

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.

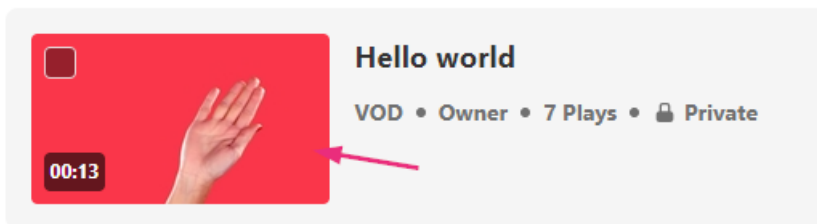
Cancel

Delete

3. Click **Delete**.

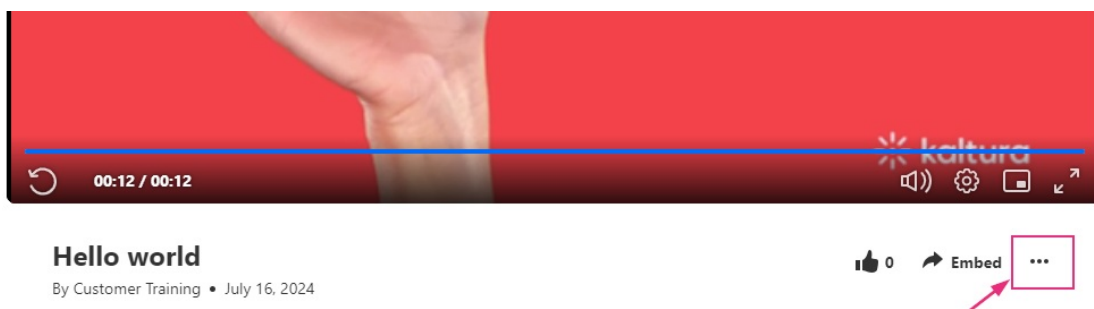
OR

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

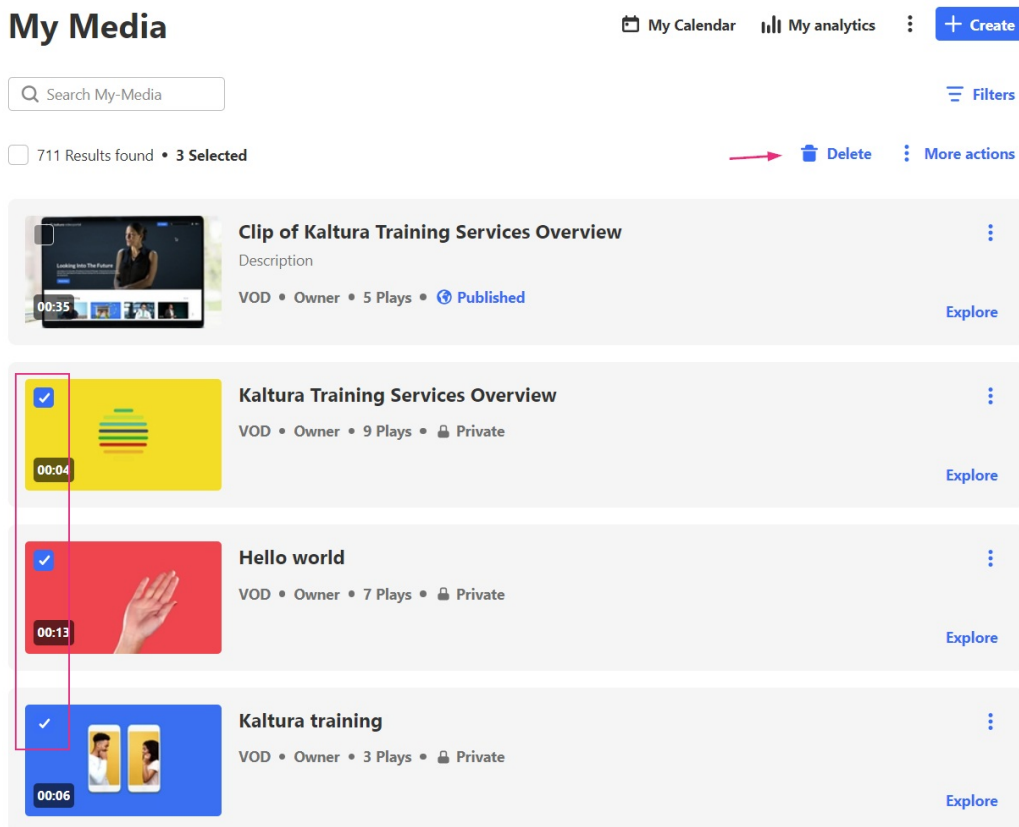
Delete ←

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' page in the Kaltura 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 a list of video items. The first item is 'Clip of Kaltura Training Services Overview' (00:35, VOD, Owner, 5 Plays, Published). The next three items are 'Kaltura Training Services Overview' (00:04, VOD, Owner, 9 Plays, Private), 'Hello world' (00:13, VOD, Owner, 7 Plays, Private), and 'Kaltura training' (00:06, VOD, Owner, 3 Plays, Private). Each item has a blue checkmark in a box to its left, indicating it is selected. A red arrow points to the 'Delete' button in the top right corner of the list, which is only visible after at least one item is selected.

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

3. Click **Delete**.

