

## Edit media in video portal - Theming

Last Modified on 07/05/2025 1:05 pm IDT

 This article is designated for all users.

### About

This guide covers how to edit and manage your media, offering options like metadata management, publishing settings, thumbnail customization, and more, so you can ensure your content is exactly how you want it.



You may lose some functionality if your display screen is under a certain width or when in mobile view.



These instructions are for [Theming](#) users. If you don't have Theming enabled on your account, please see our article [Edit media](#).

### Access the edit media page



If you cannot access your My Media Page content/actions or display editing tabs, as your administrator to give you the required permission.

### From My Media

1. Access the [My Media](#) page.

## My Media

127 Results found

[Clear all filters](#)

Sort By

Media Type

Publish Status

Webcasts

Scheduling

Ownership

Captions

Duration



**Demo - Quiz**  
 Quiz • Owner • 0 Plays

Explore



**Test DIY 1\_studio**  
 Monday, August 12, 2024, 7:55 PM - 8:55 PM UTC scheduled  
 Meeting • Group Co-Editor


Explore



**Test DIY 1**  
 Monday, August 12, 2024, 3:55 PM - 4:55 PM EDT scheduled  
 Webcast • Group Co-Editor

Explore

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




**Demo - Quiz**  
 Quiz • Owner • 0 Plays

Edit

Analytics


Delete



**Test DIY 1\_studio**

OR

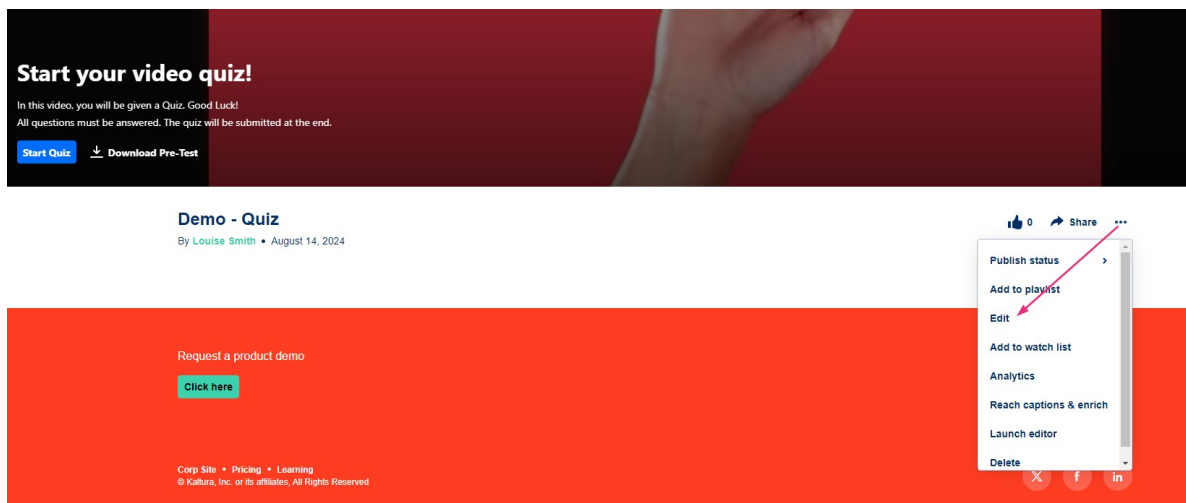
- On the My Media page, click on the thumbnail or title of the desired media.



**Demo - Quiz**  
 Quiz • Owner • 0 Plays

The media page displays.

- Click the **three dots** and select **Edit**.



