

# Create and edit draft entries in Sakai

Last Modified on 08/10/2025 1:01 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.



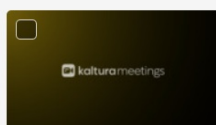
The examples shown below have the [Theming module](#) and the [draftentry module](#) enabled.

## Create a draft entry

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

### My Media

☐ 725 Results found



#### My New Room session

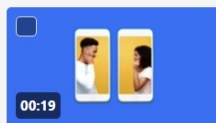
Tuesday, February 25, 2025, 9:30 AM - 10:30 AM GMT+3 scheduled

Meeting • Owner •  Private




#### YouTube Draft Entry

YouTube • Owner • 1 Play •  Private



#### Learning video - Quiz












This is a new video

Quiz • Owner • 0 Plays •  Published

 My Calendar

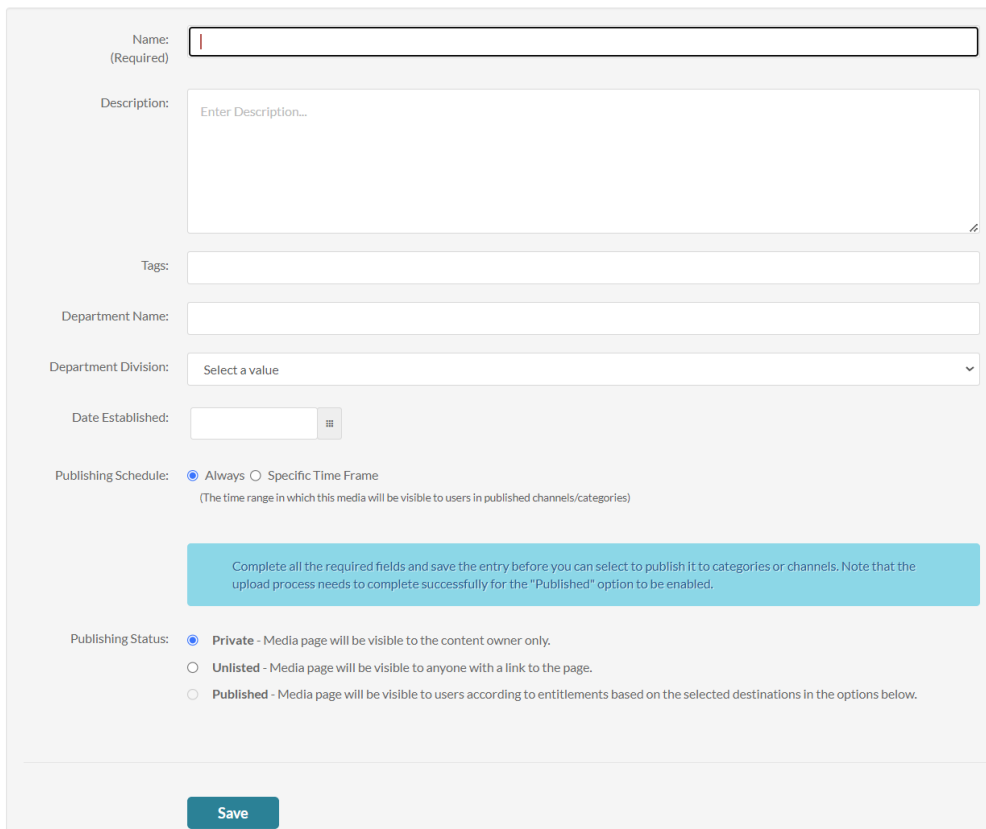
 My analytics

 **+ Create**

-  Upload
-  Meeting Room
-  Express Capture
- OTHER CREATION TOOLS
-  Video Quiz
-  Draft Entry
-  Capture
-  OneDrive
-  Interactive Video
- COLLECTIONS
-  Media Gallery
-  Stitch Videos
-  YouTube

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

### Add New Draft Entry



Name:  (Required)

Description:

Tags:

Department Name:

Department Division:  Select a value

Date Established:

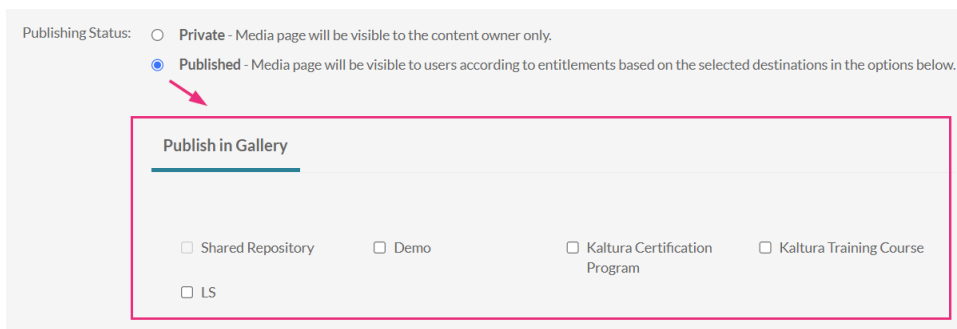
Publishing Schedule: ☒ Always ☐ Specific Time Frame  
(The time range in which this media will be visible to users in published channels/categories)

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**

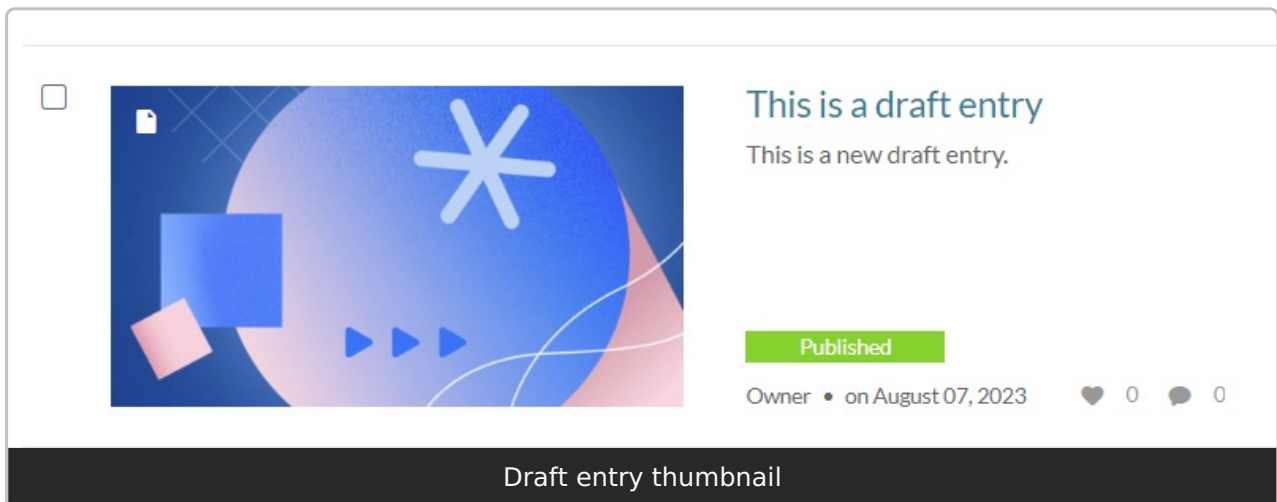
☐ Shared Repository ☐ Demo ☐ Kaltura Certification Program ☐ Kaltura Training Course  
☐ LS



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



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

← Back

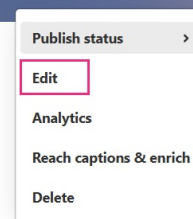
NO MEDIA

## My new draft entry



### My new draft entry

By Customer Training • February 26, 2025



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)

My new draft entry

### 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