Add attachments to media in Canvas

Last Modified on 08/04/2026 5:00 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.

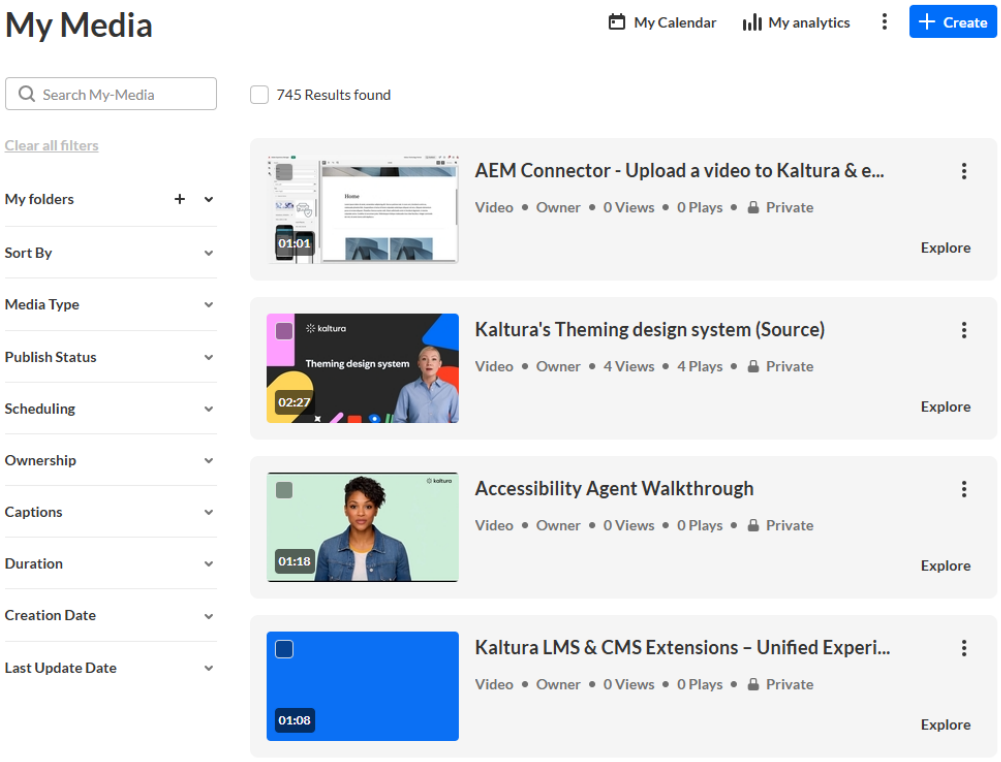
- This feature requires the following to be enabled:
  - Theming module with the 'mediaedit' feature set to 'yes'
  - Attachments module
- Attachments aren't supported for Interactive Video entries

Access the Assets tab

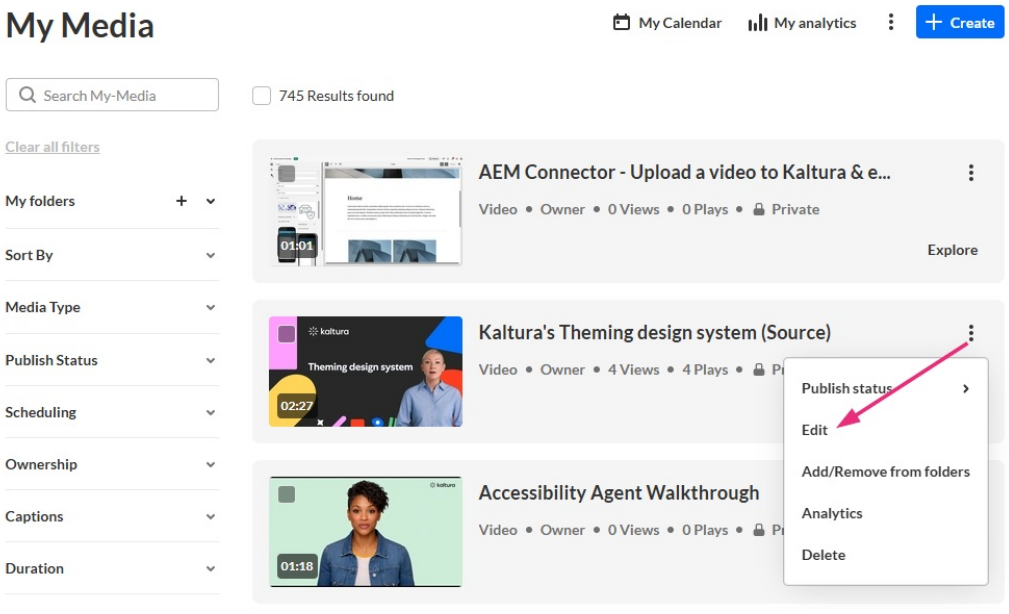
The Assets tab appears only if the relevant modules are enabled for your account. Within the tab, options such as **Replace media**, **Attachments**, and **Downloads** appear only if their corresponding modules are enabled.

