


Edit media in Blackboard


Last Modified on 01/12/2025 3:39 pm IST

 This article is designated for all users.

About

This guide covers how to edit and manage your media in your KAF application, offering options like metadata management, publishing settings, thumbnail customization, and more, so you can ensure your content is exactly how you want it.

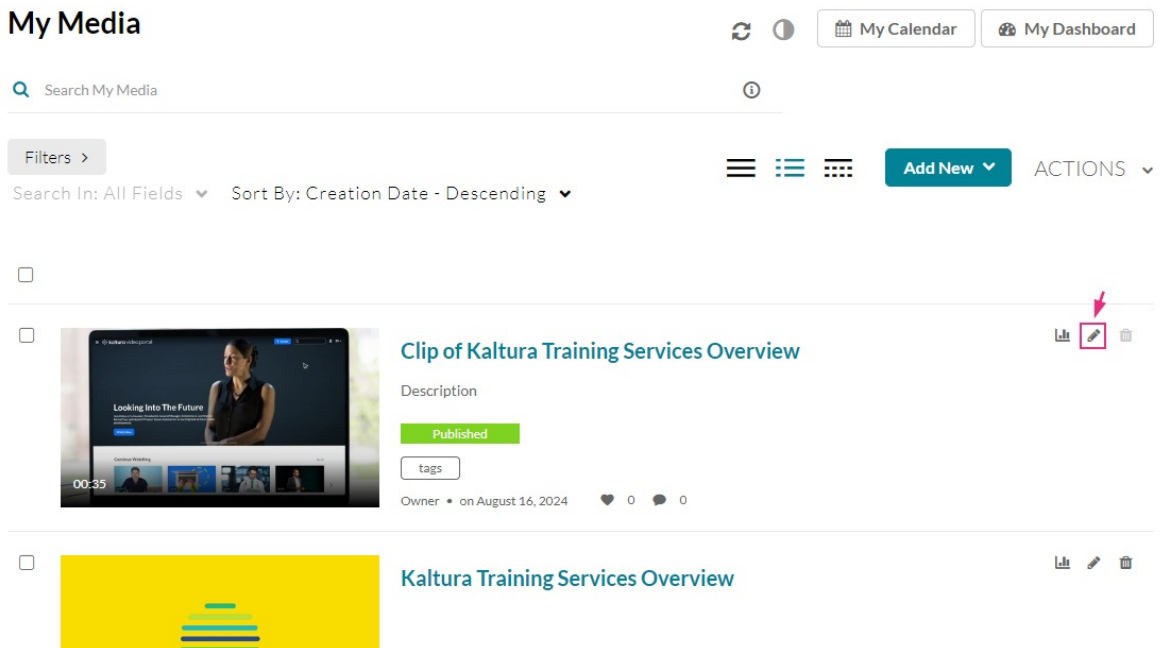
 You may lose some functionality if your display screen is under a certain width or when in mobile view.





 If you cannot access your My Media page content/actions or display editing tabs, ask your administrator to give you the required permission.



