

Schedule media in Brightspace

Last Modified on 05/14/2025 4:47 pm 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. 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.



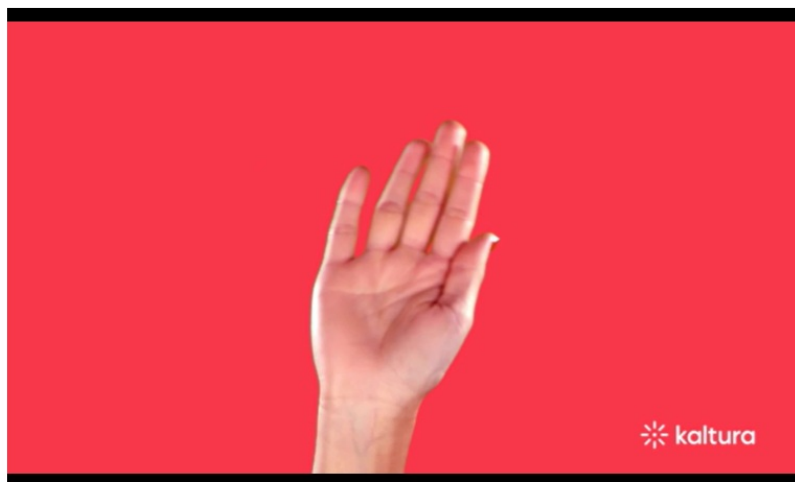
Your administrator must enable the [scheduling module](#) for this feature to work.

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)

Hello world

Description:

Black ▼

Bold

Italic

Underline

☰

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🖼️

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

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

Name:
(Required)

Hello world

Description:

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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: 

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: 

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:

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)

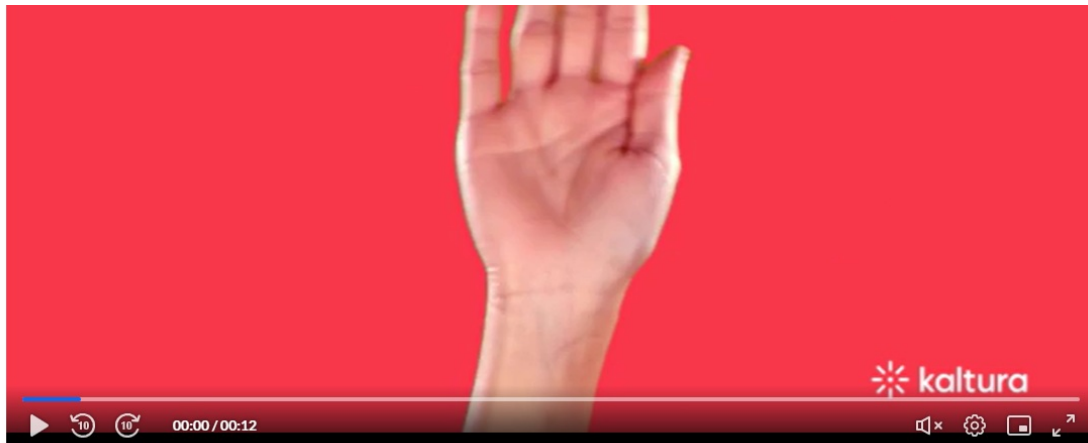
Start Time:

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 ▾

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



Add New ▾

ACTIONS ▾

Media Type

☒ All Media

☐ Video

☐ Quiz

☐ Audio

☐ Draft

☐ Image

☐ Live Events

Publish Status

☒ All Statuses

☐ Private

☐ Published

☐ Pending

☐ Rejected

Scheduling

☒ All Availabilities

☐ Future Scheduling

☐ Available Now

☐ Past Scheduling

Ownership

☒ Any Owner

☐ Media I or My Group Owns

☐ Media My Group Owns

☐ Media I Can Edit

☐ Media I Can View

☐ Media I Can Publish

- **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.