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

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

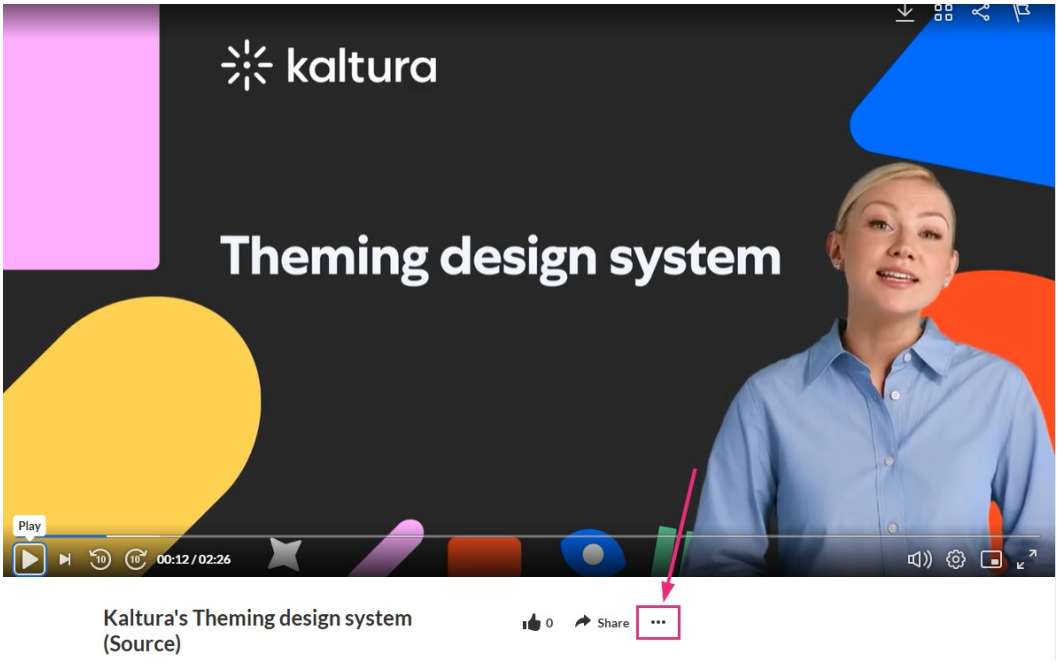


2. Click the **three dots** to the right of the desired media and select **Edit**.

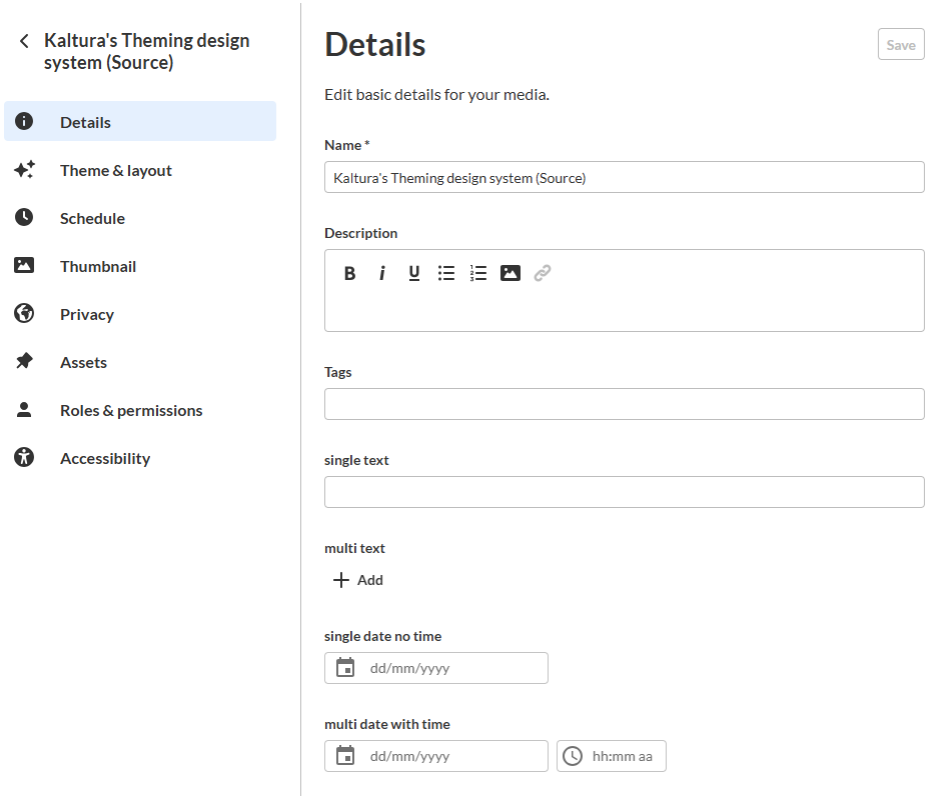