Access the edit media page






From My Media



1. Access [My Media](#).
2. Click the pencil icon next to the desired media.

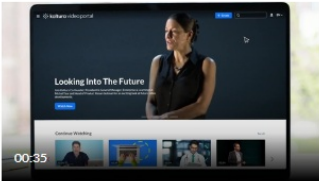





My Media    My Calendar  My Dashboard

 Search My Media 

Filters >    **Add New**  **ACTIONS** 



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





 **Clip of Kaltura Training Services Overview**   

Description

Published

tags

Owner • on August 16, 2024  0  0

 **Kaltura Training Services Overview**   

OR

1. Click on the media's thumbnail.

My Media

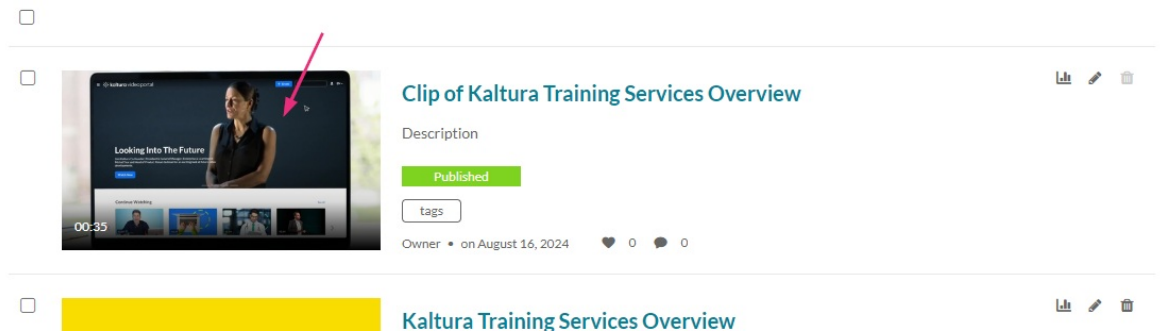
Search My Media

Filters >

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

Add New

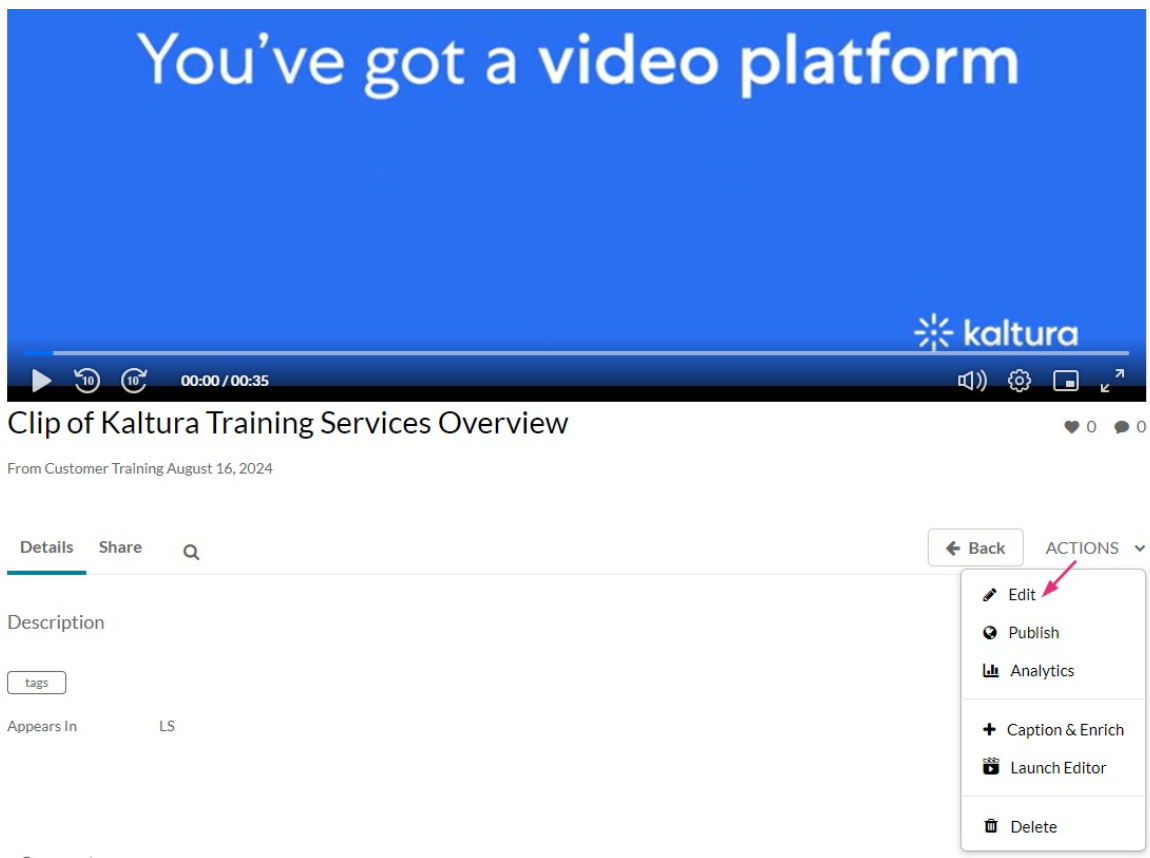
ACTIONS



The screenshot shows a media gallery with two items. The first item is a video clip titled "Clip of Kaltura Training Services Overview". It has a thumbnail showing a woman speaking. To the right of the thumbnail is a title, a description field, a "Published" status, and a "tags" input field. Below this is the owner information and creation date. To the right of the item is an "ACTIONS" menu with icons for share, edit, and delete. A red arrow points to the edit icon.

The media page displays.

2. Select **Edit** from the ACTIONS drop-down menu.



The screenshot shows a video player interface. The video title is "Clip of Kaltura Training Services Overview". Below the title is the description "From Customer Training August 16, 2024". The player controls show a progress bar at 00:00 / 00:35. To the right of the player is an "ACTIONS" menu with options: Edit, Publish, Analytics, Caption & Enrich, Launch Editor, and Delete. A red arrow points to the "Edit" option.

