Manage content in your channel - Theming

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

About

Use the **Manage content** function to control the media that appears in your channel. From this page, you can add media, remove media, organize content, and perform bulk actions - all from a single, media-focused view.

> ℹ️
>
> The instructions below are for Theming users. If you don't have Theming enabled, please refer to our article Manage a channel.

Access the Manage Content page

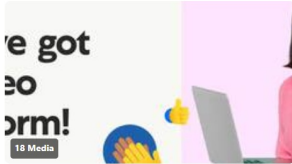1. From the user menu, select **My Channels**.
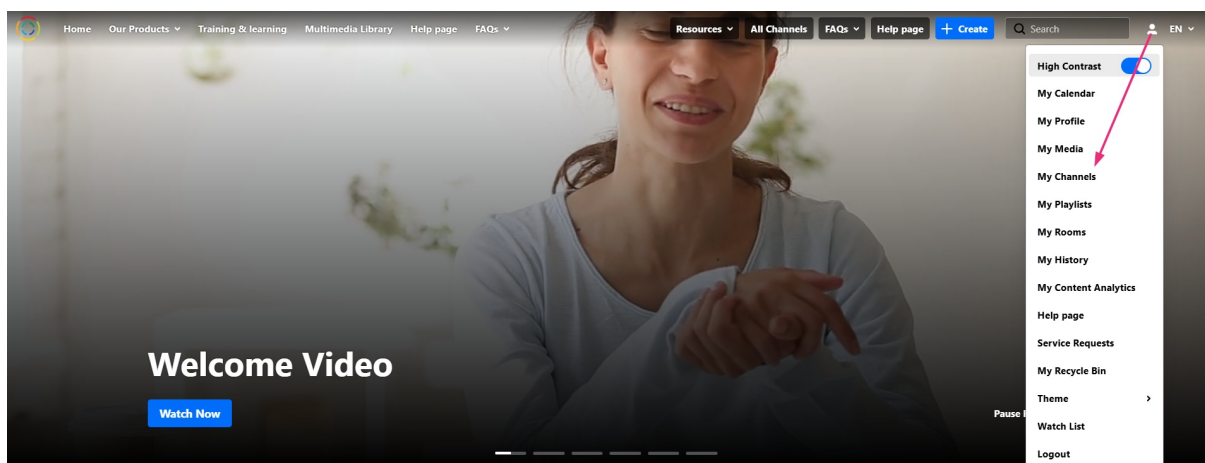
The **My Channels** page displays.
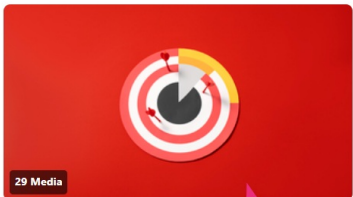
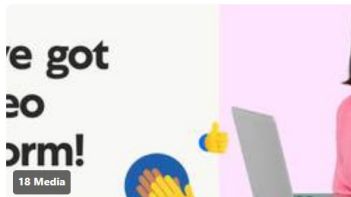2. Find the channel you want to edit and either click **Go to channel** button or the media thumbnail.
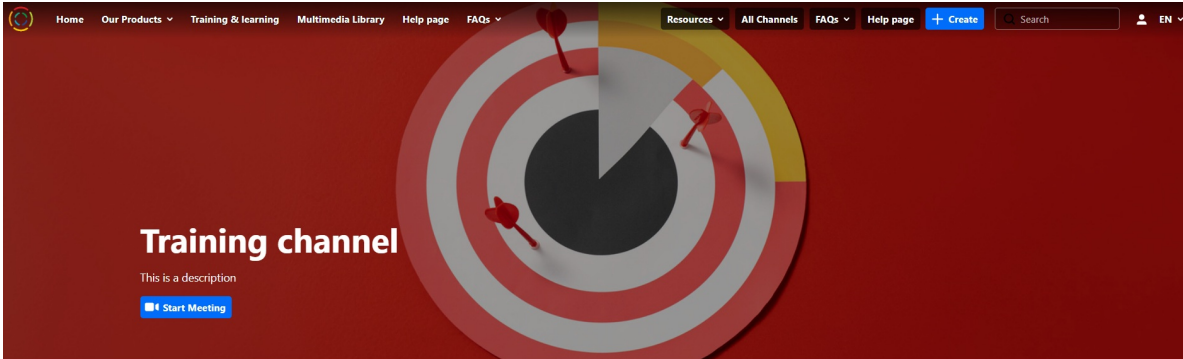
The channel page displays.