## From My Channels

### 1. Access **My Channels**.

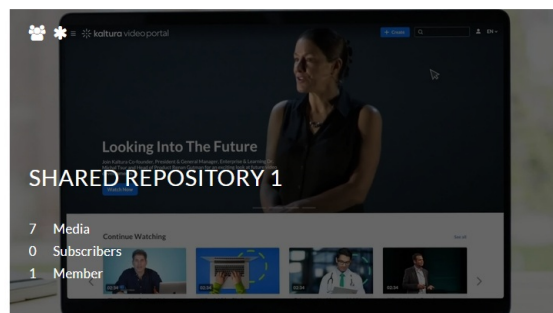
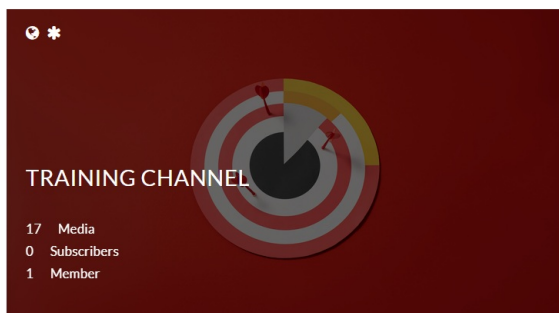
#### My Channels

Search For Channels

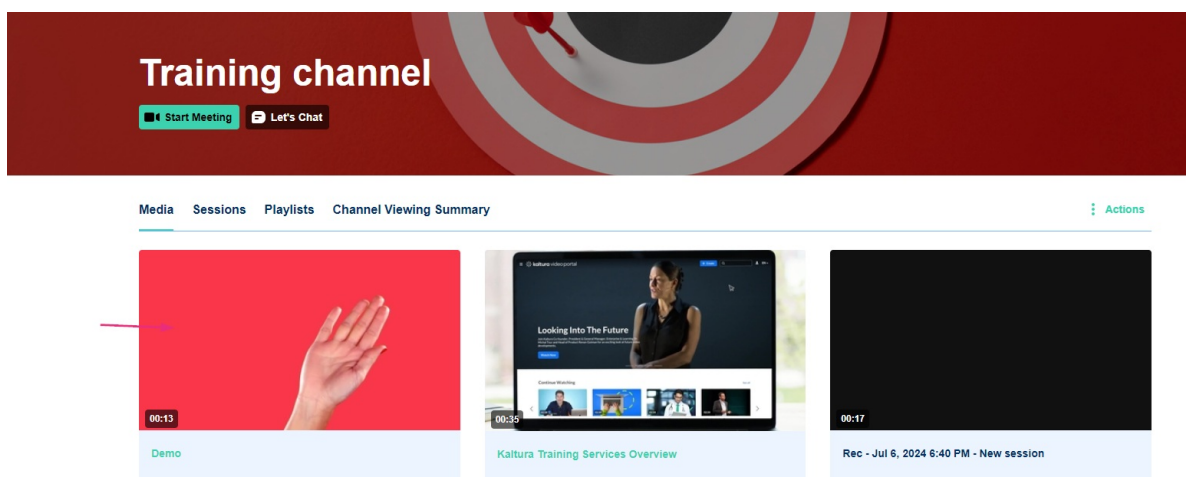
Filters >

Sort By: Media Count ▾

+ Create Channel



### 2. Under the **Media** tab, click on a channel thumbnail.

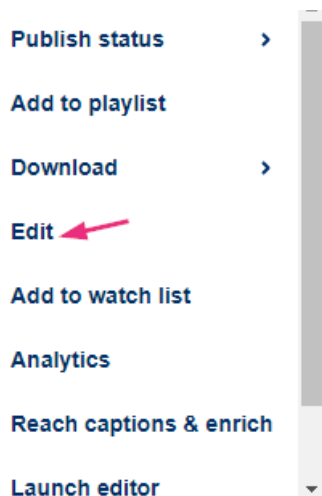


The media page displays.

