

Delete media in Sakai

Last Modified on 05/04/2026 11:11 am IDT

 This article is designated for all users.

About

Keeping your media library organized and up to date is key to maintaining a high-quality learning experience. Over time, you may need to remove outdated or unnecessary content.

This guide shows how to delete media from My Media in your LMS. If needed, you can restore deleted items from the Recycle Bin (if enabled).

For details, see [Restore items from the Recycle bin](#).



You cannot delete published media. You must unpublish it before you can delete it.

Delete a single item



If you cannot access your My Media page content/actions or display editing tabs, as your administrator to give you the required permission.

1. Access the **My Media** page.

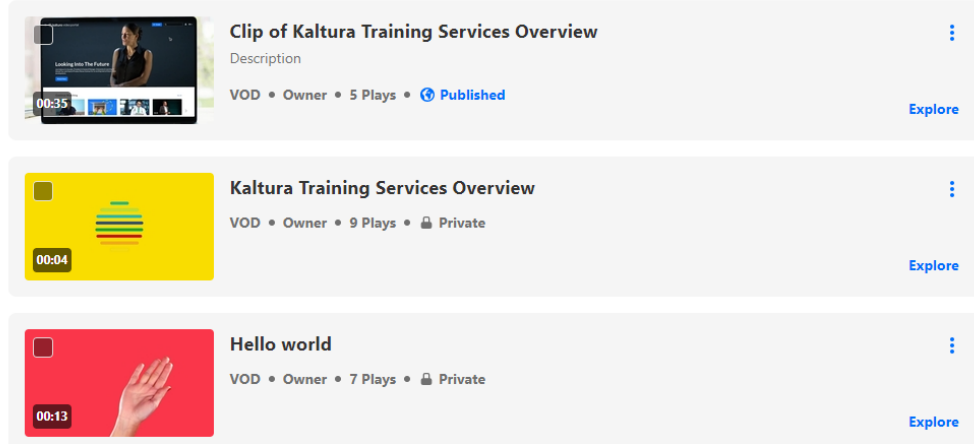
My Media

My Calendar My analytics [+ Create](#)

Search My-Media

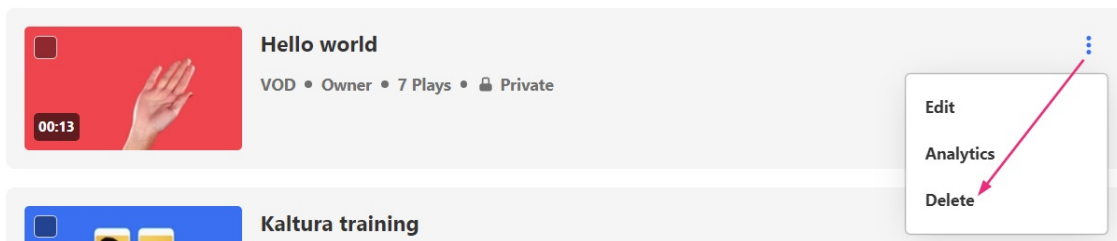
Filters

711 Results found



The screenshot shows a list of media items in the 'My Media' section. Each item includes a video thumbnail, a title, a description, and metadata such as 'VOD', 'Owner', 'Plays', and 'Status'. The first item is 'Clip of Kaltura Training Services Overview' (00:35, Published). The second is 'Kaltura Training Services Overview' (00:04, Private). The third is 'Hello world' (00:13, Private). Each item has a three-dot menu icon to its right.

2. Click the **three dots** to the right of the desired media and select **Delete**.



This screenshot shows the 'Hello world' media item selected. A context menu is open to the right of the three-dot icon, with a red arrow pointing to the 'Delete' option. The menu also includes 'Edit' and 'Analytics' options.

A confirmation message displays. The message varies based on whether the recycle bin is enabled:

Recycle bin is not enabled

Delete Confirmation

Are you sure you want to permanently delete this item from your media library?
(ID: 1_ogntubb1)
Note: This action is irreversible and deleted items are unrecoverable.

Cancel [Delete](#)

Recycle bin enabled

Move to Recycle bin

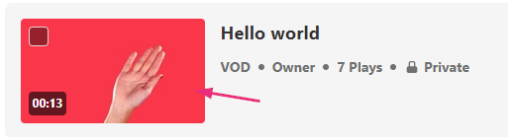
Are you sure you want to delete this media (ID: 1_ogntubb1) and move it to the recycle bin? This media will be automatically deleted from the recycle bin within 30 days.