3. At the far right, click the **Actions** menu and select **Manage content**.

> ⚠️ The 'Manage content' option appears only if the **channeledit** setting is enabled in the Theming module. If you don't see it, ask your administrator to enable it.
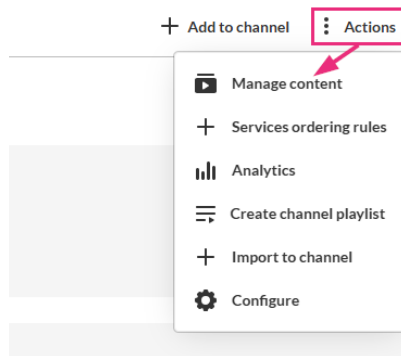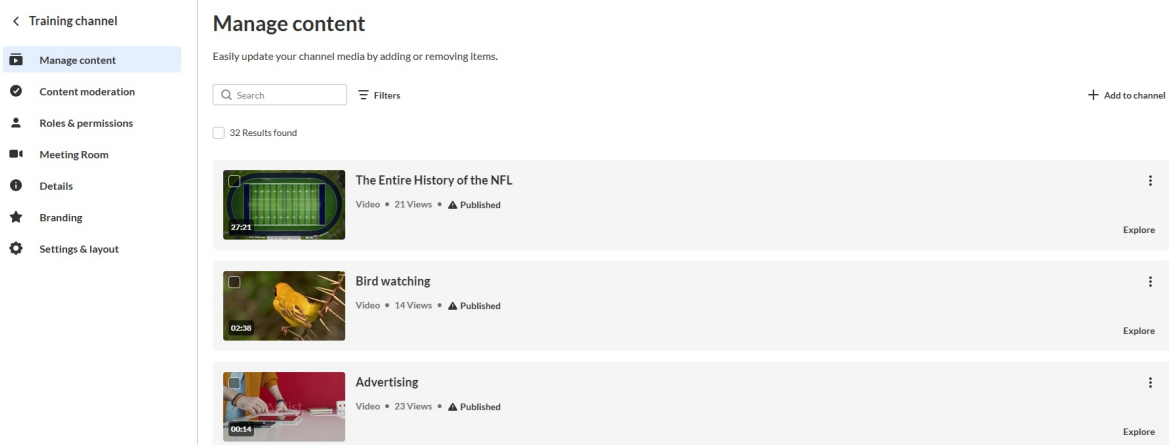

The 'Manage content' page opens with all media currently associated with the channel.

> ✅ The number of entries displayed on the page is determined by the Channels module configuration.

Manage content actions

Add media to the channel

Add existing media

1. Click **Add to channel** at the far right.

Manage content

Easily update your channel media by adding or removing items.

| 🔍 Search | ☰ Filters | | + Add to channel |

☐ 32 Results found

| ☐ | The Entire History of the NFL
Video • 21 Views • ⚠ Published | ⋮ |
| | | Explore |

The media selection window displays.

Select media

🔍 Search	☰ Filters		⬆ Upload	🎥 Express Capture

☐	Name	ID	Type	Created at ⌄
☐	Live webcast test a_studio	1_7qf3svba	Meeting	September 30, 2025
☐	Virtually live!	1_eowff87f	Meeting	September 25, 2025
☐	Virtually live!_studio	1_v3gxud20	Meeting	September 25, 2025
☐	Virtually live!	1_w8hhvlmi	Webcast/Live	September 25, 2025
☐	Virtually live!_studio	1_f621sqf5	Meeting	September 25, 2025
☐	Virtually live!	1_f4g9czkg	Webcast/Live	September 25, 2025

Cancel   Select

You can use the tools at the top of the 'Select media' page to manage large channels:

- **Search** by media name
- **Filter** by media type (including sessions)

Select media

🔍 Search	☰ Filters		⬆ Upload	🎥 Express Capture

☐	Name	ID	Type	Created at ⌄
☐	Live webcast test a_studio	1_7qf3svba	Meeting	September 30, 2025
☐	Virtually live!	1_eowff87f	Meeting	September 25, 2025

- 2. Check the boxes next to the items you want to add to the channel.
- 3. Click **Select** at the bottom right.

Select media

		Test by Tal		1_3una7bm6	Meeting	November 08, 2023
☑	00:14	Chemistry tutorial		1_kq03b4t8	Video	November 07, 2023
☑	03:41	How to create a media playlist.mp4		1_4w6x46tz	Video	November 07, 2023
☐		This is a test		1_xl02fdgt	Meeting	November 07, 2023
☐		My new event		1_vhew8hmc	Meeting	November 07, 2023
☐		test		1_slaf205s	Meeting	November 07, 2023

< 1 2 **3** >

Cancel   **Select**

The selected media is added to the channel and appears in the list.

Add new media

Need to upload or record a new video? Use one of the options at the far right:

- **Upload** - Upload one or more files. Wait for uploads to finish before clicking **Save** and **Select**. Visit our article Upload media for guidance.
- **Express Capture** - Record directly from your webcam. Visit our article Create a recording with Express Capture for guidance.

