

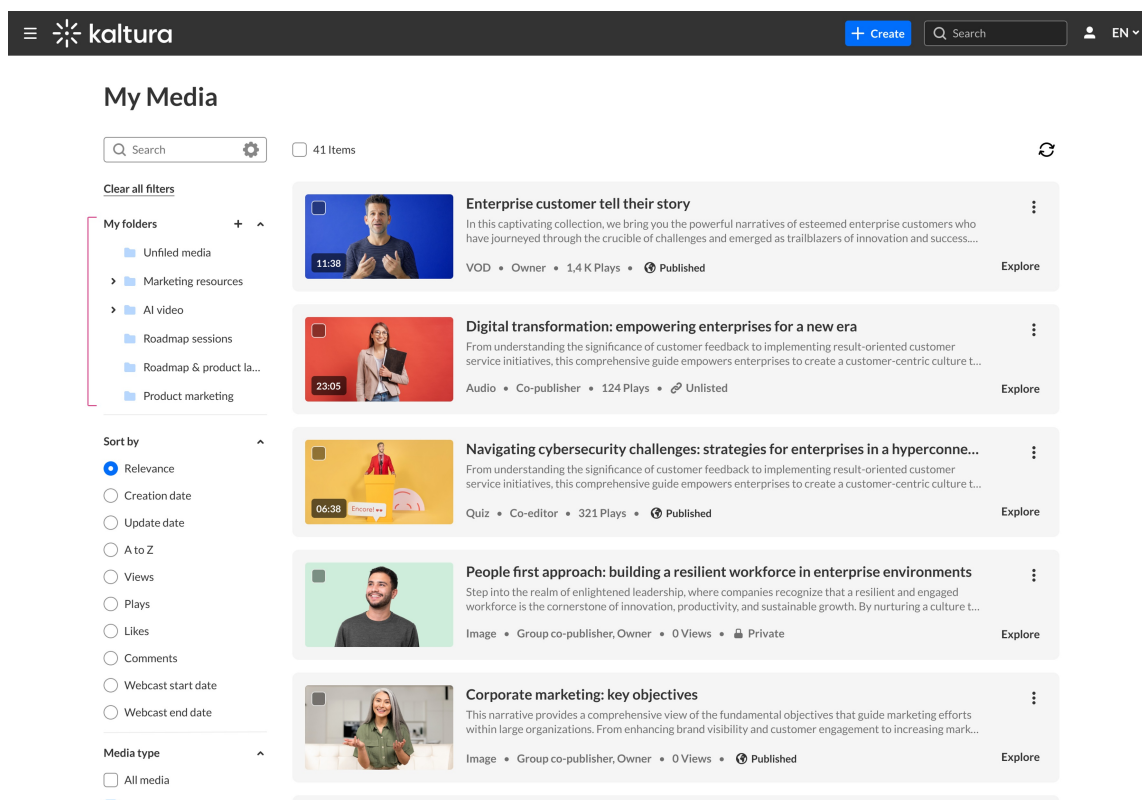
Folders module

Last Modified on 07/23/2025 11:42 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 Video Portal and LMS Video environments. This module may need to be activated for your account. Contact your Kaltura representative if you don't see it in your configuration.

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.

ModulesCustom / core

Channeltv
Classroomcapture
Emaillogin
Folders ←
Foryoupage
Hostnames
Kalturaai

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
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 ▾

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.

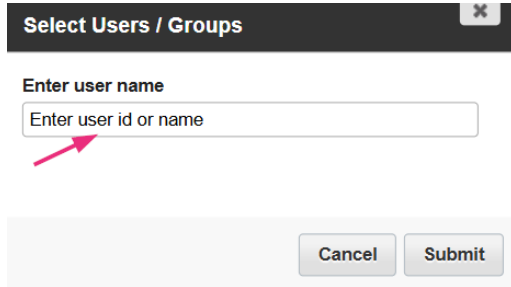
+ Add "allowedUsersFolders"

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 labeled 'user' and 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 text input field labeled 'Enter user name' and a text input field labeled 'Enter user id or name'. A red arrow points to the 'Enter user id or name' field. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit'.

c. Click **Submit**.

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