Cancel [Delete](#)

3. Click **Delete**.

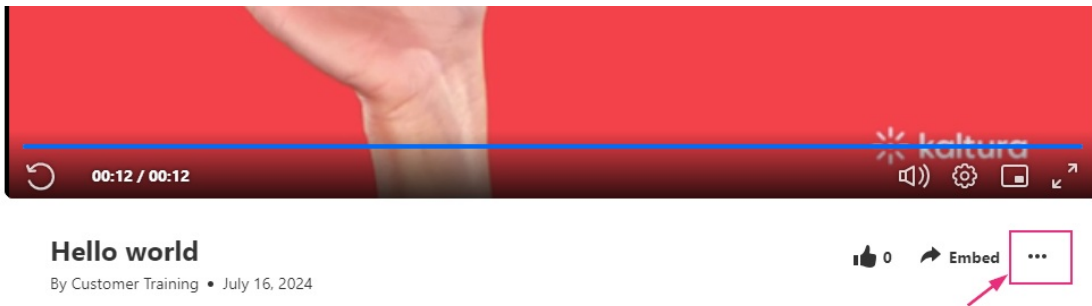
OR

1. On the **My Media** page, click on the thumbnail or title of the desired media.

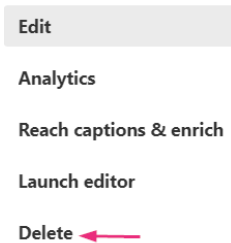


The media page displays.

2. Click the **three dots** to open the menu.

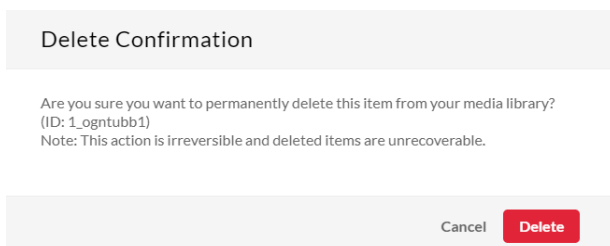


3. Click **Delete**.



A confirmation message displays. The message varies based on whether the recycle bin is enabled.

Recycle bin is not enabled



Recycle bin enabled

Move to Recycle bin

Are you sure you want to delete this media (ID: 1_ogntubb1) and move it to the recycle bin? This media will be automatically deleted from the recycle bin within 30 days.

Cancel **Delete**

4. Click **Delete**.

Delete multiple items

1. On your **My Media** page, check the boxes on the desired items.
2. Scroll to the top of the page, and click **Delete**.

i The Delete option doesn't display until you select at least one item.

My Media

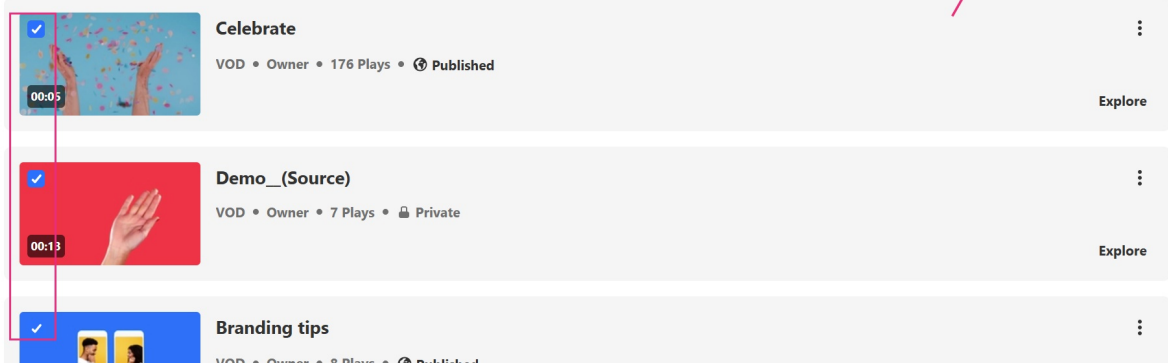
My Calendar My analytics **+ Create**


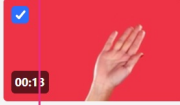
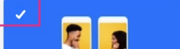
Search My-Media

Filters

733 Results found • 3 Selected

Publish **Delete** More actions



<input checked="" type="checkbox"/>	 00:05	Celebrate VOD • Owner • 176 Plays • Published	⋮ Explore
<input checked="" type="checkbox"/>	 00:13	Demo_(Source) VOD • Owner • 7 Plays • Private	⋮ Explore
<input checked="" type="checkbox"/>	 00:05	Branding tips VOD • Owner • 8 Plays • Published	⋮ Explore

A confirmation message displays. The message varies based on whether the recycle bin is enabled ([see above](#)).

3. Click **Delete**.