

Add attachments to media in Canvas - Theming

Last Modified on 04/07/2026 4:15 pm IDT

 This article is designated for all users.

About

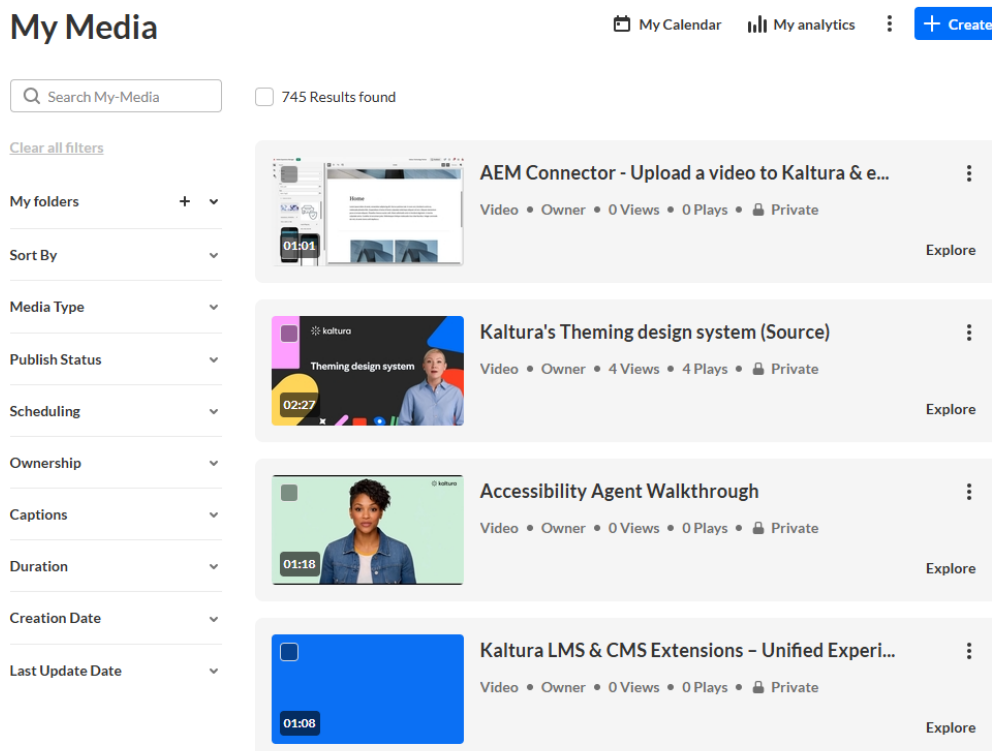
Enhance your media by adding downloadable attachments for viewers to access before, during, or after playback.



- Your administrator must enable the [Attachments module](#) for this feature.
- These instructions are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Add attachments to media](#).

Access the Assets tab

1. Go to your **My Media**.



The screenshot shows the 'My Media' dashboard. At the top, there are navigation links for 'My Calendar', 'My analytics', and a '+ Create' button. Below this is a search bar labeled 'Search My-Media' and a result count of '745 Results found'. A 'Clear all filters' link is also present. On the left, there is a sidebar with various filter categories: 'My folders', 'Sort By', 'Media Type', 'Publish Status', 'Scheduling', 'Ownership', 'Captions', 'Duration', 'Creation Date', and 'Last Update Date'. The main area displays a list of video assets. Each asset card includes a video thumbnail, the title, a three-dot menu icon, and metadata such as 'Video • Owner • 0 Views • 0 Plays • Private'. The assets shown are: 'AEM Connector - Upload a video to Kaltura & e...', 'Kaltura's Theming design system (Source)', 'Accessibility Agent Walkthrough', and 'Kaltura LMS & CMS Extensions - Unified Experi...'. Each asset has an 'Explore' link at the bottom right.

