

Schedule media in Brightspace

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

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.

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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

		, , , , , , , , , , , , , , , , , , ,	altura	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
Details Publish Options	Collaboration Thumbnails	Downloads Captions	Attachments T	imeline Replace Media

	-										
Name:	Name:	Hello world									
(Re	equired)										
Des	cription:	Black 🗸	Bold	Italic	Underline	=	=	Ē	Ē	00	

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

Details Publish	Options C	ollaboration	Thumbnail	s Downloads	Captio	ns At	tachment	s Tim	eline R	eplace Media	
Name: (Required)	TIENO WOL	ld									
Description:	Black	✓ Bold	Italic	Underline		=	Ē	Ì	00		
	Enter Des	scription									
Tags:											
	Click to a	dd required meta	idata for shared	d repository							
Publishing Schedule:		Specific Time F ange in which this m		e to users in published	channels/cat	egories)					
	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:		: Ill be visible to users in published channe	vls/categories)	
Start Time:	02/09/2024	 12:30 PM		
			(UTC +3:00) Damascus (+03)	Ψ.
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:								
	«	5	Septe	ember	r 2024	4	»	
Department Division:	Su	Mo	Tu	We	Th	Fr	Sa	
	25	26	27	28	29	30	31	
Date Established:	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
Publishing Schedule:	22	23	24	25		27	28	e visible to users in published channels/categories)
	29	30	1	2	3	4	5	e visible to users in published charmens/categories)
Start Time:	02/	09/2	024					12:30 PM
						6		(UTC -5:00) Chicago (CDT)
End Time:								
		Save	•		Go	Tol	Medi	3

• **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).

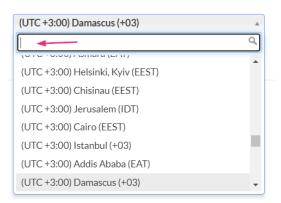


Publishing Schedule:	🔿 Always 💿 Spec	cific Time Frame				
	(The time range in v	vhich this media will be vi	sible to users in publishe	d channels	/categories)	
Start Time:	02/09/2024		12:30 PM			
			12:15 PM	*	(UTC -5:00) Chicago (CDT)	*
End Time:			12:30 PM			
			12:45 PM	_		
			1:00 PM			
			1:15 PM			
	Save	Go To Meura	1:30 PM	•		

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

O Always O Spece	ific Time Frame			
(The time range in w	hich this media will be	e visible to users in published cha	nnels/categories)	
02/09/2024		3:00 AM		
			(UTC -4:00) Louisville (EDT)	
				Q
			(UTC -4:00) Iqaluit (EDT)	
			(UTC -4:00) Asuncion (-04)	•
Sava	Co To Modio		(UTC -4:00) Anguilla (AST)	
Save	Go to Media		(UTC -4:00) Kralendijk (AST)	
			(UTC -4:00) Kentucky, Louisville (EDT)	
			(UTC -4:00) Dominica (AST)	
			(UTC -4:00) Louisville (EDT)	-
	(The time range in w	02/09/2024	(The time range in which this media will be visible to users in published chance of the second seco	(The time range in which this media will be visible to users in published channels/categories) 02/09/2024 III 3:00 AM IIII (UTC -4:00) Louisville (EDT) IIII (UTC -4:00) Iqaluit (EDT) (UTC -4:00) Asuncion (-04) (UTC -4:00) Asuncion (-04) (UTC -4:00) Kralendijk (AST) (UTC -4:00) Kralendijk (AST) (UTC -4:00) Kentucky, Louisville (EDT) (UTC -4:00) Construct (EDT)

• 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.



★ [™] 6 [°] 00:00 / 00:12	<mark>∦ kaltura</mark> ⊲× © ⊡ ₄ "
Hello world 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 Q	← 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		C ()	🛗 My Calend	ar 🚳 N	ly Dashboard	C My recycle bin
Q Search My Media			(j)			
Filter Search In: All Fields 🐱 So	ort By: Creation Date - Descending	~	≡	≡ =	Add New	 ACTIONS
Media Type	Publish Status	Schedu	ıling		Ownership	
All Media	 All Statuses 	🔽 All	Availabilities		Any Owner	
☐ Video	Private	🗌 Fur	ture Scheduling		Media I or N	fly Group Owns
Quiz	Published	🗆 Av	ailable Now		Media My G	Group Owns
Audio	Pending	🗌 Pa	st Scheduling		Media I Can	Edit
🗌 Draft	Rejected				Media I Can	View
Image					Media I Can	Publish
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.

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- 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.

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