

## Schedule media in Canvas (legacy)

Last Modified on 06/04/2026 9:18 am IDT

 This article is designated for all users.

### About

Scheduling media in your LMS allows you to control when your content becomes viewable to your audience.

Whether you're planning a future release or managing past content, scheduling helps you keep your Video Portal organized and timely.



This feature requires the [scheduling module](#) to be enabled.

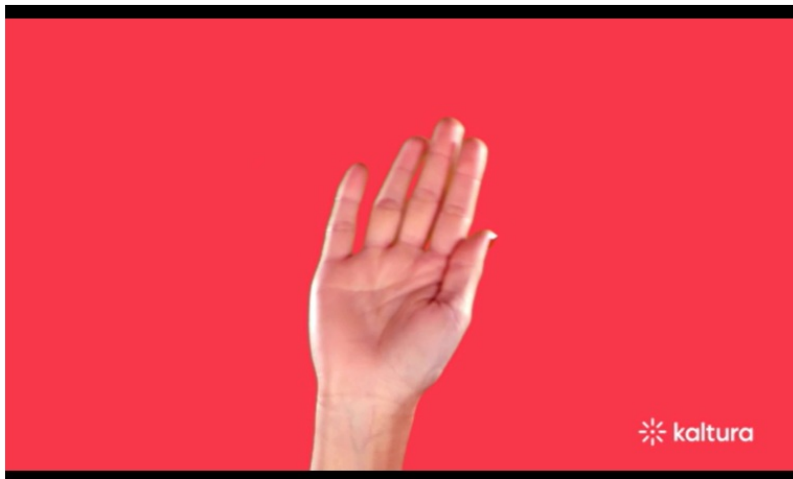
These instructions apply to the legacy **LMS Video** integration. If you're using LMS Video with Theming, please refer to the [LMS Rich Media Extensions category](#).

### Access the Publishing schedule settings

1. Access the edit media page.

The edit media page displays with the **Details** tab open by default.

## Hello world



### Basic Info

Creator: Customer Training

Owner: Customer Training

Media Entry ID: 1\_s97rdxq6

Media Type: Video

Publish Status: Private

Creation date:

July 16, 2024 2:14 PM GMT

Update date:

September 03, 2024 7:06 AM GMT

Media asset update date:

July 16, 2024 2:15 PM GMT

[Launch Editor](#)

[Details](#) [Publish](#) [Options](#) [Collaboration](#) [Thumbnails](#) [Downloads](#) [Captions](#) [Attachments](#) [Timeline](#) [Replace Media](#)

Name:  (Required)

Description: **Black** **Bold** *Italic* Underline      

## 2. Scroll down to **Publishing schedule**.

[Details](#) [Publish](#) [Options](#) [Collaboration](#) [Thumbnails](#) [Downloads](#) [Captions](#) [Attachments](#) [Timeline](#) [Replace Media](#)

Name:  (Required)

Description: **Black** **Bold** *Italic* Underline      

Tags:

 Click to add required metadata for shared repository

Publishing Schedule:  Always  Specific Time Frame  
(The time range in which this media will be visible to users in published channels/categories)

[Save](#)

[Go To Media](#)

[Delete Entry](#)

By default, content is always available.

## Set a schedule

1. Configure the following to schedule content:

- **Specific Time Frame** - Select this option to set the time range in which this media will be visible to users in published channels / galleries.

Publishing Schedule:  Always  Specific Time Frame  
(The time range in which this media will be visible to users in published channels/categories)

Start Time:

End Time:

- **Start Time** (date and hour) - In the first field, click the dots to the right of the date field and choose a date from the calendar that pops up.

Department Name:

Department Division:

Date Established:

Publishing Schedule:

Start Time:

End Time:

« September 2024 »

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

- **End Time** (date and hour) - Click the dots to the right of the date field and choose the desired time from the drop-down options, or type directly into the field and press Enter (the default is no end time).

Publishing Schedule:  Always  Specific Time Frame

(The time range in which this media will be visible to users in published channels/categories)

Start Time:

End Time:

- Choose a **time zone** by clicking on the drop-down menu and choosing an option.

