

Create and manage folders in My Media in Canvas

Last Modified on 12/07/2025 11:51 am IST

 This article is designated for all users.

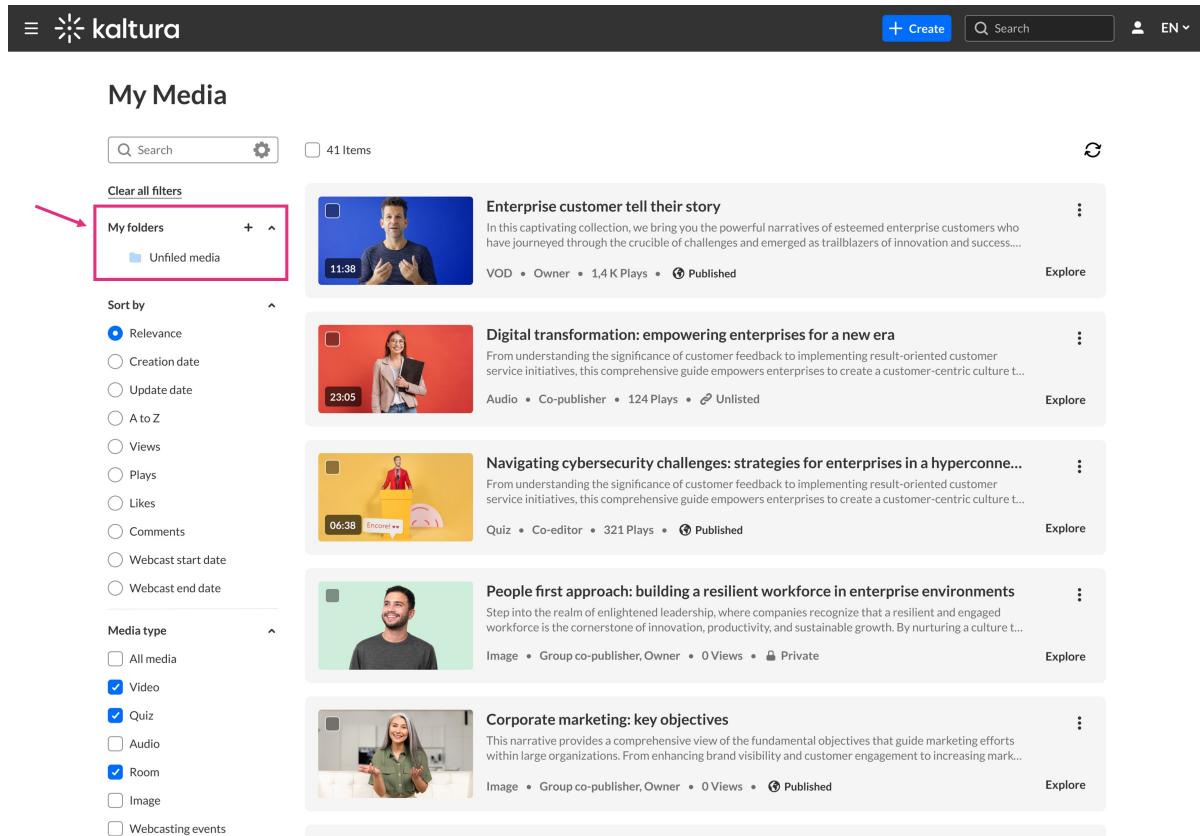
About

You can organize your personal My Media library using folders. You can create folders, build nested structures, and move your media into them for easier access and management. Your folders are private and visible only to you.



The **My Folders** feature needs to be enabled by your administrator in the [Folders module](#).

Once folders are enabled, you'll see a **My folders** section at the top left of your [My Media](#) page. You will also see a **Unfiled media** folder. This shows all media items not yet placed inside any folder. As you organize your media into folders, those items will no longer appear in **Unfiled media**.



The screenshot shows the Kaltura My Media interface. At the top, there is a navigation bar with the Kaltura logo, a search bar, a 'Create' button, and a language dropdown set to 'EN'. Below the navigation bar, the page title is 'My Media'. On the left, there is a sidebar with 'My folders' (highlighted with a pink box and a red arrow) and 'Unfiled media' under it. The sidebar also includes 'Sort by' (Relevance selected) and 'Media type' (Video selected). The main content area displays five media items:

- Enterprise customer tell their story**: VOD, Owner, 1.4 K Plays, Published. Description: In this captivating collection, we bring you the powerful narratives of esteemed enterprise customers who have journeyed through the crucible of challenges and emerged as trailblazers of innovation and success....
- Digital transformation: empowering enterprises for a new era**: Audio, Co-publisher, 124 Plays, Unlisted. Description: From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture t...
- Navigating cybersecurity challenges: strategies for enterprises in a hyperconne...**: Quiz, Co-editor, 321 Plays, Published. Description: From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture t...
- People first approach: building a resilient workforce in enterprise environments**: Image, Group co-publisher, Owner, 0 Views, Private. Description: Step into the realm of enlightened leadership, where companies recognize that a resilient and engaged workforce is the cornerstone of innovation, productivity, and sustainable growth. By nurturing a culture t...
- Corporate marketing: key objectives**: Image, Group co-publisher, Owner, 0 Views, Published. Description: This narrative provides a comprehensive view of the fundamental objectives that guide marketing efforts within large organizations. From enhancing brand visibility and customer engagement to increasing mark...

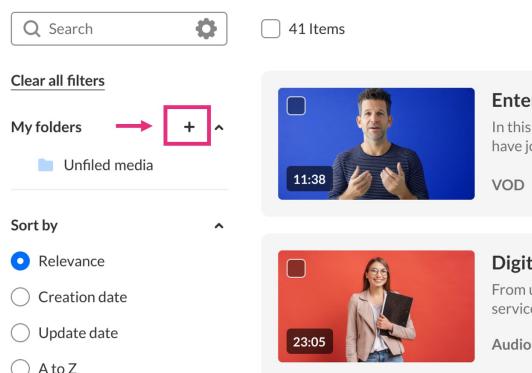
Each media item has a 'More' (three dots) button and an 'Explore' button. The 'Media type' section in the sidebar also includes options for Quiz, Audio, Room, Image, and Webcasting events.

