

# Delete media in Canvas - Theming

Last Modified on 06/12/2025 12:28 pm IDT

2会 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.

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

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The instructions below are for Theming users. If you don't have Theming enabled on your account, please refer to our article 'Delete 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	III My analytics	:	+ Create
Q Search My-Media					<b>T</b> Filters
711 Results found					
	Clip of Kaltura Training Services Overvie Description	w			÷
00:35	VOD • Owner • 5 Plays • 🕜 Published				Explore
• _	Kaltura Training Services Overview				÷
00:04	VOD • Owner • 9 Plays • 🚔 Private				Explore
	Hello world				÷
00:13	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	
00:13		Edit Analytics
	Kaltura training	Delete

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

#### Recycle bin is not enabled

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				
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				

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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.

	No. 1 contas umas
00:12/00:12	₫) @ ∎ 2
Hello world By Customer Training • July 16, 2024	∎∎ 0 ← Embed ····

#### 3. Click Delete.

Edit
Analytics
Reach captions & enrich
Launch editor
Delete ┥ 🗕

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

### Recycle bin is not enabled

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

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Move to Recycle bin	
Are you sure you want to delete this media (ID: 1_ogntubb1) and move recycle bin? This media will be automatically deleted from the recycle b days.	
Cancel	Delete

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**.

VOD • Owner • 8 Plays • ( Published

The Delete option doesn't display until you select at least one item. 🖬 My Calendar 🛛 📊 My analytics + Create **My Media** : Q Search My-Media = Filters 733 Results found • 3 Selected Publish Ê More actions Delete Celebrate : VOD • Owner • 176 Plays • 😚 Published Explore : Demo (Source) VOD • Owner • 7 Plays • 🔒 Private 00:1 Explore Branding tips :

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

#### 3. Click Delete.