

Edit media in Sakai - Theming

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 This article is designated for all users.

About

This guide covers how to edit and manage your media in your LMS, 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, ask your administrator to give you the required permission.

From My Media

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

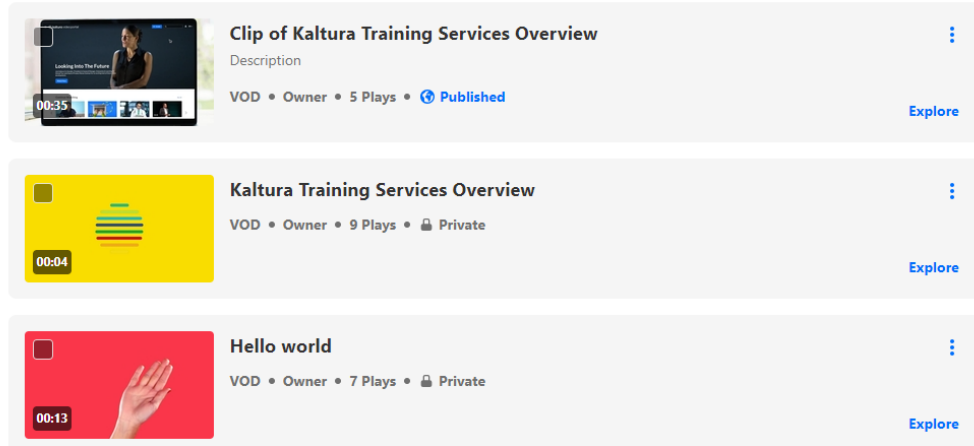
My Media

My Calendar My analytics [+ Create](#)

Search My-Media

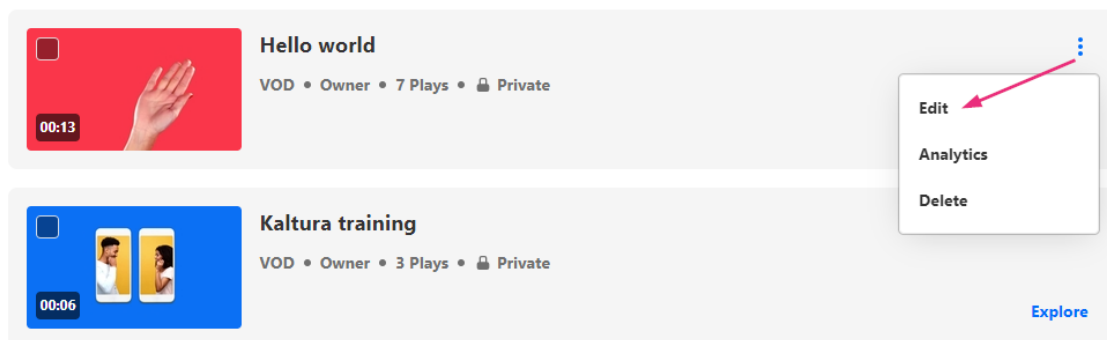
[Filters](#)

711 Results found



The screenshot shows a list of three video items in the My Media section. Each item includes a thumbnail, a title, a description, and metadata such as 'VOD', 'Owner', and 'Plays'. The first item, 'Clip of Kaltura Training Services Overview', has a duration of 00:35 and is 'Published'. The second item, 'Kaltura Training Services Overview', has a duration of 00:04 and is 'Private'. The third item, 'Hello world', has a duration of 00:13 and is 'Private'. Each item has a 'three dots' menu icon to its right and an 'Explore' link.

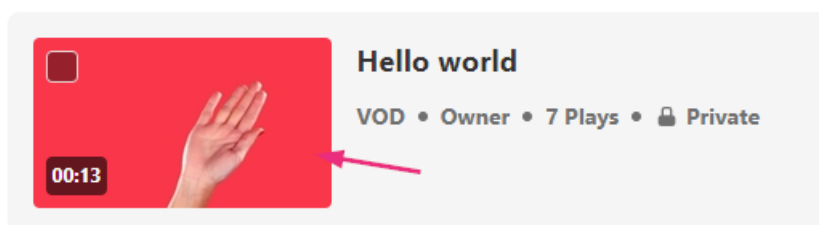
2. On the My Media page, click the **three dots** to the right of the desired media and select **Edit**.