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

My Media

My Calendar My analytics [+ Create](#)

Search My-Media 745 Results found

[Clear all filters](#)

- My folders + ▾
- Sort By ▾
- Media Type ▾
- Publish Status ▾
- Scheduling ▾
- Ownership ▾
- Captions ▾
- Duration ▾

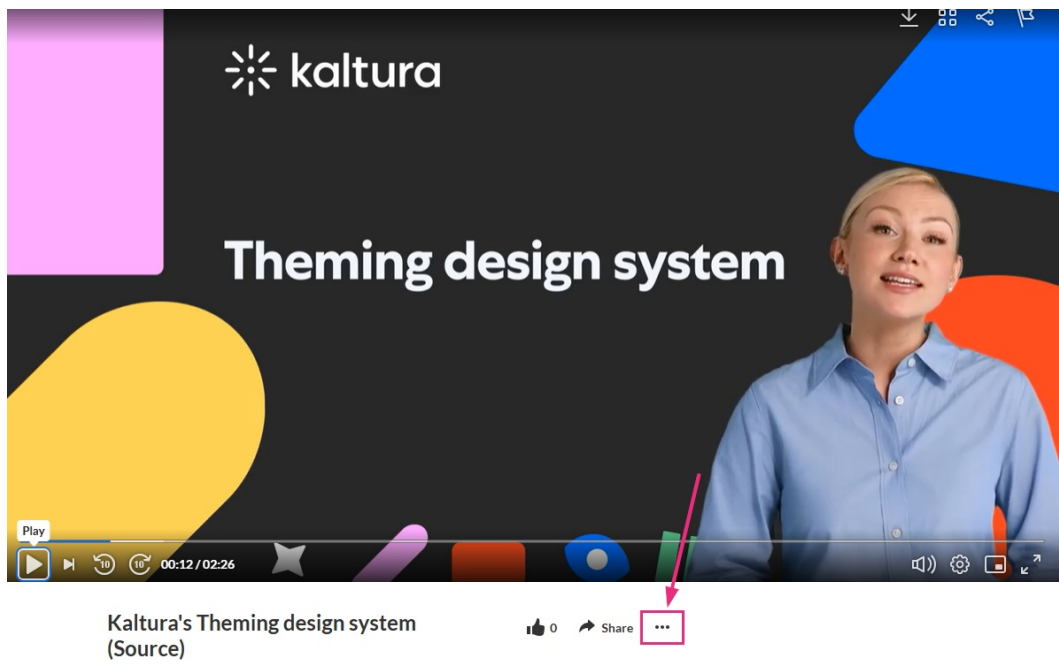
AEM Connector - Upload a video to Kaltura & e...
Video • Owner • 0 Views • 0 Plays • Private [Explore](#)

Kaltura's Theming design system (Source)
Video • Owner • 4 Views • 4 Plays • Private [...](#)

- Publish status >
- Edit**
- Add/Remove from folders
- Analytics
- Delete

Accessibility Agent Walkthrough
Video • Owner • 0 Views • 0 Plays • Private

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



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

< Kaltura's Theming design system (Source)

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. In the left navigation, click the **Assets** tab to display the Assets edit page.

< Kaltura's Theming design system (Source)

Details

Theme & layout

Schedule

Thumbnail

Privacy

Assets

Roles & permissions

Accessibility

Information

Assets

Manage your media assets including alternative formats, attachments, and download options.

Replace media

Upload a new file to replace the current media

 Upload  Replace Media from URL

 All current flavors will be replaced upon replacement approval. Any time based metadata won't be synced with the new content.

Attachments


Attach downloadable content to the media.

 Upload


Video Asset Files


Download the available video files for this media.

Source  Download

Basic/Small - WEB/MBL (H264/400)  Download

Basic/Small - WEB/MBL (H264/600)  Download

SD/Small - WEB/MBL (H264/900)  Download

SD/Large - WEB/MBL (H264/1500)  Download

HD/1080 - WEB (H264/4000)  Download

End-User Download Permissions

Select which video versions viewers are allowed to download.

source

Basic/Small - WEB/MBL (H264/400)

All edit actions apply immediately. There is no **Save** button on this page.

Upload attachments

1. Click **Upload**.

Assets


Manage your media assets including alternative formats, attachments, and download options.

Replace media

Upload a new file to replace the current media

 Upload

 Replace Media from URL

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Attachments


Attach downloadable content to the media.


 Upload


Video Asset Files

Download the available video files for this media.

Source  Download

Basic/Small - WEB/MBL (H264/400)  Download

Basic/Small - WEB/MBL (H264/600)  Download

SD/Small - WEB/MBL (H264/900)  Download

HD/1080 - WEB (H264/4000)  Download

The **Upload Attachment** window opens.

Upload attachment

Upload your attachment and choose an optional name and tooltip information.

