

## Three-dot menu in Brightspace

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 This article is designated for all users.

### About

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



The instructions below are for Theming users. If you don't have [Theming](#) enabled, please refer to our article 'Actions menu'.

### Access the menu

Click the **three dots** on the media page.

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## What's on the menu?



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

The three dots menu can contain the following options or more:

- **Publish** - See Publish media
- **Edit** - See Manage Media - Edit Entries
- **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 a menu:

