Create and edit draft entries in Blackboard (legacy)

Content updated: 02/26/2025

This article is designated for all users.

About

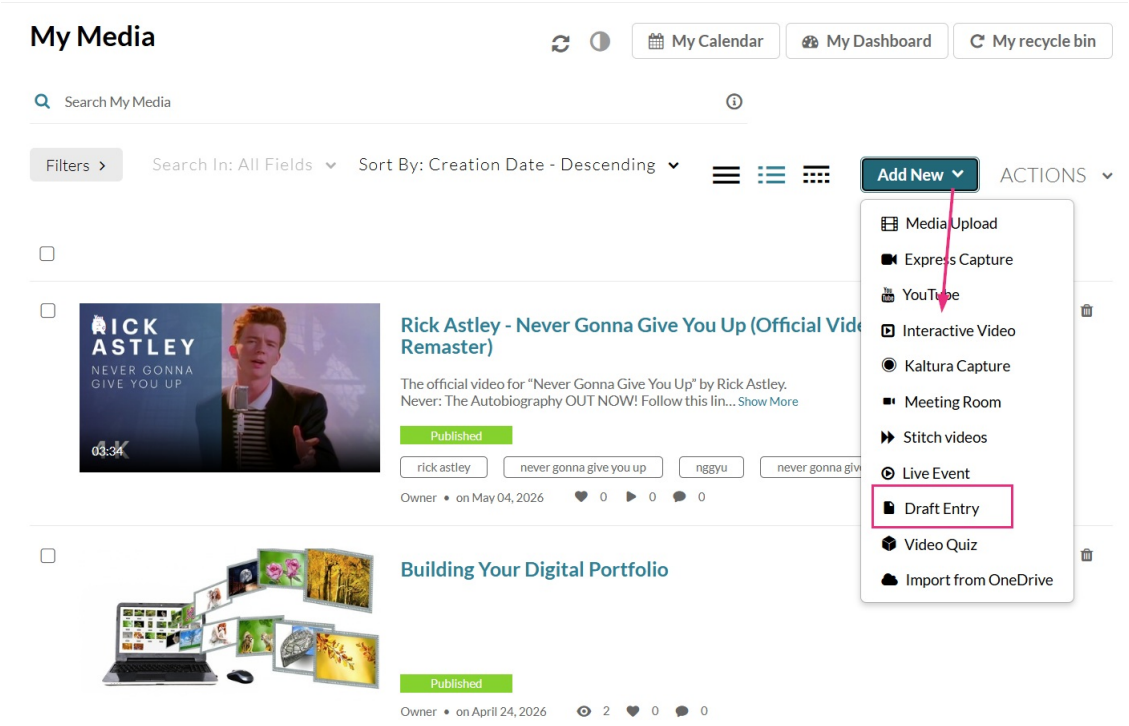
Draft entries offer users the convenience of generating an entry without the immediate need to upload content such as videos, audios, or images.

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.

These instructions apply to the legacy **LMS Video** integration. If you're using LMS Video with Theming, please refer to the LMS Rich Media Extensions category.

