# kaltura

# 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.
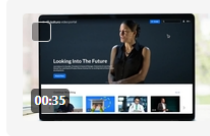
1. Access the My Media page.

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



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.*



**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.
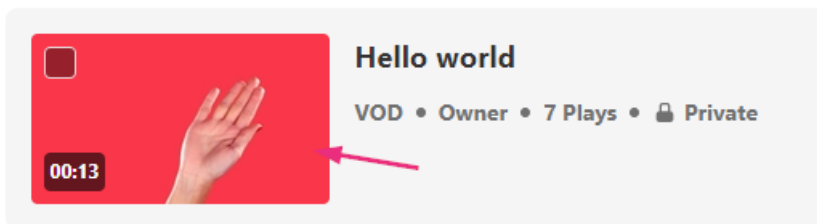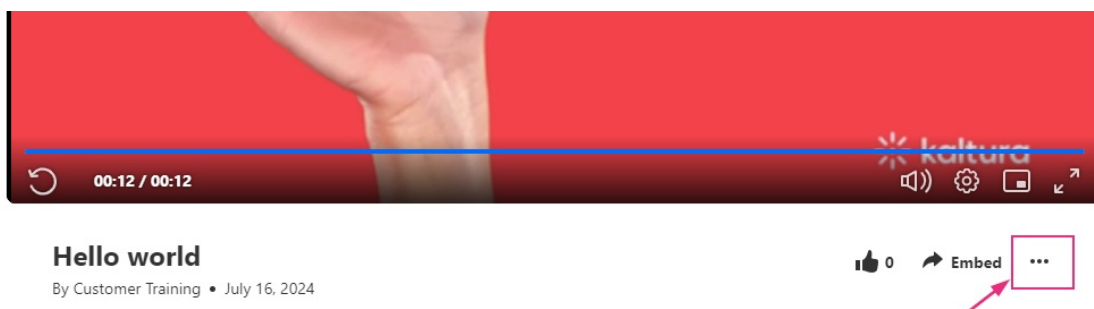
Cancel    **Delete**

3. Click **Delete**.

**OR**

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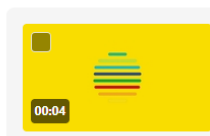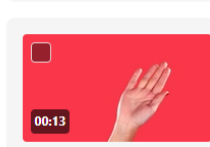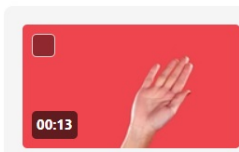
**Hello world**

VOD • Owner • 7 Plays • 🔒 Private

00:13

The media page displays.

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

00:12 / 00:12

**Hello world**

By Customer Training • July 16, 2024

👍 0    ➤ Embed    •••

3. Select **Delete.**
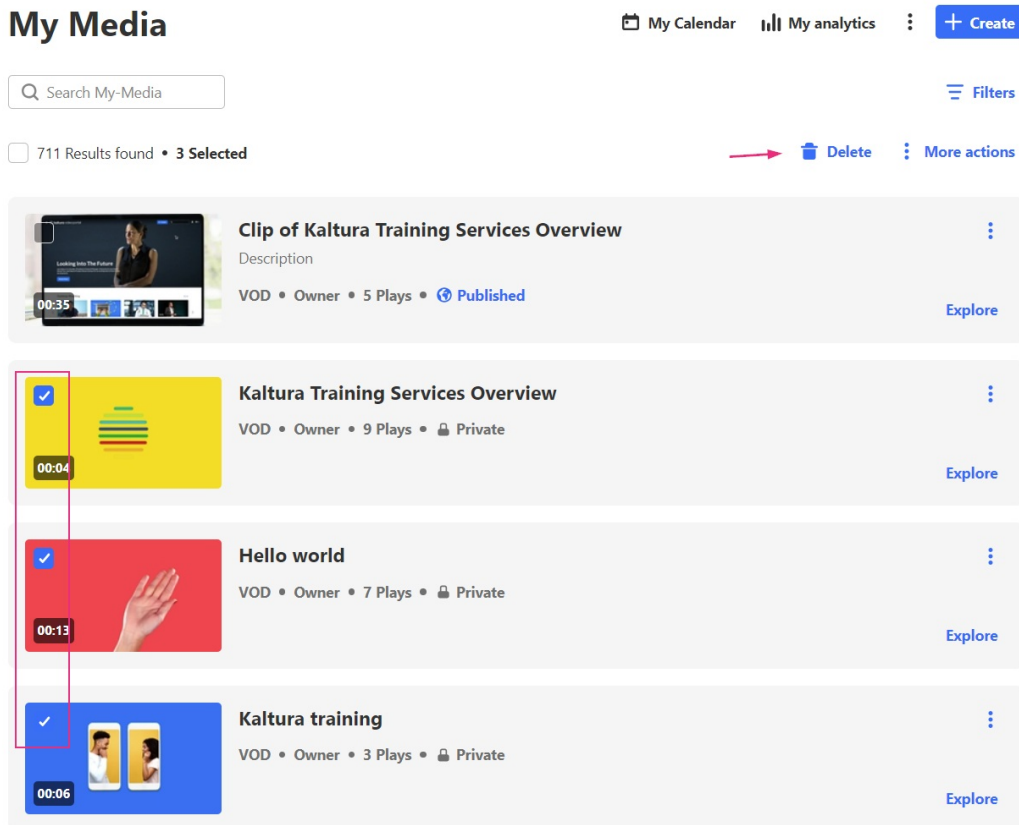
Edit

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.)



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

3. Click **Delete**.