

# Delete media in Canvas - Theming


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 This article is designated for all users.

## About


Keeping your media library organized and up-to-date is important. Over time, you may find that certain videos or media entries need to be updated or removed to maintain a high-quality learning experience.

This guide will show you how to easily delete media items from your My Media within your LMS. And if you ever need to retrieve a deleted item, you can restore it from the [Recycle bin](#) (if this feature enabled). Check out our article [Restore items from the Recycle bin](#) to learn more.

 You cannot delete published media. You must unpublish it before you can delete it.

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

## Delete a single item

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

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

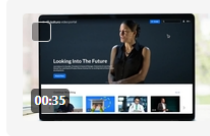
## My Media

My Calendar My analytics [+ Create](#)

Search My-Media

[Filters](#)

711 Results found

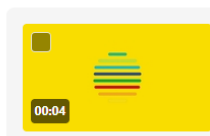


**Clip of Kaltura Training Services Overview**

Description

VOD • Owner • 5 Plays • [Published](#)

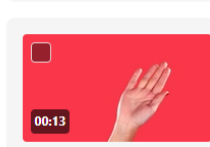
[Explore](#)



**Kaltura Training Services Overview**

VOD • Owner • 9 Plays • [Private](#)

[Explore](#)

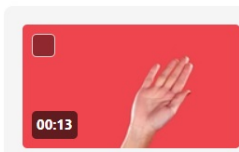


**Hello world**

VOD • Owner • 7 Plays • [Private](#)

[Explore](#)


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



**Hello world**

VOD • Owner • 7 Plays • [Private](#)

- Edit
- Analytics
- Delete



**Kaltura training**

A confirmation message displays. The message varies based on whether the recycle bin is enabled:

**Recycle bin is not enabled:** *Are you sure you want to permanently delete this item from your media library? (ID: xxx) Note: This action is irreversible and deleted items are unrecoverable.*

### Delete Confirmation

Are you sure you want to permanently delete this item from your media library?  
(ID: 1\_ogntubb1)  
Note: This action is irreversible and deleted items are unrecoverable.

[Cancel](#) [Delete](#)

**Recycle bin enabled:** *Are you sure you want to delete this media and move it to*

*the recycle bin? The media will be automatically deleted from the recycle bin within 30 days.*

## Move to Recycle bin

Are you sure you want to delete this media (ID: 1\_ogntubb1) and move it to the recycle bin? This media will be automatically deleted from the recycle bin within 30 days.

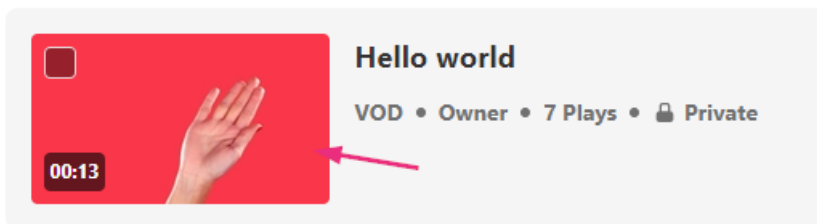
Cancel

Delete

3. Click **Delete**.

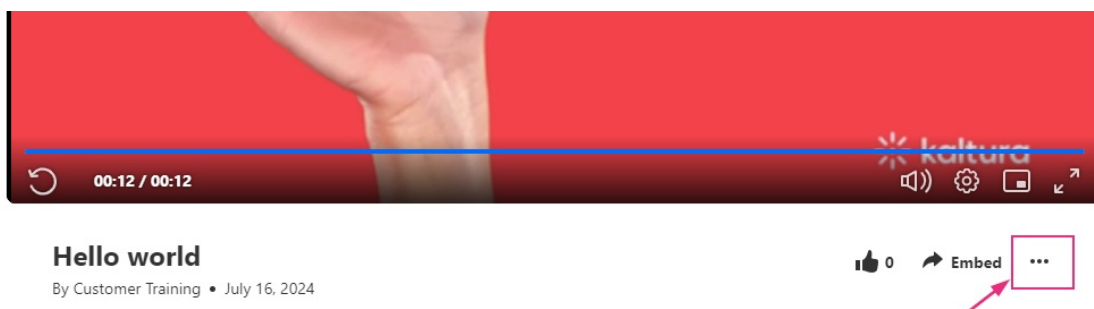
**OR**

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.



