

Edit media in Video Portal - Theming

Last Modified on 04/05/2026 1:21 pm IDT

 This article is designated for all users.

About

The **edit media page** lets you manage all key aspects of your media, 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

Available actions may vary depending on your permissions.



- These instructions apply to the [Theming](#) experience. If Theming is not enabled in your account, see [Edit media](#).
- Requires the [Mediaedit](#) feature in the Theming module to be enabled.

Access the edit media page

1. From the user menu, select [My Media](#).



The 'My Media' page displays.

< Kaltura's Theming design system (Source)

i Details

✦ Theme & layout

🕒 Schedule

🖼️ Thumbnail

🔒 Privacy

★ Assets

👤 Roles & permissions

♿ Accessibility

Details

Save

Edit basic details for your media.

Name*

Kaltura's Theming design system (Source)

Description

B *i* U ☰ ☷ 🖼️ 🔗

Tags

single text

multi text

+ Add

single date no time

📅 dd/mm/yyyy

multi date with time

📅 dd/mm/yyyy

🕒 hh:mm aa

Edit tabs

Use the tabs in the left-hand navigation to manage different aspects of the media entry. The available tabs depend on your role, enabled modules, and site configuration.

i Details

✦ Theme & layout

🕒 Schedule

🖼️ Thumbnail

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♿ Accessibility

Details

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

For the full guide, see [Edit media details](#).

Theme and layout

Preview how the media appears in a player.

For the full guide, see [Configure media theme and layout](#).

Schedule

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 in Video Portal](#).

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](#)
- [Manage media attachments](#)
- [Manage 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](#).

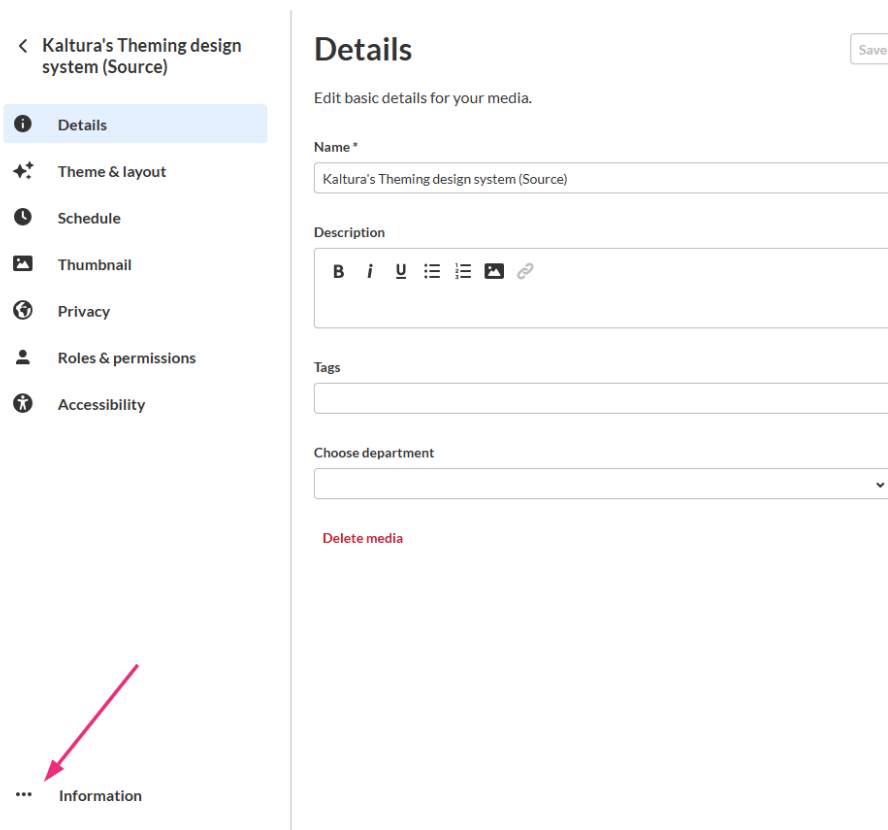
Accessibility

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.

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.

Information

Creator [Ava Austin](#)

Owner [Dani Cooper](#)

Media type **Live**

Schedule time **December 25, 2025**
1:20pm EST

Update date **September 12, 2025**

Create date **June 25, 2025**

Media ID **0_i839kk28**

Publish status **Private**

Live studio ID **0_i839kk28**

Dual media ID **1_i8459kk19**

Copy all

*** Information

The panel displays details such as:

- **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.

InformationCreator [Ava Austin](#)Owner [Dani Cooper](#)Media type **Live**Schedule time **December 25, 2025****1:20pm EST**Update date **September 12, 2025**Create date **June 25, 2025**Media ID [0_i839kk28](#)Publish status  **Private**Live studio ID [0_i839kk28](#)Dual media ID [1_i8459kk19](#) **Copy all**... **Information**

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