

Create and edit draft entries in Canvas

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 This article is designated for all users.

About

Draft entries offer users the convenience of generating an entry without the immediate need to upload content such as videos, audios, or images.

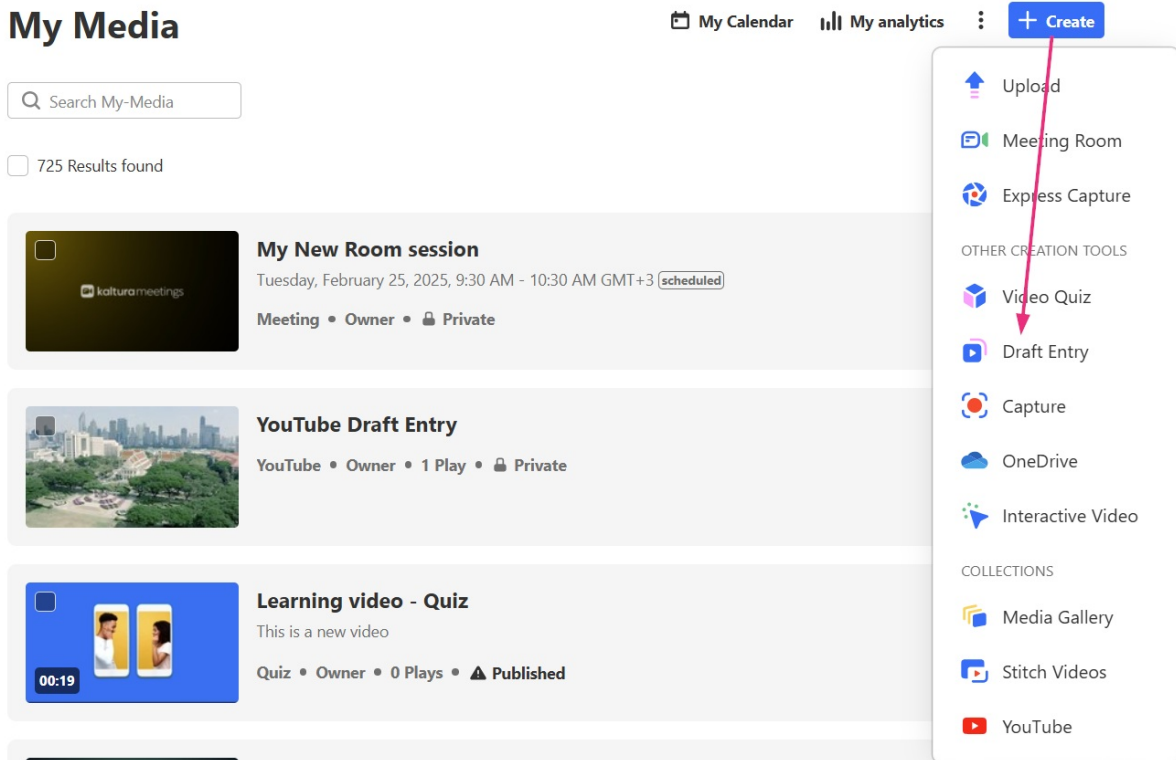
During the creation process, users can specify the metadata of the entry, such as titles and descriptions. This is useful for creating entries in advance, or for collaborating with others on an entry.



