kaltura

Create and edit draft entries in Canvas

Last Modified on 05/22/2025 3:41 pm IDT

👥 **This article is designated for all users.**

About

Draft entries offer users the convenience of generating an entry without the immediate need to upload content such as videos, audios, or images. During the creation process, users can specify the metadata of the entry, such as titles and descriptions. This is useful for creating entries in advance, or for collaborating with others on an entry.
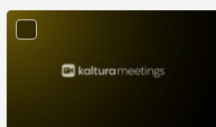
> ℹ️
>
> The examples shown below have the Theming module and the draftentry module enabled.

Create a draft entry

1. Select **Draft Entry** from the **+Create** menu.
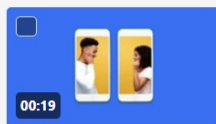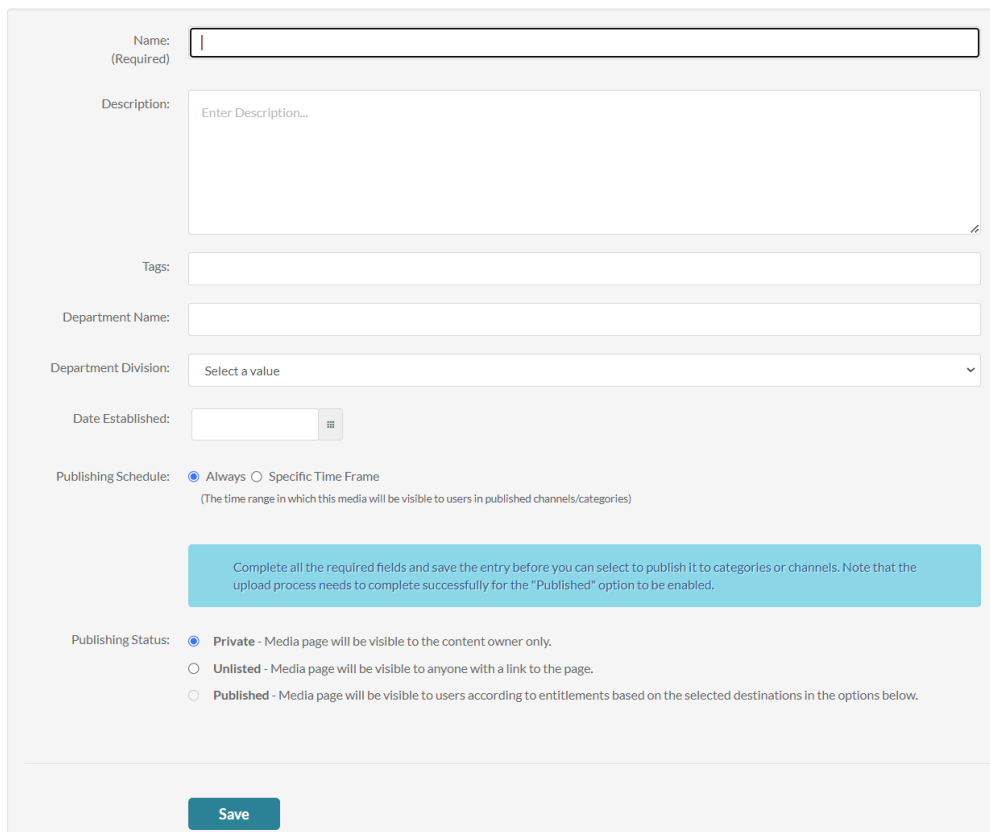
The **Add New Draft Entry** window displays.

Add New Draft Entry

Name: (Required)	
Description:	Enter Description...
Tags:	
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)

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Publishing Status:
- ● **Private** - Media page will be visible to the content owner only.
- ○ **Unlisted** - Media page will be visible to anyone with a link to the page.
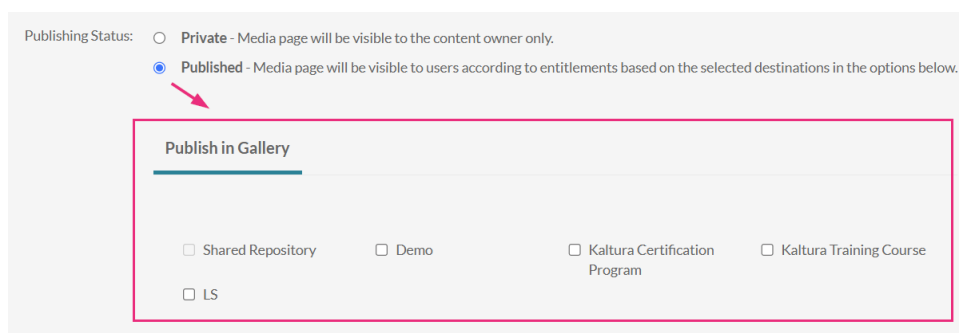- ○ **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

