


# Media metadata in Blackboard Ultra

Last Modified on 12/18/2024 12:24 pm IST

 This article is designated for faculty members.

## About

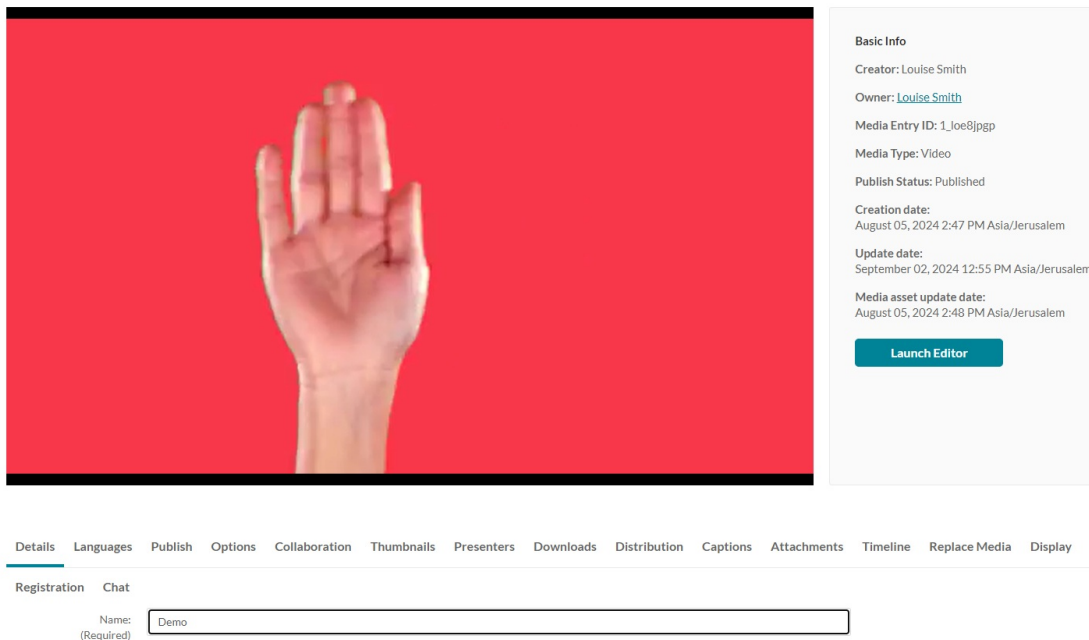
Media metadata refers to the descriptive information associated with a media file, such as an image, video, or audio file. This metadata includes details like the title, author, creation date, file format, duration, resolution, location data, and tags that describe the content. It helps in organizing, searching, and managing media files efficiently by providing essential context and information about the file.

 The [Metadata module](#) must be enabled for this feature to work.

## Add or edit metadata

1. Access the [Edit media page](#).

### Demo




The screenshot displays the Kaltura media editor interface. On the left, a video player shows a hand with fingers spread against a red background. On the right, a sidebar titled 'Basic Info' contains the following details:

- Creator: Louise Smith
- Owner: [Louise Smith](#)
- Media Entry ID: 1\_loe8jppg
- Media Type: Video
- Publish Status: Published
- Creation date: August 05, 2024 2:47 PM Asia/Jerusalem
- Update date: September 02, 2024 12:55 PM Asia/Jerusalem
- Media asset update date: August 05, 2024 2:48 PM Asia/Jerusalem

Below the sidebar is a 'Launch Editor' button. At the bottom of the interface, a navigation menu includes tabs for 'Details', 'Languages', 'Publish', 'Options', 'Collaboration', 'Thumbnails', 'Presenters', 'Downloads', 'Distribution', 'Captions', 'Attachments', 'Timeline', 'Replace Media', and 'Display'. The 'Details' tab is currently selected. Below the navigation menu, there is a 'Registration' section with a 'Name: (Required)' field containing the text 'Demo'.

The **Details** tab displays by default.



00:12 / 00:12

Details Languages Publish Options Collaboration Thumbnails Presenters Downloads Distribution Captions Attachments Timeline

Registration Chat

Name:  (Required)

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

Tags:

Click to add required metadata for shared repository

Department Name:

Department Division:







Date Established:

## 2. Fill in or modify the various metadata fields:

- **Name** - A name for your media item (required).
- **Description** - A description for your media item. Use the buttons above the text box to format the description text.
- **Tags\*** - Tags to identify your media item. For ease of use and to encourage tag consistency, as you type, suggestions are displayed based on tags already used in this account.

Registration

Name: (Required)

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

Tags:

Department Name:


Department Division:

Date Established:

### 3. Click **Save**.

\* Tags are useful for the following:

- Searching - You can search by metadata (tags) in the global search to find specific content.
- Related media (works specifically only with tags). Any media that has an identical tag to the current one viewed, is displayed in the related bar on the right.

 Depending on how your account is configured, there could be additional metadata fields, some of which may be required for publishing.