Edit media details in Canvas

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This article is designated for all users.

About

The **Details** tab lets you view and update the basic information for a media entry. This includes the media title, description, tags, and additional metadata required for publishing.

Who can use this

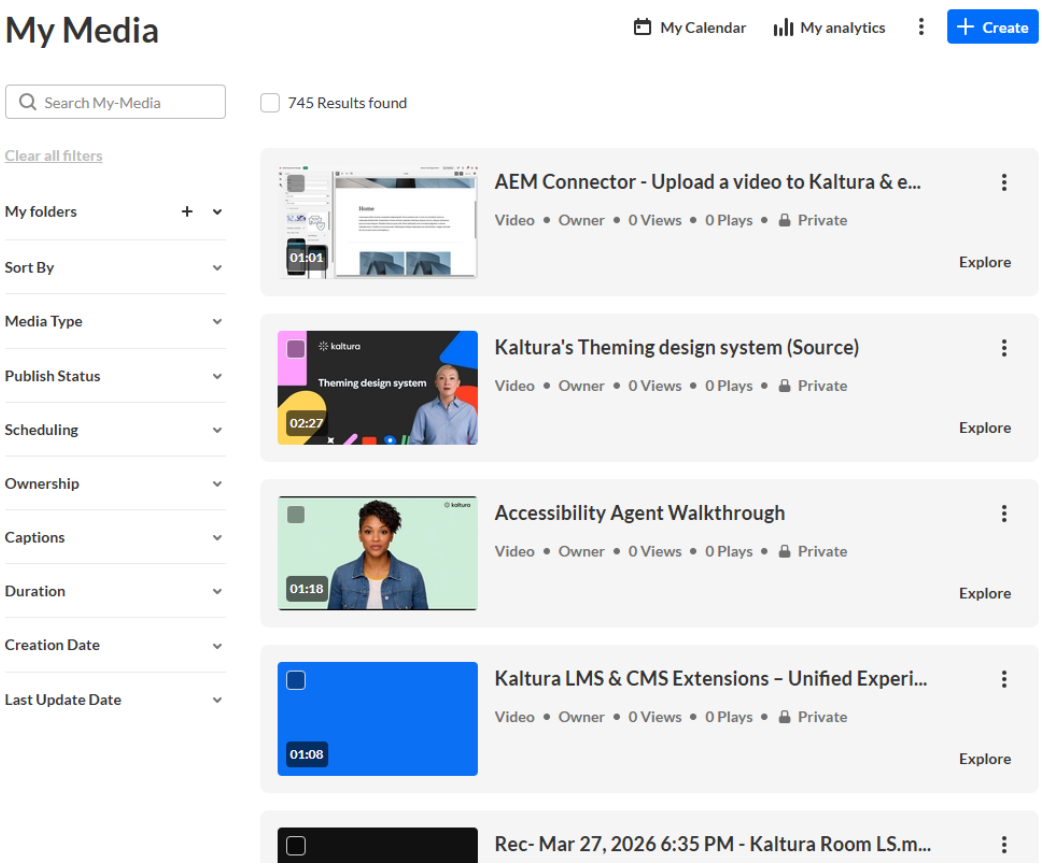
- Media owners
- Co-editors

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

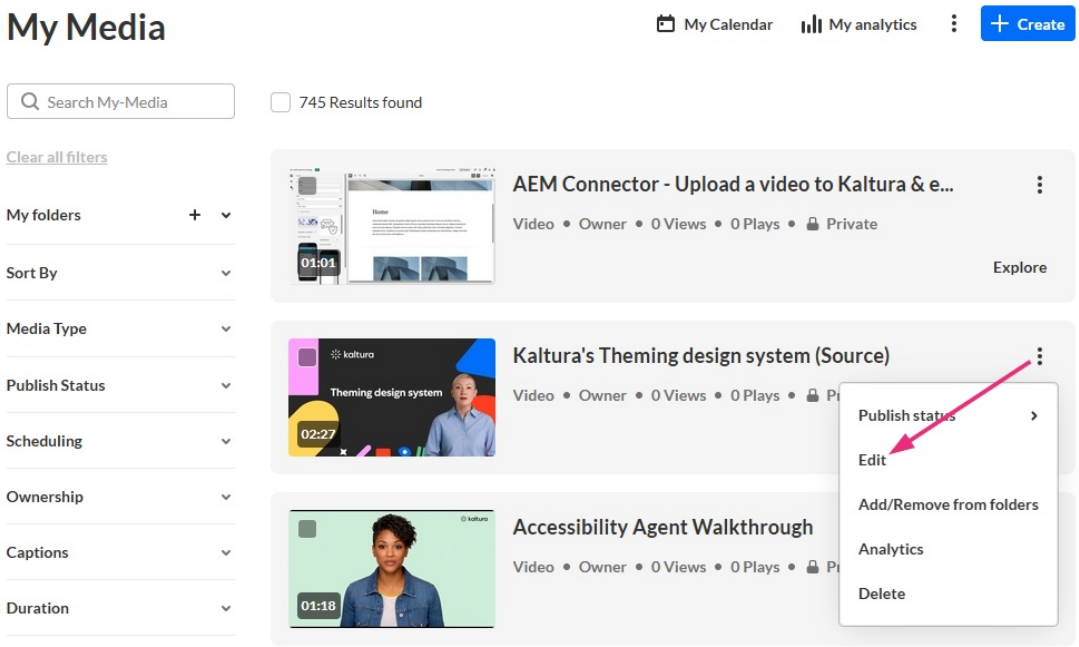
Access the Details tab

1. Go to your **My Media**.

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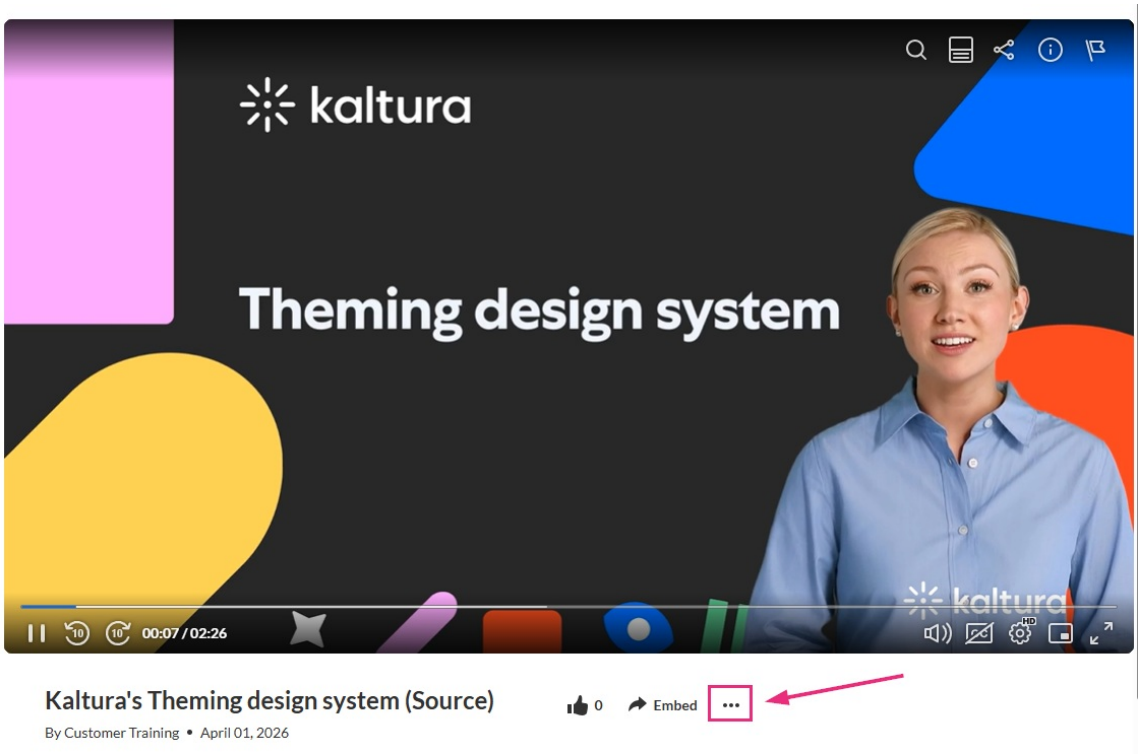


