

# Create and manage folders in My Media in Sakai

Last Modified on 05/04/2026 3:21 pm IDT

 This article is designated for all users.

## About

You can organize your personal **My Media** library using folders. You can create folders, build nested structures, and move your media into them for easier access and management.




Your folders are private and visible only to you.



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

When enabled, a 'My folders' section appears on the left side of the My Media page.

## My Media

 My Calendar  My analytics  [+ Create](#)

755 Results found

[Clear all filters](#)

**My folders** +

Sort By

Media Type

Publish Status

Scheduling

Ownership

Captions

Duration

Creation Date

Last Update Date



**Draft entry - test**

Draft • Owner • 0 Plays • Private

Explore



**Rick Astley - Never Gonna Give You Up (Official ...**

The official video for "Never Gonna Give You Up" by Rick Astley. Never: The Autobiography OUT NOW! Follow this link to get yo...

YouTube • Owner • 0 Views • 0 Plays • Published

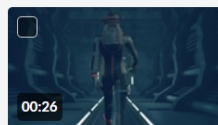
Explore



**Building Your Digital Portfolio**

Image • Owner • 2 Plays • Published

Explore



**Introduction to Video Production**

Video • Owner • 2 Views • 2 Plays • Published

Explore

Click the arrow to expand it and view the **Unfiled media** folder, which contains items not yet placed in a folder.

## My Media

My Media > Unfiled media


Search My-Media

755 Results found

[Clear all filters](#)

My folders

Unfiled media



**Draft entry - test**  
Draft • Owner • 0 Plays • Private  
[Explore](#)

As you move items into folders, they are removed from Unfiled media.

## Create a folder

1. Go to **My Media**.
2. Next to **My folders** section, click the **plus symbol (+)**.

## My Media

My Media > Unfiled media

Search My-Media

755 Results found

[Clear all filters](#)


My folders **+**

Sort By


Media Type

Publish Status

Scheduling



**Draft entry - test**  
Draft • Owner • 0 Plays • Private  
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[Explore](#)

The 'Create folder' window opens.

### Create folder

Name\*

Choose folder location

- My folders
- Drafts
- Test folder

Cancel [Create](#)

3. Enter a name (required).
4. In the **Choose Location** section:
  - If this is your first folder, the only available location is **My Folders** (your top-level folder).
  - If you already have folders, you'll see a list of your existing folders and subfolders. Select where you'd like to place the new folder by choosing a location from the list.

### Create folder

Name\*

Choose folder location

My folders

Drafts

Test folder

---

Cancel **Create**

5. Click **Create**.

A confirmation message displays and your new folder appears in your **My folders** section.

## My Media

My Calendar My analytics **+ Create**


Search My-Media  755 Results found

[Clear all filters](#)

My folders + ^

- Unfiled media
- Drafts
- Kaltura Learning**
- Test folder


Sort By v



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YouTube • Owner • 0 Views • 0 Plays • Published

Explore

Repeat these steps to create more folders.

 Each user can create up to **500** folders (including subfolders).

## Create a subfolder

You can create folders up to three levels deep.

1. To the right of the **My folders** section, click the **plus icon (+)**  
The 'Create folder' window opens.
2. Enter a folder name (folder names must be unique within the same location, but you can reuse the same name in different branches).
3. In the **Choose folder location** section, select the parent folder where you want to place your new folder.

