

# Delete media in Blackboard


Last Modified on 01/15/2025 9:36 am IST

 This article is designated for all users.

## About

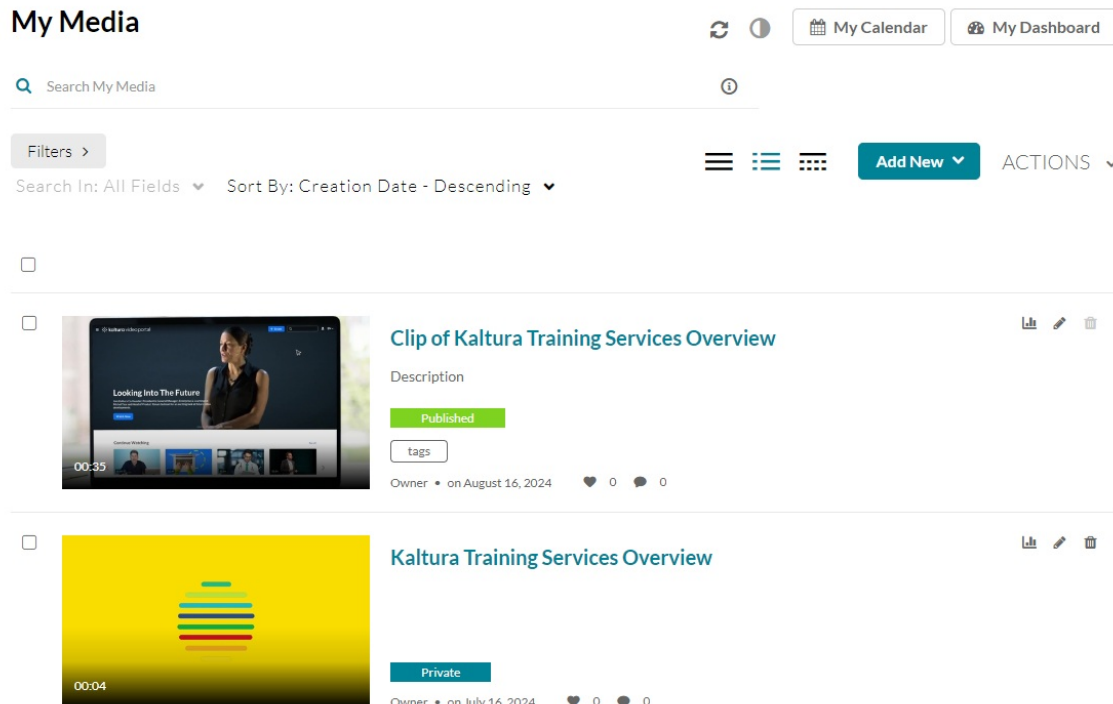
Keeping your media library organized and up-to-date is important. Over time, you may find that certain videos or media entries need to be updated or removed to maintain a high-quality learning experience.



This guide will show you how to easily delete outdated or unnecessary media entries from your My Media or Media Gallery within your LMS. And if you ever need to retrieve a deleted item, you can restore it from the [Recycle bin](#) (if this feature enabled). Check out our article [Restore items from the Recycle bin](#) to learn more.


 When trying to delete **published** media, if the trash icon is greyed out, it means your administrator hasn't enabled this option.




