

# Manage media, attachments, and downloads in Canvas - Theming

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 This article is designated for all users.

## About

The **Assets** tab in the edit media page lets you manage the files associated with your media entry. From here, you can replace the main media file, add downloadable attachments, and control which files viewers can download.

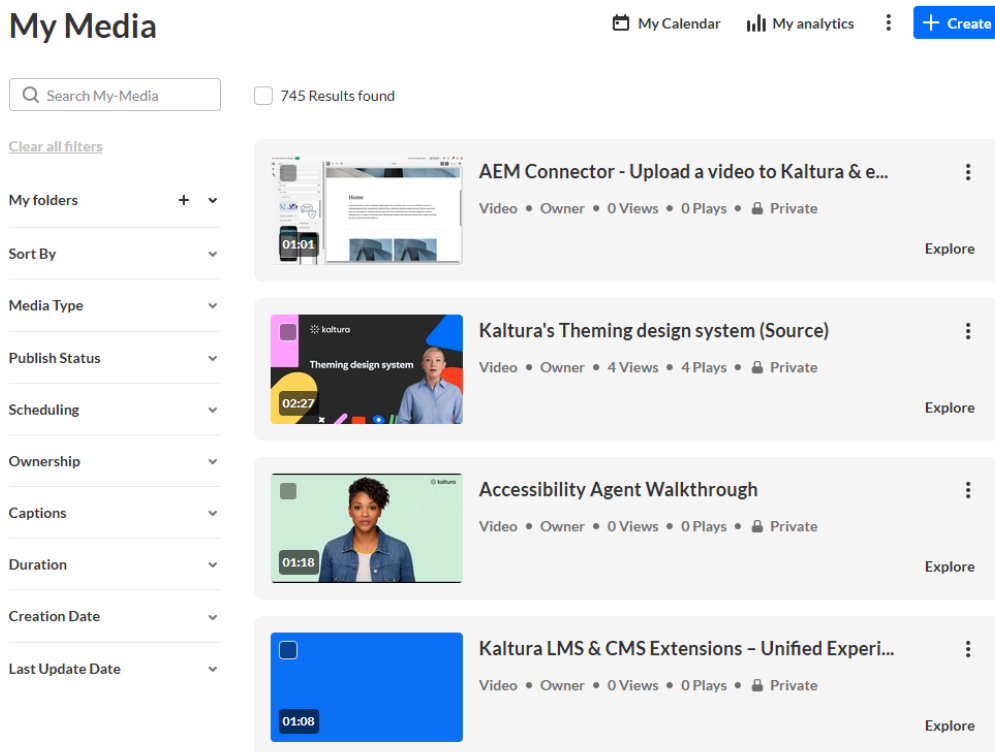
This helps you keep your content up to date, provide supporting materials, and control access to downloadable versions.

## Who can use this

- Media owners
- Co-editors

## Access the Assets tab

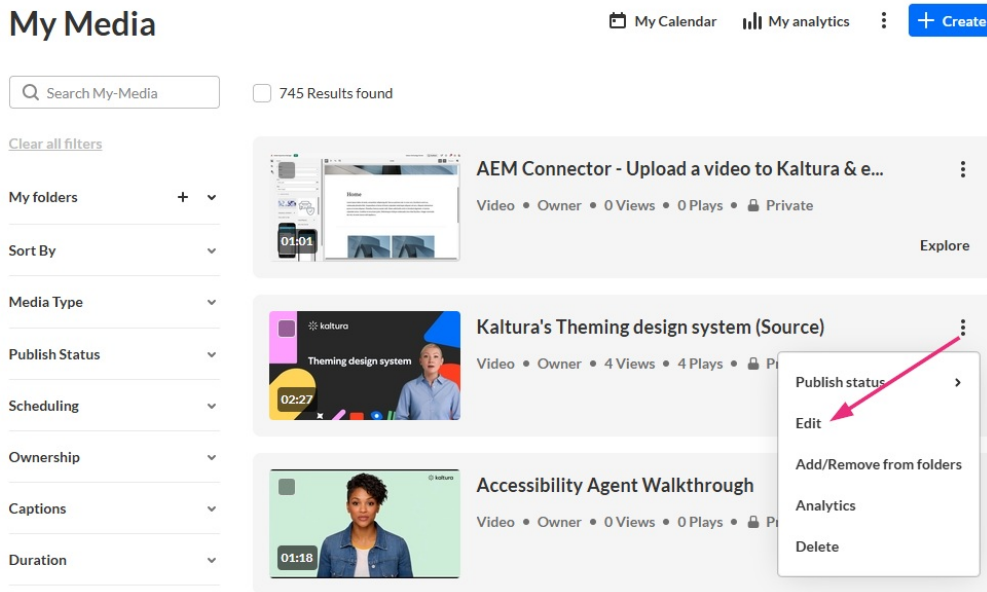
1. Go to your **My Media**.



