

Create and edit draft entries in Moodle

Last Modified on 06/14/2025 7:19 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.

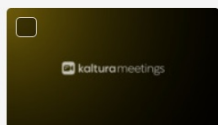
Create a draft entry

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

My Media

Search My-Media

725 Results found



My New Room session

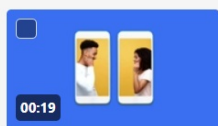
Tuesday, February 25, 2025, 9:30 AM - 10:30 AM GMT+3 (scheduled)

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

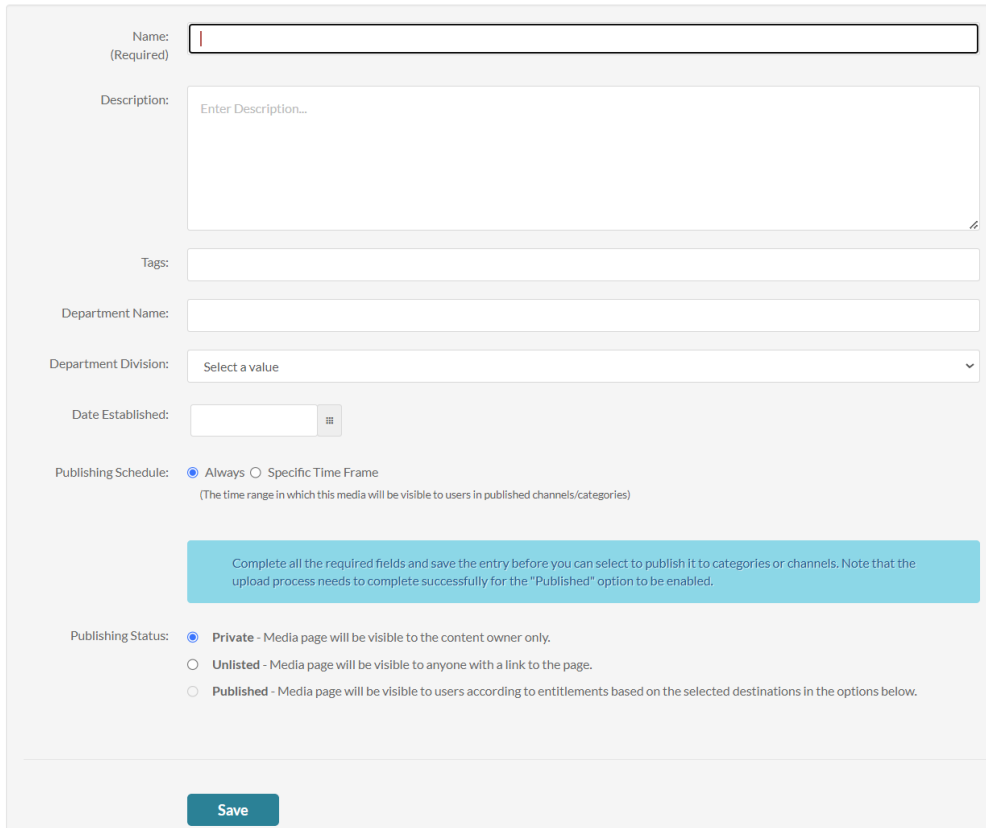
My analytics

+ Create

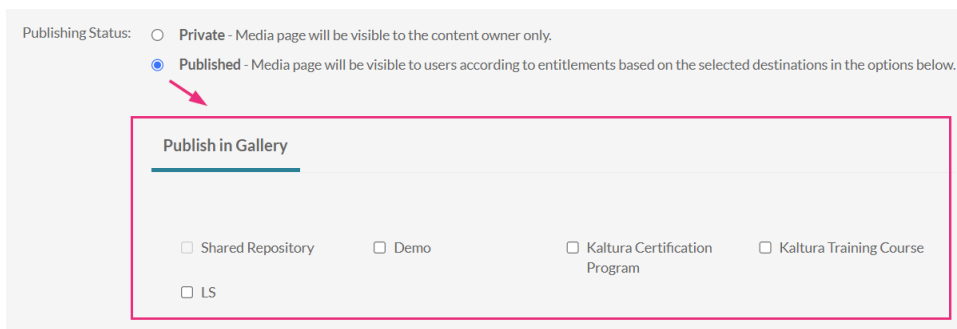
- Upload
- Meeting Room
- Express Capture
- OTHER CREATION TOOLS
- Video Quiz
- Draft Entry**
- Capture
- OneDrive
- Interactive Video
- COLLECTIONS
- Media Gallery
- Stitch Videos
- YouTube

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

Add New Draft Entry



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:

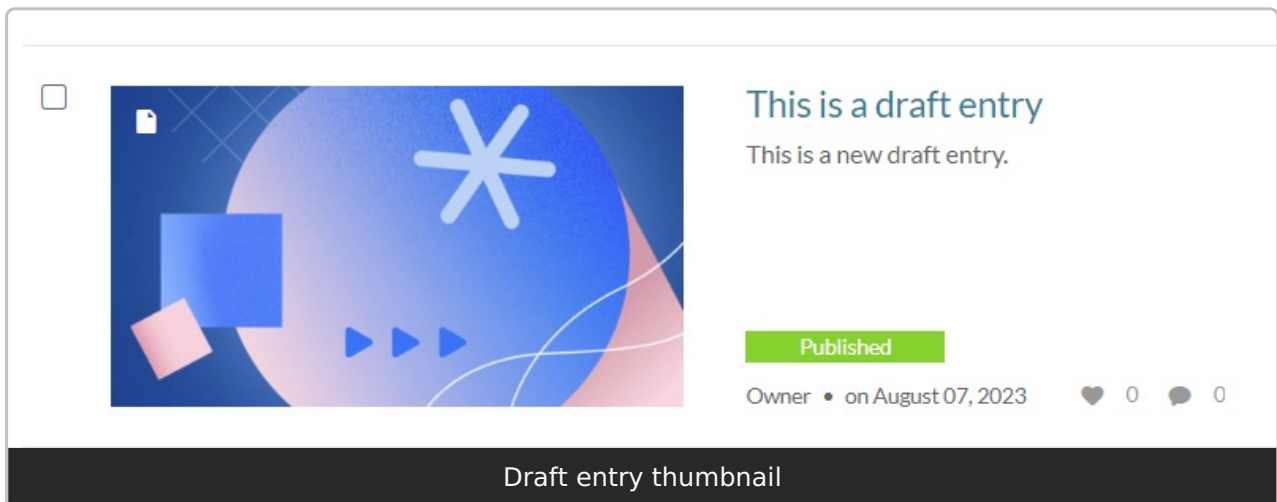




The **Publish** option is disabled until you click **Save** at the bottom of the page. Once saved, you can select Publish.

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

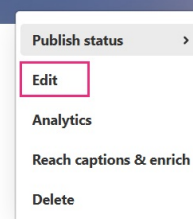
NO MEDIA

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