## From My Media

### 1. Access [My Media](#).

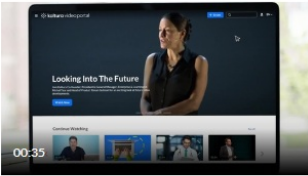













**My Media**   [My Calendar](#) [My Dashboard](#)

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

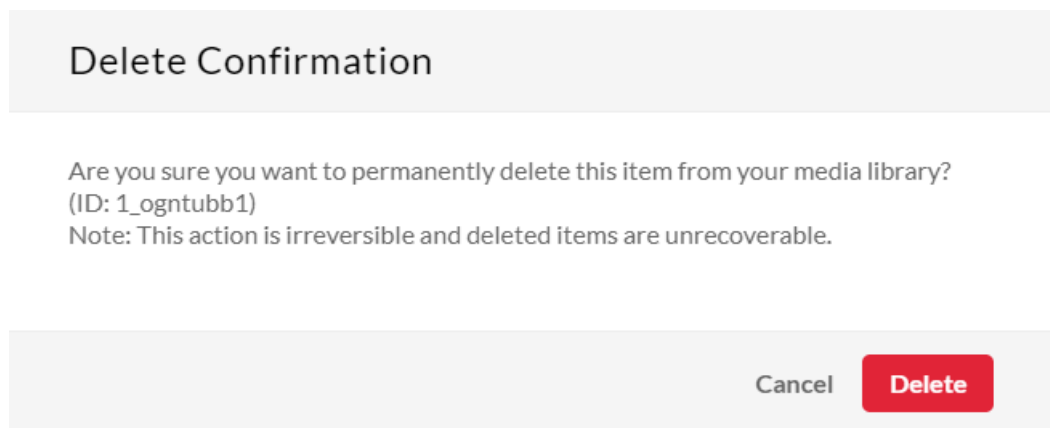
 **Kaltura Training Services Overview**     
**Private**  
Owner on July 16, 2024  0  0

### 2. Click the **trash icon** to the right of the desired media.

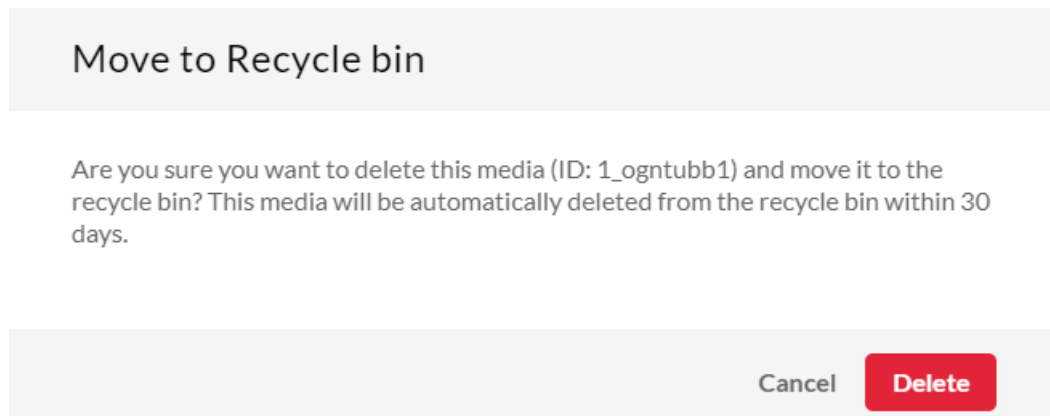


A confirmation message displays. The message varies based on whether the recycle bin is enabled:

**Recycle bin is not enabled:** *Are you sure you want to permanently delete this item from your media library? (ID: xxx) Note: This action is irreversible and deleted items are unrecoverable.*