Alternatively, you can access the edit page from the media page by clicking the **three-dot menu** and selecting **Edit**.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

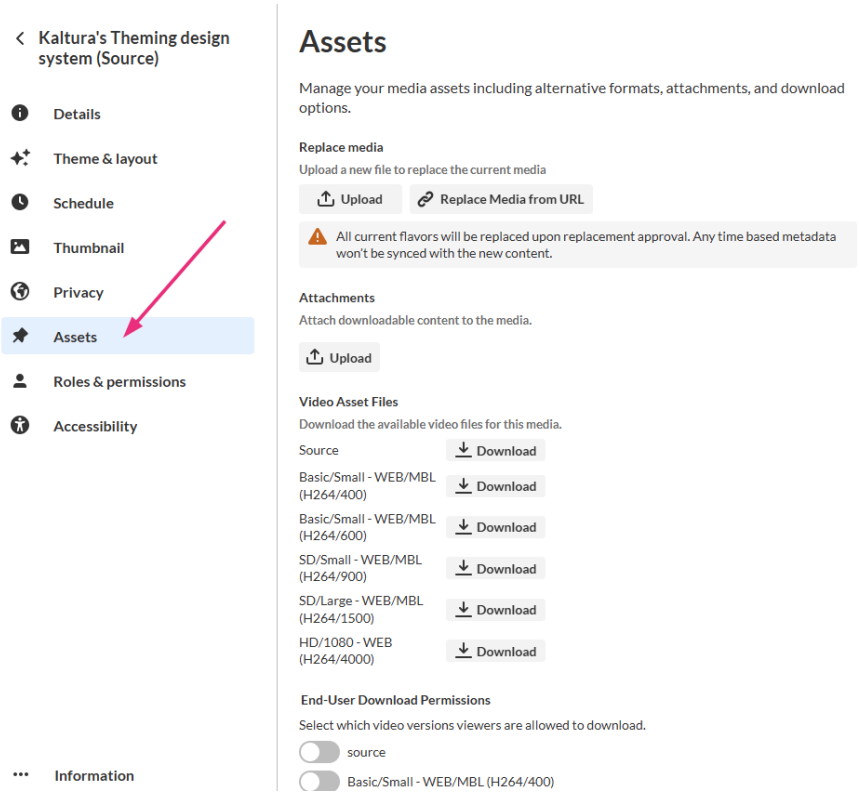


The edit media page opens on the **Details** tab by default, with a left-hand navigation.



