

Edit media in Blackboard - Theming

Last Modified on 04/16/2026 12:11 pm IDT

 This article is designated for all users.

About

The **Details** tab lets you view and update the basic information for a media entry. This includes the media title, description, tags, and additional metadata required for publishing.

Who can use this

- Media owners
- Co-editors

Access the Details tab



If you don't see your My Media content or editing tabs, contact your administrator to ensure you have the required permissions.

1. Go to your **My Media**.

My Media

My Calendar My analytics [+ Create](#)

Search My-Media

745 Results found

[Clear all filters](#)

My folders +

Sort By

Media Type

Publish Status

Scheduling


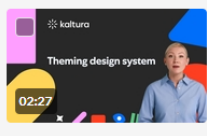
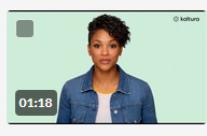
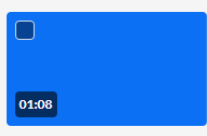
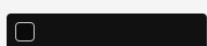
Ownership

Captions

Duration

Creation Date

Last Update Date

-  **AEM Connector - Upload a video to Kaltura & e...**
Video • Owner • 0 Views • 0 Plays • Private
[Explore](#)
-  **Kaltura's Theming design system (Source)**
Video • Owner • 0 Views • 0 Plays • Private
[Explore](#)
-  **Accessibility Agent Walkthrough**
Video • Owner • 0 Views • 0 Plays • Private
[Explore](#)
-  **Kaltura LMS & CMS Extensions - Unified Experi...**
Video • Owner • 0 Views • 0 Plays • Private
[Explore](#)
-  **Rec- Mar 27, 2026 6:35 PM - Kaltura Room LS.m...**

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

My Media

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My folders +

Sort By

Media Type



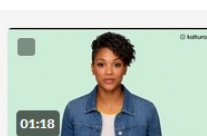
Publish Status

Scheduling

Ownership

Captions

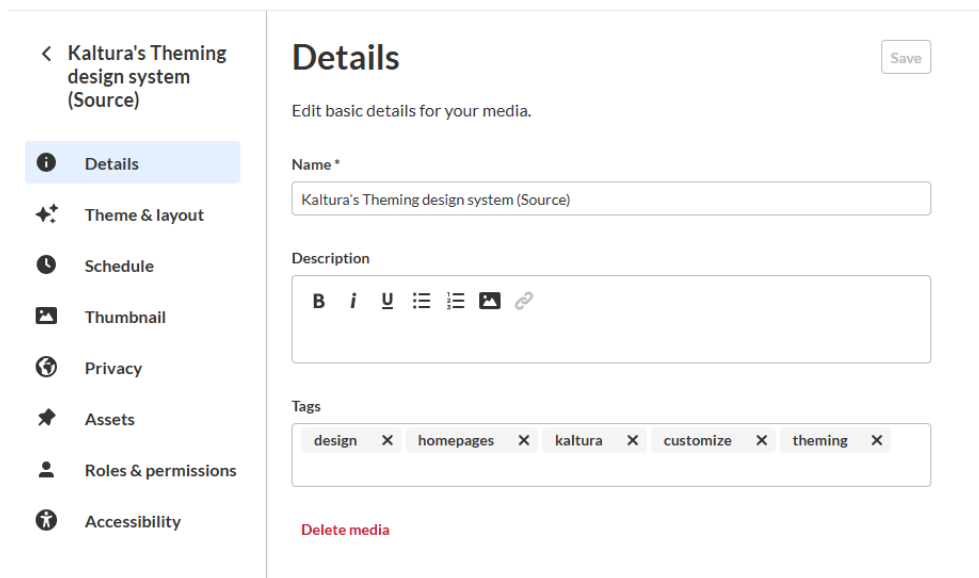
Duration

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 - [Publish status](#)
 - Edit**
 - [Add/Remove from folders](#)
 - [Analytics](#)
 - [Delete](#)
-  **Accessibility Agent Walkthrough**
Video • Owner • 0 Views • 0 Plays • Private

Alternatively, you can access the Details tab from the **media page** by clicking the **three dots** below the player and selecting **Edit**.



The edit media page opens on the Details tab by default, with a left-hand navigation.



Update media details

You can update the following fields and then click **Save** in the top-right corner to apply your changes:

- **Name** - Enter a name for the media (required).
- **Description** - Enter a description using the rich text editor. You can format text, add links, and include images.

- **Tags** - Add tags to help categorize and search for the media. Start typing to select existing tags or create new ones.



Additional fields may appear depending on your site configuration. These fields are defined by your administrator.

Delete media

Only media owners and faculty can delete media. If you don't have permission, the **Delete media** option isn't shown.

1. Scroll to the bottom of the tab and click **Delete media**.

Details

Save

Edit basic details for your media.

Name *

Kaltura's Theming design system (Source)

Description

B *i* U ☰ ☷ 🖼️ 🔗

Tags

kaltura × internal content ×

Delete media

A confirmation displays: *Are you sure you want to delete the media "[title]"?*

2. Click **Delete** to continue.