

Create and edit draft entries in Blackboard

Last Modified on 02/26/2025 11:36 am IST

 This article is designated for all users.

About

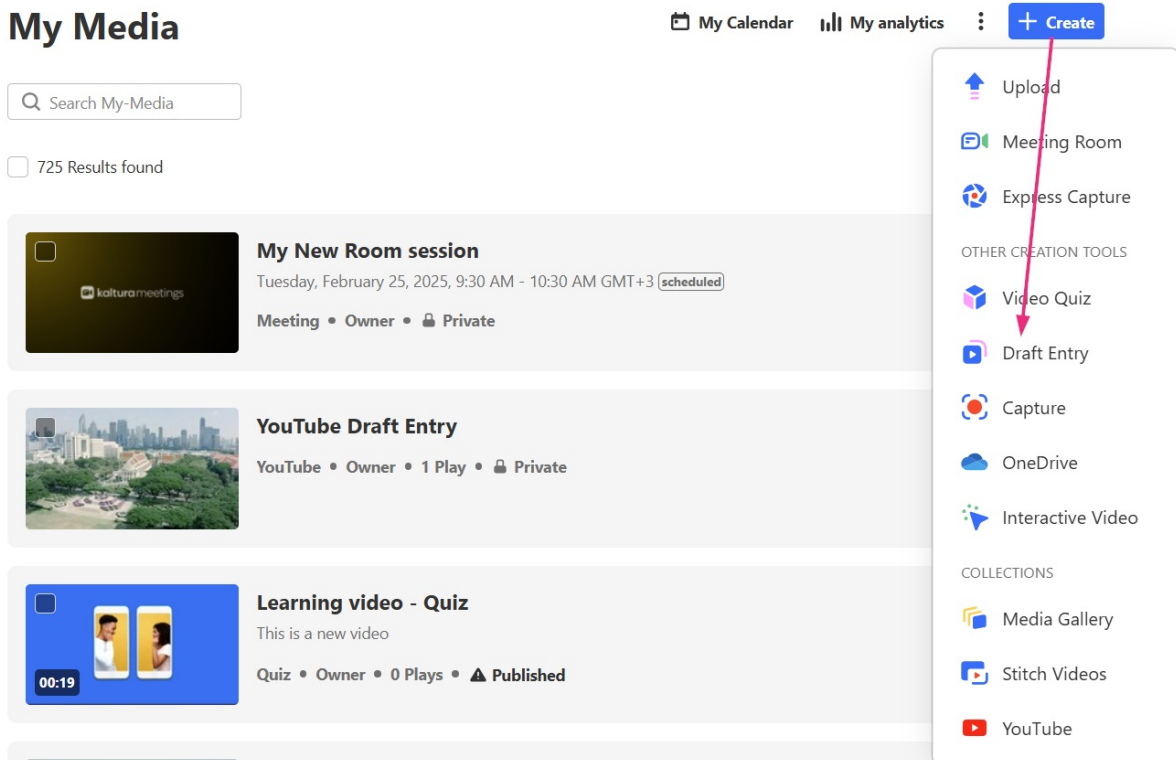
Draft entries offer users the convenience of generating an entry without the immediate need to upload content such as videos, audios, or images. During the creation process, users can specify the metadata of the entry, such as titles and descriptions. This is useful for creating entries in advance, or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



The examples shown below have the [Theming module](#) and the [draftentry module](#) enabled.

Create a draft entry

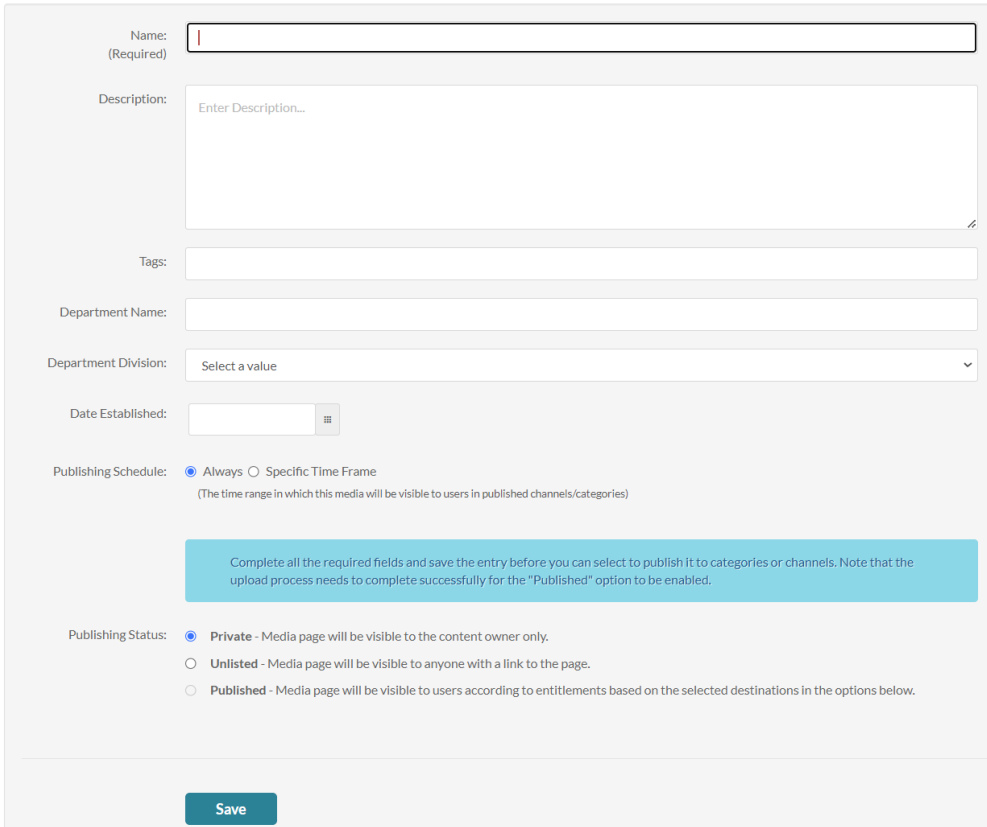
1. Select **Draft Entry** from the **+Create** menu.