From the Media Gallery

1. Access the [Media Gallery](#) page.
2. Click on the **Media** tab.

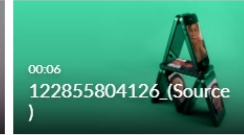
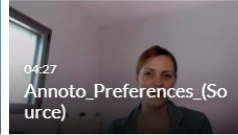
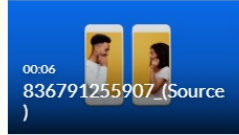
Media Gallery

[Start Meeting](#)

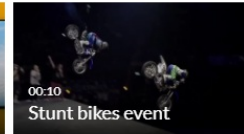
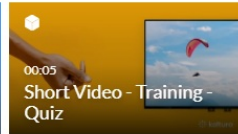
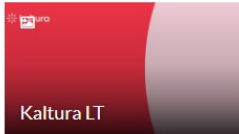
0

[Home](#)[49 Media](#) 

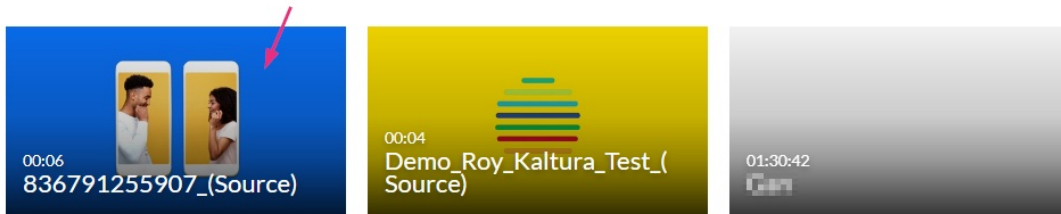
ADI PLAYLIST



PLAYLIST 2

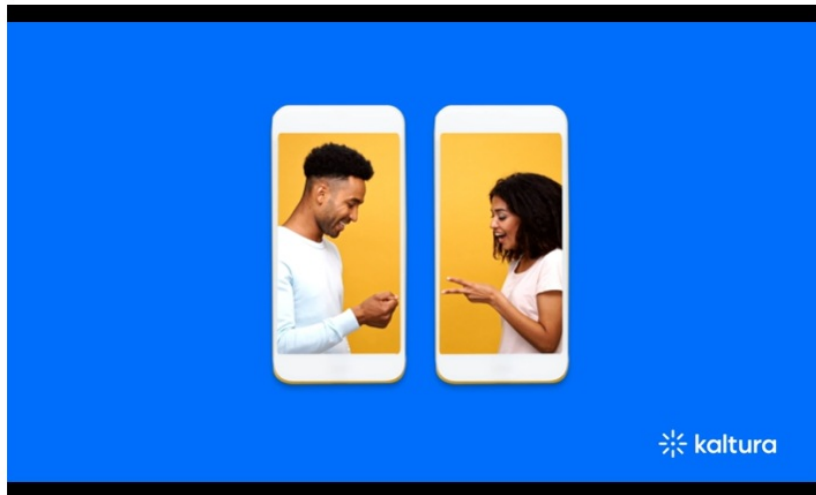


3. Click on the thumbnail of the desired media.



The media page displays.

4. Click the ACTIONS menu and select **Edit**.



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♥ 0 💬 0

From Customer Training June 24, 2024

Details Share 🔍

← Back ACTIONS ▾

- ✎ Edit
- 📄 Publish
- 📊 Analytics
- + Caption & Enrich

No description provided

Appears In Kaltura Training Course

The edit media page displays.

Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Timeline Replace Media

Name:

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 Go To Media Gallery Delete Entry

 The tabs that are displayed on your edit media page depend on your KAF admin configuration.

Once you're on the edit media page, you can:

- [Edit media metadata](#)
- [Setup metadata in different languages for your media](#)
- [Publish media](#)
- [Schedule media](#)
- [Enable clipping](#)
- [Disable comments and close discussion](#)
- [Change media ownership and add collaborators](#)
- [Set and modify thumbnails](#)
- [Enable media download](#)
- [Upload and manage captions](#)
- [Add attachments](#)
- [Manage chapters and slides](#)
- [Replace media](#)
- [Customize the entry display](#)
- [Delete the entry](#)
- [Launch the Editor](#)