2. On the My Media page, click the **three dots** to the right of the desired media and select **Edit**.

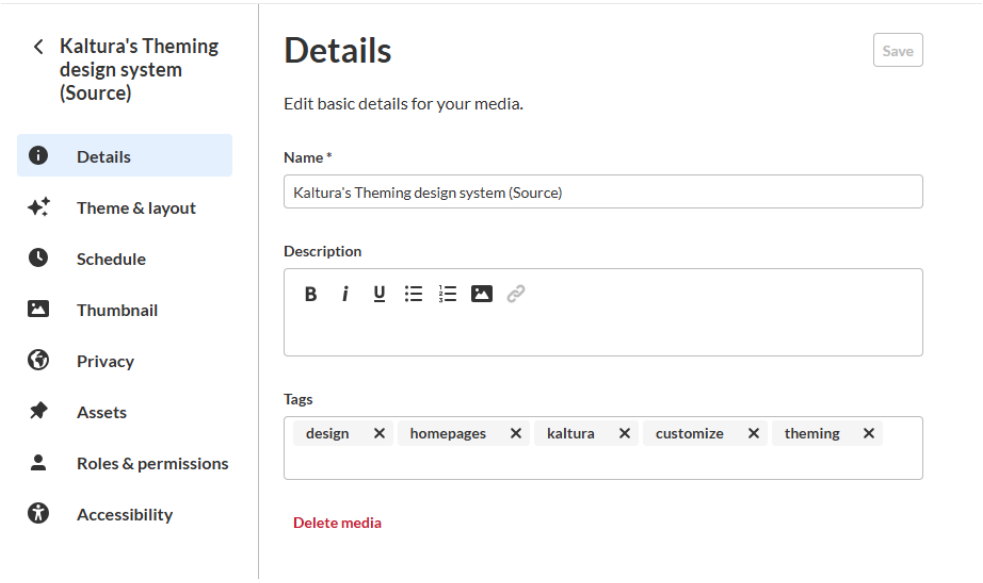


Alternatively, you can access the Details tab from the **media page** by clicking the **three dots** below the player and selecting **Edit**.

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



Update media details

You can update the following fields and then click **Save** in the top-right corner to apply your changes:

- **Name** - Enter a name for the media (required).
- **Description** - Enter a description using the rich text editor. You can format text, add links, and include images.

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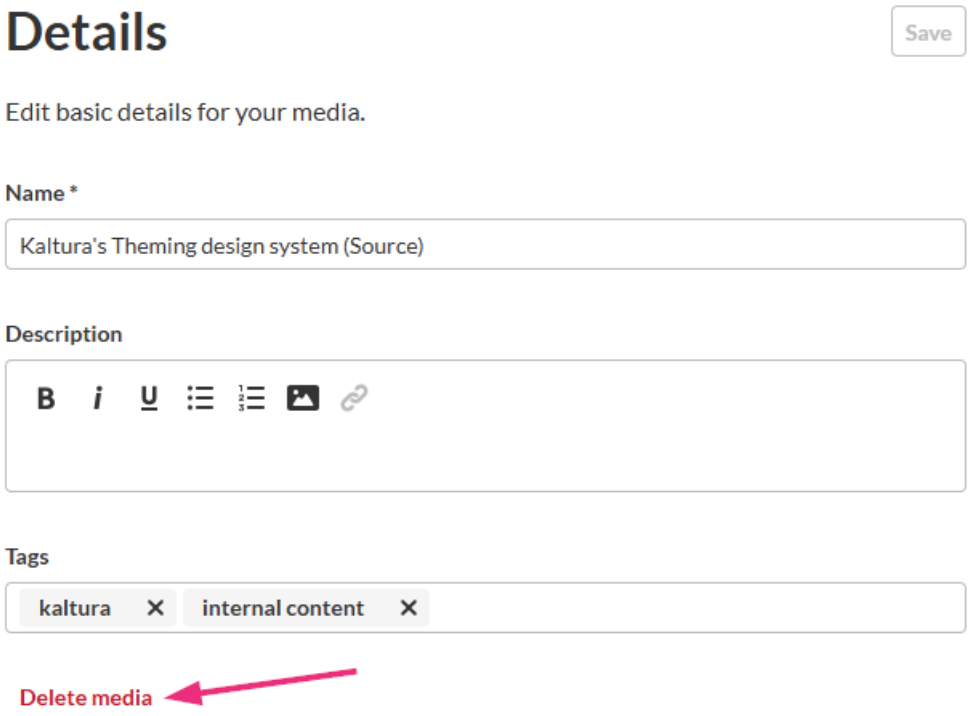
- **Tags** - Add tags to help categorize and search for the media. Start typing to select existing tags or create new ones.

Additional fields may appear depending on your site configuration. These fields are defined by your administrator.

Delete media

Only media owners and faculty can delete media. If you don't have permission, the **Delete media** option isn't shown.

1. Scroll to the bottom of the tab and click **Delete media**.



   A confirmation displays: *Are you sure you want to delete the media "[title]"?*

2. Click **Delete** to continue.

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