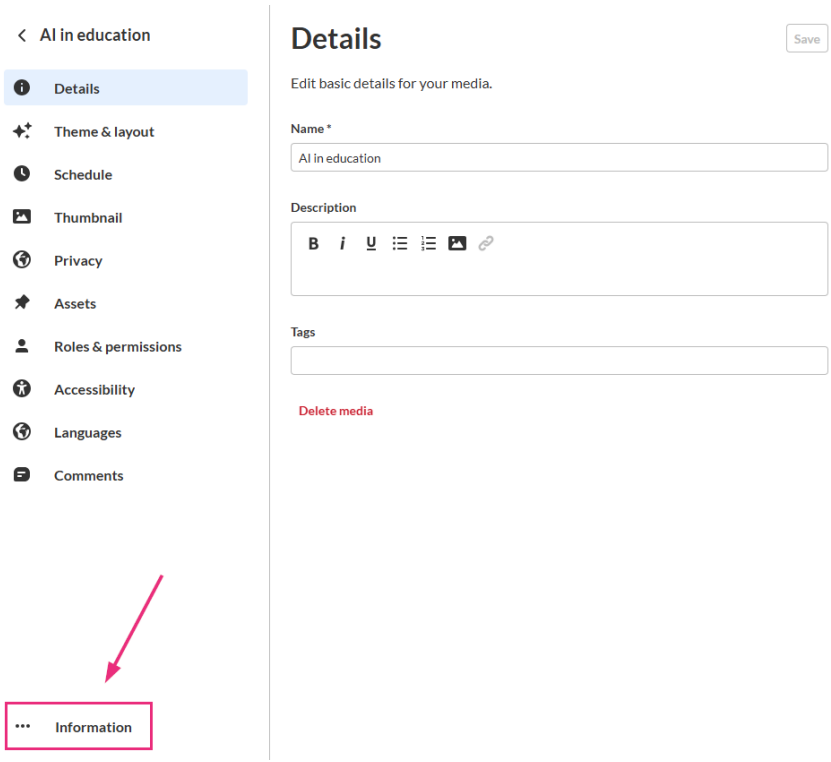
For the full guide, see Enable or disable comments on media in Content Hubs.

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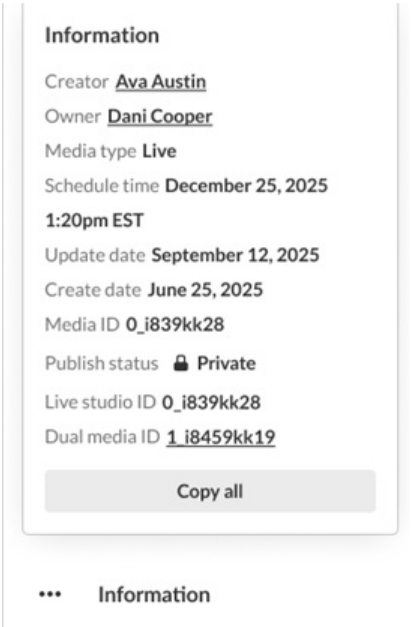
View media information

You can view key details about the media entry at any time using the **Information** panel.

Click **Information** at the bottom of the left navigation panel.



The information panel opens.



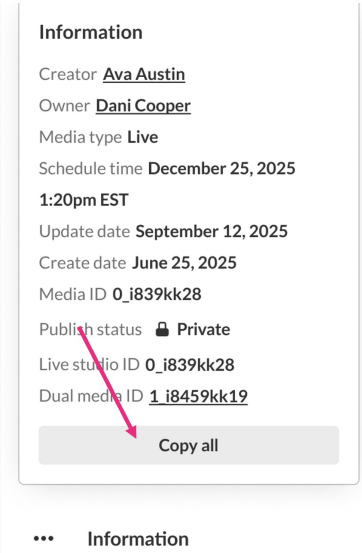
The panel displays details such as:

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- **Creator and owner (with links to their profiles)**
- **Media ID**
- **Media type**
- **Update date**
- **Creation date**
- **Last playback date**
- **Publish status**

- The information is available from any tab and does not affect your current view.
- Depending on the media type and configuration, additional details may appear.

Click **Copy all** to copy all displayed information in a readable format. This is useful for sharing media details or troubleshooting.



Click the **X** icon to close the panel.

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