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

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

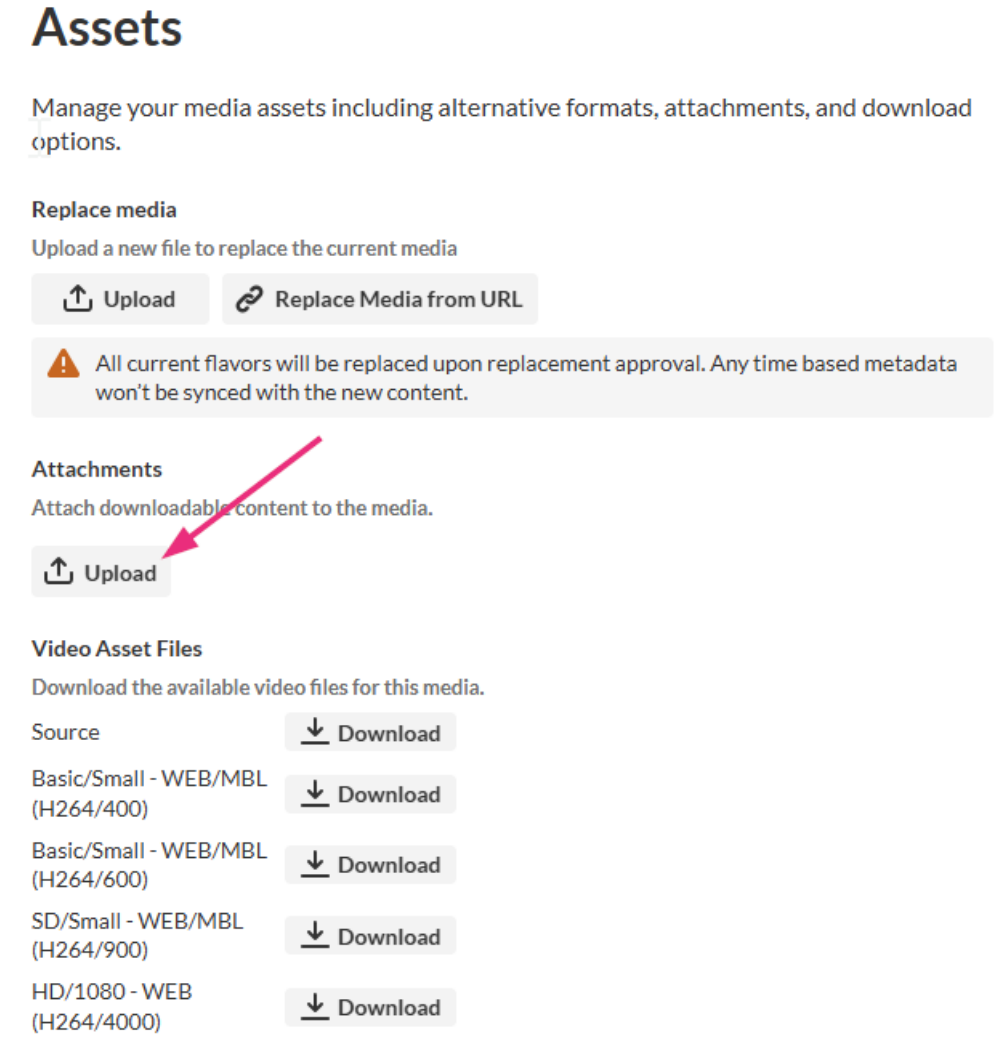


All edit actions apply immediately. There is no **Save** button on this page.

