Create and manage folders in My Media in Canvas

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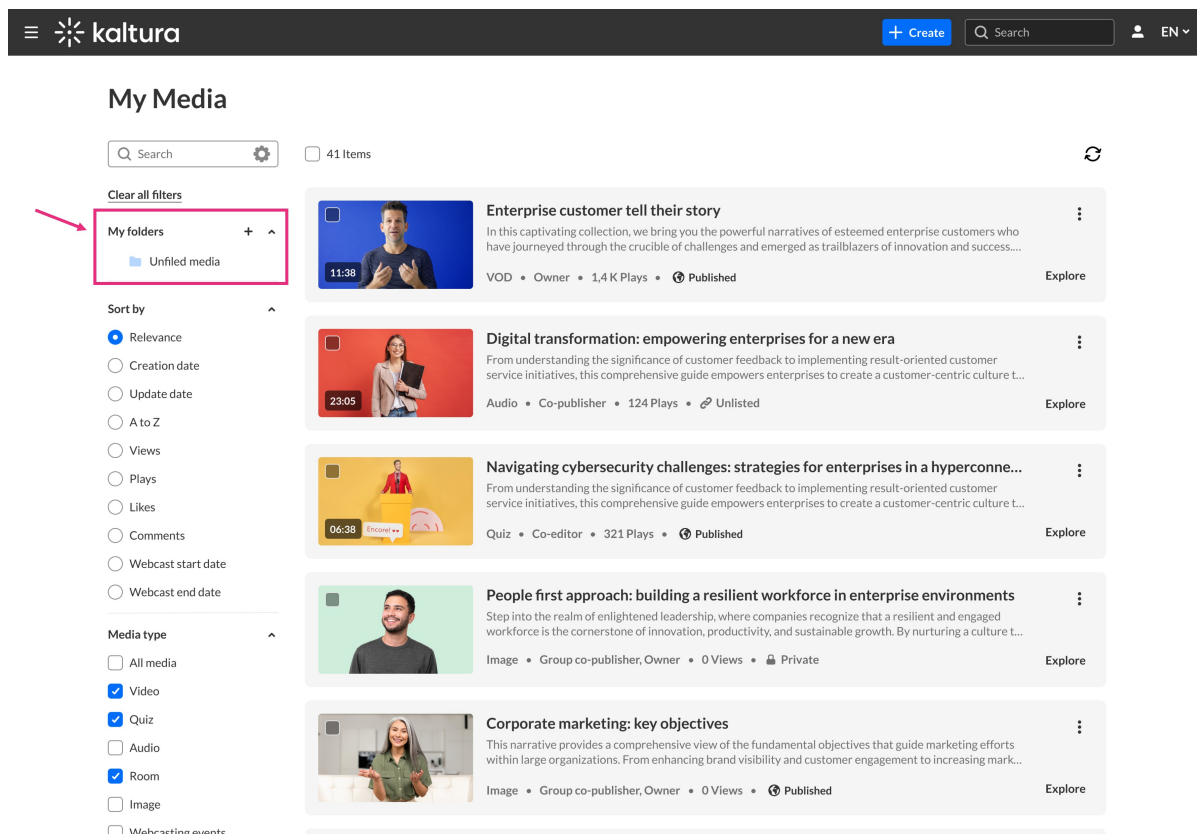

👥 **This article is designated for all users.**

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.

ℹ️

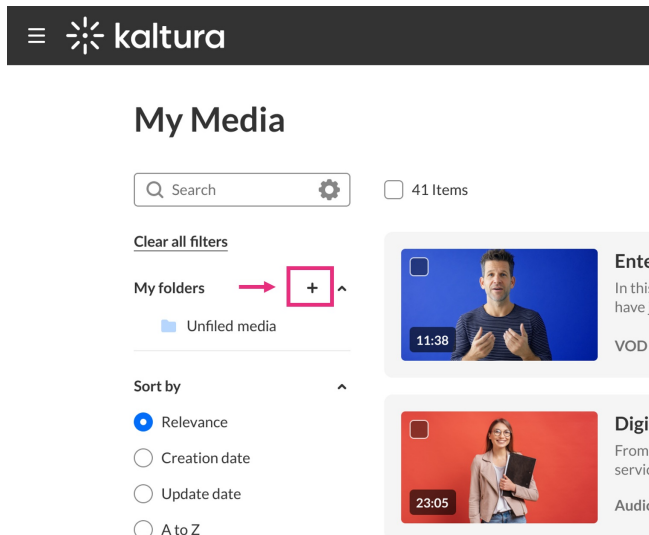The **My Folders** feature needs to be enabled by your administrator in the Folders module.