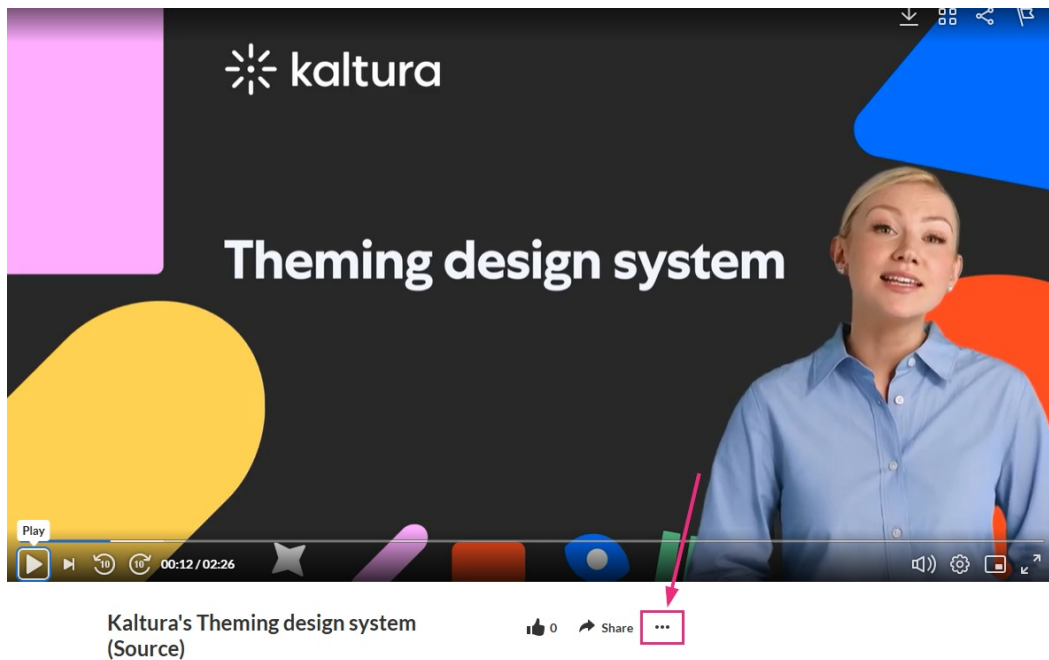
The screenshot shows the 'My Media' interface. At the top, there are navigation links for 'My Calendar', 'My analytics', and a '+ Create' button. Below this is a search bar labeled 'Search My-Media' and a result count of '745 Results found'. A 'Clear all filters' link is also present. On the left side, there is a vertical list of 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:

- AEM Connector - Upload a video to Kaltura & e...**: Video • Owner • 0 Views • 0 Plays • Private. Duration: 01:01. Includes an 'Explore' link.
- Kaltura's Theming design system (Source)**: Video • Owner • 4 Views • 4 Plays • Private. Duration: 02:27. Includes an 'Explore' link.
- Accessibility Agent Walkthrough**: Video • Owner • 0 Views • 0 Plays • Private. Duration: 01:18. Includes an 'Explore' link.
- Kaltura LMS & CMS Extensions - Unified Experi...**: Video • Owner • 0 Views • 0 Plays • Private. Duration: 01:08. Includes an 'Explore' link.

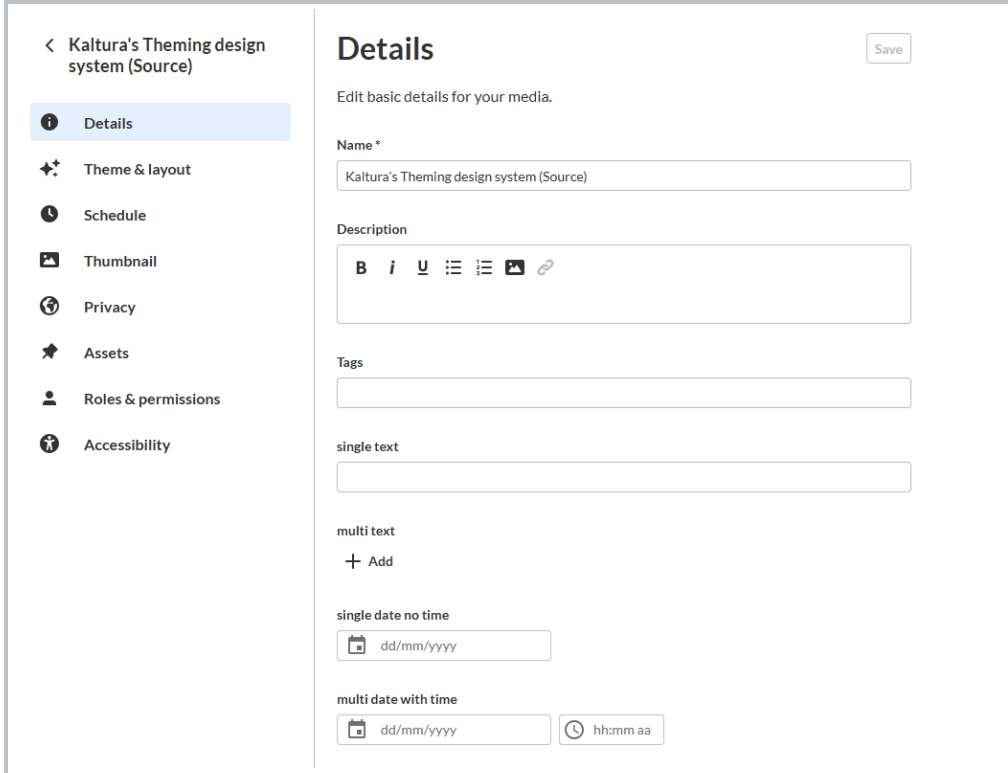
2. Click the **three dots** to the right of the desired media and select **Edit**.



