

Introduction to categories in Rich Media CMS

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 This article is designated for administrators.

About

Categories are used in the Rich Media Content Management System to organize content. Each category can contain multiple subcategories, creating a hierarchical structure for managing content.

In Content Hubs and legacy Video Portal, categories are displayed as [galleries](#) in the top navigation bar.

Categories help organize, publish, and manage content across Content Hubs, legacy Video Portal, Events, and LMS sites.

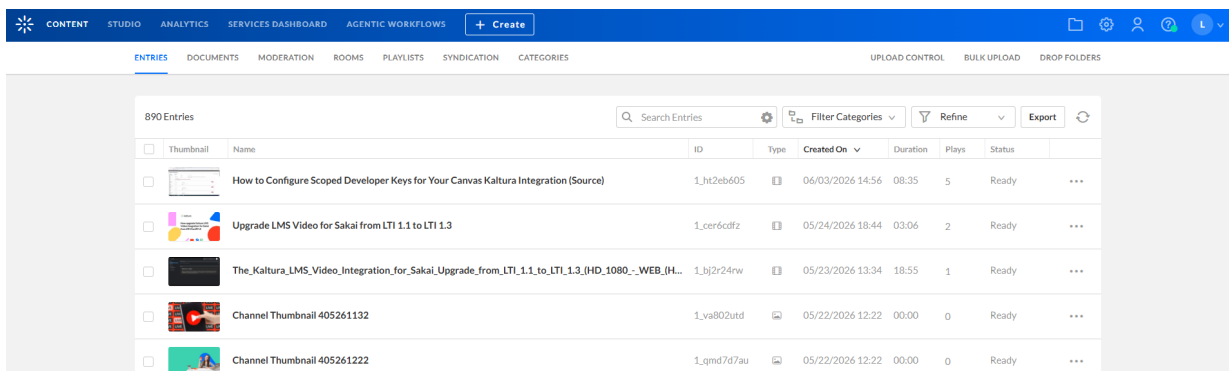
How categories can work for you






- **Organization** - Use categories to organize content and simplify tasks such as uploading, publishing, and creating playlists.
- **Flexibility** - Create categories and subcategories that reflect your organization's content structure.
- **Bulk management** - Perform actions across multiple categories, including adding or removing tags, moving or deleting categories, and managing content entitlements.

The following video demonstrates how to use the Categories tab.

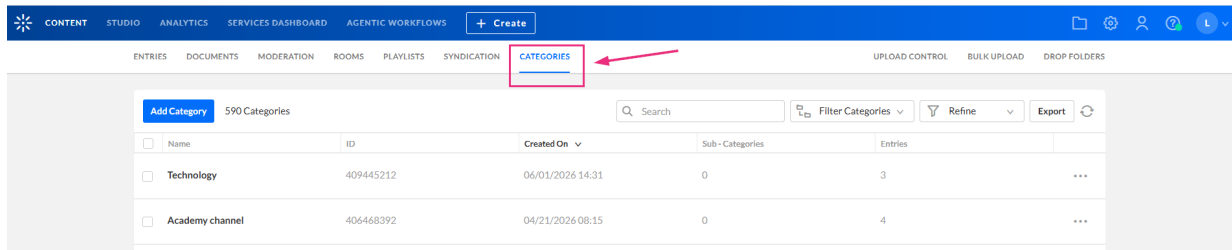
Overview of the categories page

1. Log into your Rich Media Content Management System.



Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	
	How to Configure Scoped Developer Keys for Your Canvas Kaltura Integration (Source)	1_ht2eb605	📄	06/03/2026 14:56	08:35	5	Ready	...
	Upgrade LMS Video for Sakai from LTI 1.1 to LTI 1.3	1_cer6cdfz	📄	05/24/2026 18:44	03:06	2	Ready	...
	The_Kaltura_LMS_Video_Integration_for_Sakai_Upgrade_from_LTI_1.1_to_LTI_1.3_(IHD_1080_-WEB_IH...	1_bj2r24rw	📄	05/23/2026 13:34	18:55	1	Ready	...
	Channel Thumbnail 405261132	1_va802utd	📄	05/22/2026 12:22	00:00	0	Ready	...
	Channel Thumbnail 405261222	1_qmd7d7au	📄	05/22/2026 12:22	00:00	0	Ready	...

2. Under the **Content** menu, click the **Categories** tab.
The Categories page displays.

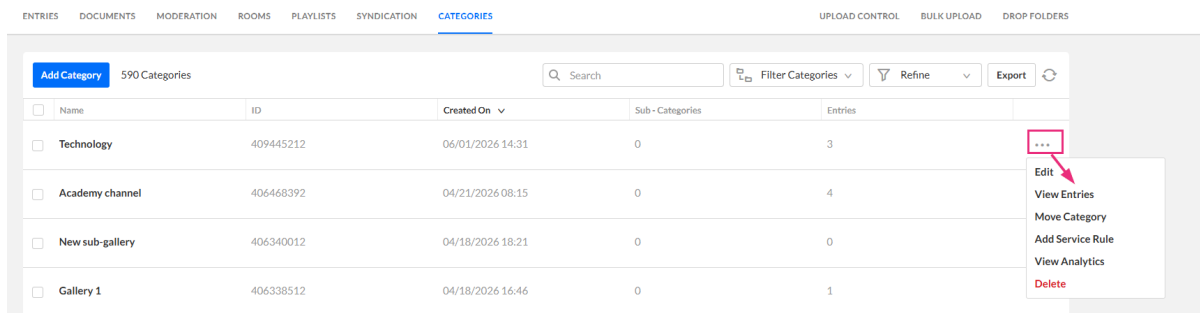


At the top of the page, you can view the total number of categories in your account.
Use this page to create categories and configure category settings.

Categories page information

The categories page shows the following information for each category:

- **Name** - The name you gave the category
- **ID** - The Kaltura identification given to the category
- **Created On** - The creation date and time
- **Sub-categories** - The number of sub-categories in the category
- **Entries** - Total number of entries in the category. This number includes both hidden and unpublished entries, therefore the number of "visible" entries listed on the Entries page may be different. (For more information about entries, see our article [Entries](#).)
- **Three-dot menu** - The three-dot menu provides additional actions for managing a category:



- **Edit** - See [Edit Metadata](#)
- **View Entries** - This navigates you to the Entries view filtered by the selected category.
- **Move Category** - See [Move a category](#).
- **Add Service Rule** - You can create service rules for the category and view

existing rules. (See [Requesting and ordering captions and enrichment services through the Rich Media CMS](#) for more information.)

- **View Analytics** - This opens the analytics dashboard. See our article [Kaltura Analytics](#) for more information.
 - **Delete** - This deletes the category without deleting the entries associated with the category.
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