This screenshot shows the 'Hello world' video item selected. A context menu is open to the right of the 'three dots' icon, with a red arrow pointing to the 'Edit' option. The menu also includes 'Analytics' and 'Delete' options. Below the 'Hello world' item is another item, 'Kaltura training', which is partially visible.

OR

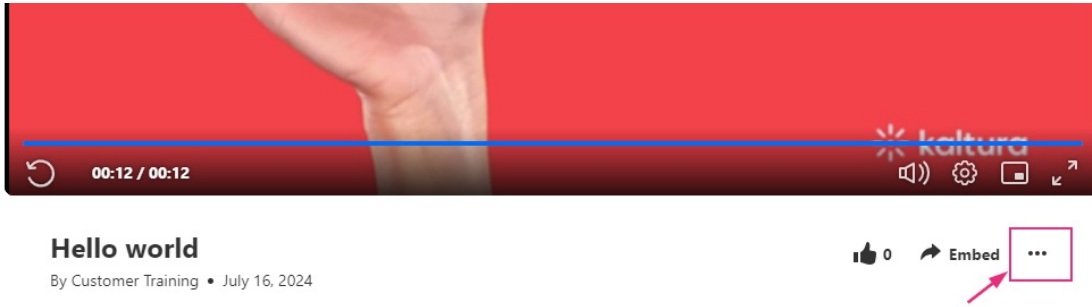
1. On the **My Media** page, click on the thumbnail or title of the desired media.



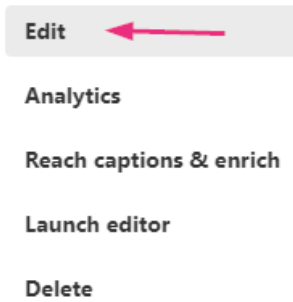
This screenshot shows the 'Hello world' video item. A red arrow points to the video thumbnail, indicating the first step of the alternative method: clicking on the thumbnail or title of the desired media.

The media page displays.