3. Click the **three dots** on the lower right side of a media item to open the menu.



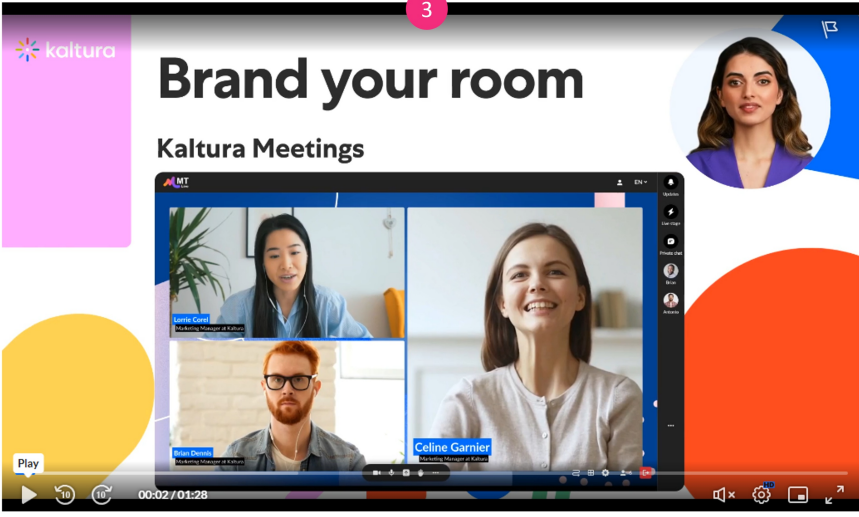
4. Select **Edit** from the menu.



## Features of the edit media page

[Back to Media Page](#)

Brand your room



**Basic Info**

Creator: louise. [redacted]

Owner: louise. [redacted]

Media Entry ID: 0\_235mwh97

Media Type: Video

Publish Status: Private

Creation date: December 15, 2024 9:48 AM Asia/Jerusalem

Update date: December 15, 2024 9:53 AM Asia/Jerusalem

Media asset update date: December 15, 2024 9:48 AM Asia/Jerusalem

[Launch Editor](#)

Details Languages Publish Options Collaboration Thumbnails Presenters Downloads Captions Attachments Timeline Replace Media

Name: (Required) Brand your room



The tabs that are displayed on the edit media page depend on your admin configuration.

**'Back to Media Page' (1)** - At the top of the page, you'll find the Back to Media Page link. Click this to exit the edit media page and return to the main media page.

**Media name (2)** - The title of your media entry is displayed prominently, making it easy to identify the content you're editing.

**Media player (3)** - Preview your media in the player. You can click to play, pause, and watch your content directly on this page.

**Basic information (4)** - To the right of the media player, you'll see a detailed list of the entry's basic information:

- **Creator:** The user who originally created the media.
- **Owner:** The owner of the media, with a [clickable link](#). Click the owner's name to view more media entries by them.
- **Media Entry ID:** A unique identifier generated by Kaltura servers for this entry.
- **Media Type:** Indicates the type of media (for example, video, image, document, or meeting).
- **Publish Status:** Shows the current status (for example, private, unlisted, or published).
- **Creation Date:** The date when the media was first created.
- **Update Date:** The last time any changes were made to the entry.
- **Media Asset Update Date:** If the media file was replaced, this reflects the replacement date.
  - For meeting entries only:
    - **Event Date & Time:** The scheduled date and time of the event.
    - **Add to Calendar:** A button to add the event to your calendar with a single click.

**Launch Editor button (5)** - Ready to make edits to your video? Click the Launch Editor button to open Kaltura's Video Editor and start customizing your content.

**Editing tabs (6)** - Under the player, you'll find a series of tabs for different editing functions (listed below). The tabs displayed here depend on your admin's configuration and may include options like metadata editing, publishing settings, analytics, and more.

## What you can do on the edit media page

Once you're on the edit media page, you may have access to these features, depending on the functions your admin has enabled for your account:

- [Edit media metadata](#)
  - [Setup metadata in different languages for your media](#)
  - [Publish media](#)
  - [Schedule media](#)
  - [Enable clipping](#)
  - [Disable comments and close discussion](#)
  - [Change media ownership and add collaborators](#)
  - [Set and modify thumbnails](#)
  - [Add speakers / presenters](#)
  - [Enable media download](#)
  - [Upload and manage captions](#)
  - [Add attachments](#)
  - [Manage chapters and slides](#)
  - [Replace media](#)
  - [Customize the entry display](#)
  - [Delete the entry](#)
  - [Launch the video editor](#)
  - [Manage chat settings for the New Room](#)
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