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

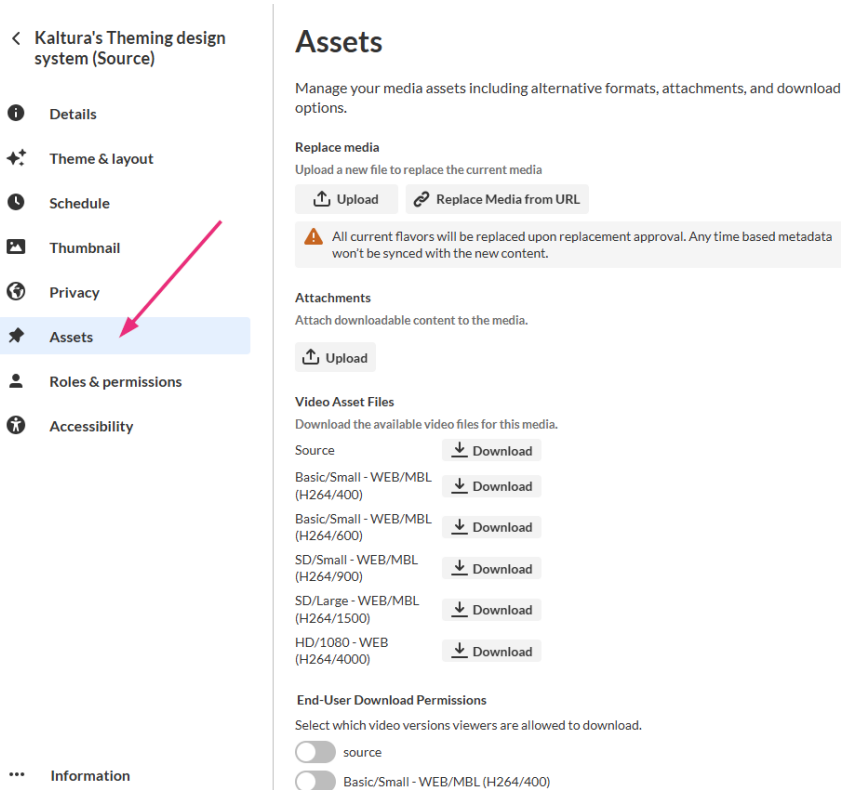


The edit media page opens on the **Details** tab by default, with a left-hand navigation.



The screenshot shows the 'Details' edit page. On the left is a navigation menu with options: Details (selected), Theme & layout, Schedule, Thumbnail, Privacy, Assets, Roles & permissions, and Accessibility. The main content area is titled 'Details' and includes a 'Save' button. Below the title is the instruction 'Edit basic details for your media.' The form contains the following fields: 'Name \*' with the value 'Kaltura's Theming design system (Source)'; 'Description' with a rich text editor containing bold, italic, underline, list, and image icons; 'Tags' with an empty text input; 'single text' with an empty text input; 'multi text' with a '+ Add' button; 'single date no time' with a date picker showing 'dd/mm/yyyy'; and 'multi date with time' with two date pickers, one showing 'dd/mm/yyyy' and the other showing 'hh:mm aa'.

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



The screenshot shows the 'Assets' edit page. The left navigation menu is the same as in the previous screenshot, but the 'Assets' tab is now selected, highlighted in blue, and indicated by a red arrow. The main content area is titled 'Assets' and includes the instruction 'Manage your media assets including alternative formats, attachments, and download options.' Below this are sections for 'Replace media' (with 'Upload' and 'Replace Media from URL' buttons), a warning message, 'Attachments' (with an 'Upload' button), 'Video Asset Files' (with a list of video formats and 'Download' buttons), and 'End-User Download Permissions' (with radio buttons for 'source' and 'Basic/Small - WEB/MBL (H264/400)').

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



- The Assets tab is displayed only if relevant modules are enabled in your account.
- Each section (Replace media, Attachments, Downloads) appears only if its corresponding module is enabled.

## Replace the main media file

Use this section to upload a new version of your media while keeping the same entry, link, and analytics.

## Manage attachments

Use attachments to add downloadable files (for example, PDFs, slides, or additional media) to your entry.

## View available media files

The **Video Asset Files** section lists all available versions of your media (for example, source, HD, or lower-resolution formats). The list reflects the versions generated during upload and processing.

Each file appears with a **Download** button, allowing media owners and co-editors to download files directly.

## Control download options

The **End-User Download Permissions** section lets you control which media files viewers can download.

Use the toggle switches next to each format to allow or prevent viewer downloads.

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