


# Schedule media in Canvas

Last Modified on 09/29/2024 10:04 am IDT

 This article is designated for all users.

## About

Scheduling media in your [KAF application](#) allows you to control when your content becomes viewable to your audience. In this guide, we'll walk you through the steps to set up specific start and end times for your media, ensuring it appears exactly when you want it to. Whether you're planning a future release or managing past content, scheduling helps you keep your video portal organized and timely.

 Your administrator must enable the [scheduling module](#) for this feature to work.

## 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](#) [List](#) [List](#) [List](#) [List](#) [Link](#) [Image](#)

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

Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Timeline Replace Media

Name:  (Required)

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Enter Description...

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:  [Dots]  [Dropdown: (UTC +3:00) Damascus (+03)]

End Time:  [Dots]

- **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: 02/09/2024 12:30 PM

End Time: \_\_\_\_\_

(UTC -5:00) Chicago (CDT)

Save Go To Media

- **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: 02/09/2024 12:30 PM

End Time: \_\_\_\_\_

(UTC -5:00) Chicago (CDT)

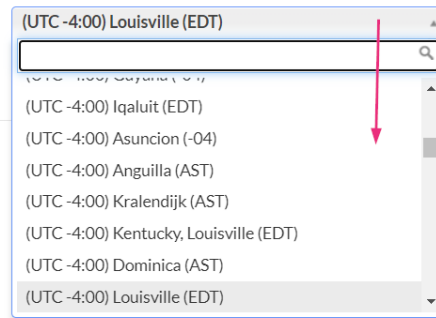
Save Go To Media

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

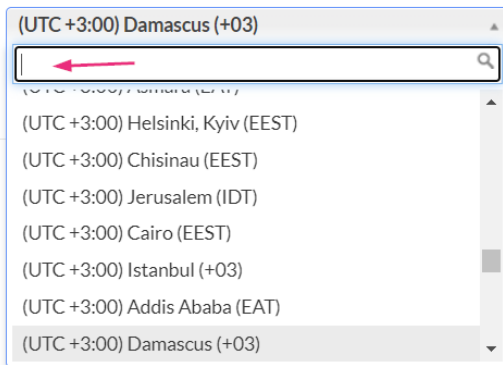
Publishing Schedule:  Always  Specific Time Frame  
(The time range in which this media will be visible to users in published channels/categories)

Start Time:

End Time:

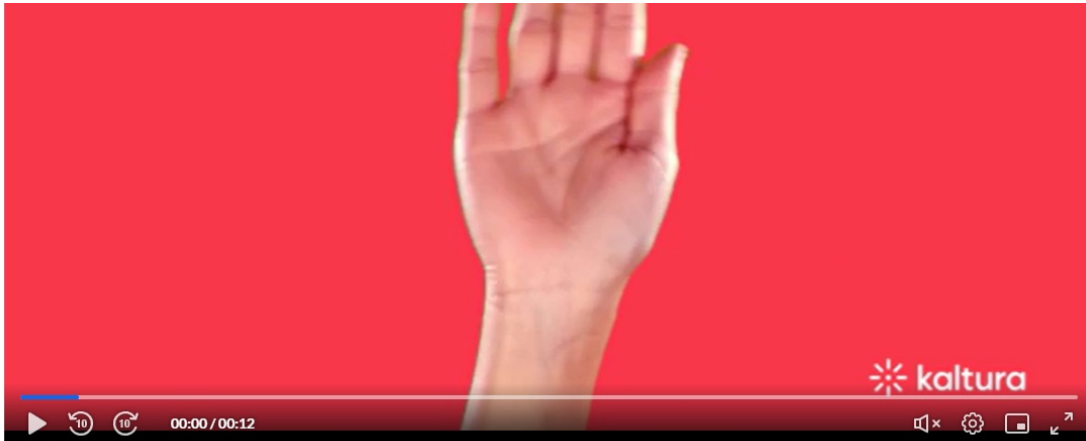


- You can also type in the search field to search for an option.



## 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
ⓘ

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Filters ▾

☰
☰
☰
Add New ▾
ACTIONS ▾

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

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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.

[template("cat-subscribe")]

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