

## Schedule media to be viewed in Content Hubs

Last Modified on 04/13/2026 1:06 pm IDT

 This article is designated for all users.

### About

Scheduling media allows you to control when your content becomes viewable to your audience.



This feature requires the [Scheduling module](#) to be enabled.

### 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

Search My-Media  62 Results found

[Clear all filters](#)

Sort By

Media Type

Publish Status

Webcasts

Scheduling

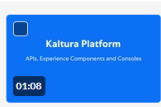
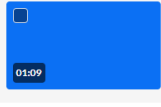
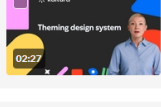
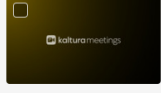
Ownership

Captions

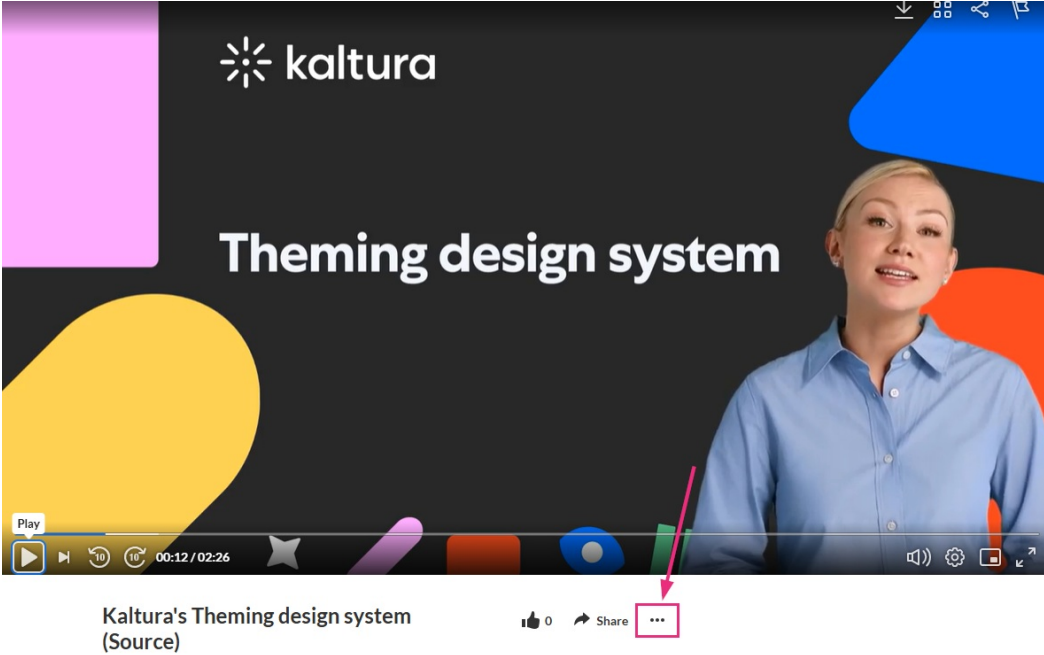
Duration

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.