Publishing Schedule:  Always  Specific Time Frame

(The time range in which this media will be visible to users in published channels/categories)

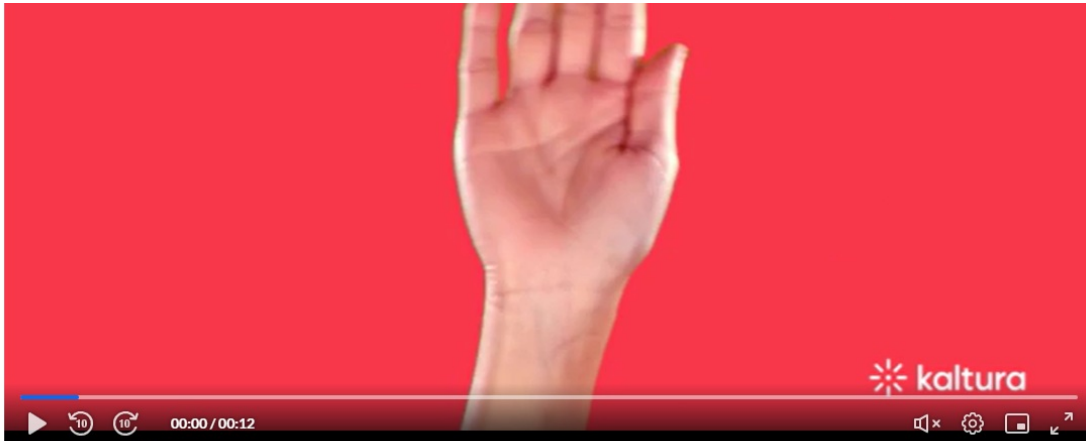
Start Time:

End Time:

- You can also type in the search field to search for an option.

## 2. Click **Save**.

The media will be visible to you or other users between the scheduled start and end times. Only the media owner can see the entry in My Media.



## Hello world

♥ 0    💬 0

From Customer Training July 16, 2024

### AVAILABLE TO VIEW

From: Tuesday, September 03, 2024 10:15 AM GMT+3  
 Until: Wednesday, September 04, 2024 11:15 AM GMT+3

Details    Share    🔍

← Back    ACTIONS ▾

## Find scheduled items

You can filter entries from different scheduling availabilities on the My Media page, as shown in the example below.

**My Media**    🔄    🕒    📅 My Calendar    🏠 My Dashboard    🗑️ My recycle bin

🔍 Search My Media    ⓘ

Filters ▾    ≡    ≡≡    ≡≡≡    **Add New** ▾    ACTIONS ▾

Search In: All Fields ▾    Sort By: Creation Date - Descending ▾

Media Type	Publish Status	Scheduling	Ownership
<input checked="" type="checkbox"/> All Media	<input checked="" type="checkbox"/> All Statuses	<input checked="" type="checkbox"/> All Availabilities	<input checked="" type="checkbox"/> Any Owner
<input type="checkbox"/> Video	<input type="checkbox"/> Private	<input type="checkbox"/> Future Scheduling	<input type="checkbox"/> Media I or My Group Owns
<input type="checkbox"/> Quiz	<input type="checkbox"/> Published	<input type="checkbox"/> Available Now	<input type="checkbox"/> Media My Group Owns
<input type="checkbox"/> Audio	<input type="checkbox"/> Pending	<input type="checkbox"/> Past Scheduling	<input type="checkbox"/> Media I Can Edit
<input type="checkbox"/> Draft	<input type="checkbox"/> Rejected		<input type="checkbox"/> Media I Can View
<input type="checkbox"/> Image			<input type="checkbox"/> Media I Can Publish
<input type="checkbox"/> Live Events			

- **All Availabilities** - Includes all entries, regardless of their scheduling window.
- **Future Scheduling** - Entries with a start time in the future, visible in categories/channels when the time comes.
- **Past Scheduling** - Entries with a start time in the past, no longer visible in categories/channels.



- Scheduled media can be added to a playlist but won't appear until its start time.
- Scheduled unlisted media remains visible only to the owner until its start time.
- Scheduled media can be published but won't appear in the category/channel until its start time.