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**.
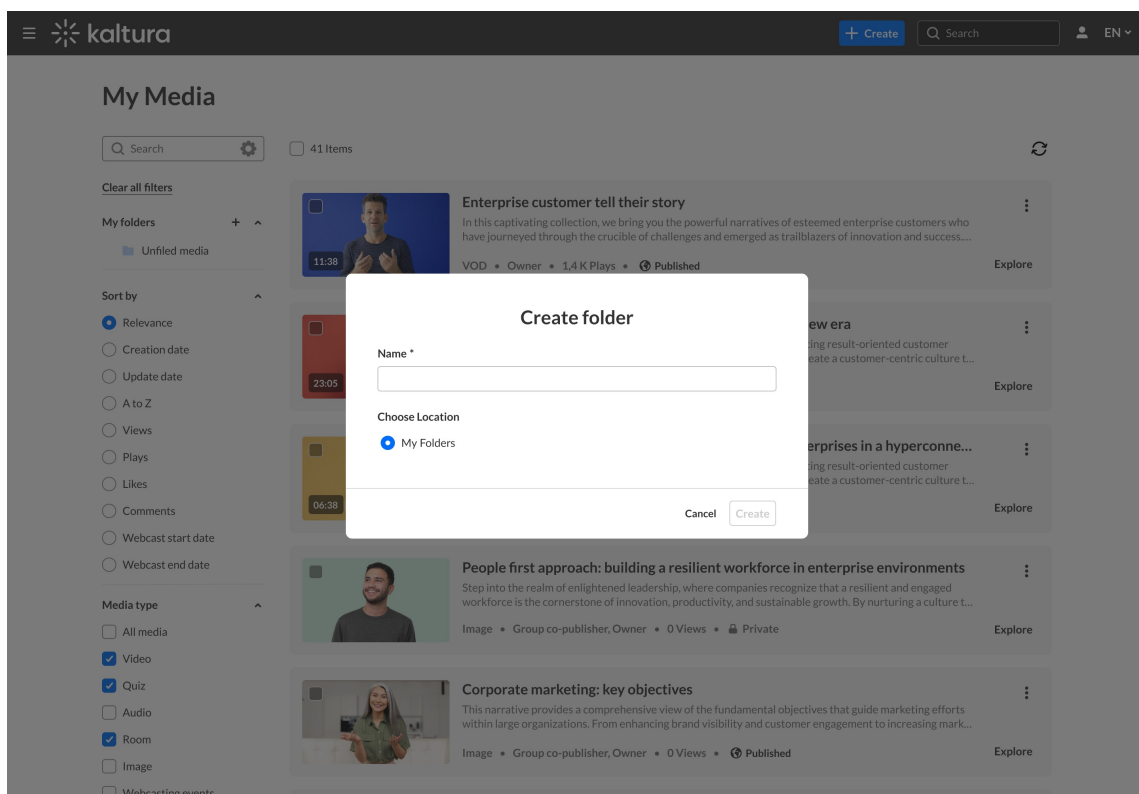

Create a folder

1. Go to My Media.

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

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.

5. Click **Create**.

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

Repeat these steps to create more folders.

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

Create a subfolder
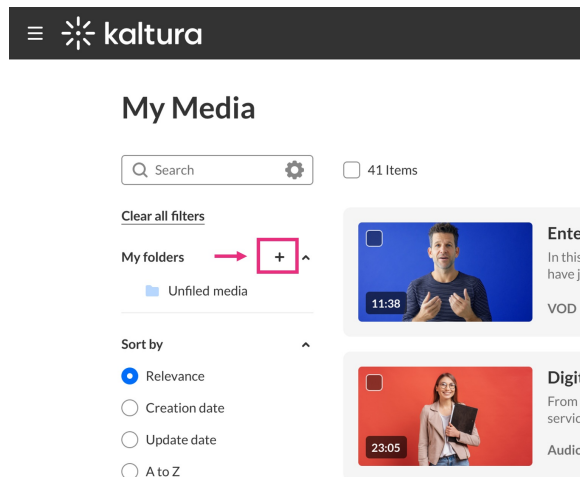
You can create folders up to three levels deep.

