

Edit media in Brightspace - Theming

Last Modified on 06/10/2025 7:23 pm IDT

 This article is designated for all users.

About

This guide covers how to edit and manage your media in your LMS 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.



The instructions below are for [Theming](#) users. If you don't have Theming enabled on your account, please refer to our article 'Edit media'.

Access the edit media page



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

From My Media

1. Access the My Media page.


My Media

My Calendar My analytics [+ Create](#)


Search My-Media

[Filters](#)


711 Results found



Clip of Kaltura Training Services Overview
 Description
 VOD • Owner • 5 Plays • [Published](#)
[Explore](#)




Kaltura Training Services Overview
 VOD • Owner • 9 Plays • Private
[Explore](#)

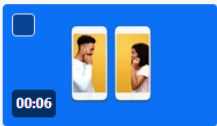


Hello world
 VOD • Owner • 7 Plays • Private
[Explore](#)

- On the My Media page, click the **three dots** to the right of the desired media and select **Edit**.



Hello world
 VOD • Owner • 7 Plays • Private




Kaltura training
 VOD • Owner • 3 Plays • Private
[Explore](#)

[Edit](#)
[Analytics](#)
[Delete](#)

OR

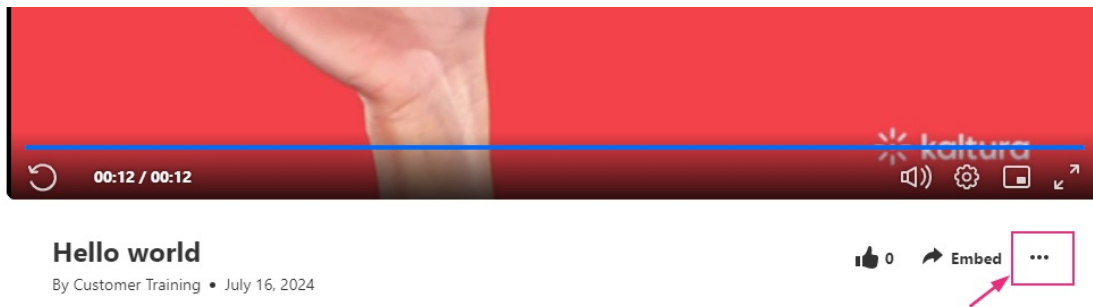
- On the **My Media** page, click on the thumbnail or title of the desired media.



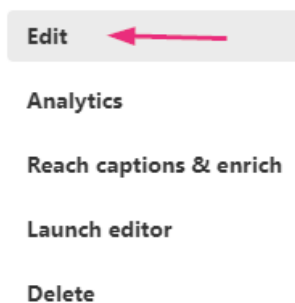
Hello world
 VOD • Owner • 7 Plays • Private

The media page displays.

- Click the **three dots** to open the menu.

