

Edit a channel in Content Hubs

Last Modified on 06/18/2026 4:11 pm IDT

 This article is designated for all users.

About

You can manage all aspects of your channel from the **Configure** option on the channel page.

Selecting 'Configure' opens the edit page, where you can control your channel's content, appearance, layout, users, subscribers, moderation, and meeting room settings.



This feature requires the following to be enabled:

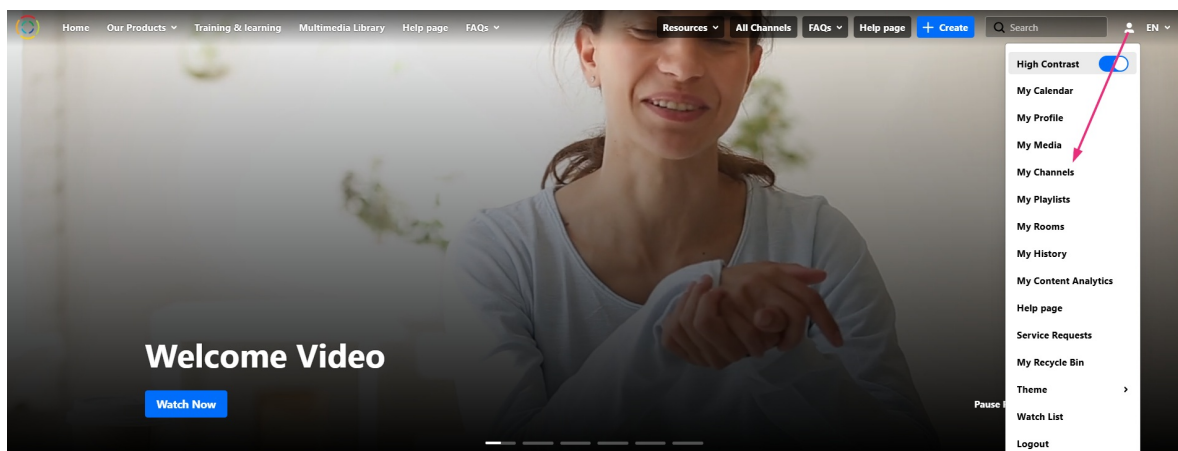
- [Channelthemingui module](#)
- [Theming module](#) with the 'channeledit' feature set to 'Yes'

Who can use this

- Channel owners
- Channel managers

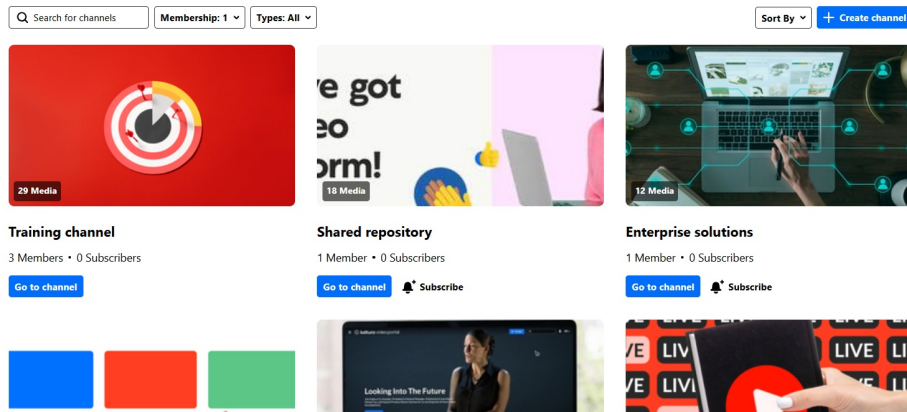
Access the channel edit page

1. From the user menu, select **My Channels**.



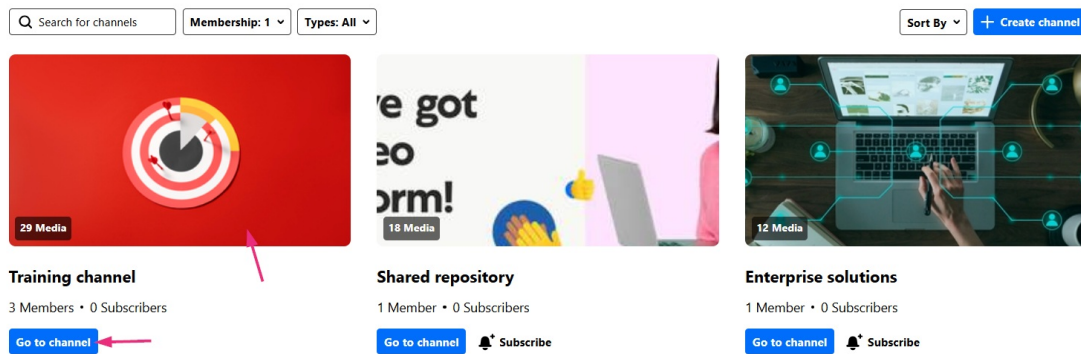
The **My Channels** page displays.