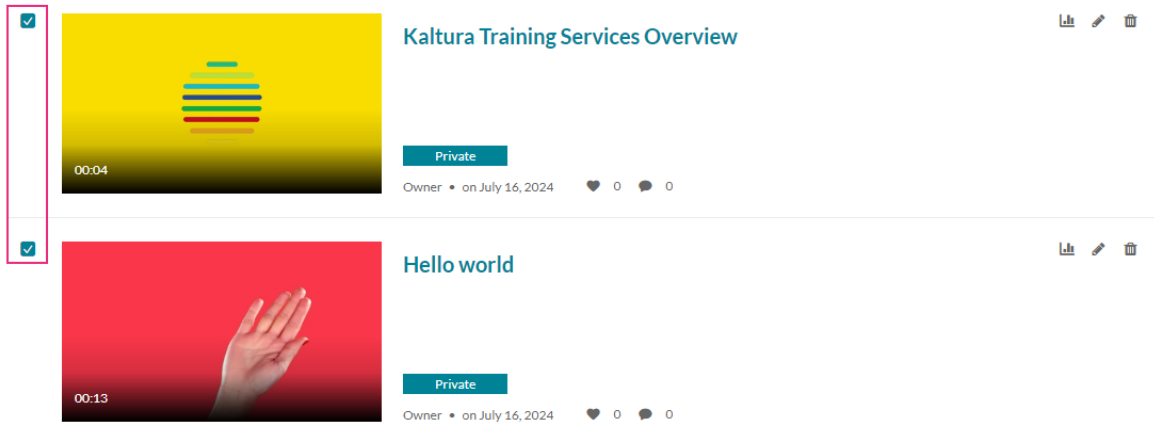
**Recycle bin enabled:** *Are you sure you want to delete this media and move it to the recycle bin? The media will be automatically deleted from the recycle bin within 30 days.*



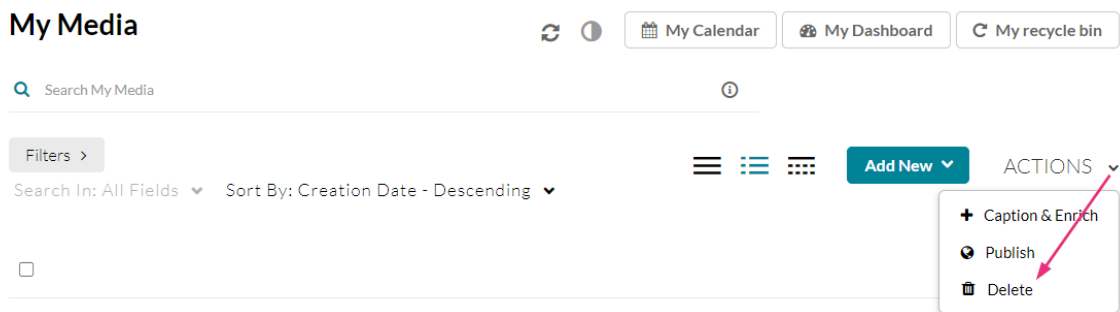
3. Click **Delete**.

## Bulk action

1. To delete more than one item on the My Media page, check the boxes next to the desired items.



2. Scroll to the top of the page, click the **ACTIONS** menu, and select **Delete**.

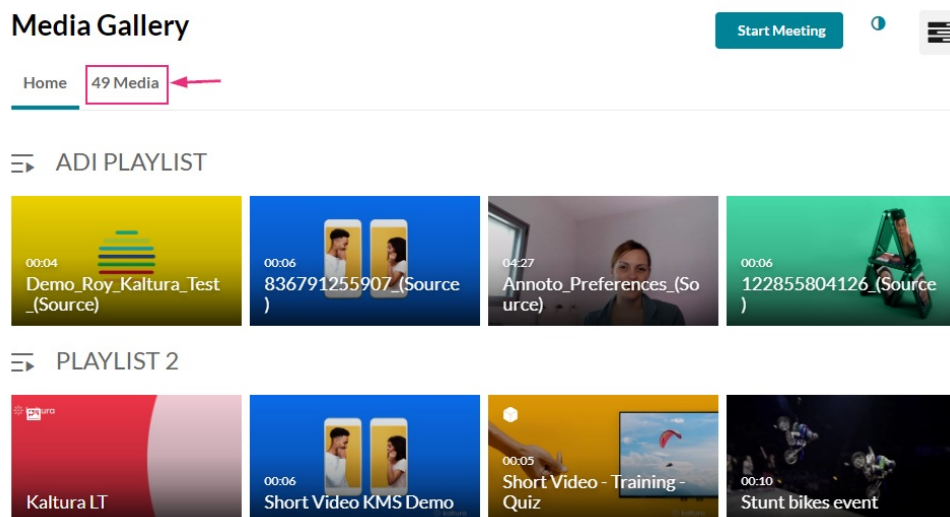


A confirmation message displays. The message varies based on whether the [recycle bin](#) is enabled (see above).