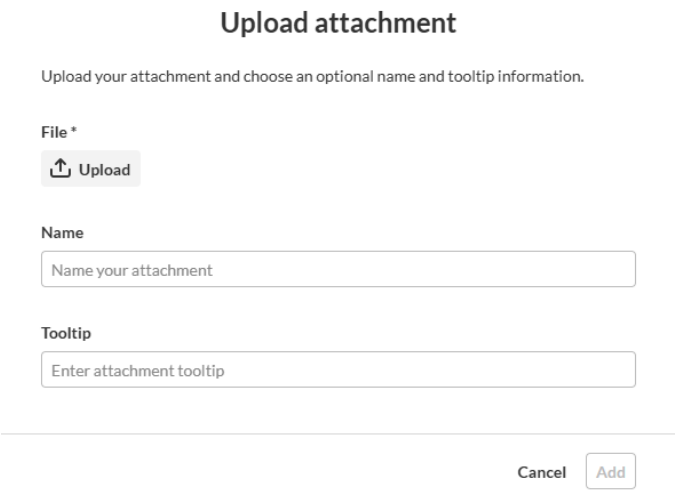
Upload attachments

1. Click **Upload**.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



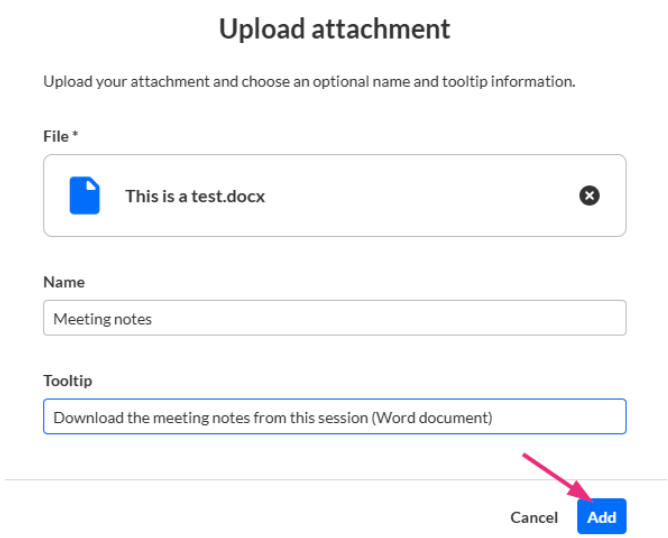
The **Upload Attachment** window opens.



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

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

4. Click **Add**.

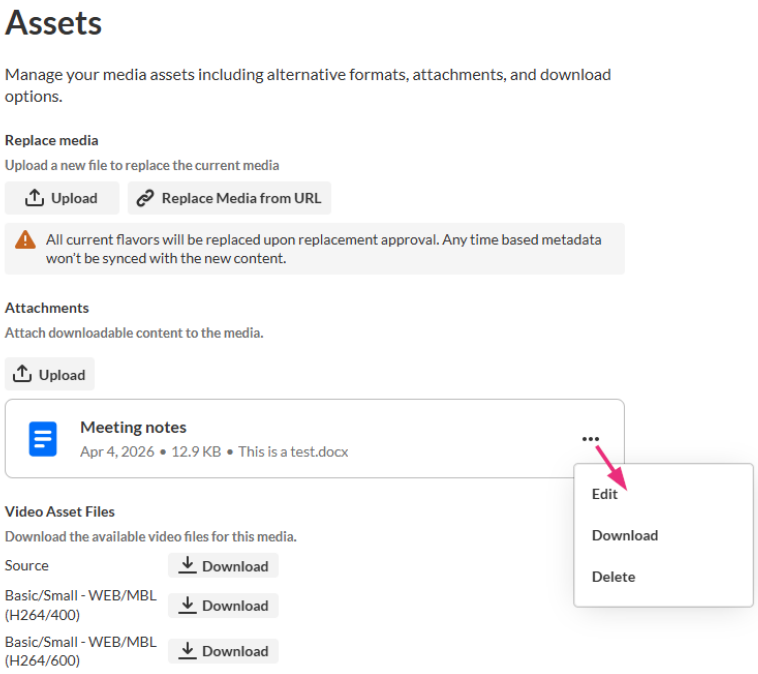


The file is added as an attachment to the media entry.