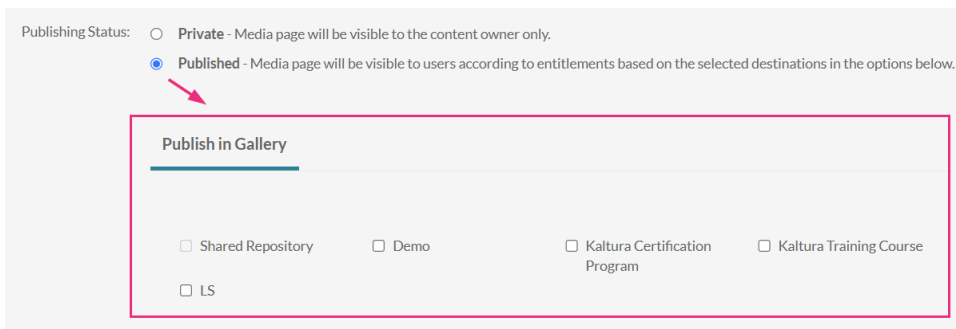
The screenshot shows the 'My Media' interface. At the top right, there are links for 'My Calendar', 'My analytics', and a '+ Create' button. A dropdown menu is open from the '+ Create' button, listing various creation options: 'Upload', 'Meeting Room', 'Express Capture', 'OTHER CREATION TOOLS', 'Video Quiz', 'Draft Entry' (highlighted with a red arrow), 'Capture', 'OneDrive', 'Interactive Video', and 'COLLECTIONS' (Media Gallery, Stitch Videos, YouTube). The main content area shows three media items: 'My New Room session' (Meeting, Owner, Private, scheduled), 'YouTube Draft Entry' (YouTube, Owner, 1 Play, Private), and 'Learning video - Quiz' (Quiz, Owner, 0 Plays, Published).

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

Add New Draft Entry



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:
 - o **Private** (default) - Media page will be visible to the content owner only.
 - o **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:

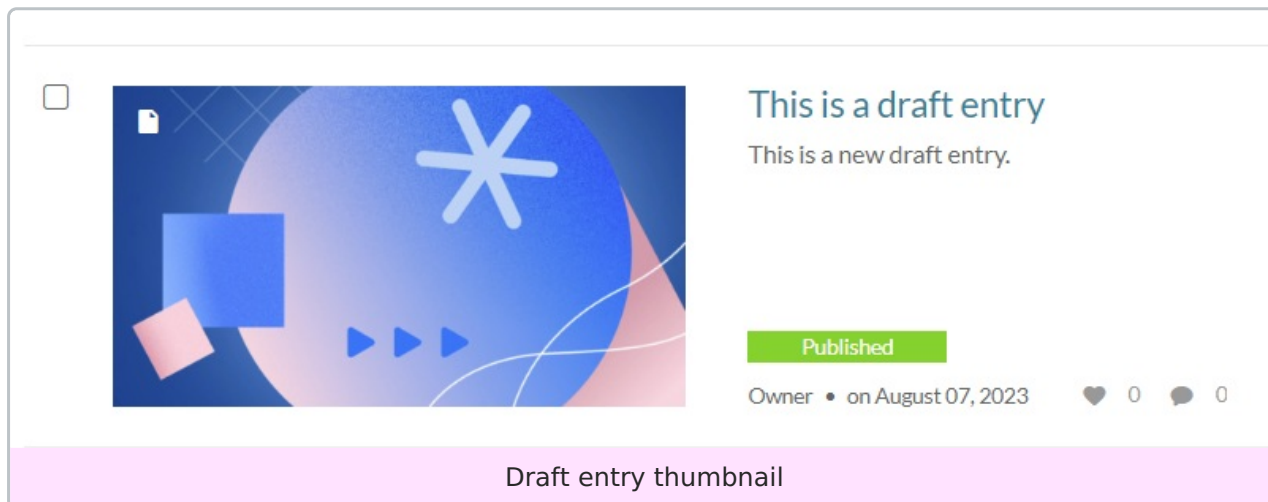



The **Publish** option is disabled until you click **Save** at the bottom of the

page. Once saved, you can select Publish.

5. Click **Save**.

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



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**.

← Back

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**.

← Back

NO MEDIA

My new draft entry



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

- Publish status >
- Edit**
- Analytics
- Reach captions & enrich
- Delete

The Edit page displays.

[← Back to Media Page](#)

My new draft entry



Basic Info

Creator: Customer Training
Owner: Customer Training
Media Entry ID: 1_ihu5o3i9
Media Type: Draft
Publish Status: Private
Creation date:
February 26, 2025 8:46 AM GMT
Update date:
February 26, 2025 8:47 AM GMT

All common video formats in all resolutions are accepted.
For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

[+ Upload Media File](#)

[Details](#) [Languages](#) [Publish](#) [Options](#) [Collaboration](#) [Thumbnails](#) [Captions](#) [Attachments](#)

Name:
(Required)

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](#)