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

The '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.
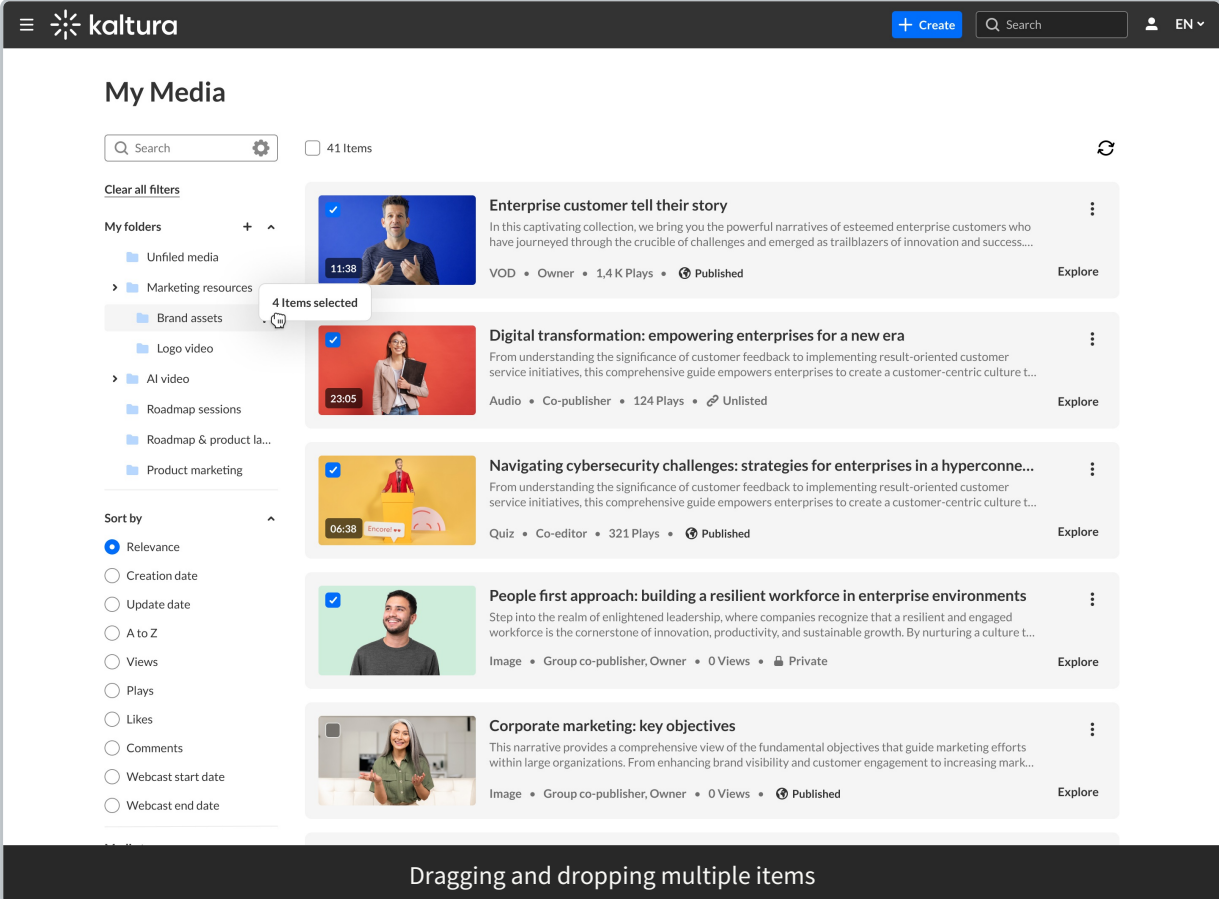
4. Click **Save**.

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

folder.

