

# Create and edit draft entries in Moodle (legacy)

Last Modified on 05/05/2026 11:30 am IDT

 This article is designated for all users.

## About

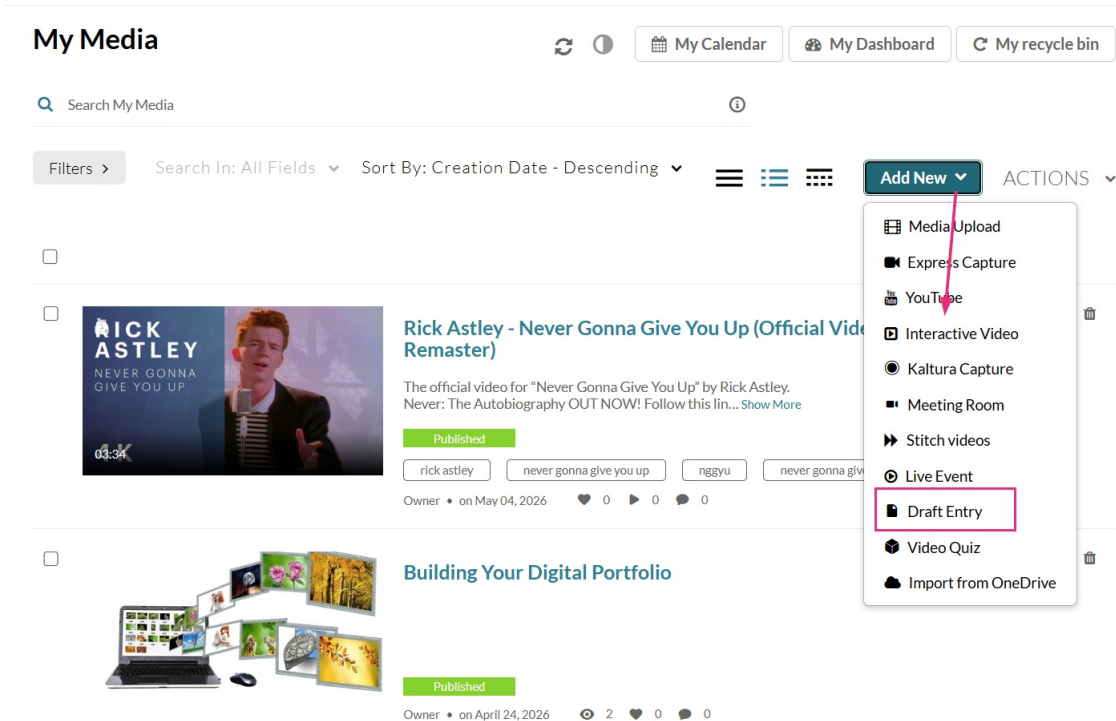
Draft entries offer users the convenience of generating an entry without the immediate need to upload content such as videos, audios, or images.

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.

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

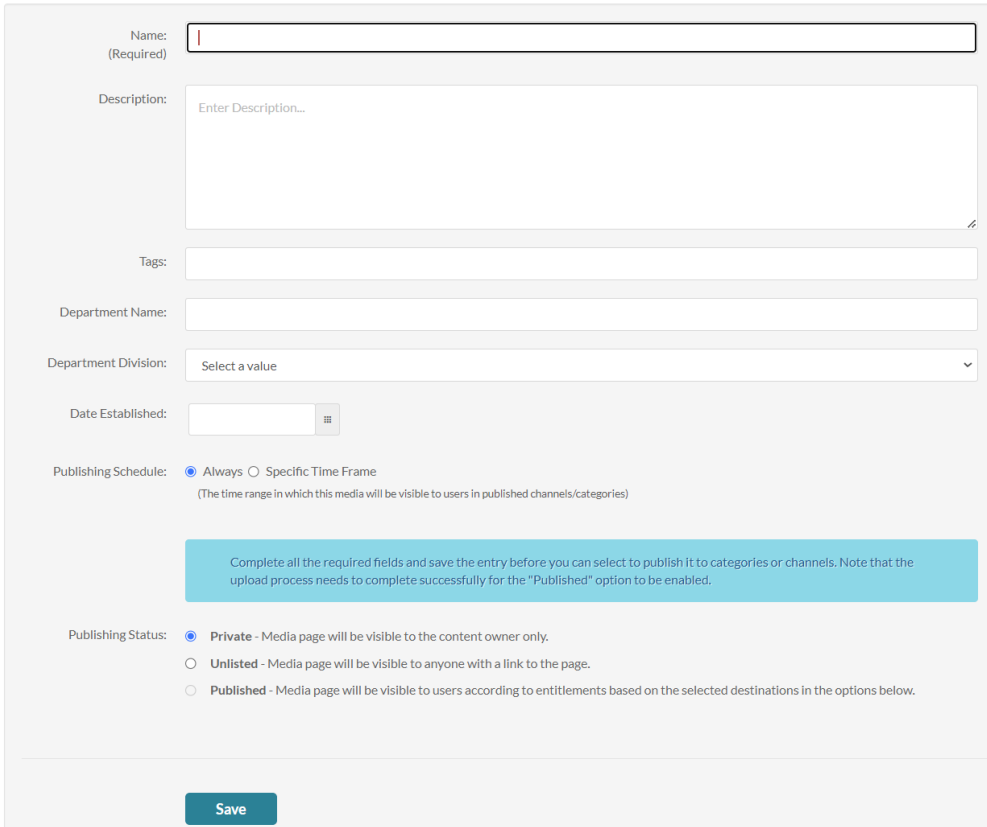
1. Select **Draft Entry** from the **+Create** menu.



