

# Schedule media to be viewed in Video Portal - Theming

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 This article is designated for all users.

## About

Scheduling media in Kaltura's Video Portal allows you to control when your content becomes viewable to your audience.

In this article, we'll walk you through the steps to set up specific start and end times for your media, ensuring it appears exactly when you want it to.



Your administrator must enable the [Scheduling module](#) for this feature to work.

## Access the Schedule settings

1. From the user menu, select [My Media](#).



The 'My Media' page displays.

2. Click the **three dots** to the right of the desired media and select **Edit**.

## My Media

Q Search My-Media  62 Results found

[Clear all filters](#)

Sort By

Media Type

Publish Status

Webcasts

Scheduling

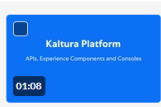
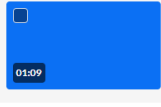
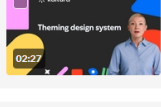
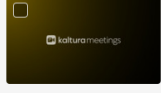
Ownership

Captions

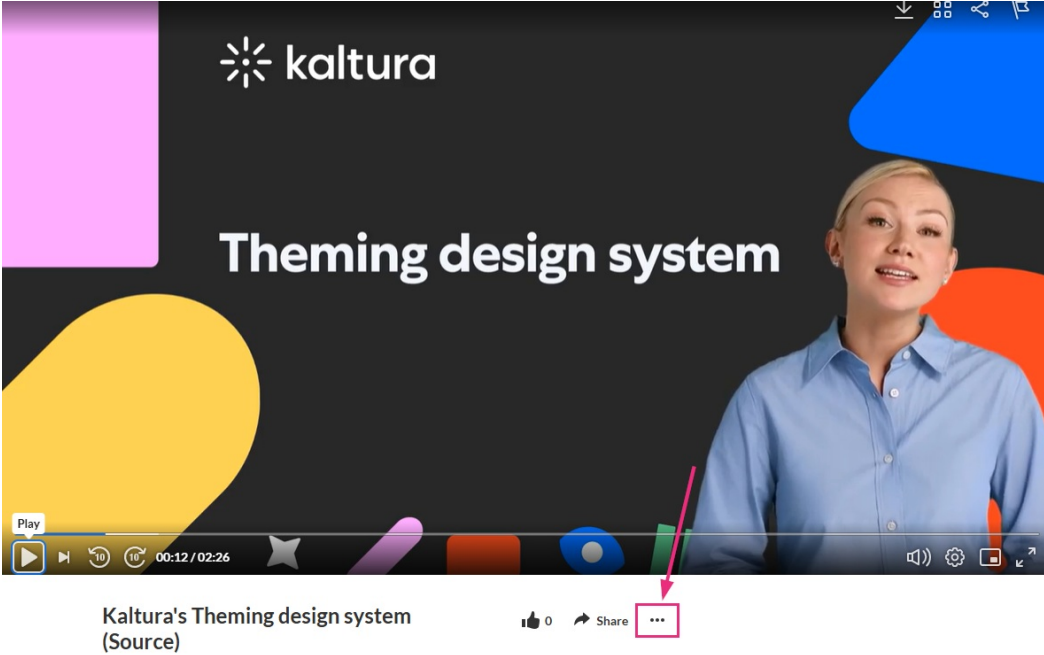
Duration

Creation Date

Last Update Date

-  **Kaltura Architecture – APIs, UI Components & Management Tools (Source)**  
Video • Owner • 1 View • 1 Play • Private Explore
-  **Kaltura LMS & CMS Extensions – Unified Experience & Analytics (Source)**  
Video • Owner • 0 Views • 0 Plays • Private Explore
-  **Kaltura's Theming design system (Source)**  
Video • Owner • 5 Views • 5 Plays • Private Explore
  - Publish status >
  - Edit
  - Analytics
  - Delete
-  **Test room**  
Meeting • Owner • Unlisted Explore

Alternatively, you can access the edit page from the [media page](#) by clicking the **three-dot menu** and selecting **Edit**.



Kaltura's Theming design system (Source) 0 Share ⋮

The edit media page opens on the **Details** tab by default, with a left-hand navigation.

< Kaltura's Theming design system (Source)

**i** Details

✦ Theme & layout

🕒 Schedule

🖼️ Thumbnail

🔒 Privacy

★ Assets

👤 Roles & permissions

♿ Accessibility

## Details

Save

Edit basic details for your media.

Name\*

Kaltura's Theming design system (Source)

Description

**B** *i* U ☰ ☷ 🖼️ 🔗

Tags

single text

multi text

+ Add

single date no time

📅 dd/mm/yyyy

multi date with time

📅 dd/mm/yyyy 🕒 hh:mm aa

3. Click the **Schedule** tab.

< This is a test

**i** Details

✦ Theme & layout

**🕒** Schedule

🖼️ Thumbnail

🔒 Privacy

★ Assets

👤 Roles & permissions

♿ Accessibility

## Schedule

Choose when your media is visible and when it can be viewed.

**Publishing schedule**

Sets the time your media will available by direct links or in searches.

Always  Specific time frame

## Set a schedule

1. Select **Specific Time Frame** to set the time range in which this media will be visible to users in published channels / galleries.

2. Complete the **Start time** and **End time** fields (date and hour).

## Schedule

Save

Choose when your media is visible and when it can be viewed.

### Publishing schedule

Sets the time your media will be available by direct links or in searches.

Always  Specific time frame

**Start time** **End time**

→

**Time zone**

3. Choose a **time zone** by clicking on the drop-down menu and choosing an option.

You can also type in the search field to search for an option.

4. Click **Save**.

The media will be visible to you or other users between the scheduled start and end times. Only the media owner can see the entry in [My Media](#).

## Find scheduled items

You can filter entries from different scheduling availabilities on the [My Media](#) page, as shown in the example below.

### My Media

1 Result found

[Clear all filters](#)

**Sort By** ▾

**Media Type** ▾

**Publish Status** ▾

**Webcasts** ▾

**Scheduling** ▾

All Availabilities

Future Scheduling

Available Now

Past Scheduling

**Demo**

VOD • Owner • 52 Plays

⋮

Explore

- **All Availabilities** - Includes all entries, regardless of their scheduling window.
- **Future Scheduling** - Entries with a start time in the future, visible in categories/channels when the time comes.
- **Past Scheduling** - Entries with a start time in the past, no longer visible in categories/channels.



- Scheduled media can be added to a playlist but won't appear until its start time.
- Scheduled unlisted media remains visible only to the owner until its start time.
- Scheduled media can be published but won't appear in the category/channel until its start time.