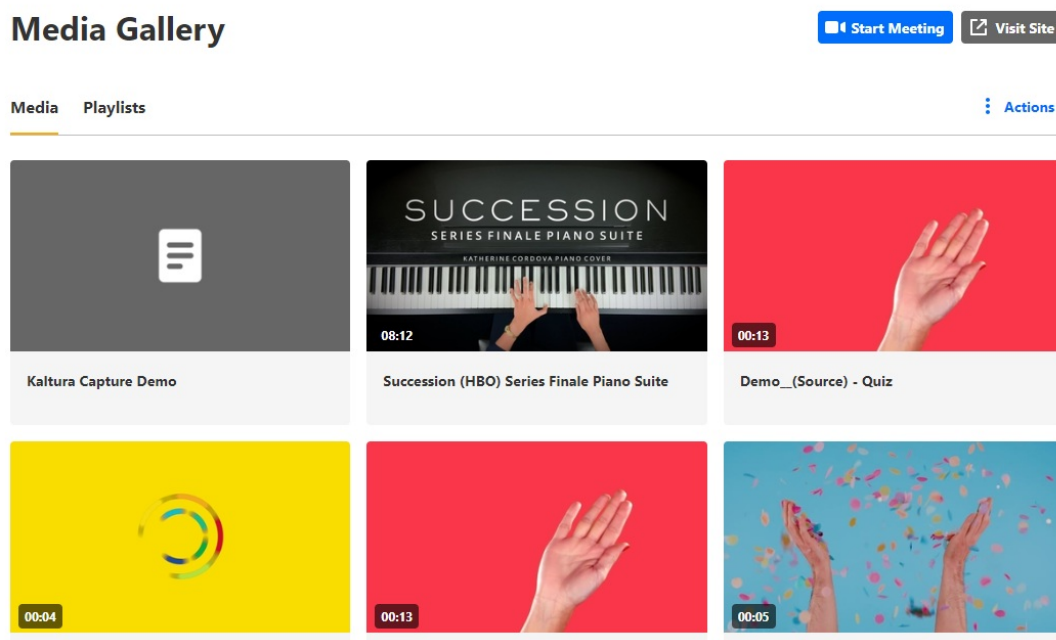


3. Select **Edit**.



From Media Gallery

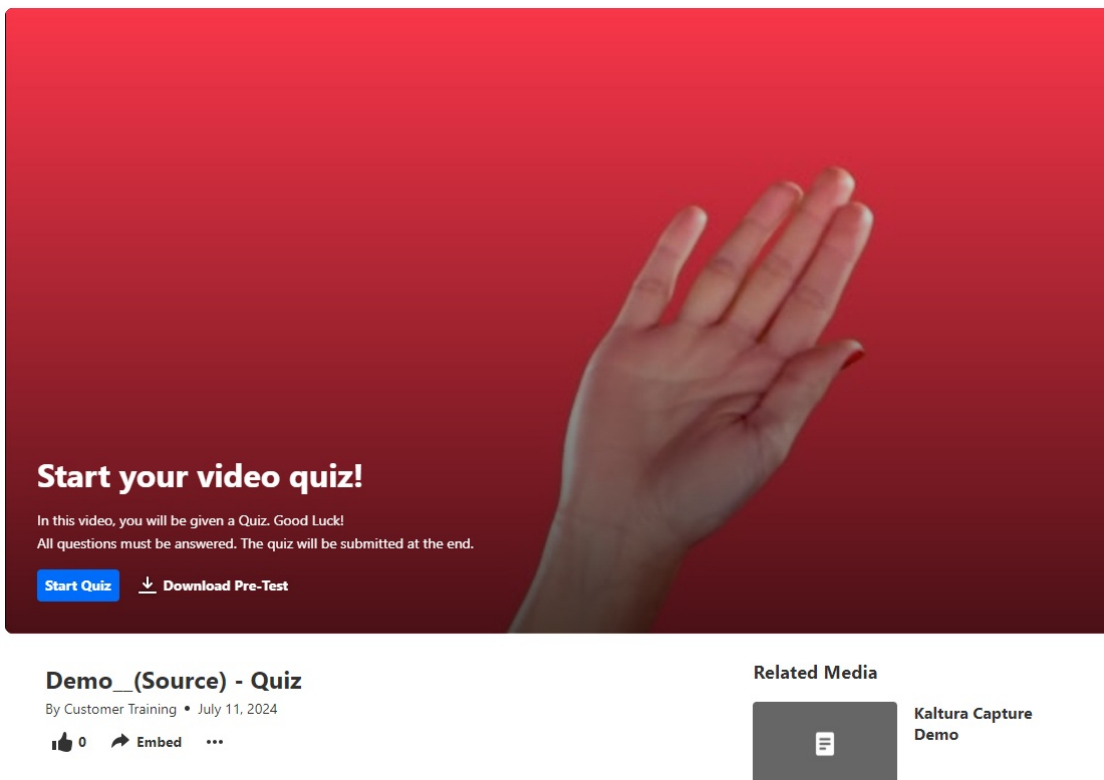
1. Access the **Media Gallery**.



2. Under the **Media** tab, click on the thumbnail of the desired media.



The media page displays.



Start your video quiz!


In this video, you will be given a Quiz. Good Luck!
All questions must be answered. The quiz will be submitted at the end.

[Start Quiz](#) [Download Pre-Test](#)

Demo__(Source) - Quiz
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👍 0 [Embed](#) ...

Related Media

 **Kaltura Capture Demo**

3. Click the **three dots** and select **Edit** from the menu.

Demo__(Source) - Quiz

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Embed



Edit

Analytics

Reach captions & enrich

Launch editor

What you can do on the edit media page

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

Registration
Chat

Name: (Required)

Description:

Black
Bold
Italic
Underline
List
Table
Quote
Code
Link
Image

Enter Description...

Tags:

Click to add required metadata for shared repository

Department Name:

Department Division:

Select a value

Date Established:

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 Channel
Delete Entry



The tabs that are displayed on the edit media page depend on your 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
-