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

Create a draft entry

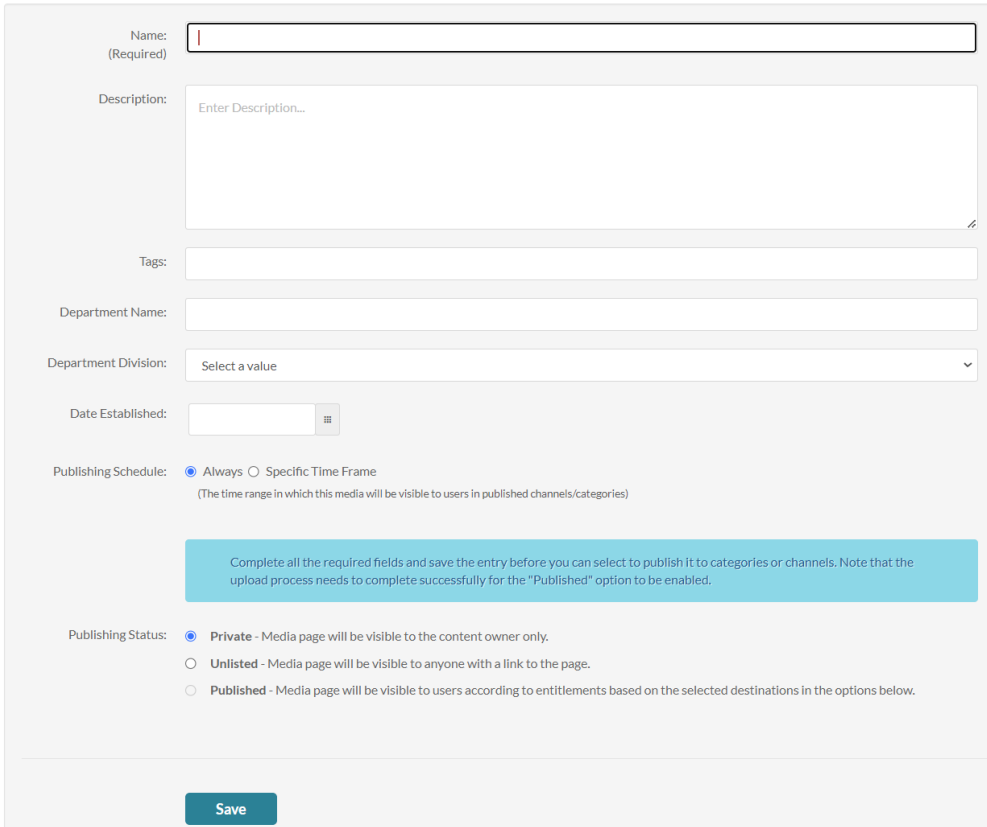
1. Select **Draft Entry** from the **+Create** menu.



The screenshot shows the 'My Media' dashboard. At the top right, there are links for 'My Calendar', 'My analytics', and a '+ Create' button. A dropdown menu is open from the '+ Create' button, listing various creation options: 'Upload', 'Meeting Room', 'Express Capture', 'OTHER CREATION TOOLS', 'Video Quiz', 'Draft Entry', 'Capture', 'OneDrive', 'Interactive Video', 'COLLECTIONS', 'Media Gallery', 'Stitch Videos', and 'YouTube'. A red arrow points from the '+ Create' button to the 'Draft Entry' option in the menu. The main content area shows a list of media items: 'My New Room session' (Meeting, Owner, Private, scheduled), 'YouTube Draft Entry' (YouTube, Owner, 1 Play, Private), and 'Learning video - Quiz' (Quiz, Owner, 0 Plays, Published).

The **Add New Draft Entry** window displays.

Add New Draft Entry



Name: (Required)

Description:

Tags:

Department Name:

Department Division:

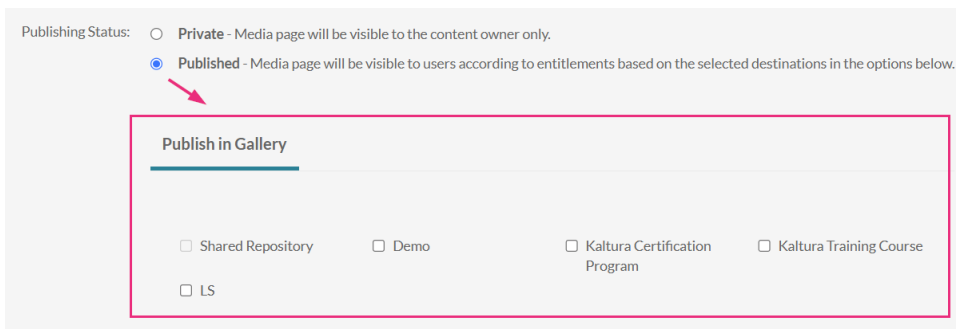
Date Established:

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Publishing Status: Private - Media page will be visible to the content owner only.
 Unlisted - Media page will be visible to anyone with a link to the page.
 Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

2. Enter a name for the new entry (required).
3. Type a description, tags, and any other custom metadata fields as configured for your instance.
4. If desired, set the publishing status from the following options:
 - o **Private** (default) - Media page will be visible to the content owner only.
 - o **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options that display below, as demonstrated in the image:



Publishing Status: Private - Media page will be visible to the content owner only.
 Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