Save

2. Enter a name for the new entry (required).

3. Type a description, tags, and any other custom metadata fields as configured for your instance.

4. If desired, set the publishing status from the following options:
   - **Private** (default) - Media page will be visible to the content owner only.
   - **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options that display below, as demonstrated in the image:

Publishing Status:
- ○ **Private** - Media page will be visible to the content owner only.
- ● **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

Publish in Gallery

☐ Shared Repository   ☐ Demo   ☐ Kaltura Certification Program   ☐ Kaltura Training Course
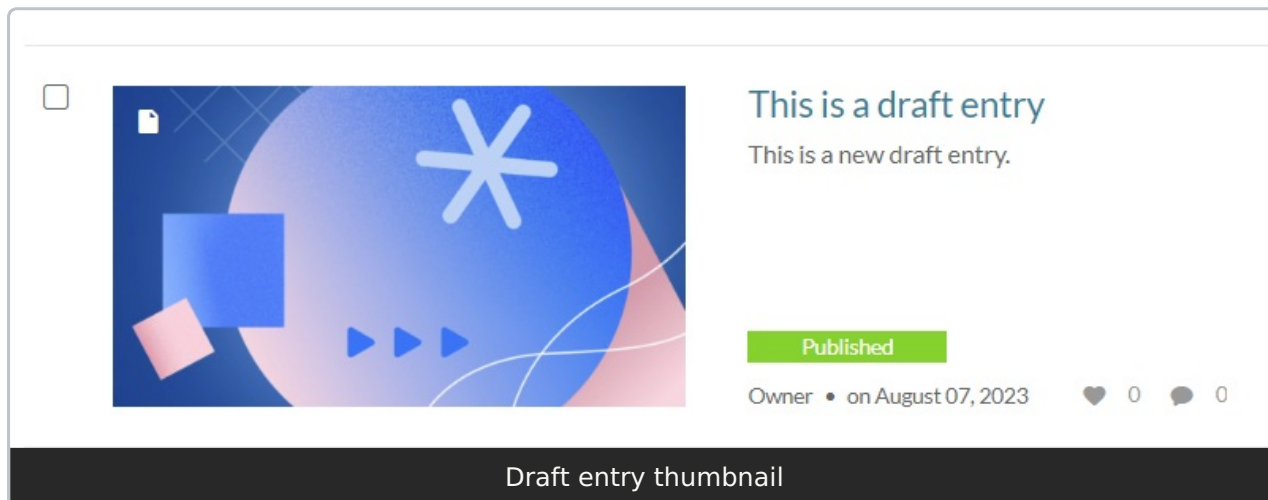☐ LS

ℹ The **Publish** option is disabled until you click **Save** at the bottom of the

page. Once saved, you can select Publish.

5. Click **Save**.

Until content is uploaded, the draft entry displays a generic thumbnail or banner.

Draft entry thumbnail

Edit a draft entry

You have many editing options for draft entries, just like with regular entries. This gives you plenty of ways to customize your draft before adding content.

1. To edit the draft entry, click to open the **three dots menu**.

![Kaltura logo]

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NO MEDIA

My new draft entry

My new draft entry
By Customer Training • February 26, 2025

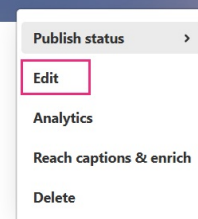👍 0   [•••]

2. In the drop-down menu, choose **Edit**.

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NO MEDIA

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| Publish status | > |
| Edit |
| Analytics |
| Reach captions & enrich |
| Delete |

The Edit page displays.

3. Once you're in the Edit page, you can:

- Edit media metadata
- Setup metadata in different languages for your media
- Publish
- Schedule media
- Enable clipping
- Disable comments and close discussion
- Change media owner and add collaborator
- Set and modify thumbnails
- Add attachments