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.
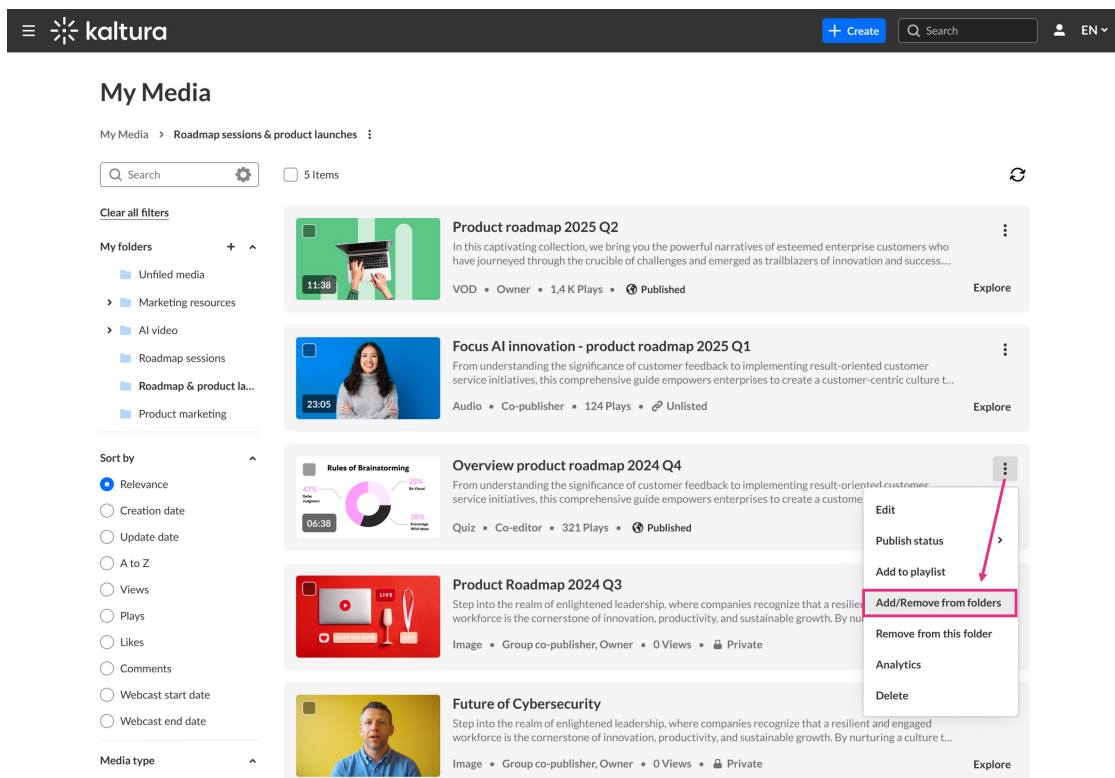
Dragging and dropping multiple items
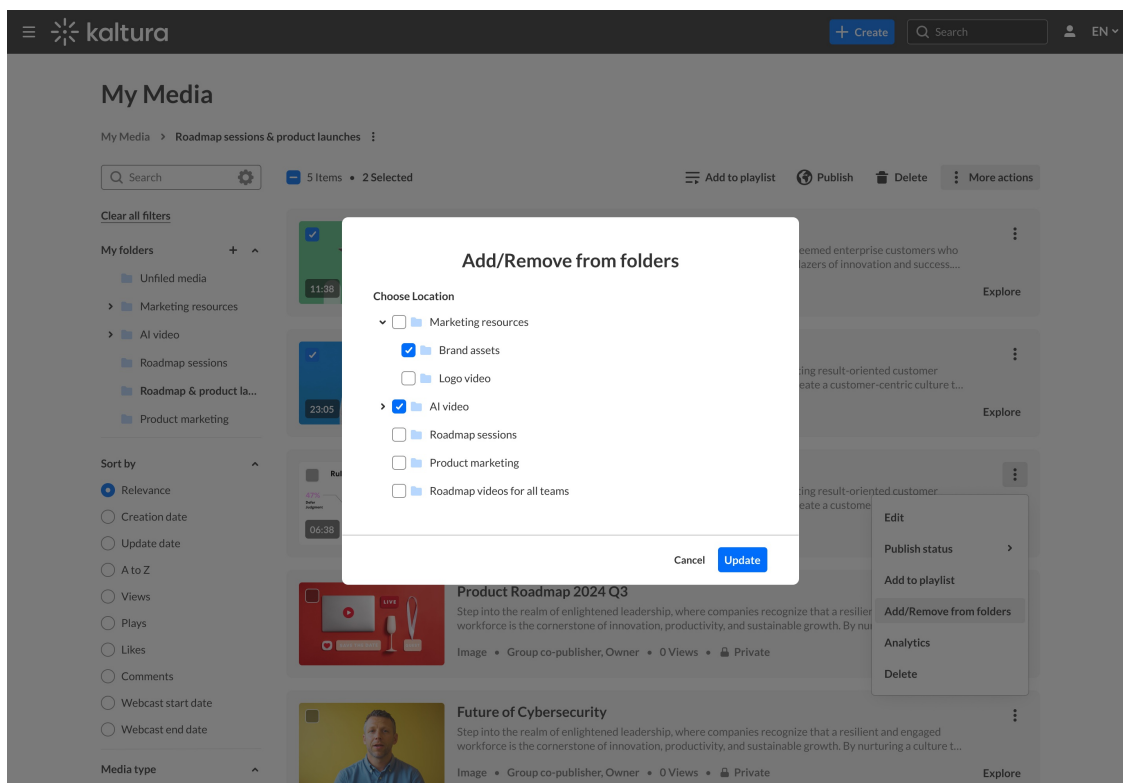
Option 2: Use the three-dot menu

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**.

The 'Add to/Remove from folders' window opens.
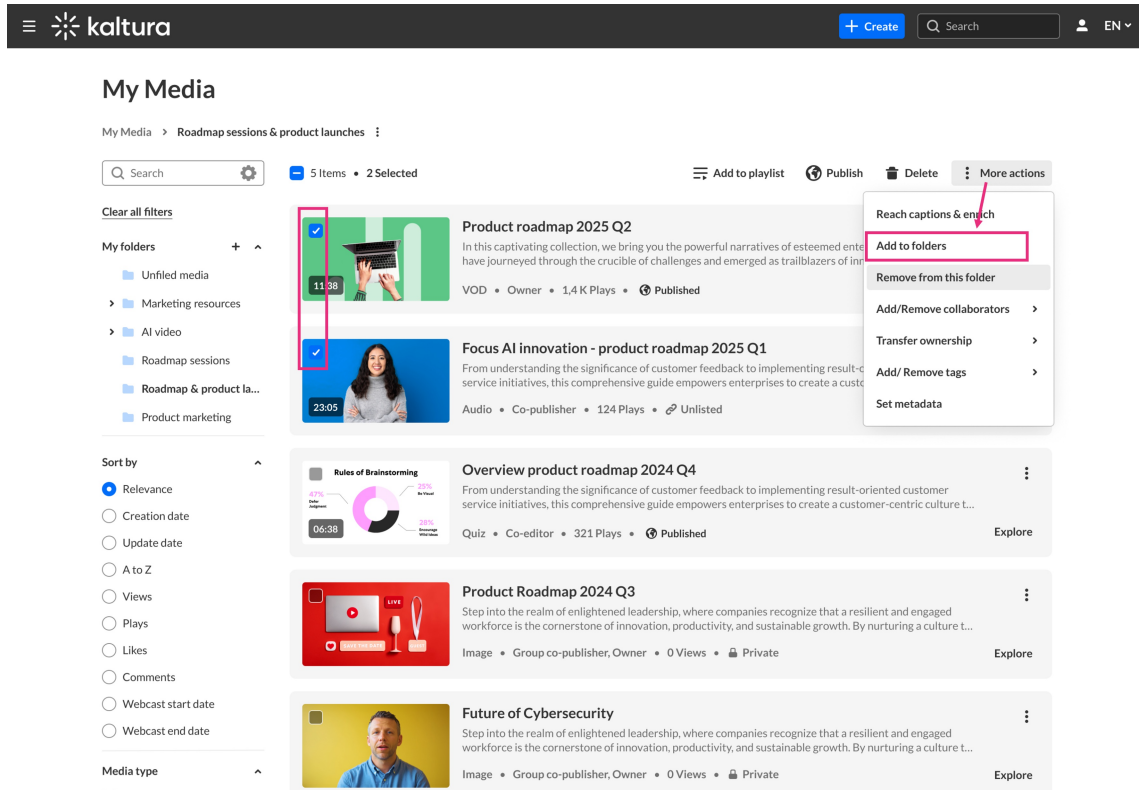
3. Select the desired folder(s) and click **Update**.