**Create folder**

Name \*

Choose folder location

My folders

▼  Marketing resources

→ ▼  Brand assets

Brand guidelines

    >  Logo video

    >  AI video

Roadmap sessions

Product marketing

Roadmap sessions & product launches

---

4. Click **Save**.

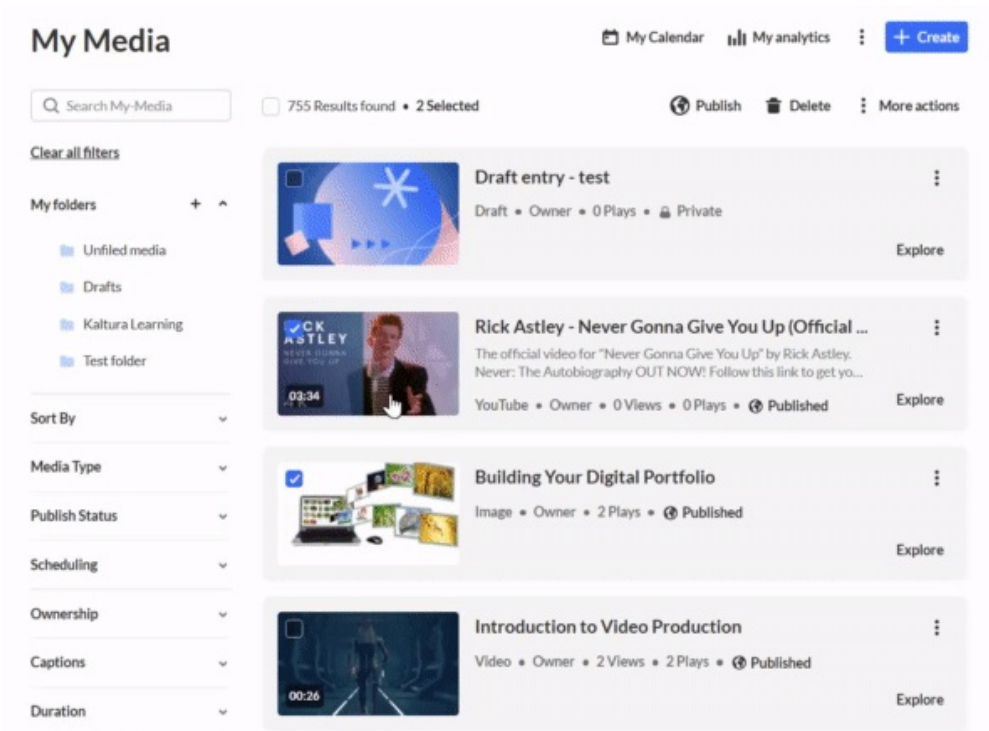
A confirmation message displays and your new subfolder appears inside the parent folder.

## Add media to a folder

### Option 1: Drag and drop

In My Media, drag and drop a single item into the desired folder.

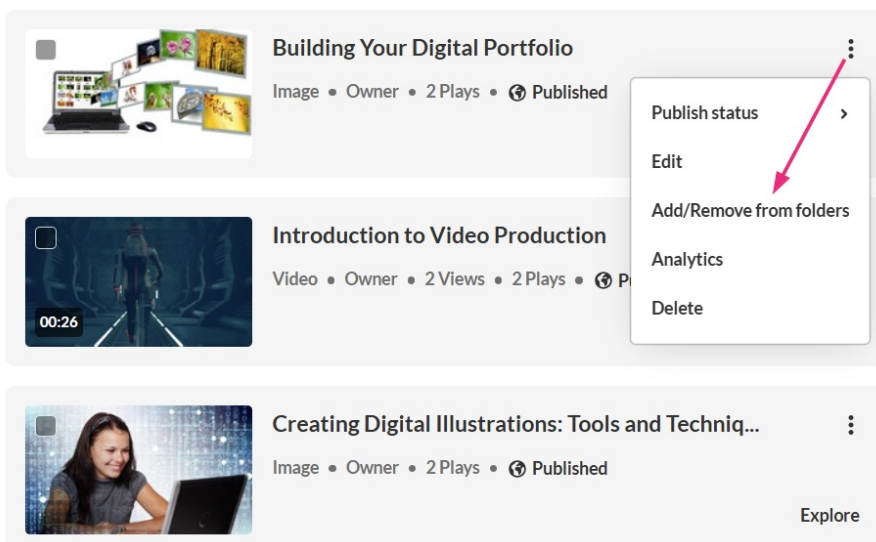
For multiple items, select them using the checkboxes, then drag and drop into the folder.



## Option 2: Use the three-dot menu

For a single item:

1. Click the **three-dot menu** to the far right of the media item.
2. From the menu, select **Add to / Remove from folders**.



The 'Add to/Remove from folders' window opens.

### Add/Remove from folders

Choose location

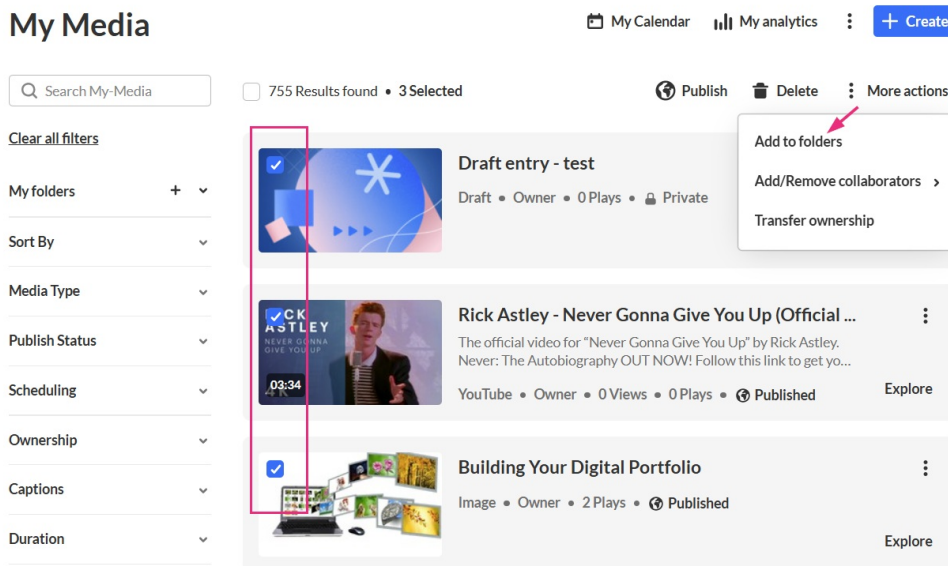
- Drafts
- Kaltura Learning
- Test folder