Create a folder

1. Go to [My Media](#).
2. To the right of the **My folders** section, click the add icon (+).



My Media



Search 41 Items

Clear all filters

My folders 

Unfiled media

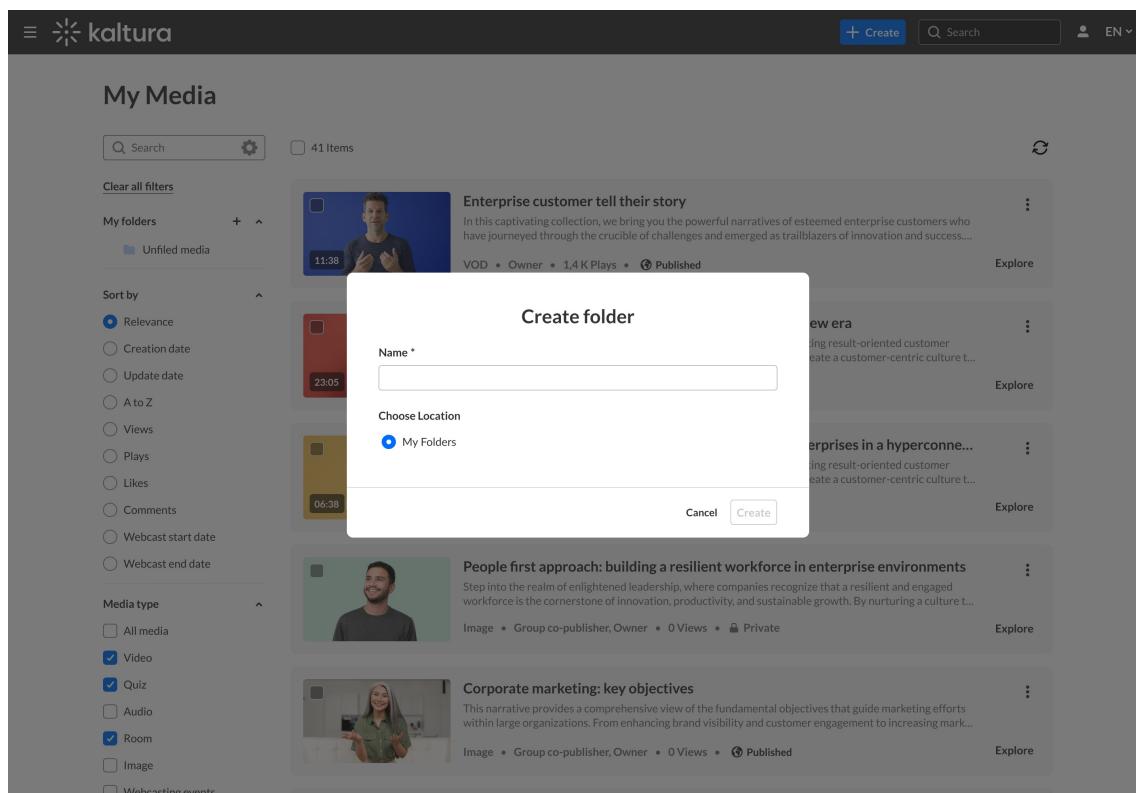
Sort by

- Relevance
- Creation date
- Update date
- A to Z

Enterprise customer tell their story
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VOD • Owner • 1.4K Plays • Published

Digit
From our service
Audio

The 'Create folder' window opens.



3. Enter a name (required).
4. In the **Choose Location** section:
 - If this is your first folder, the only available location is **My Folders** (your top-level

folder).

- If you already have folders, you'll see a list of your existing folders and subfolders. Select where you'd like to place the new folder by choosing a location from the list.

Create folder

Name *

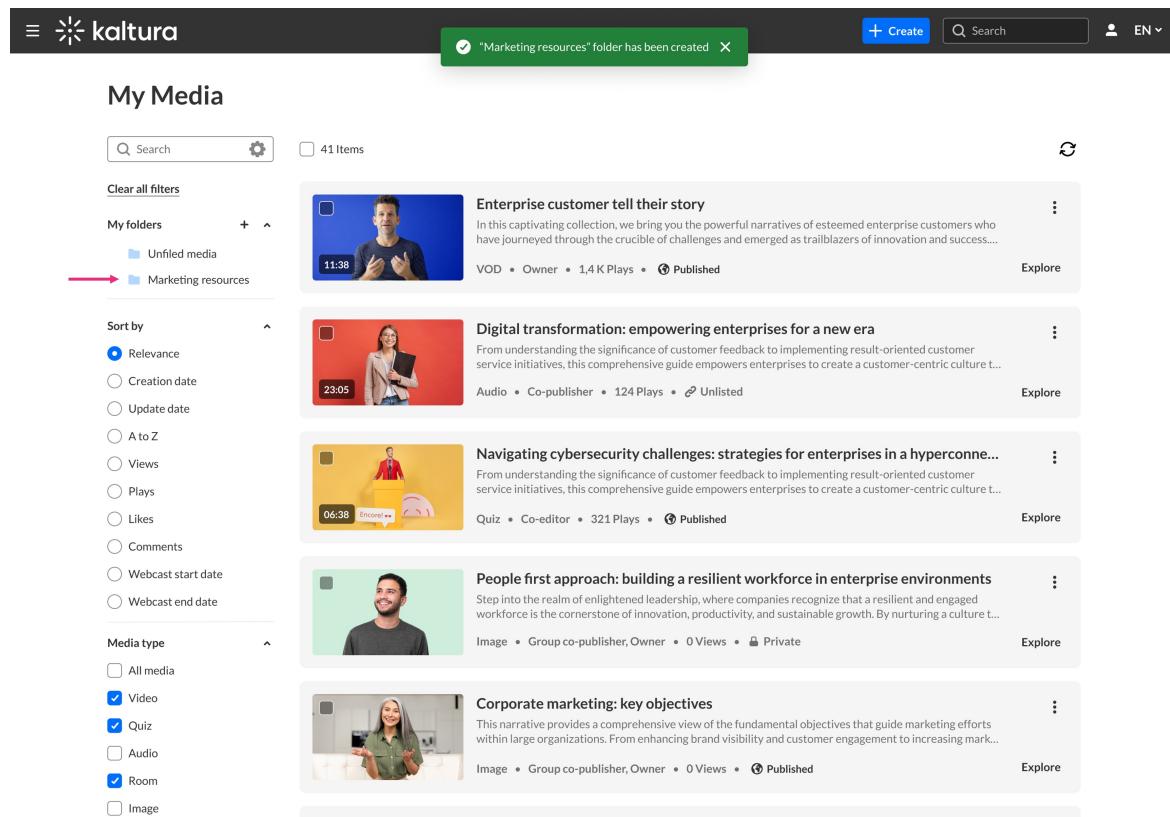
Choose Location

My Folders

[Cancel](#)
[Create](#)

5. Click **Create**.

A confirmation message displays and your new folder appears in your **My folders** section.