For multiple items:

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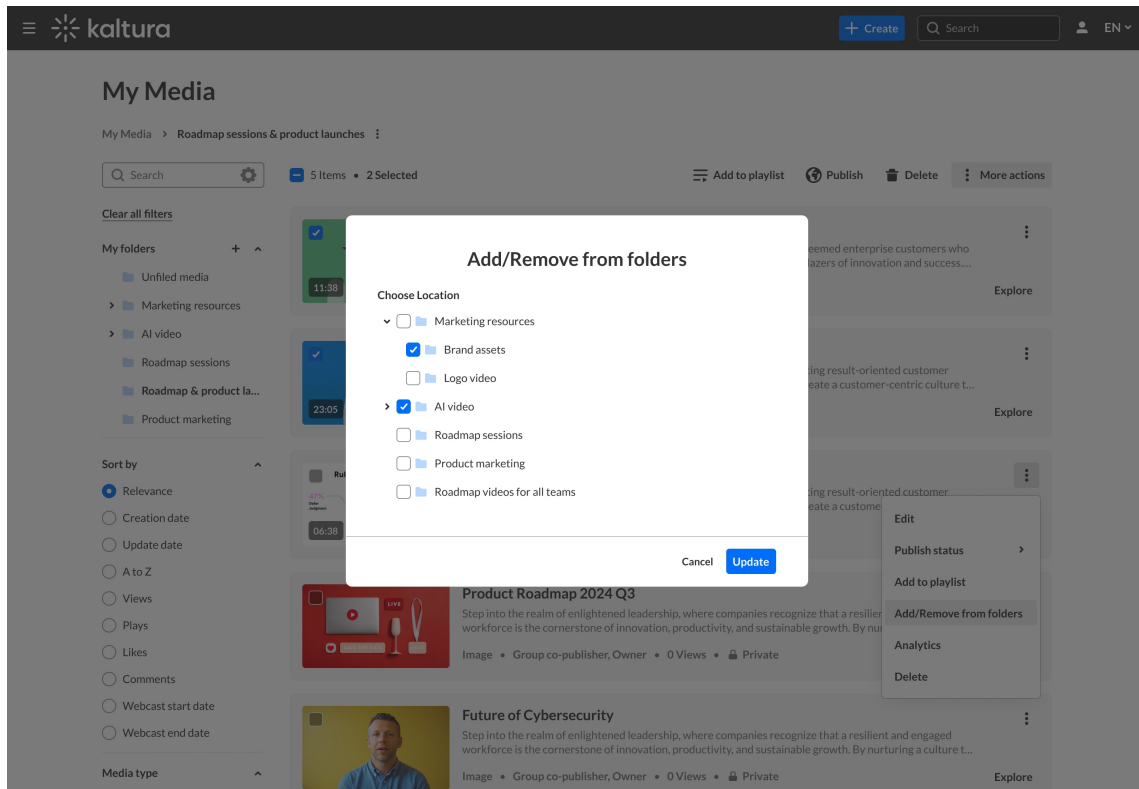

The 'Add to / Remove from folders' window opens.

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 'Add to / Remove from' folders window opens.

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

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

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**.

The Add to/Remove from folders window opens.