File *

 Upload

Name

Name your attachment

Tooltip

Enter attachment tooltip

Cancel



Add

2. Click **Upload** and select a file from your computer.
3. (Optional) Enter a name and a tooltip description for the attachment.
4. Click **Add**.

Upload attachment

Upload your attachment and choose an optional name and tooltip information.

File *

 This is a test.docx 

Name

Tooltip

Cancel **Add**

The file is added as an attachment to the media entry.

To upload another attachment, repeat these steps.

Manage attachments

You can use the options in the **three-dot menu** to the right of the attachment to perform various actions.

Assets

Manage your media assets including alternative formats, attachments, and download options.

Replace media

Upload a new file to replace the current media

 Upload



 Replace Media from URL

 All current flavors will be replaced upon replacement approval. Any time based metadata won't be synced with the new content.


Attachments


Attach downloadable content to the media.


 Upload

 **Meeting notes**
Apr 4, 2026 • 12.9 KB • This is a test.docx 

Video Asset Files
Download the available video files for this media.

Source  Download

Basic/Small - WEB/MBL (H264/400)  Download

Basic/Small - WEB/MBL (H264/600)  Download

Edit

Download

Delete

Edit attachment details

1. Click the **three dots** next to the attachment and select **Edit**.
The 'Edit attachment' window opens.

Edit attachment

Name

Tooltip

2. Modify the title and description as needed.
3. Click **Save**.

Download the attachment

Click the **three dots** and select **Download**.

The file downloads to your computer.

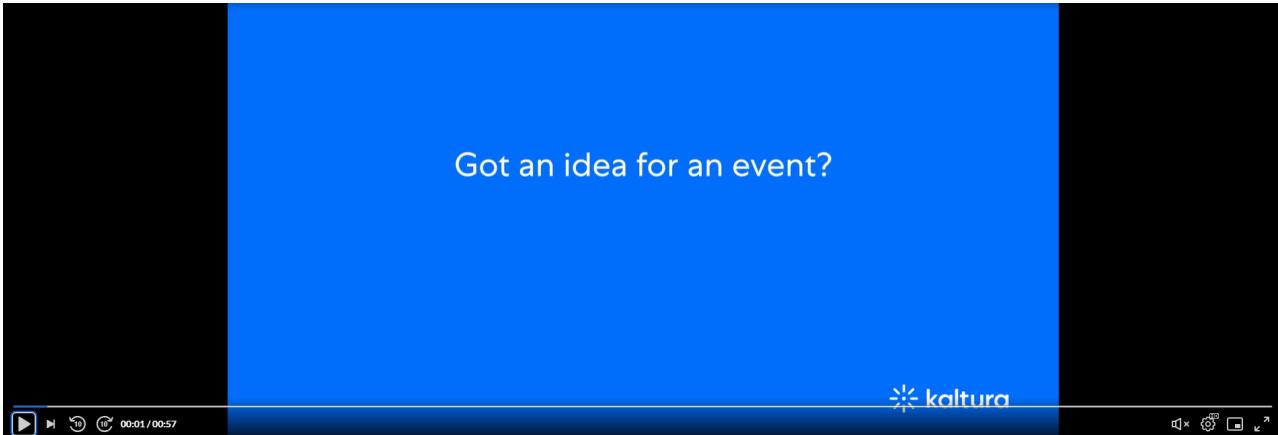
Delete the attachment

1. Click the **three dots** and select **Delete**.
A confirmation message displays.
2. Click **Delete** to confirm.

The attachment is removed.

User experience

Attachments appear below the media details with a download icon, allowing viewers to easily access them.



Enhancing Corporate Events with Kaltura (Source)

By louise.szmolsz@kaltura.com • March 20, 2026 • 1 View • 1 Play

👍 0 🔄 Share ...

1 Attachment

📎 Meeting notes 📄

Supported file types

Attachments can include documents, spreadsheets, presentations, audio/video files, and images:

Media files – *.mts, *.mov, *.mpeg, *.avi, *.mp4, *.vob, *.flv, *.f4v, *.asf, *.wmv, *.m4v, *.3gp, *.mkv, *.arf, *.webm, *.mxf

Document files – *.doc, *.docx, *.xls, *.xlsx, *.ppt, *.pptx, *.pdf, and OpenDocument formats

Image files – *.jpg, *.jpeg, *.bmp, *.png, *.gif, *.tif, *.tiff