The screenshot shows the Kaltura My Media interface. At the top, there is a navigation bar with the Kaltura logo, a search bar, and a 'Create' button. A green notification bar says "'Marketing resources' folder has been created". The main area is titled 'My Media' and shows a list of media items. On the left, there are filters for 'My folders' (with 'Marketing resources' selected), 'Sort by' (Relevance), and 'Media type' (Video, Quiz, Room selected). The list includes five items, each with a thumbnail, title, description, and metadata like 'Published' or 'Unlisted'. Each item has an 'Explore' button and a more options menu (three dots).

Repeat these steps to create more folders.

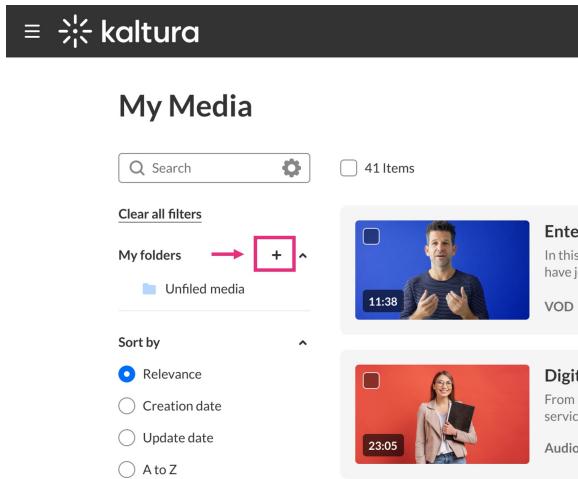


Each user can create up to **500** folders (including subfolders).

Create a subfolder

You can create folders up to three levels deep.

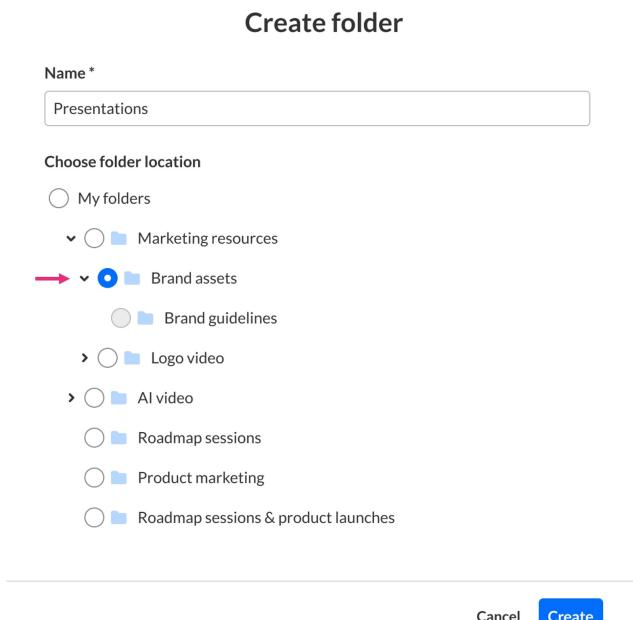
1. To the right of the **My folders** section, click the add icon (+).



The screenshot shows the Kaltura 'My Media' interface. In the top left, there's a search bar and a gear icon. To the right, it says '41 Items'. Below that, there's a 'Clear all filters' link. The 'My folders' section is visible, with a red arrow pointing to a red-bordered '+' icon. Underneath, there's a 'Unfiled media' link. To the right, there are two media items: one titled 'Enter' (11:38, VOD) and another titled 'Digit' (23:05, Audio). On the left, there's a 'Sort by' dropdown set to 'Relevance'.

The 'Create folder' window opens.

2. Enter a folder name (folder names must be unique within the same location, but you can reuse the same name in different branches).
3. In the **Choose folder location** section, select the parent folder where you want to place your new folder.



The screenshot shows the 'Create folder' window. At the top, it says 'Create folder'. Below that, there's a 'Name *' field containing 'Presentations'. The 'Choose folder location' section shows a tree structure:

- My folders (radio button is empty)
- Marketing resources (radio button is empty)
- Brand assets (radio button is checked, highlighted with a red arrow)
- Brand guidelines (radio button is empty)
- Logo video (radio button is empty)
- AI video (radio button is empty)
- Roadmap sessions (radio button is empty)
- Product marketing (radio button is empty)
- Roadmap sessions & product launches (radio button is empty)

 At the bottom, there are 'Cancel' and 'Create' buttons.

4. Click **Save**.

A confirmation message displays and your new subfolder appears inside the parent



folder.

The screenshot shows the Kaltura My Media interface. At the top, there is a navigation bar with the Kaltura logo, a search bar, and a message indicating a new folder has been created. The main area is titled "My Media" and shows a list of 41 items. On the left, there is a sidebar with "My folders" navigation, including sections for Unfiled media, Marketing resources, Brand assets, Presentations (which is currently selected and highlighted with a red arrow), Logo video, AI video, Roadmap sessions, Roadmap & product la..., and Product marketing. Below this is a "Sort by" section with options: Relevance (which is selected and highlighted with a blue circle), Creation date, Update date, A to Z, Views, Plays, and Likes. The main content area displays five media items as cards:

- Enterprise customer tell their story**
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VOD • Owner • 1,4 K Plays • Published
- Digital transformation: empowering enterprises for a new era**
From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture t...
Audio • Co-publisher • 124 Plays • Unlisted
- Navigating cybersecurity challenges: strategies for enterprises in a hyperconne...**
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- People first approach: building a resilient workforce in enterprise environments**
Step into the realm of enlightened leadership, where companies recognize that a resilient and engaged workforce is the cornerstone of innovation, productivity, and sustainable growth. By nurturing a culture t...
Image • Group co-publisher, Owner • 0 Views • Private
- Corporate marketing: key objectives**
This narrative provides a comprehensive view of the fundamental objectives that guide marketing efforts

Add media to a folder

Option 1: Drag and drop

In [My Media](#), drag and drop a single item into the desired folder. For multiple items, select them using the checkboxes, then drag and drop into the folder.

≡  kaltura + Create Search EN

My Media

Search Clear filters 41 Items ...