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.
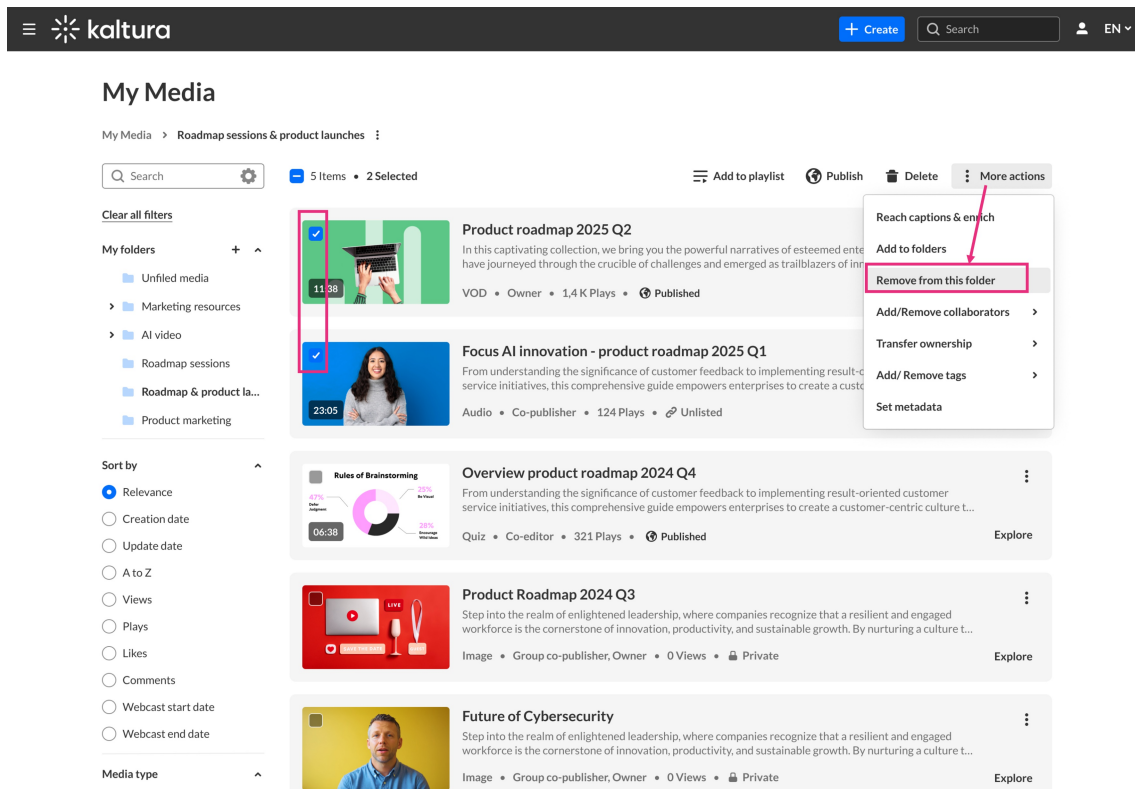