Channels

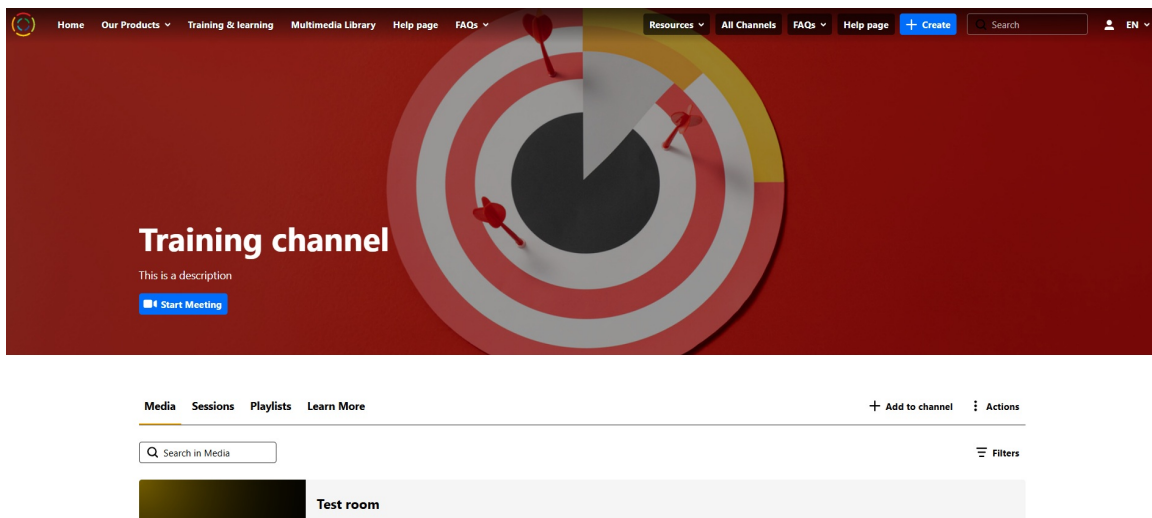


2. Find the channel you want to edit and either click **Go to channel** button or the media thumbnail.

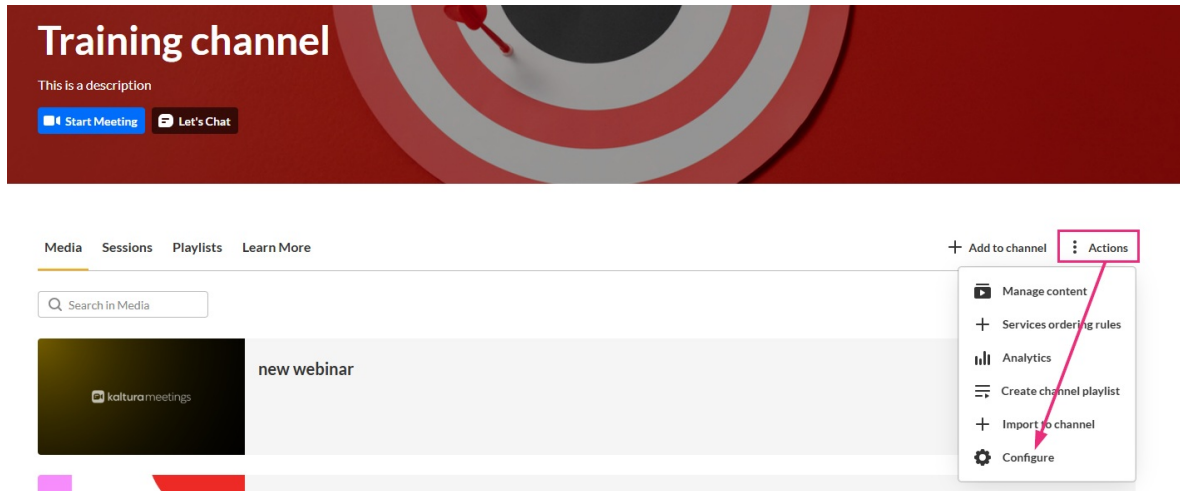
Channels



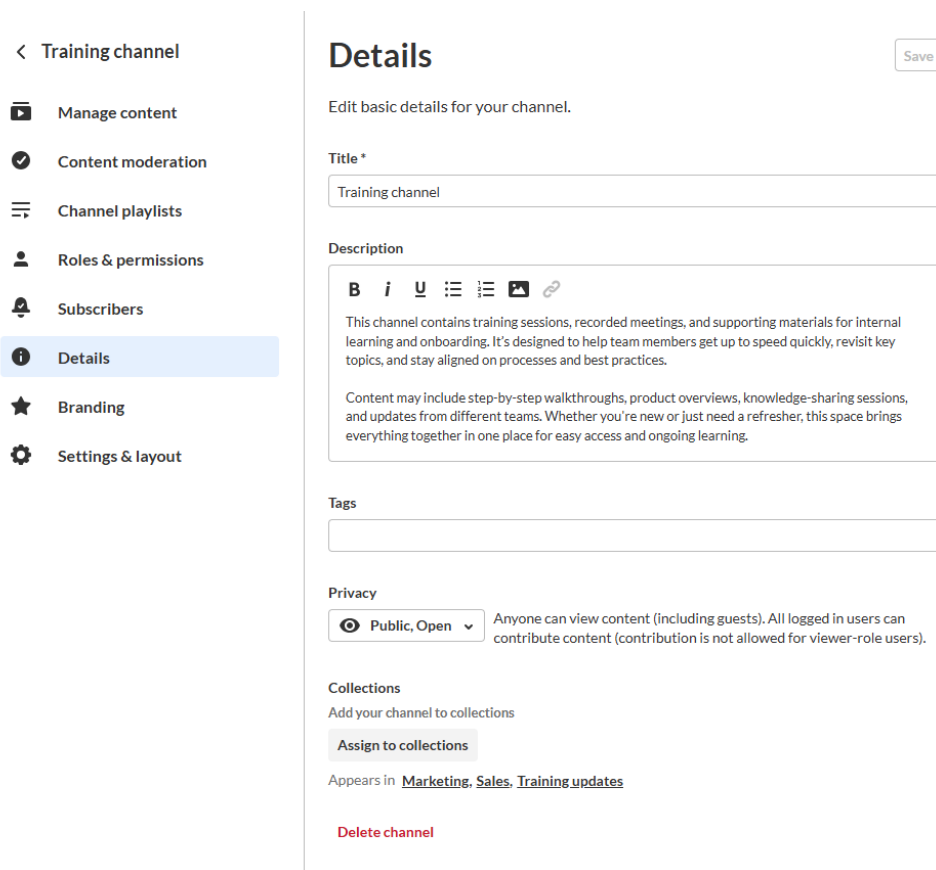
The channel page opens.



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



The **Details** tab opens by default with a left-hand navigation.



Channel management tabs

Use the tabs in the left-hand navigation to manage different areas of your channel. The available tabs depend on your role and site configuration.

< Training channel

- Manage content
- Content moderation
- Channel playlists
- Roles & permissions
- Subscribers
- Details**
- Branding
- Settings & layout

Details

Save

Edit basic details for your channel.

Title *

Training channel

Description

B i U [List icons] [Image icon] [Link icon]

This channel contains training sessions, recorded meetings, and supporting materials for internal learning and onboarding. It's designed to help team members get up to speed quickly, revisit key topics, and stay aligned on processes and best practices.

Content may include step-by-step walkthroughs, product overviews, knowledge-sharing sessions, and updates from different teams. Whether you're new or just need a refresher, this space brings everything together in one place for easy access and ongoing learning.

Tags

Privacy

Public, Open Anyone can view content (including guests). All logged in users can contribute content (contribution is not allowed for viewer-role users).

Collections

Add your channel to collections

Appears in [Marketing](#), [Sales](#), [Training updates](#)

Manage content

