

## Actions menu in Blackboard

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2会 This article is designated for all users.

## About

The actions menu is a drop-down list of options that you can choose from in order to quickly access the actions you need.

## Access the actions menu

Click **Actions** on the media page.



This is a new video

## What's on the menu?

The options displayed in the Actions menu depend on your account configuration.

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The **Actions** menu can contain the following options or more:

- Edit See Manage Media Edit entries
- Publish See Publish media
- Analytics See Entry level analytics
- Caption & Enrich See Upload and manage captions
- Launch Editor See Kaltura Video Editing Tools User Guide
- Delete See Delete an entry

Following is an example of an Actions menu:

