

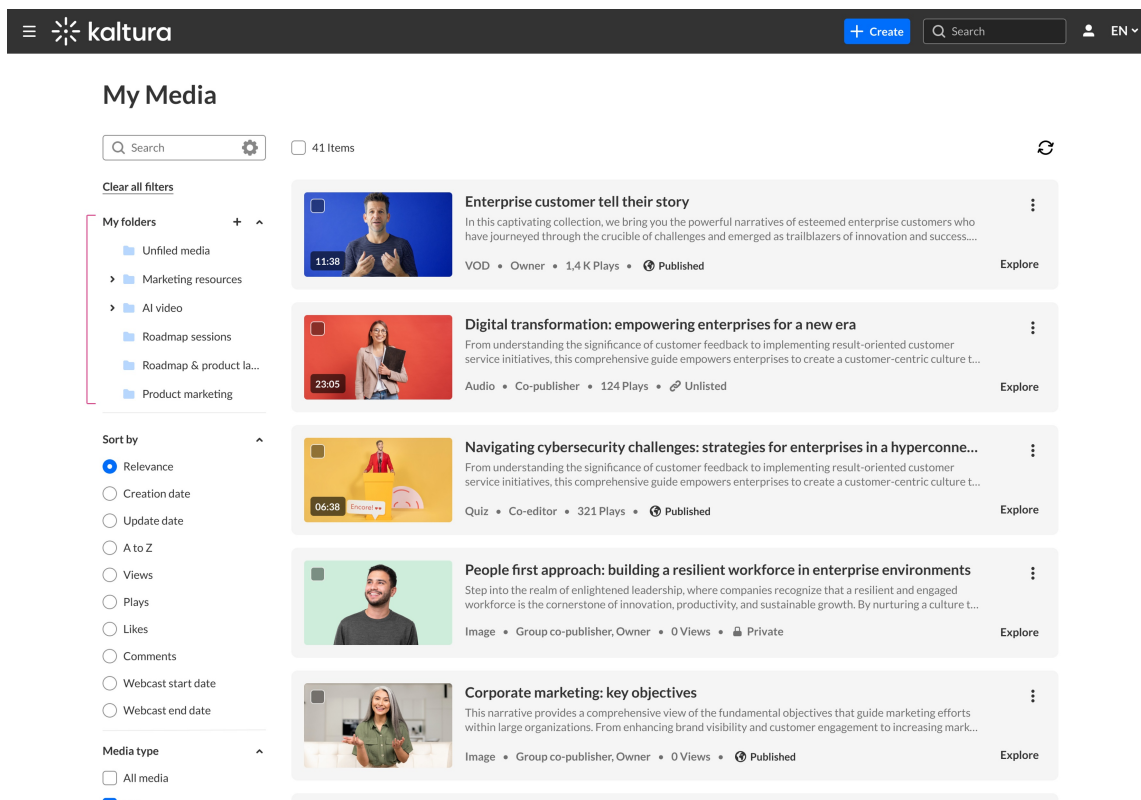
Folders module

Last Modified on 05/04/2026 10:39 am IDT

 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 Content Hubs and LMS Video environments. (If you can't enable it, reach out to your Kaltura representative to switch it on for your account.)

Configure

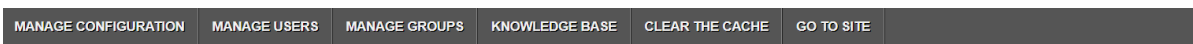
1. Go to your Configuration Management console and click on the **Folders** module. You

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

ModulesCustom / core

- Channeltv
- Classroomcapture
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- Folders** ←
- Foryoupage
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The Folders page displays.



Configuration Management

Server Tools

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Global

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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 Enable the Folders module.

foldersUsers Select the minimal role that can use the folders feature.

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 Select the minimal role that can use the folders feature.

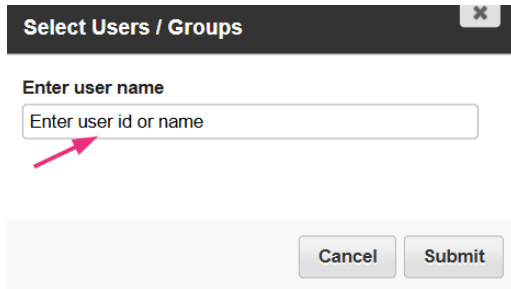
allowedUsersFolders Select users / groups who are allowed to use folders.

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



A screenshot of a form field. At the top left, there is a red button labeled 'DELETE'. Below it, the text 'user' is displayed. To the right of 'user' is a grey rectangular input field. Further right 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.



A screenshot of a dialog box titled 'Select Users / Groups' with a close button (X) in the top right corner. Below the title bar, the text 'Enter user name' is displayed. Underneath is a text input field containing the placeholder text 'Enter user id or name'. A red arrow points to the input field. At the bottom of the dialog box are two buttons: 'Cancel' and 'Submit'.

c. Click **Submit**.

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