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

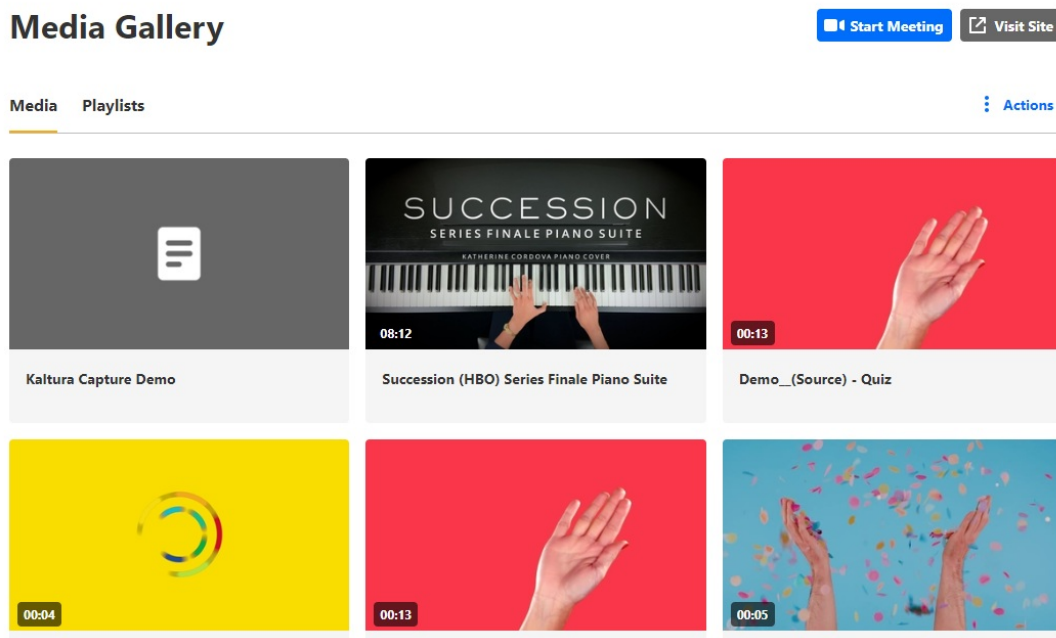


3. Select **Edit**.



From Media Gallery

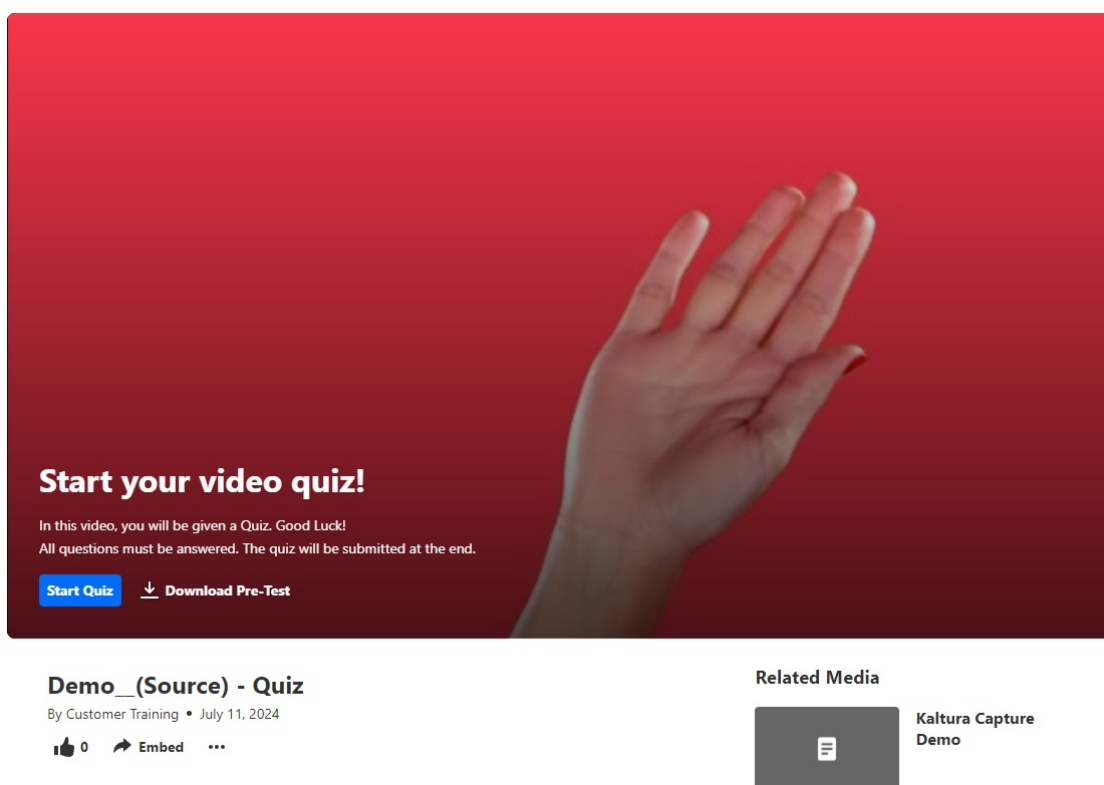
1. Access the [Media Gallery](#).



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



The media page displays.

