kaltura

Edit media in Canvas - Theming

Last Modified on 06/10/2025 5:23 pm IDT

👥 This article is designated for all users.

About

This guide covers how to edit and manage your media in your LMS application, 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.

> ℹ️
> The instructions below are for Theming users. If you don't have Theming enabled on your account, please refer to our article 'Edit media'.

Access the edit media page

> ℹ️
> 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.
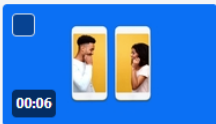
2. On the My Media page, click the **three dots** to the right of the desired media and select **Edit**.

OR

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

The media page displays.

2. Click the **three dots** to open the menu.

Hello world

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👍 0   ↱ Embed   •••

3. Select **Edit.**

Edit ⟵

Analytics

Reach captions & enrich

Launch editor

Delete
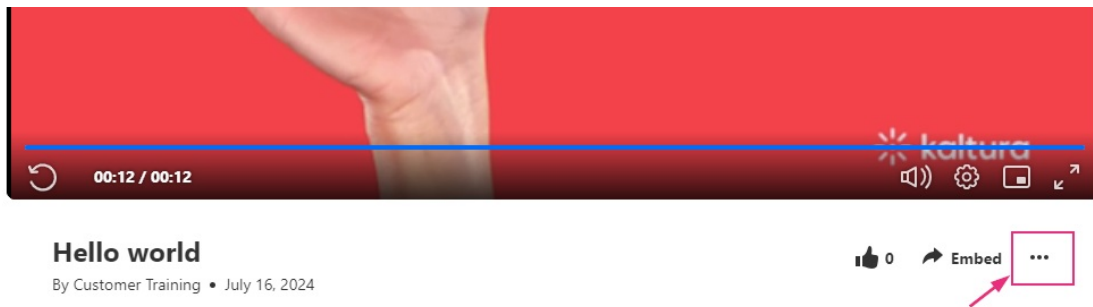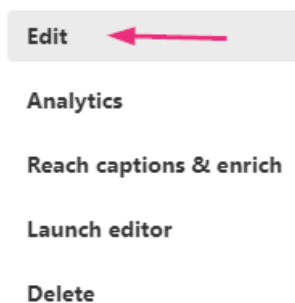
From Media Gallery

1. Access the **Media Gallery**.

Media Gallery

🎥 Start Meeting   ↗ Visit Site

Media   Playlists   ⋮ Actions

Kaltura Capture Demo

08:12 Succession (HBO) Series Finale Piano Suite

00:13 Demo_(Source) - Quiz

00:04

00:13

00:05
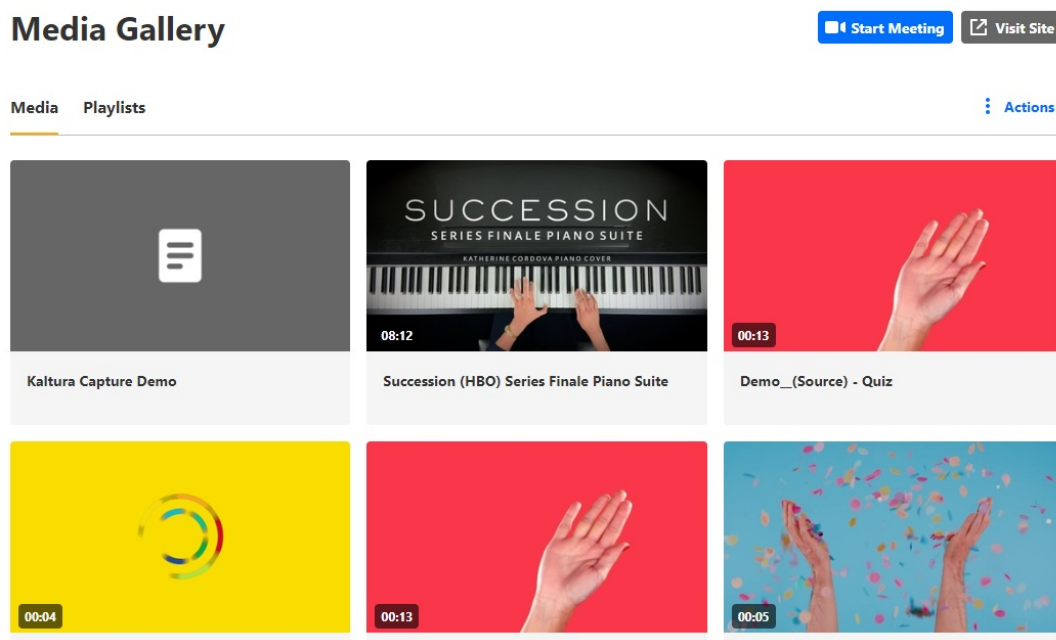
2. Under the **Media** tab, click on the thumbnail of the desired media.

![Kaltura logo]

The media page displays.

3. Click the **three dots** and select **Edit** from the menu.

![Kaltura logo]

Demo__(Source) - Quiz

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Edit
Analytics
Reach captions & enrich
Launch editor

What you can do on the edit media page

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

Registration   Chat

Name: (Required)   `Demo`

Description: Black ▾   Bold   *Italic*   Underline   ☰ ☷ ☲ ☲ 🔗 🖼

Enter Description...

Tags:

⊕ Click to add required metadata for shared repository

Department Name:

Department Division: Select a value ▾

Date Established: [   ] ▦

Publishing Schedule: ◉ Always ○ Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Save   Go To Media   Go To Channel   Delete Entry

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

Once you're on the edit media page, you can:

- 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
- Enable media download
- Upload and manage captions
- Add attachments
- Manage chapters and slides
- Replace media
- Customize the entry display
- Delete the entry
- Launch the Editor