My folders + 4 Items selected

- Unfiled media
- Marketing resources
 - Brand assets
 - Logo video
 - 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



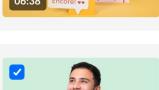
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Image • Group co-publisher, Owner • 0 Views • Private



Corporate marketing: key objectives
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Image • Group co-publisher, Owner • 0 Views • Published

Draggging and dropping multiple items

Option 2: Use the three-dot menu

For a single item:

1. Click the **three-dot menu** to the far right of the media item.
2. From the menu, select **Add to / Remove from folders**.

≡  **kaltura** + Create Search EN

My Media

My Media > Roadmap sessions & product launches

Search: 5 Items

[Clear all filters](#)

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

Media type

Relevance

Product roadmap 2025 Q2
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VOD • Owner • 1.4 K Plays • Published Explore

Focus AI innovation - product roadmap 2025 Q1
From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture t...
Audio • Co-publisher • 124 Plays • Unlisted Explore

Overview product roadmap 2024 Q4
From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture t...
Quiz • Co-editor • 321 Plays • Published

Product Roadmap 2024 Q3
Step into the realm of enlightened leadership, where companies recognize that a resilient and engaged workforce is the cornerstone of innovation, productivity, and sustainable growth. By nurturing a culture t...
Image • Group co-publisher, Owner • 0 Views • Private Explore

Future of Cybersecurity
Step into the realm of enlightened leadership, where companies recognize that a resilient and engaged workforce is the cornerstone of innovation, productivity, and sustainable growth. By nurturing a culture t...
Image • Group co-publisher, Owner • 0 Views • Private Explore

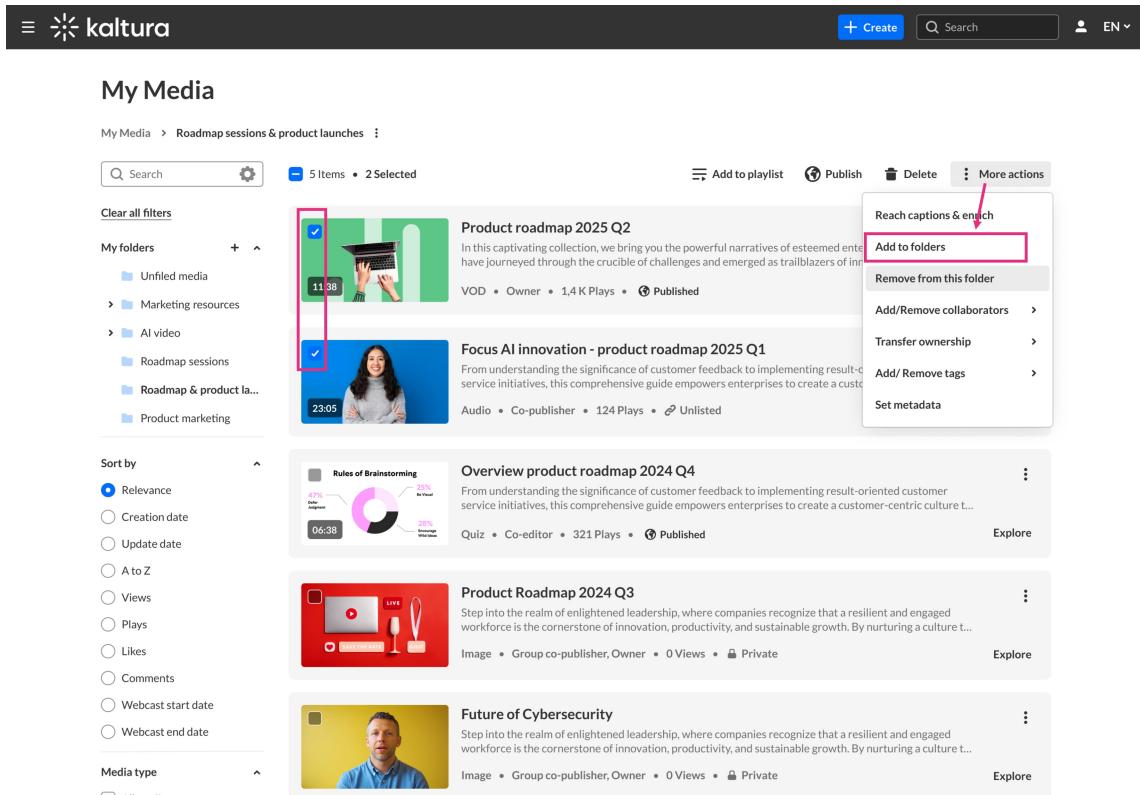
 



 <img alt="

1. Select the items using the checkboxes.
2. Click the **More actions** menu at the top of the page and select **Add to folders**.



My Media

My Media > Roadmap sessions & product launches

5 Items • 2 Selected

More actions

Product roadmap 2025 Q2

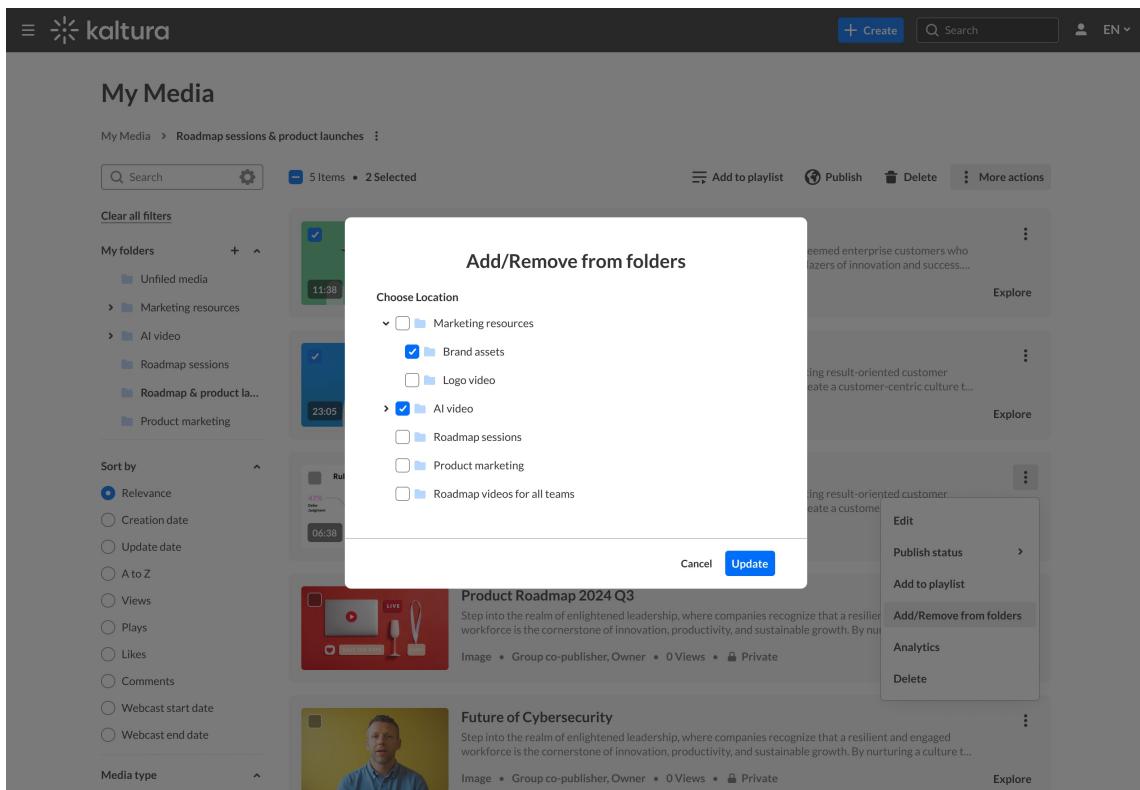
Focus AI innovation - product roadmap 2025 Q1