3. Click **Delete**.

## From the Media Gallery

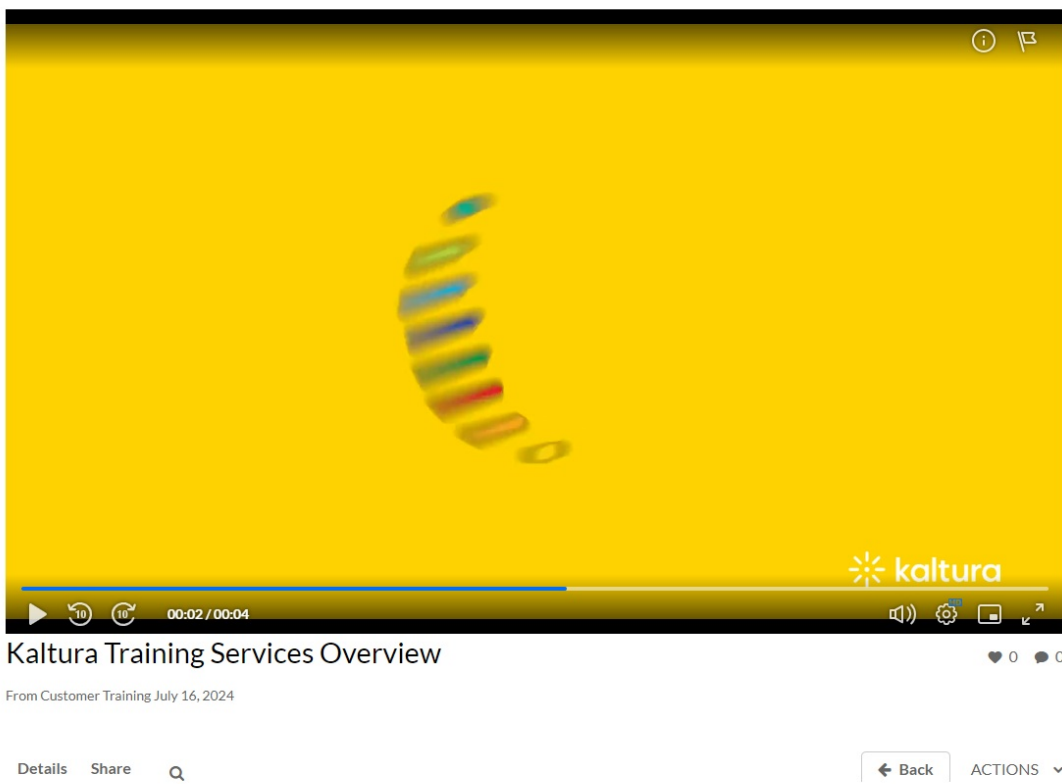
1. Access the [Media Gallery](#) page.
2. Click on the **Media** tab.



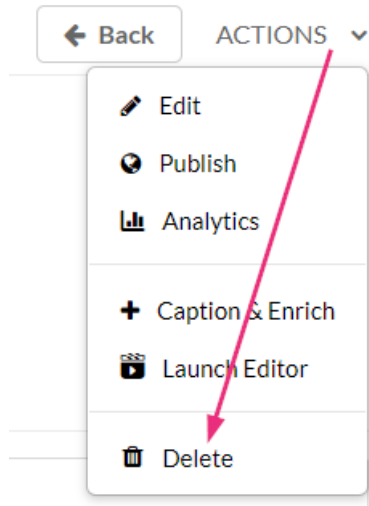
3. Click on the thumbnail or title of the desired media.



The media page displays.



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



A confirmation message displays. The message varies based on whether the [recycle bin](#) is enabled (see above).

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