To upload another attachment, repeat these steps.

Manage attachments

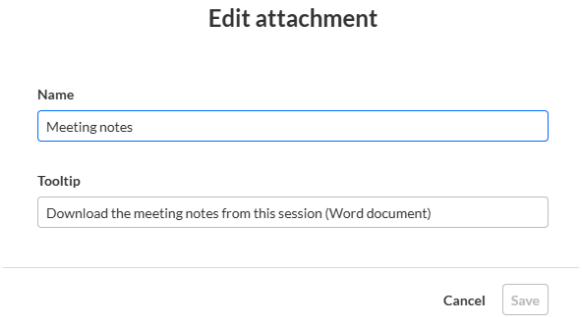
You can use the options in the **three-dot menu** to the right of the attachment to perform various actions.



Edit attachment details

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

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



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

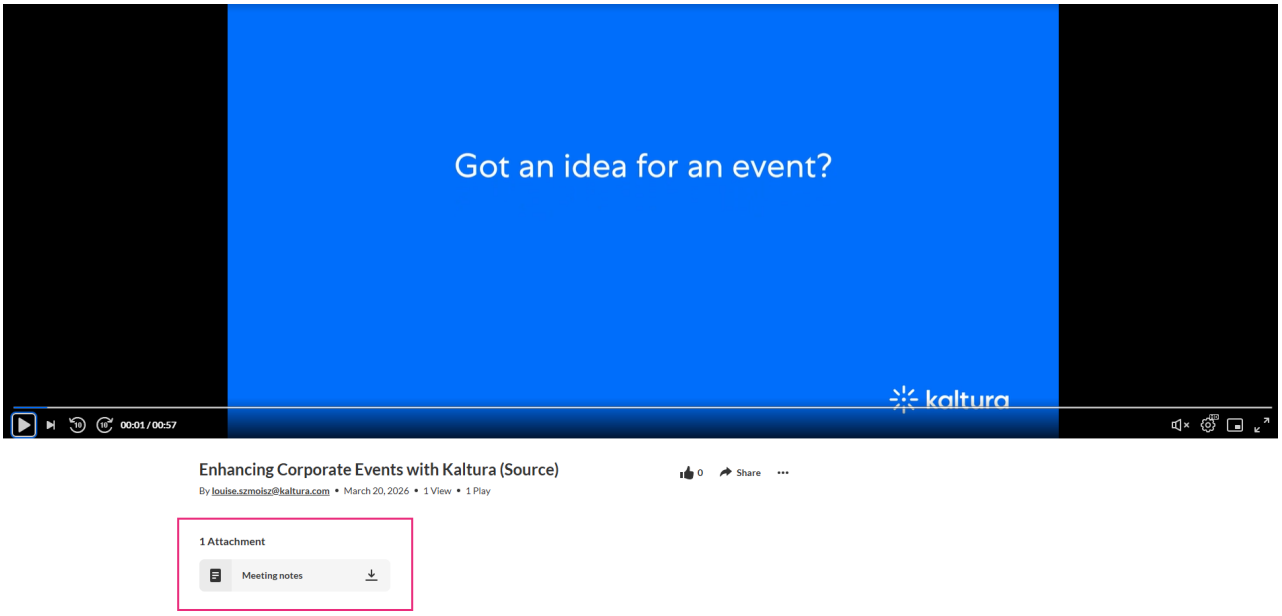
1. Click the **three dots** and select **Delete**.
   A confirmation message displays.
2. Click **Delete** to confirm.

   The attachment is removed.

User experience

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

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



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

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.