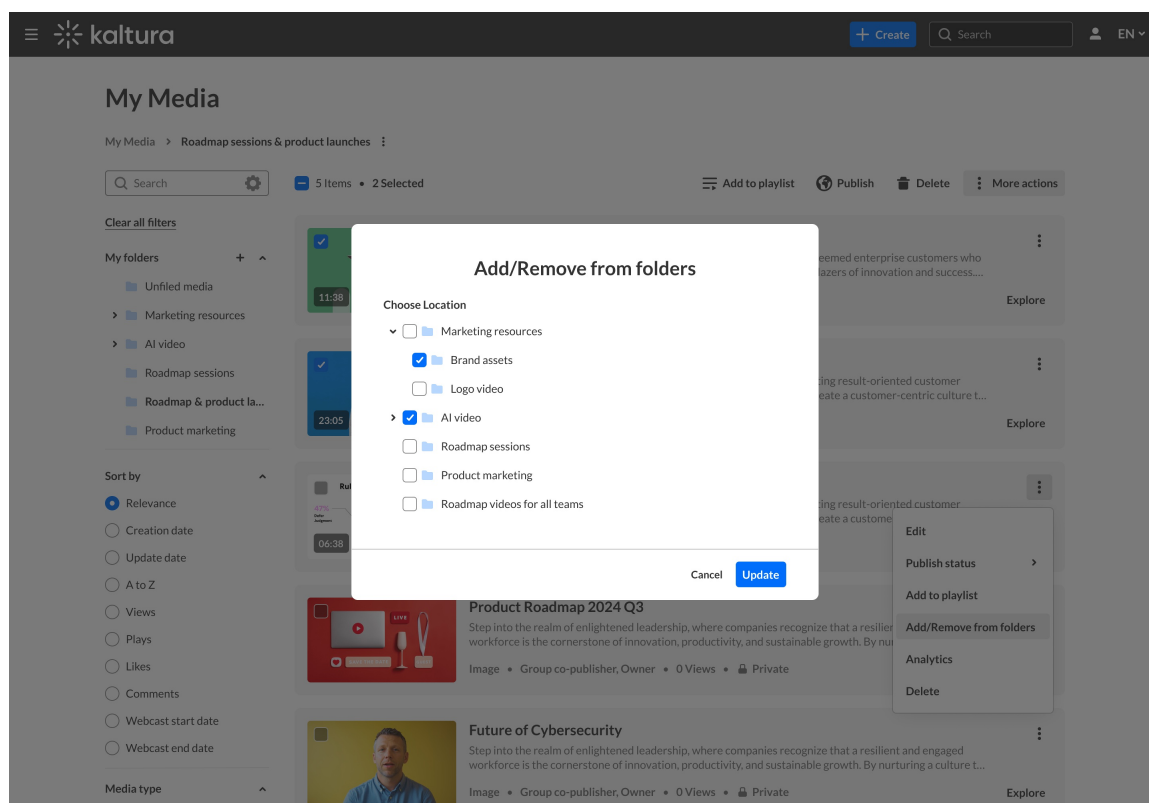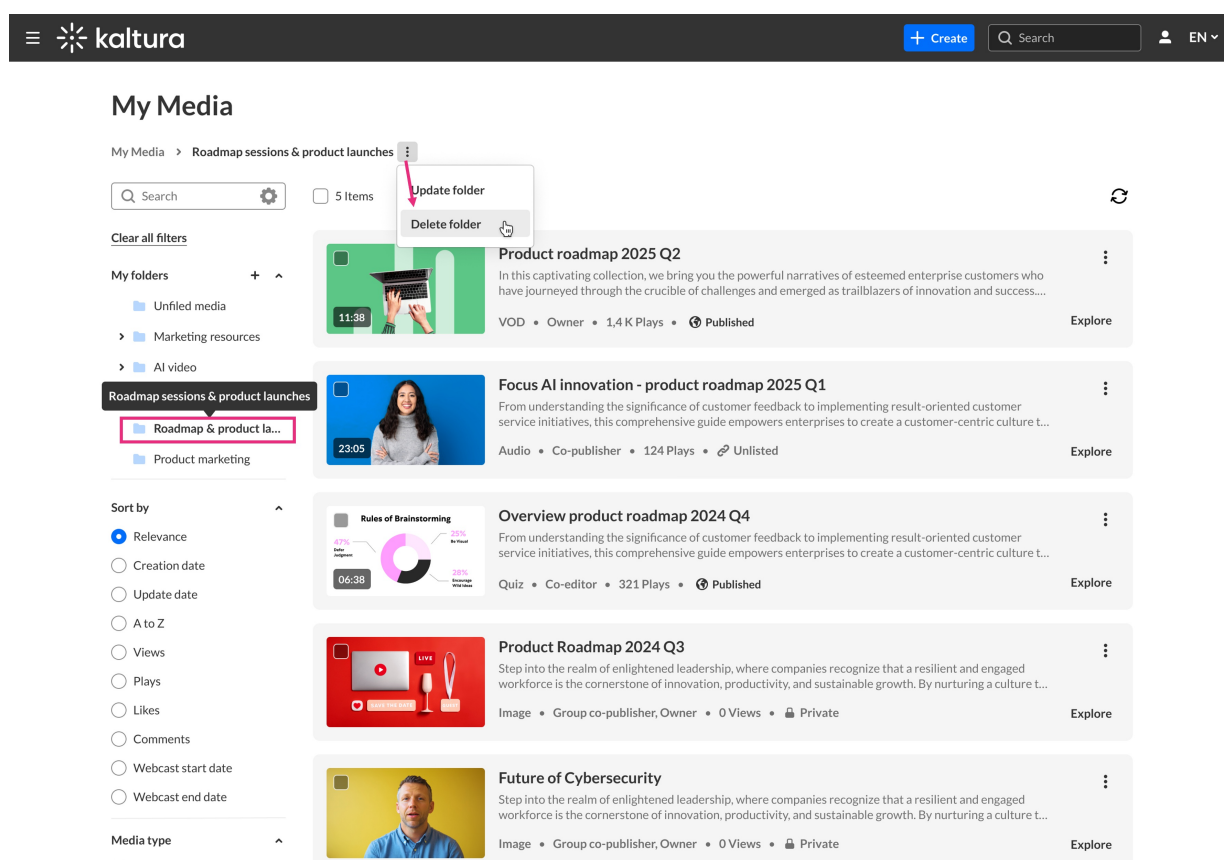
Cancel   Remove