Add, remove, and manage the media that appears in your channel from a single, media-focused view.

For the full guide, see [Manage content in your channel](#).

Content moderation

Review and approve or reject media before it becomes visible in the channel when content moderation is enabled.

For the full guide, see [Moderate channel content](#).

Roles & permissions

Manage who has access to the channel and what they can do by adding users, assigning roles, updating permissions, transferring ownership, and removing access.

For the full guide, see [Manage channel users & permissions](#).

Subscribers

View and manage channel subscribers, enable or disable channel subscriptions, search subscriber lists, and download subscriber information.

For the full guide, see [Manage channel subscribers](#).

Meeting Room

Enable a meeting room for the channel, choose how participants interact, assign moderators, and control chat and Q&A settings.

For the full guide, see [Create a Kaltura Room within a channel](#).

Details

Update the channel title and description, set privacy, assign the channel to collections, and delete the channel if needed.

For the full guide, see [Edit channel details](#).

Branding

Customize how your channel looks at the top of the channel page by adding a banner image, uploading a logo, and setting featured header media.

For the full guide, see [Brand your channel](#).

Settings & layout

Choose a layout, show or hide sections, set the default section, and adjust how media is displayed.

For the full guide, see [Configure channel settings & layout](#).



Channels can't be added to or removed from galleries from the channel edit page. This capability will be added in a future release.