Overview product roadmap 2024 Q4

Product Roadmap 2024 Q3

Future of Cybersecurity

The 'Add to / Remove from folders' window opens.



My Media

My Media > Roadmap sessions & product launches

5 Items • 2 Selected

Add/Remove from folders

Choose Location

- Marketing resources
- Brand assets
- Logo video
- AI video
- Roadmap sessions
- Product marketing
- Roadmap videos for all teams

Cancel Update

Product Roadmap 2024 Q3

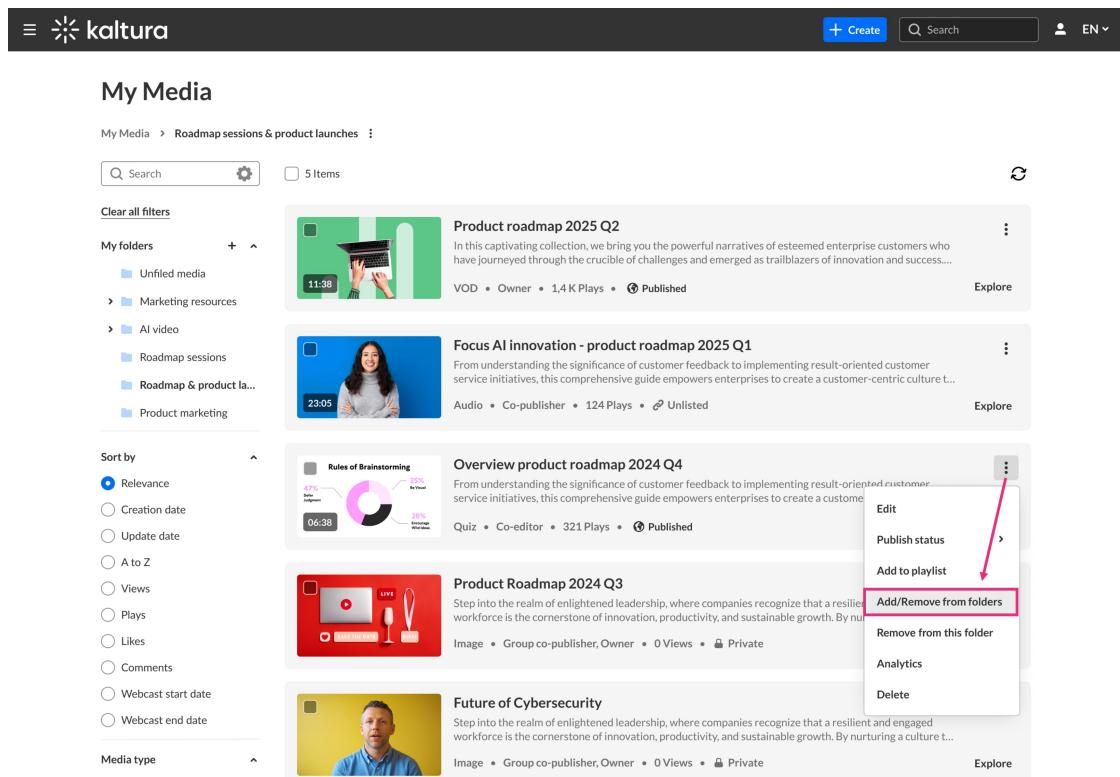
Future of Cybersecurity

3. Choose your folder(s) and click **Update**.
The items are added to the chosen folders.

Remove media from a folder

Single item

1. Click the **three-dot menu** to the far right of the item.
2. From the menu, select **Add to / Remove from folders**.



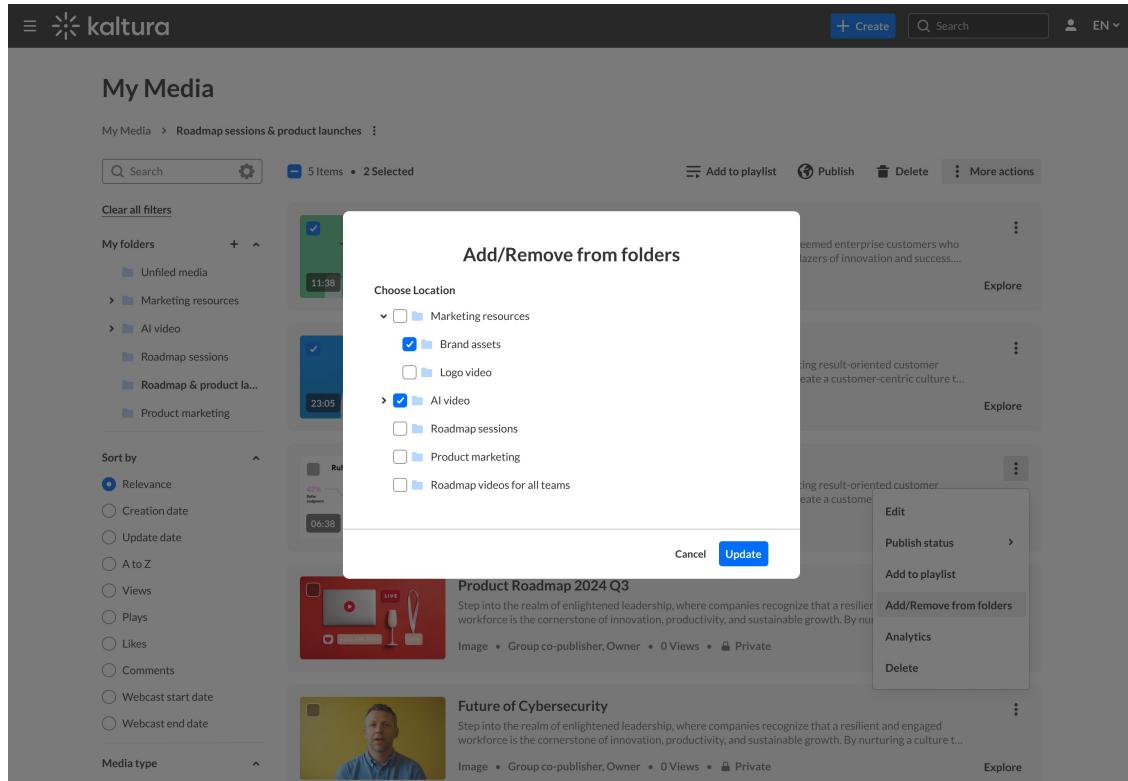
The screenshot shows the Kaltura 'My Media' interface. On the left, there are filters for 'My folders' (Unfiled media, Marketing resources, AI video, Roadmap sessions, Roadmap & product la..., Product marketing) and 'Sort by' (Relevance, Creation date, Update date, A to Z, Views, Plays, Likes, Comments, Webcast start date, Webcast end date). The main area displays five media items:

