

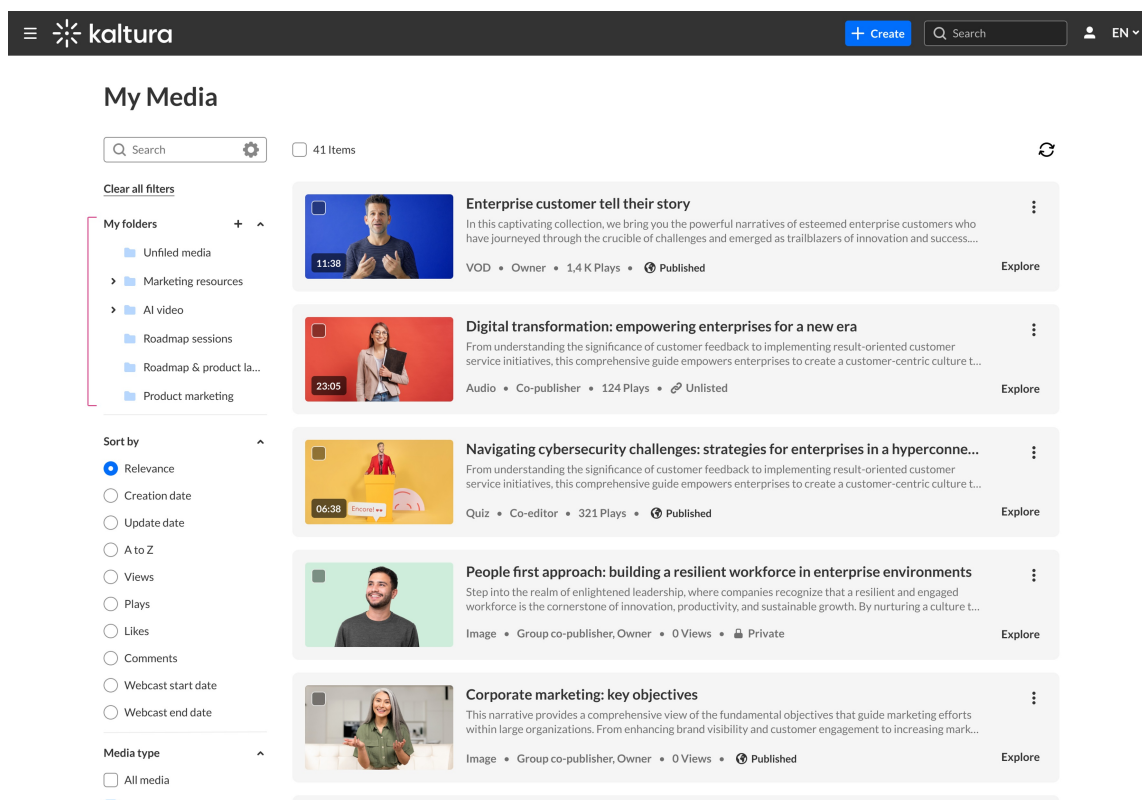
Folders module

Last Modified on 01/11/2026 5:03 pm IST

 This article is designated for administrators.

About

The [Folders feature](#) lets users organize their [My Media](#) into private folders and nested structures, as shown in the image below.



When folders are disabled, they're simply hidden and the media shows as a flat list in My Media. The folder structure is saved and will come back if the feature is turned on again.



This is a Theming-only module, available for both Video Portal and LMS Video environments. (If you can't enable it, reach out to your Kaltura representative to switch it on for your account.)

Configure

1. Go to your Configuration Management console and click on the **Folders** module. You

can also navigate to it directly using a link:
https://{your_site_URL}/admin/config/tab/folders.

ModulesCustom / core

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The Folders page displays.

MANAGE CONFIGURATION
MANAGE USERS
MANAGE GROUPS
KNOWLEDGE BASE
CLEAR THE CACHE
GO TO SITE

Configuration Management

Server Tools

- Backup Configuration
- Player replacement tool

Global

- Application
- AddNew
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Folders

Module Info

Description

Enable the folders capability for your users and allow them to organize their media in private folders. To enable, please contact your Kaltura representative.

Note

KMS and KAF module. Depends on the [Theming module](#).

enabled

Yes ▾

Enable the Folders module.

foldersUsers

privateOnlyRole ▾

Select the minimal role that can use the folders feature.

Save

2. Configure the following

- **enabled** - Set to 'Yes' to enable the module.
- **foldersUsers** - Select the minimal role that can use the folders feature. Choose from the following options:
 - privateOnlyrole
 - adminRole
 - unmoderatedAdminRole
 - Specific users/ groups - Select this option to manually choose users.

If you select **Specific users/ groups**, an additional field displays.

foldersUsers

Specific Users / Groups ▾

Select the minimal role that can use the folders feature.

allowedUsersFolders

Select users / groups who are allowed to use folders.

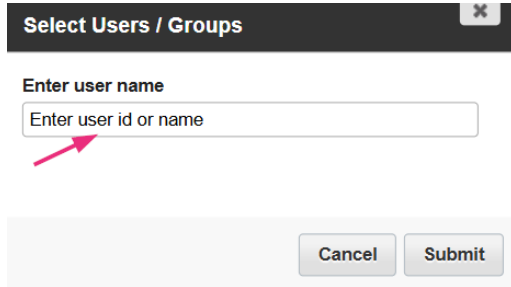
+ Add "allowedUsersFolders"

a. Click **+Add "allowedUsersFolders"**. A new field displays.



The screenshot shows a user interface with a red 'DELETE' button in the top left corner. Below it, there is a text input field containing the word 'user'. To the right of the input field is a blue button labeled 'Select Users / Groups'.

b. Click **Select Users / Groups**, and in the box that opens, enter the user's ID or name.



The screenshot shows a dialog box titled 'Select Users / Groups' with a close button (X) in the top right corner. Inside the dialog, there is a section labeled 'Enter user name' with a text input field below it containing the placeholder text 'Enter user id or name'. A red arrow points to the input field. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit'.

c. Click **Submit**.

3. When you're done, click **Save**.