Cancel

3. Select the desired folder(s) and click **Update**.

For multiple items:

1. Select the items using the checkboxes.
2. Click the **More actions** menu at the top of the page and select **Add to folders**.



The 'Add to / Remove from folders' window opens.

### Add to folders

Choose location

- Drafts
- Kaltura Learning
- Test folder

Cancel

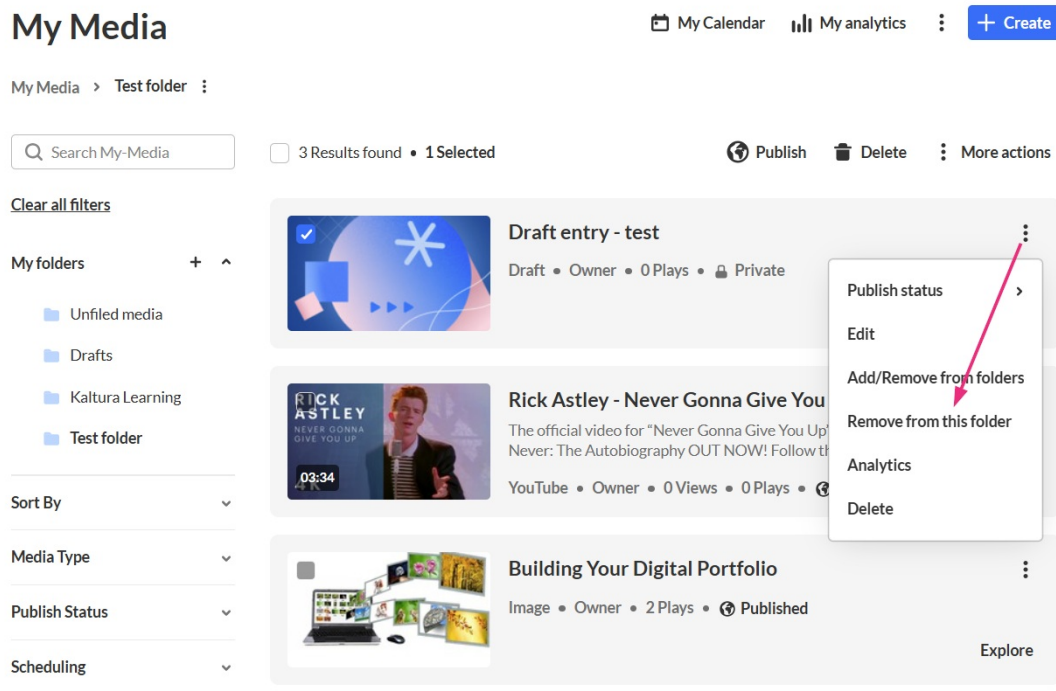
3. Choose your folder(s) and click **Update**.

The items are added to the chosen folders.

## Remove media from a folder

### Single item

1. Open the folder.
2. Click the **three-dot menu** to the far right of the item.
3. From the menu, select **Remove from this folder**.



A confirmation message displays. Click **Remove** to confirm.

The item is removed from the folder.

### Multiple items

1. Open the folder.
2. Use the checkboxes to select the items.
3. Click the **More actions** menu at the top and select **Remove from this folder**.

## My Media

My Calendar My analytics [+ Create](#)

My Media > Kaltura Learning :

Search My-Media

3 Results found • 3 Selected Publish Delete More actions

Clear all filters

My folders + ^

- Unfiled media
- Drafts
- Kaltura Learning
- Test folder

Sort By ▾

Media Type ▾

Publish Status ▾

Scheduling ▾

Ownership ▾

Draft entry - test  
Draft • Owner • 0 Plays • Private

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Never: The Autobiography OUT NOW! Follow this link to get yo...  
YouTube • Owner • 0 Views • 0 Plays • Published Explore

Building Your Digital Portfolio  
Image • Owner • 2 Plays • Published Explore

**More actions**

- Add to folders
- Remove from this folder
- Add/Remove collaborators >
- Transfer ownership

A confirmation message displays. Click **Remove** to confirm.