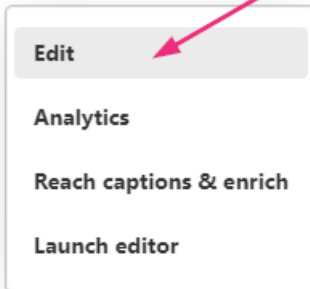


3. Click the **three dots** and select **Edit** from the menu.

Demo__(Source) - Quiz

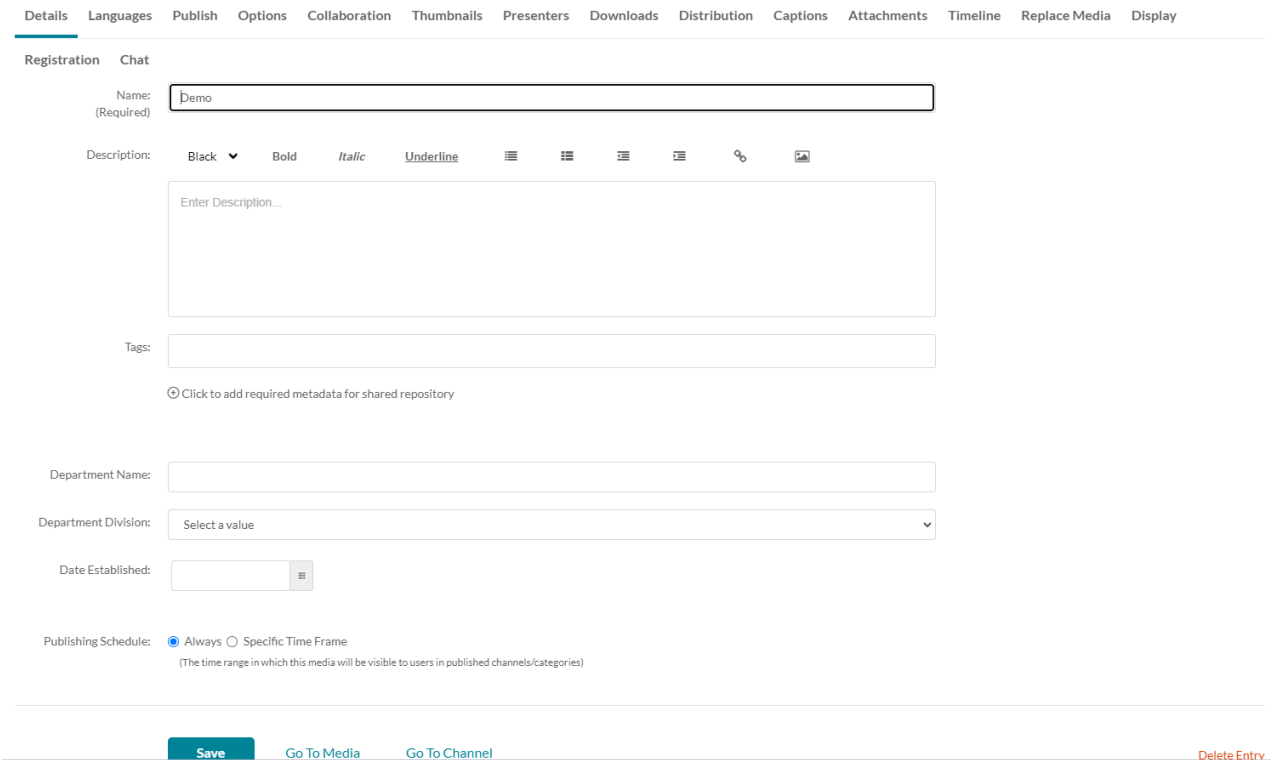
By Customer Training • July 11, 2024

 0  **Embed** 




- Edit**
- Analytics**
- Reach captions & enrich**
- Launch editor**

What you can do on the edit media page



The screenshot shows the Kaltura edit media page with a navigation bar at the top containing tabs: Details, Languages, Publish, Options, Collaboration, Thumbnails, Presenters, Downloads, Distribution, Captions, Attachments, Timeline, Replace Media, and Display. Below the navigation bar, there are two sub-tabs: Registration and Chat. The main content area includes a text input field for 'Name: (Required)' with the value 'Demo'. Below this is a rich text editor for 'Description:' with a toolbar containing options for Black, Bold, Italic, Underline, and other formatting tools. There is also a 'Tags:' input field with a note: 'Click to add required metadata for shared repository'. Further down, there are input fields for 'Department Name:', a dropdown for 'Department Division:' with 'Select a value', and a date picker for 'Date Established:'. At the bottom, there are radio buttons for 'Publishing Schedule:' with 'Always' selected and 'Specific Time Frame' as an option. A note below reads: '(The time range in which this media will be visible to users in published channels/categories)'. At the very bottom of the page, there are buttons for 'Save', 'Go To Media', 'Go To Channel', and '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](#)
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