- Product roadmap 2025 Q2**: A video thumbnail showing a person at a keyboard. Details: 11:38, VOD, Owner, 1.4K Plays, Published. Actions: Explore, More.
- Focus AI innovation - product roadmap 2025 Q1**: A video thumbnail showing a person. Details: 23:05, Audio, Co-publisher, 124 Plays, Unlisted. Actions: Explore, More.
- Overview product roadmap 2024 Q4**: A video thumbnail showing a pie chart. Details: 06:38, Quiz, Co-editor, 321 Plays, Published. Actions: Edit, Publish status, More.
- Product Roadmap 2024 Q3**: A video thumbnail showing a computer screen with a video player. Details: Image, Group co-publisher, Owner, 0 Views, Private. Actions: More.
- Future of Cybersecurity**: A video thumbnail showing a person. Details: Image, Group co-publisher, Owner, 0 Views, Private. Actions: Explore, More.

A context menu is open for the fourth item, 'Product Roadmap 2024 Q3'. The menu options are: Edit, Publish status, Add to playlist, **Add/Remove from folders** (highlighted with a red box and a red arrow), Remove from this folder, Analytics, and Delete.

The 'Add to / Remove from' folders window opens.

3. Uncheck the folder(s) you want to remove it from, and click **Update**.



The screenshot shows the Kaltura 'My Media' interface. At the top, there are navigation links: 'My Media' > 'Roadmap sessions & product launches'. Below this is a search bar and a 'Create' button. The main area is titled 'My Media' and shows a list of media items. On the left, there are filters for 'My folders' (including 'Unified media', 'Marketing resources', 'AI video', 'Roadmap sessions', 'Roadmap & product la...', and 'Product marketing'), 'Sort by' (selected 'Relevance'), and 'Media type'. The main list includes items like 'Product Roadmap 2024 Q3' and 'Future of Cybersecurity'. A context menu is open for the 'Future of Cybersecurity' item, with options like 'Explore', 'Edit', 'Publish status', 'Add to playlist', 'Add/Remove from folders' (which is highlighted in grey), 'Analytics', and 'Delete'. The 'Add/Remove from folders' modal is centered, showing a list of locations with checkboxes. Under 'AI video', 'Brand assets' and 'AI video' are checked. At the bottom of the modal are 'Cancel' and 'Update' buttons.

A confirmation message displays. Click **Remove** to confirm.

Remove from folder?

These items will be removed from the folder, but not deleted. This action cannot be undone.

[Cancel](#) [Remove](#)

The item is removed from those folders.

For multiple items

1. Use the checkboxes to select multiple items.
2. Click the **More actions** menu at the top and select **Remove from this folder**.

≡  **kaltura**

My Media

My Media > Roadmap sessions & product launches

Search More 5 Items • 2 Selected

Clear all filters

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

Media type

Product roadmap 2025 Q2
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Focus AI innovation - product roadmap 2025 Q1
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Step into the realm of enlightened leadership, where companies recognize that a resilient and engaged workforce is the cornerstone of innovation, productivity, and sustainable growth. By nurturing a culture that...

Future of Cybersecurity
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Add to playlist **Publish** **Delete** **More actions**

Reach captions & enrich

Add to folders Remove from this folder

Add/Remove collaborators

Transfer ownership

Add/ Remove tags

Set metadata

The Add to/Remove from folders window opens.

≡  **kaltura**

My Media

My Media > Roadmap sessions & product launches

Search More 5 Items • 2 Selected

Clear all filters

My folders

- Unfiled media
- Marketing resources
- Brand assets
- Logo video
- AI video
- Roadmap sessions
- Product marketing
- Roadmap videos for all teams

Sort by

- Relevance
- Creation date
- Update date
- A to Z
- Views
- Plays
- Likes
- Comments
- Webcast start date
- Webcast end date

Media type

Add/Remove from folders

Choose Location

- Marketing resources
- Brand assets
- Logo video
- AI video
- Roadmap sessions
- Product marketing
- Roadmap videos for all teams

Product Roadmap 2024 Q3
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Future of Cybersecurity
Step into the realm of enlightened leadership, where companies recognize that a resilient and engaged workforce is the cornerstone of innovation, productivity, and sustainable growth. By nurturing a culture that...

Cancel **Update**

Add to playlist **Publish** **Delete** **More actions**

3. Uncheck the folder(s) you want to remove the media from, and click **Update**. A confirmation message displays. Click **Remove** to confirm.

Remove from folder?

These items will be removed from the folder, but not deleted. This action cannot be undone.

