

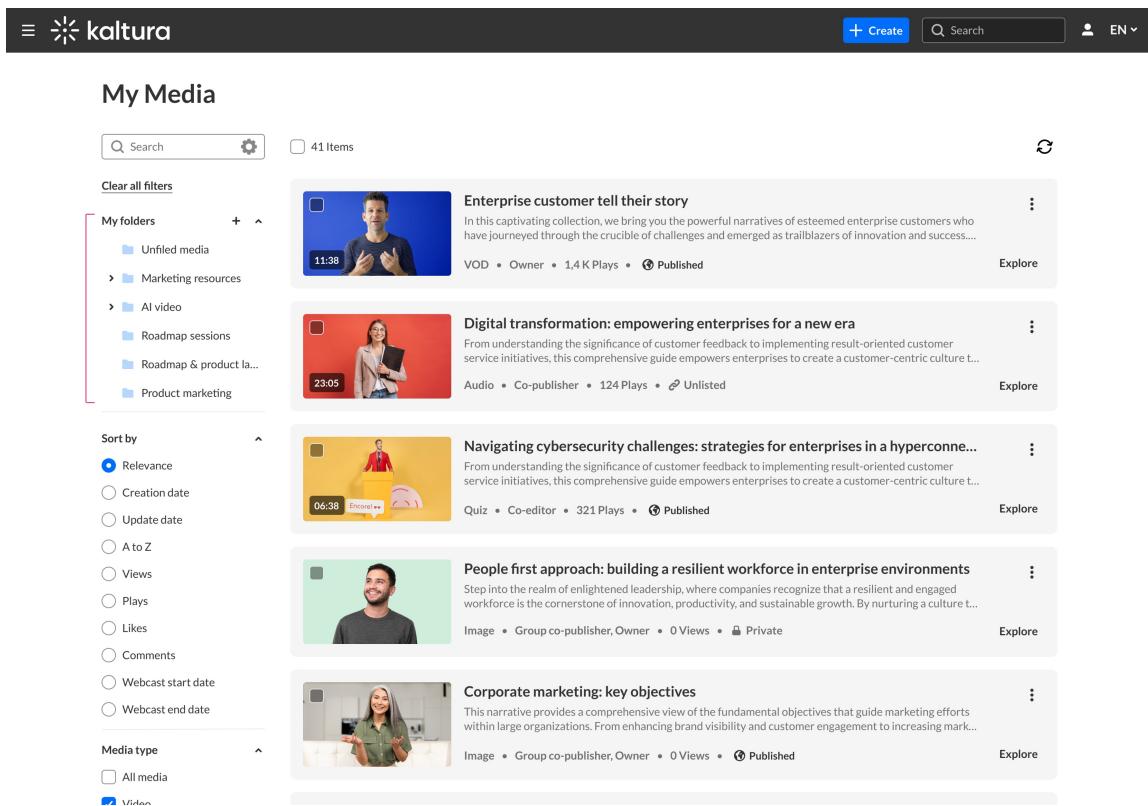
Folders module

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 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.



The screenshot shows the Kaltura My Media interface. On the left, there is a sidebar with filter options: 'My folders' (Unfiled media, Marketing resources, AI video, Roadmap sessions, Roadmap & product la..., Product marketing), 'Sort by' (Relevance, Creation date, Update date, A to Z, Views, Plays, Likes, Comments, Webcast start date, Webcast end date), and 'Media type' (All media, Video). The main area displays a list of media items:

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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

- Channeltv
- Classroomcapture
- Emaillogin
- Folders**
- Foryoupage
- Hostnames
- Kalturaai

The Folders page displays.



Configuration Management

- Server Tools
 - Backup Configuration
 - Player replacement tool
- Global
 - Application
 - AddNew
 - Auth
 - Categories
 - Channels
 - Client
 - Debug
 - EmailService
 - EmailTemplates
 - Gallery
 - Header
 - Icalendar
 - Languages
 - Login

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 <input type="button" value=""/>	Enable the Folders module.
foldersUsers	privateOnlyRole <input type="button" value=""/>	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.

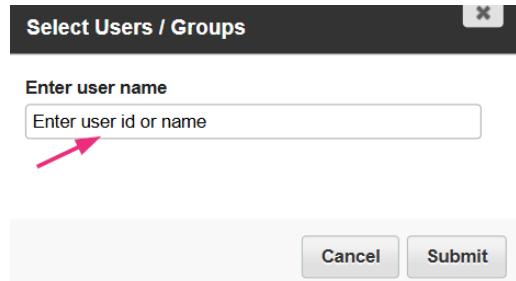
foldersUsers	Specific Users / Groups <input type="button" value=""/>	Select the minimal role that can use the folders feature.
allowedUsersFolders	Select users / groups who are allowed to use folders. <input allowedusersfolders""="" type="button" value="+ Add "/>	

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



A screenshot of a Kaltura interface. At the top, there is a red 'DELETE' button. Below it, the word 'user' is typed into a text input field. To the right of the input field is a blue 'Select Users / Groups' button.

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



A screenshot of a 'Select Users / Groups' modal. The title bar says 'Select Users / Groups'. Below it is a label 'Enter user name' and an input field. A red arrow points to the input field. At the bottom of the modal are 'Cancel' and 'Submit' buttons.

c. Click **Submit**.

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