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**.

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.
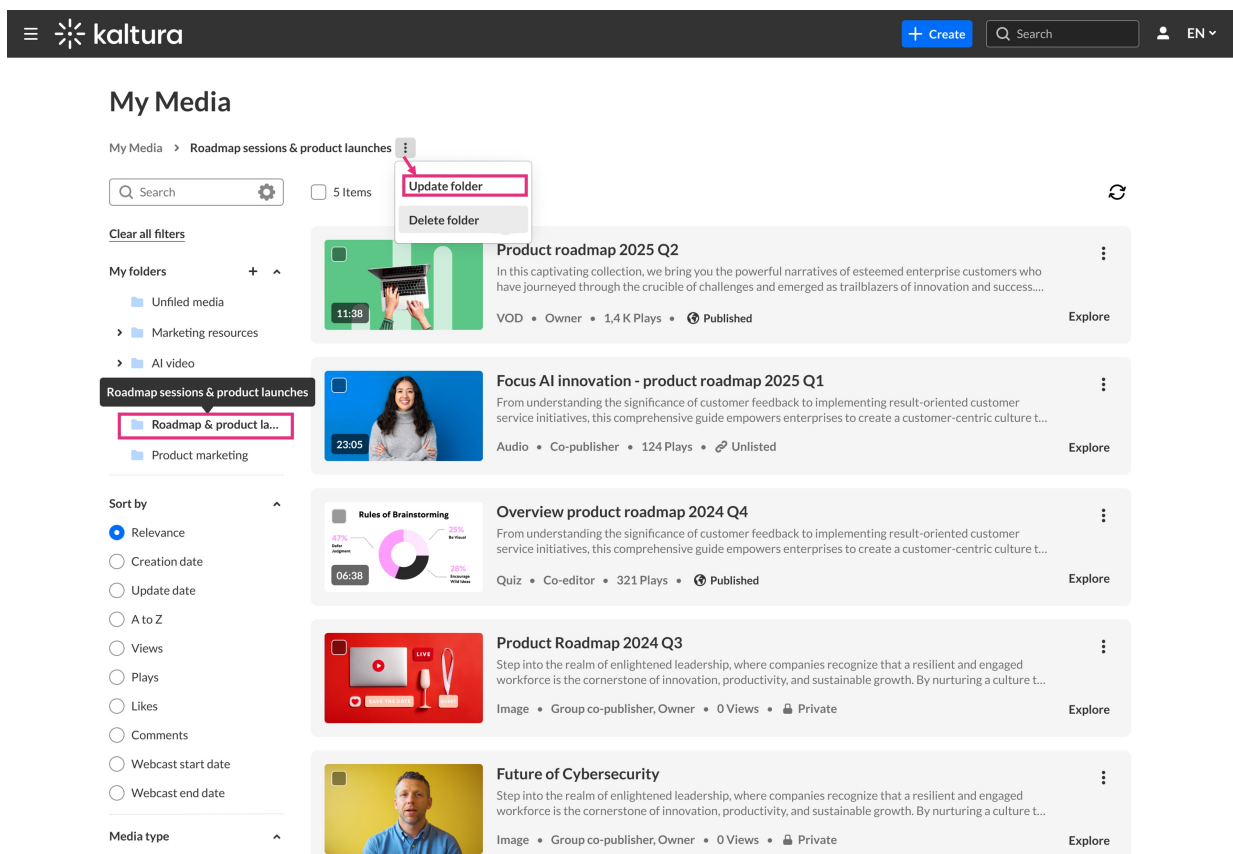
Cancel   **Delete**

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 'Update folder' window opens.

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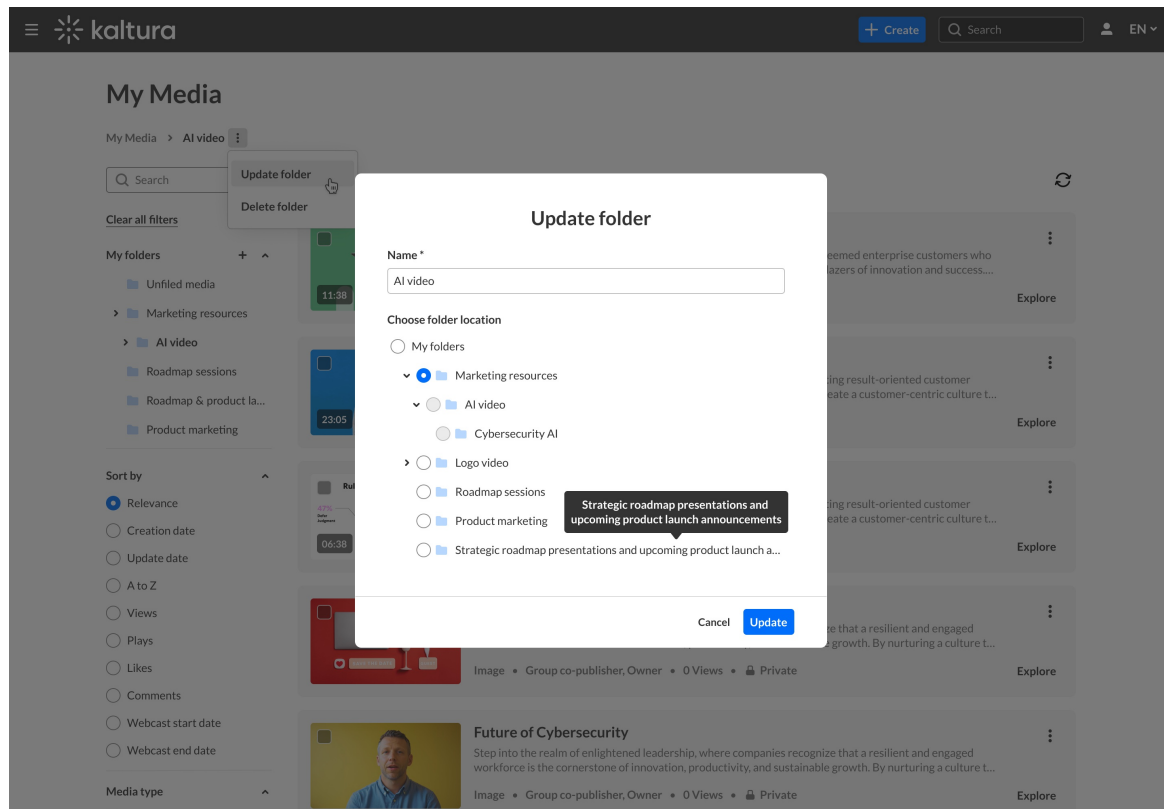
5. Click **Update**.

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