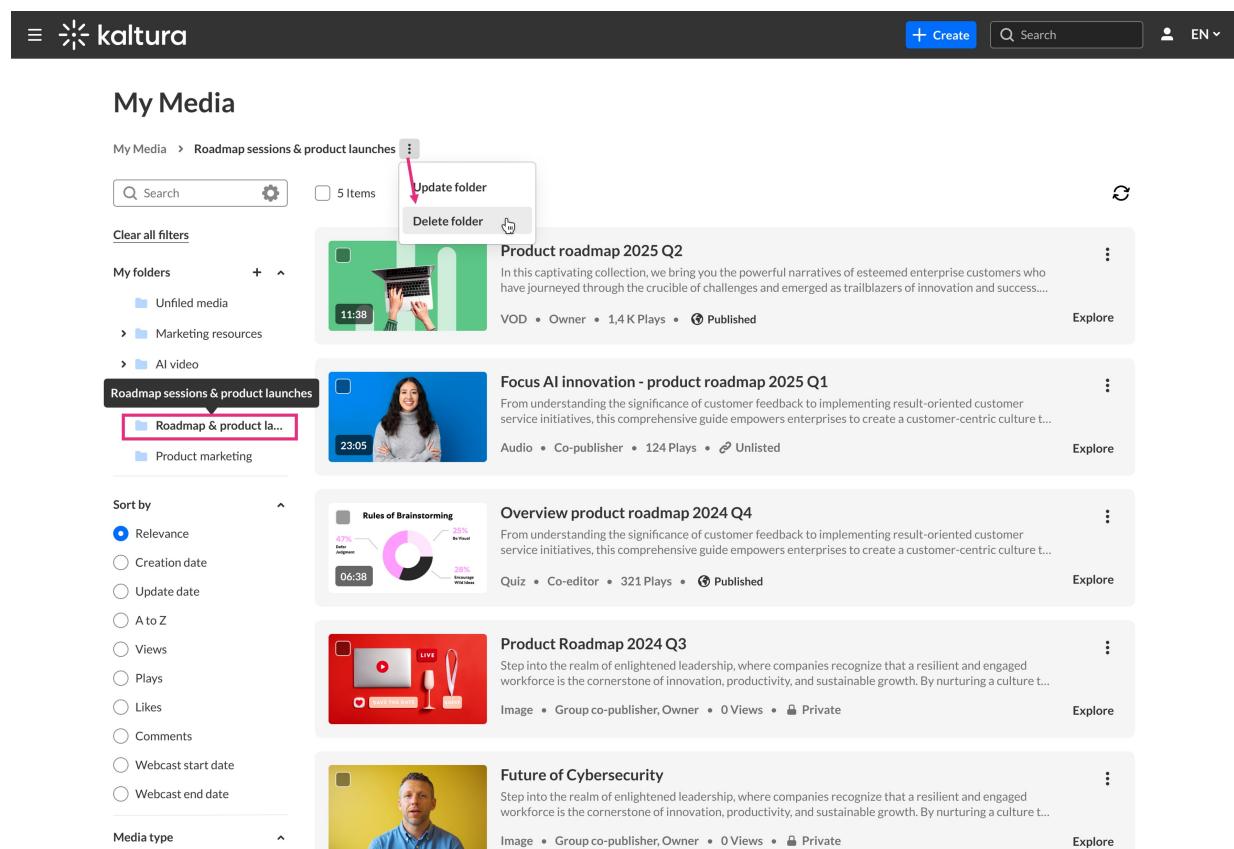
[Cancel](#) [Remove](#)

The items are removed from those folders.

Delete a folder

Deleting a folder also deletes any subfolders inside it, but your media remain safe - it's moved back to **Unfiled media** or to the parent folder, if applicable.

1. In the **My Folders** section, find the folder you want to delete and click on it.
2. At the top left of the page, you'll see the folder's location displayed as a navigation path (showing where you are inside your folder structure). This helps you confirm which folder you're working in.
3. Next to the folder name in this path, click the **three-dot menu** and select **Delete folder**.



The screenshot shows the Kaltura My Media interface. At the top, there is a navigation bar with the Kaltura logo, a search bar, a 'Create' button, and a language selector ('EN'). Below the navigation bar, the 'My Media' section is visible. In the 'My folders' section, the 'Roadmap sessions & product launches' folder is selected and highlighted with a pink border. A context menu is open over this folder, with the 'Delete folder' option highlighted. The main content area displays a list of media items, including 'Product roadmap 2025 Q2', 'Focus AI innovation - product roadmap 2025 Q1', 'Overview product roadmap 2024 Q4', 'Product Roadmap 2024 Q3', and 'Future of Cybersecurity'. Each item has a thumbnail, a title, a description, and metadata like 'VOD', 'Owner', 'Plays', and 'Published' status.

A confirmation message displays.

Delete this folder and its subfolders?

Don't worry - videos and other media won't be deleted.
This action can't be undone.

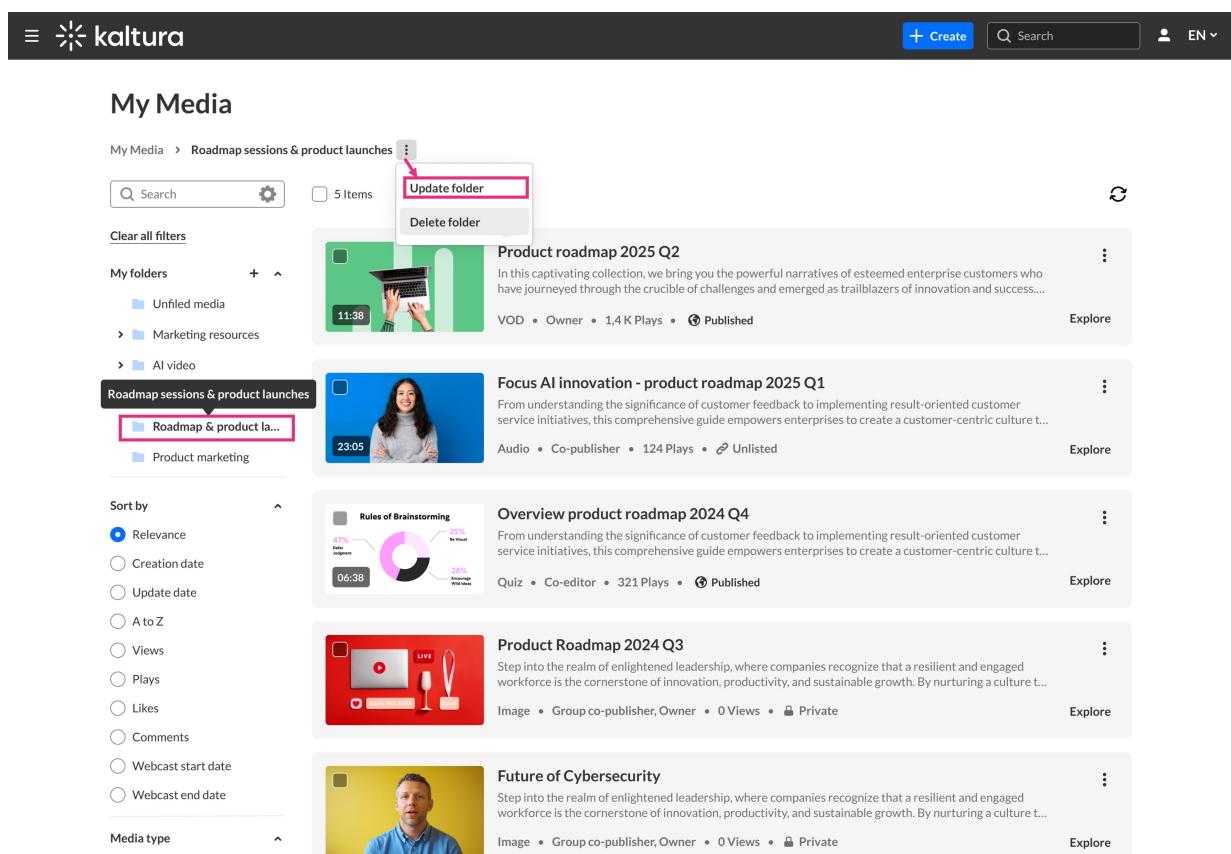
[Cancel](#) [Delete](#)