Publish in Gallery

Shared Repository Demo Kaltura Certification Program Kaltura Training Course

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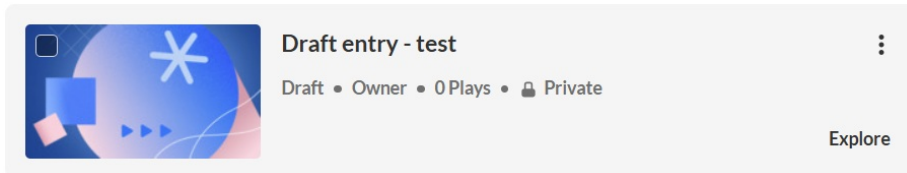


The **Publish** option is disabled until you click **Save** at the bottom of the

page. Once saved, you can select Publish.

5. Click **Save**.

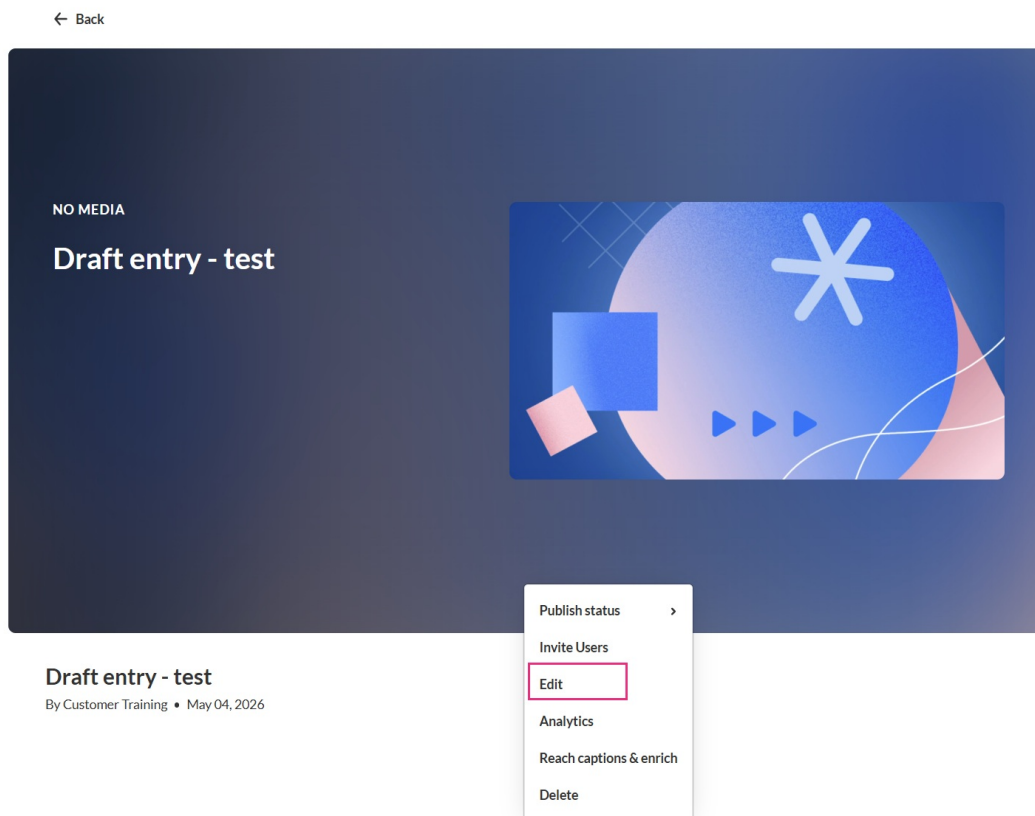
Until content is uploaded, the draft entry displays a generic thumbnail or banner.



Edit a draft entry

You have many editing options for draft entries, just like with regular entries. This gives you plenty of ways to customize your draft before adding content.

1. To edit the draft entry, click the **three dots** below the player and select **Edit**.



The edit page displays.

< Draft entry - test

- Details**
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Assets
- Roles & permissions
- Accessibility

... Information

Details

Save

Edit basic details for your media.

Name*

Draft entry - test

Description

B *i* U    

Tags

Delete media

2. Once you're in the edit page, you can:

- Edit media metadata
- Publish
- Schedule media
- Enable clipping
- Change media owner and add collaborator
- Set and modify thumbnails
- Add attachments