3. Select **Delete**.

Edit

Analytics

Reach captions & enrich

Launch editor

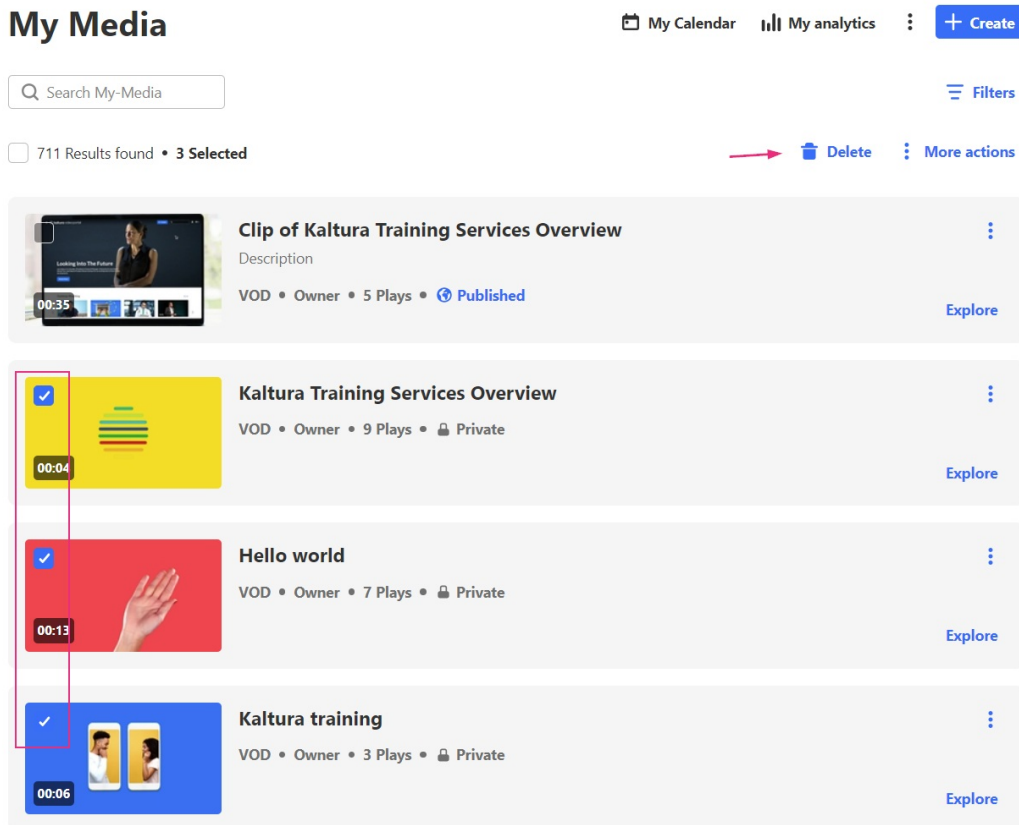
Delete ←

A confirmation message displays. The message varies based on whether the recycle bin is enabled ([see above](#)).

4. Click **Delete**.

## Delete multiple items

1. On your **My Media** page, check the boxes on the desired items.
2. Scroll to the top of the page, and click **Delete**. (Note the Delete option doesn't display until you select at least one item.)



The screenshot shows the 'My Media' interface. At the top, there are navigation options: 'My Calendar', 'My analytics', and a '+ Create' button. Below this is a search bar labeled 'Search My-Media' and a 'Filters' button. The main content area shows '711 Results found • 3 Selected'. A red arrow points to the 'Delete' button, which is only visible after items are selected. Three items are listed, each with a checked checkbox:

- Clip of Kaltura Training Services Overview**: VOD • Owner • 5 Plays • Published. Duration: 00:35.
- Kaltura Training Services Overview**: VOD • Owner • 9 Plays • Private. Duration: 00:04.
- Hello world**: VOD • Owner • 7 Plays • Private. Duration: 00:13.
- Kaltura training**: VOD • Owner • 3 Plays • Private. Duration: 00:06.

A confirmation message displays. The message varies based on whether the recycle bin is enabled ([see above](#))

3. Click **Delete**.