4. Click **Delete** to continue.

Update a folder

You can rename a folder or move it to a different location in your folder structure. When you move a folder, all its subfolders and media move with it.

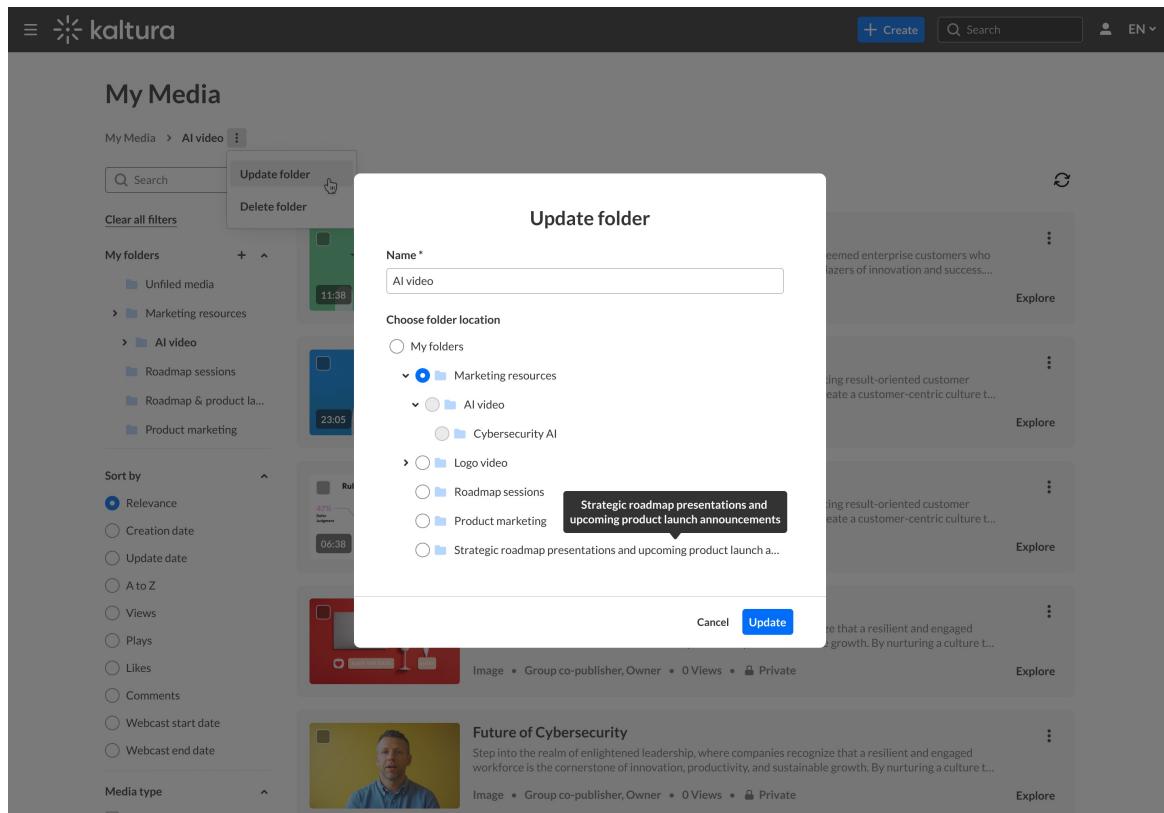
1. In the **My Folders** section, select the folder you want to update.
2. At the top of the page, you'll see the folder's location displayed as a navigation path (showing where you are in your folder structure).
3. Next to the folder name in this path, click the **three-dot menu** and select **Update folder**.



The screenshot shows the Kaltura My Media interface. At the top, there is a navigation bar with a search bar, a 'Create' button, and language settings. Below the navigation bar, the 'My Media' section is displayed. A folder named 'Roadmap sessions & product launches' is selected. To the right of the folder name, a three-dot menu is open, with the 'Update folder' option highlighted. The main content area shows several media items, including 'Product roadmap 2025 Q2', 'Focus AI innovation - product roadmap 2025 Q1', 'Overview product roadmap 2024 Q4', 'Product Roadmap 2024 Q3', and 'Future of Cybersecurity'. Each media item has a preview image, title, description, and metadata like 'VOD', 'Owner', 'Plays', and 'Published' status. On the left, there are filters for 'My folders' (Unfiled media, Marketing resources, AI video), 'Roadmap sessions & product launches' (Roadmap & product la..., Product marketing), 'Sort by' (Relevance, Creation date, Update date, A to Z, Views, Plays, Likes, Comments), and 'Media type'.

The 'Update folder' window opens.

4. In the Update folder window you can rename the folder, and / or move it to a different location.



5. Click **Update**.

Search in folders

Use the search bar at the top of My Media to find media within the folder you've opened. All the usual filters, like media type, owner, etc. still work, and apply to the selected folder (and its subfolders).

My Media

My Media > Marketing resources

Sales  

[Clear all filters](#)

My folders  

-  Unfiled media
-  Marketing resources

Sort by 

- Relevance
- Creation date
- Update date
- A to Z
- Views
- Plays
- Likes
- Comments
- Webcast start date
- Webcast end date

Media type 

- All media
- Video
- Quiz
- Audio
- Room