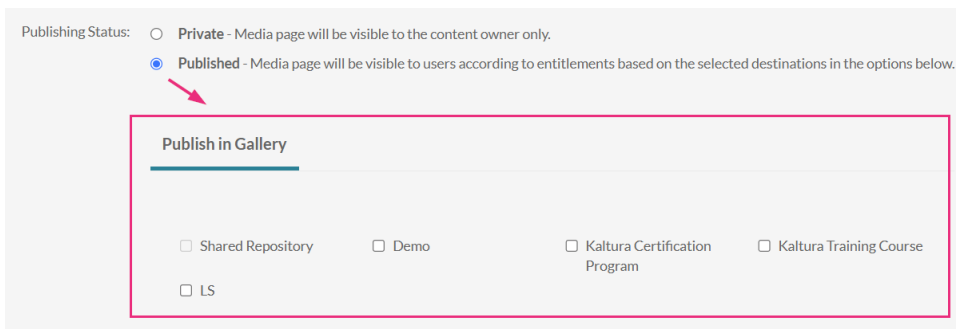
The screenshot shows the 'My Media' interface. At the top, there are navigation buttons for 'My Calendar', 'My Dashboard', and 'My recycle bin'. Below that is a search bar and filter options. The main content area displays a list of media items. The first item is 'Rick Astley - Never Gonna Give You Up (Official Video Remaster)', which is published. The second item is 'Building Your Digital Portfolio', also published. On the right side, the 'Add New' dropdown menu is open, showing various options: Media Upload, Express Capture, YouTube, Interactive Video, Kaltura Capture, Meeting Room, Stitch videos, Live Event, **Draft Entry** (highlighted with a red box), Video Quiz, and Import from OneDrive.

The **Add New Draft Entry** page 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:

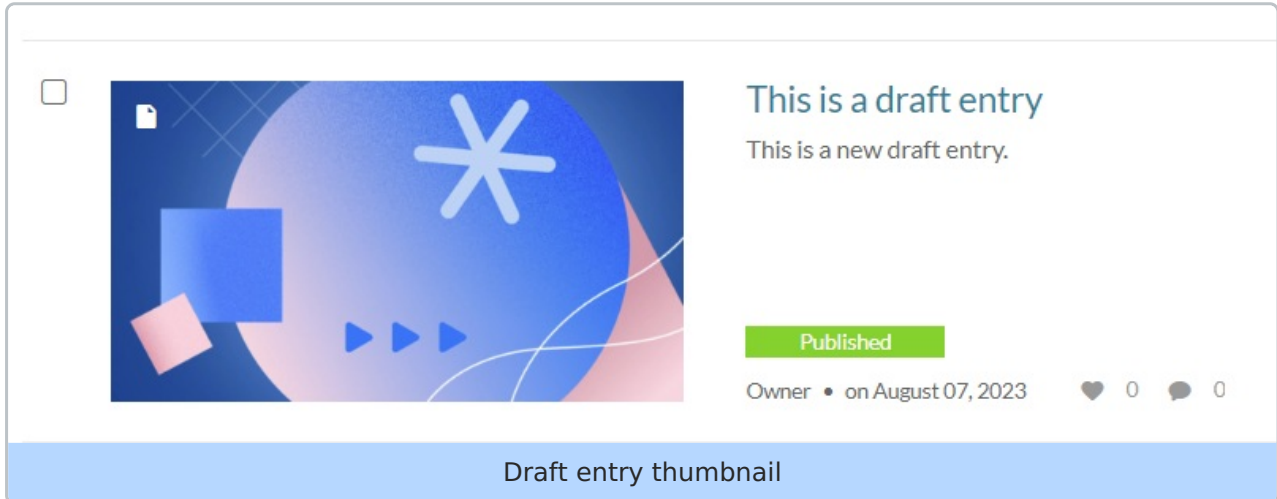



The **Publish** option is disabled until you click **Save** at the bottom of the

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 the **Actions** menu and select **Edit**.



## Draft entry - test

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From Customer Training May 04, 2026

Details 

← Back    ACTIONS ▾

No description provided

 Edit

 Publish

 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)

## 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