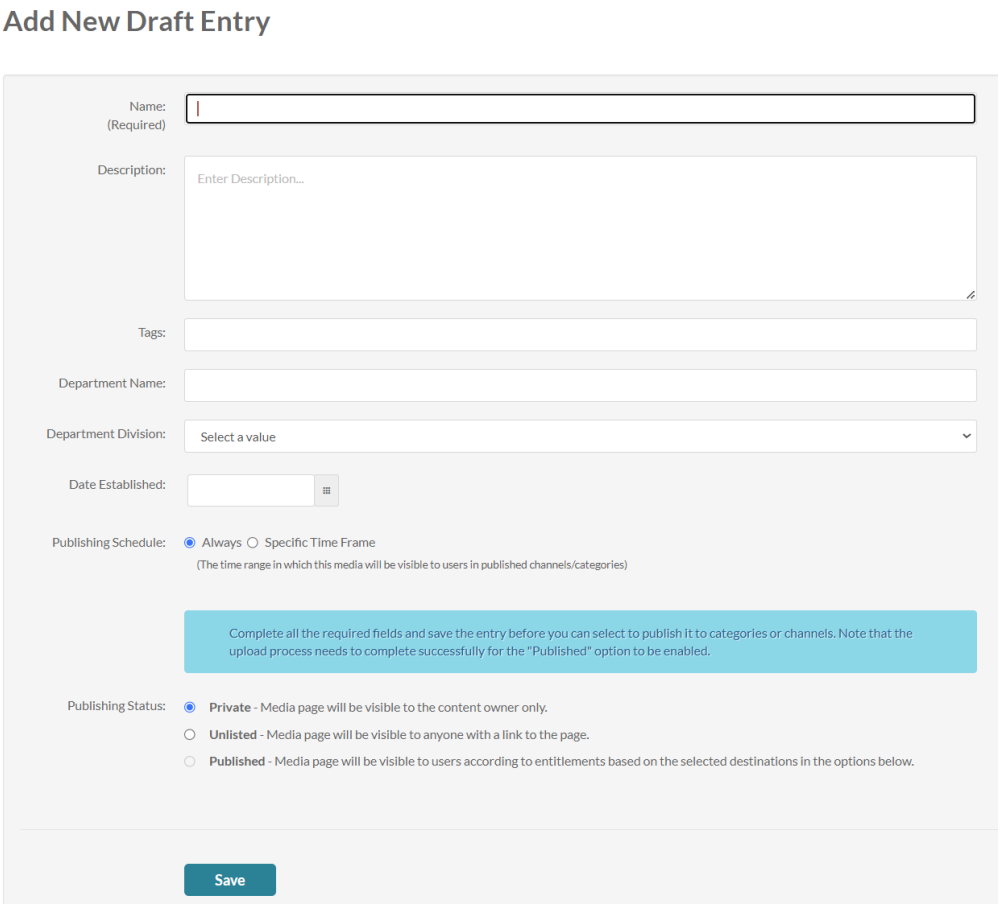
Create a draft entry

1. Select **Draft Entry** from the **+Create** menu.

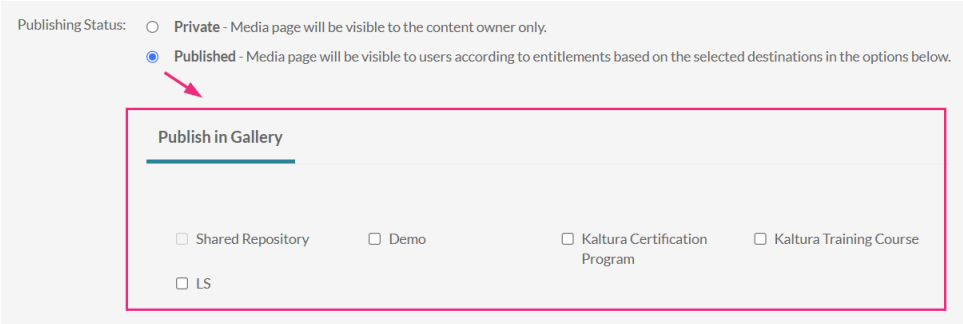


The **Add New Draft Entry** page displays.

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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:



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

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page. Once saved, you can select Publish.

