

## Folders module

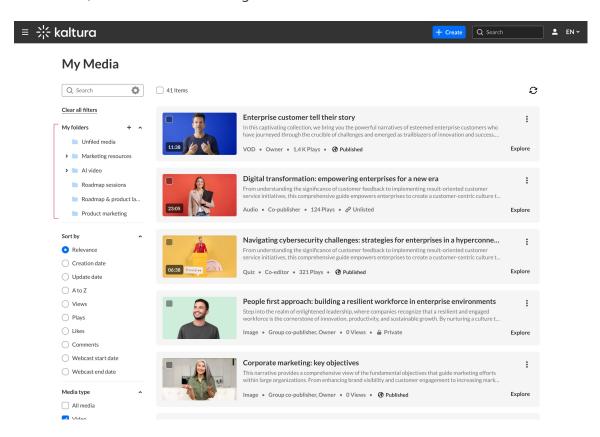
Last Modified on 11/09/2025 2:33 pm IST



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.



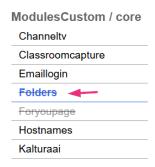
This is a Theming-only module, available for both Video Portal and LMS Video environments. (If you can't enable it, reach out to your Kaltura representative to switch it on for your account.)

## Configure

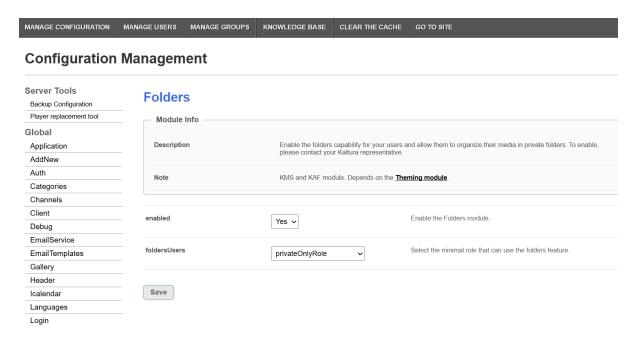
1. Go to your Configuration Management console and click on the **Folders** module. You



can also navigate to it directly using a link: https://{your KMS\_URL}/admin/config/tab/folders.



The Folders page displays.



- 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.





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



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



- c. Click Submit.
- 3. When you're done, click **Save**.