Select media

	Q Search	☰ Filters			⬆ Upload ◼ Express Capture
☐	Name		ID	Type	Created at ⌄
☐		Live webcast test a_studio	1_7qf3svba	Meeting	September 30, 2025
☐		Virtually live!	1_eowff87f	Meeting	September 25, 2025

Manage a single media item

Each media item includes a **three-dot menu** at the far right.
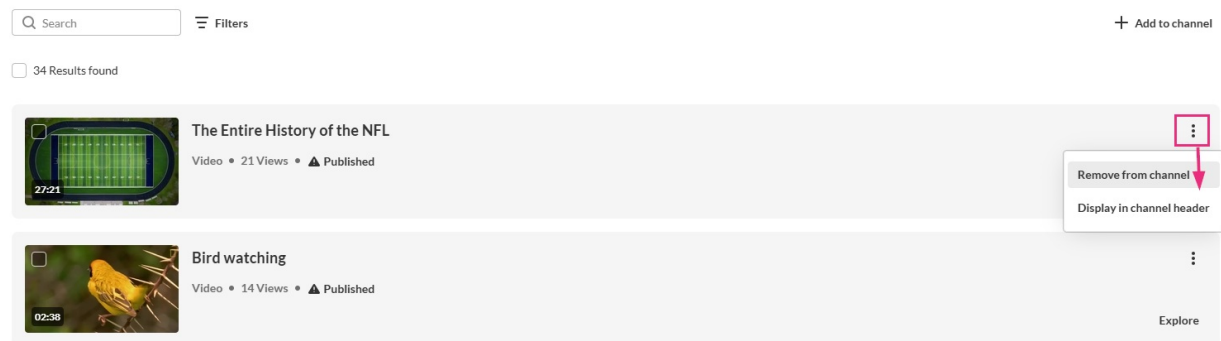
From there, you have the following options:

- **Remove from channel** - Remove the media from the channel. Removing media from the channel doesn't delete it from My Media.
- **Display in channel header** - Show this media in the channel header area. The media appears in the header area on the right side of the channel page. If that media is already used as header media, you'll see an option to remove it.
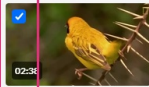

Example of a media item displayed as the channel header media.
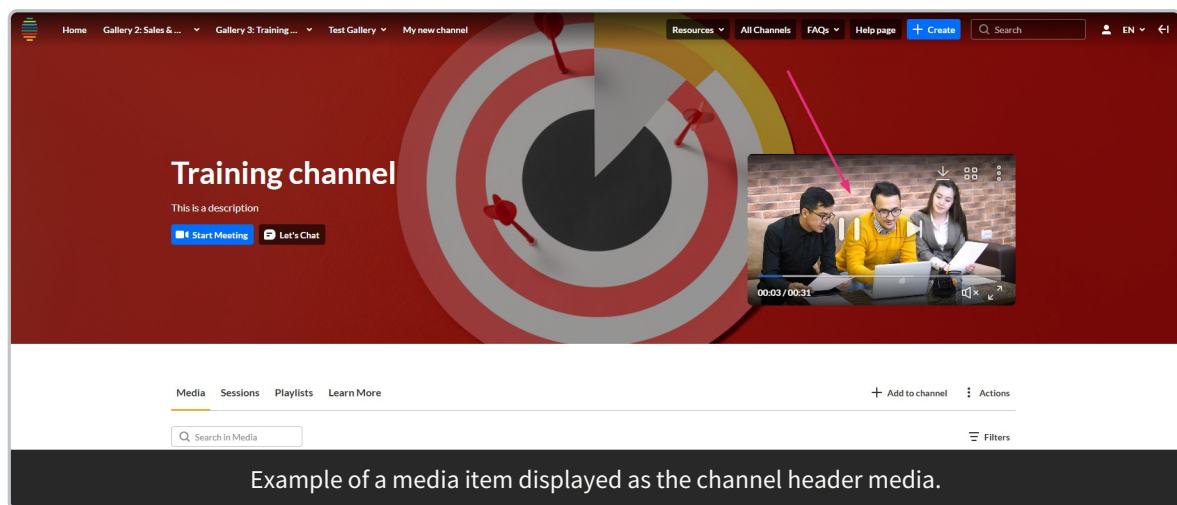
Remove multiple media items from the channel

1. Check the boxes next to the desired items.
2. Click **Remove from channel** at the top right of the page

A confirmation message displays: *Are you sure you want to remove these 2 items from your channel?*

3. Click **Remove** to continue.

✅ Good to know

- Removing media from a channel doesn't delete it from the system.
- Available actions depend on your role and admin configuration.