5. Click **Save**.

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



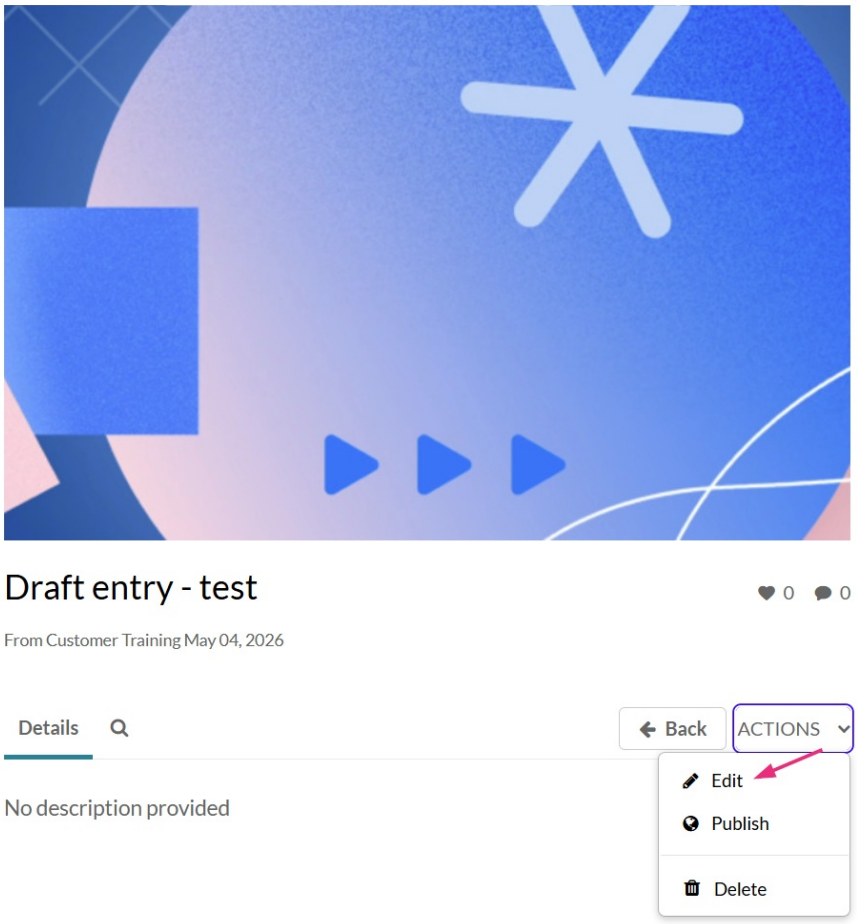
Draft entry thumbnail

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.

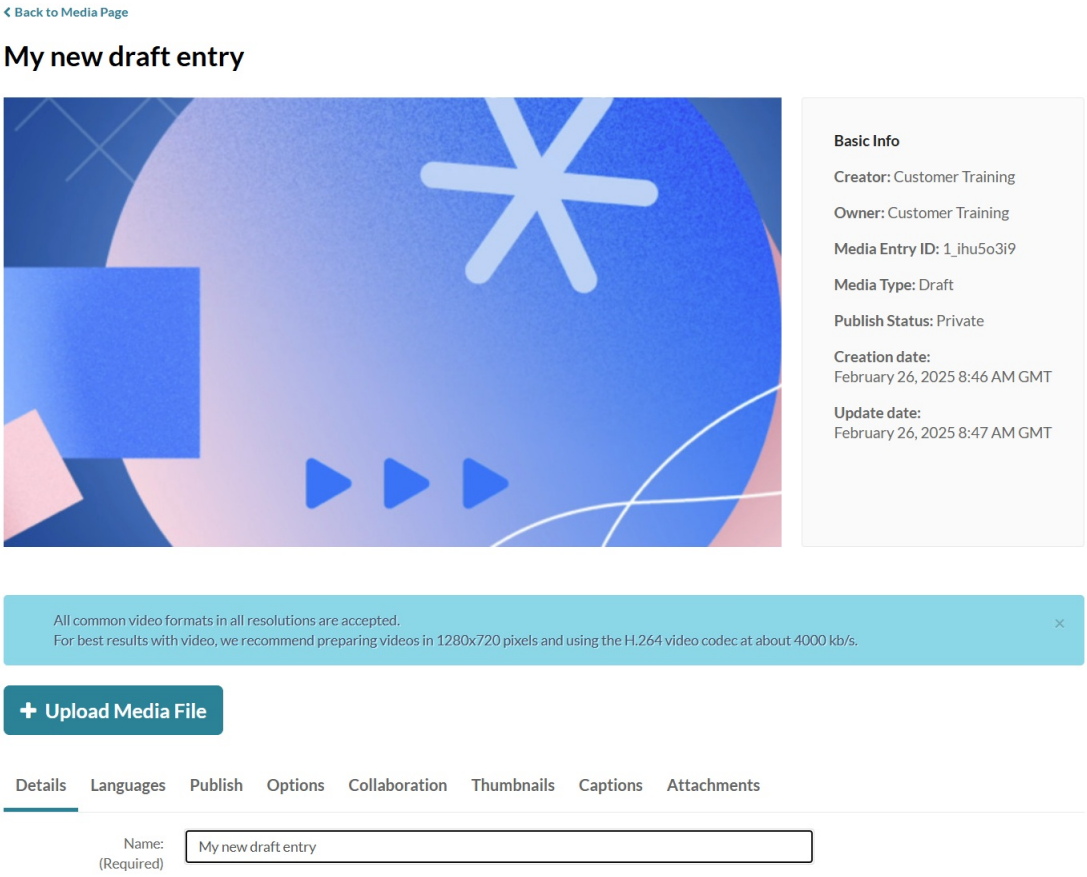
1. To edit the draft entry, click the **Actions** menu and select **Edit**.

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The Edit page displays.

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2. 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

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