The items are removed from those folders.

## Delete a folder

Deleting a folder also deletes any subfolders inside it, but your media remain safe - it's moved back to **Unfiled media** or to the parent folder, if applicable.

1. In the **My Folders** section, find the folder you want to delete and click on it.

## My Media





 My Calendar  My analytics  [+ Create](#)

My Media > Test folder 

3 Results found

[Clear all filters](#)

My folders  

-  Unfiled media
-  Drafts
-  Kaltura Learning
-  **Test folder**

Sort By 

Media Type 

Publish Status 

Scheduling 



**Draft entry - test**


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[Explore](#)



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YouTube • Owner • 0 Views • 0 Plays •  Published

[Explore](#)



**Building Your Digital Portfolio**




Image • Owner • 2 Plays •  Published

[Explore](#)

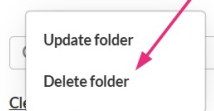
At the top left of the page, you'll see the folder's location displayed as a navigation path (showing where you are inside your folder structure). This helps you confirm which folder you're working in.

- Next to the folder name, click the **three dots** and select **Delete folder**.

## My Media





 My Calendar  My analytics  [+ Create](#)

My Media > Test folder 

  
Update folder  
Delete folder


3 Results found

My folders  

-  Unfiled media
-  Drafts
-  Kaltura Learning
-  **Test folder**

Sort By 

Media Type 

Publish Status 

Scheduling 



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[Explore](#)



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[Explore](#)



**Building Your Digital Portfolio**

Image • Owner • 2 Plays •  Published

[Explore](#)

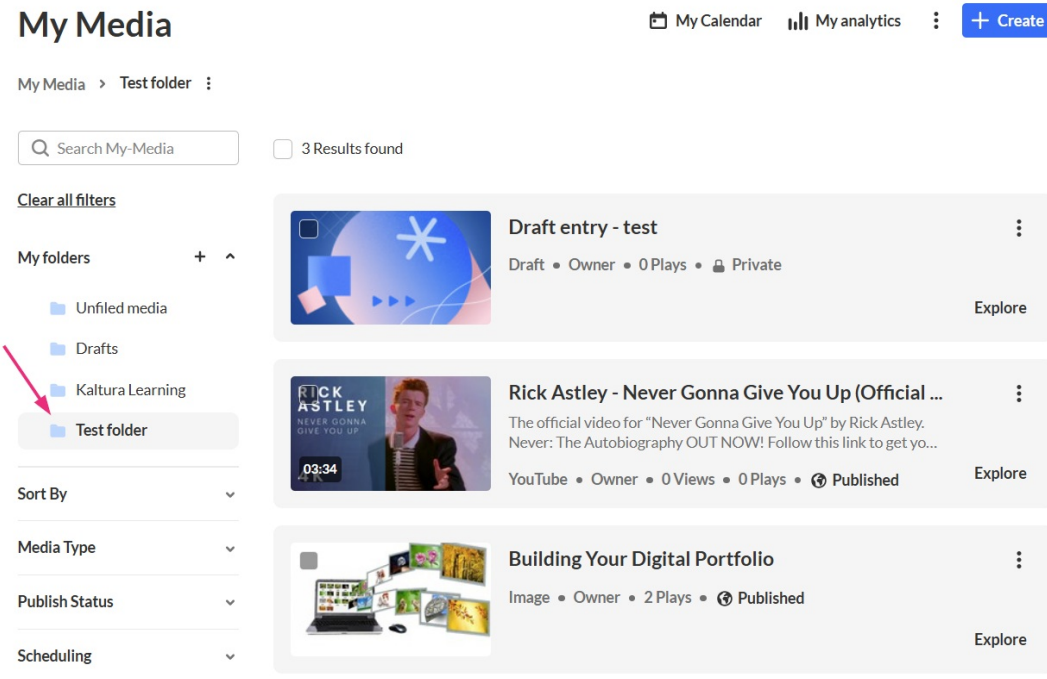
A confirmation message displays.

- Click **Delete** to continue.

## Update a folder

You can rename a folder or move it to a different location in your folder structure. When you move a folder, all its subfolders and media move with it.

1. In the **My Folders** section, select the folder you want to update.



The screenshot shows the 'My Media' dashboard. At the top right, there are links for 'My Calendar', 'My analytics', and a '+ Create' button. Below the header, the navigation path 'My Media > Test folder' is displayed. A search bar contains 'Search My-Media' and shows '3 Results found'. On the left, the 'My folders' sidebar is expanded, showing 'Unfiled media', 'Drafts', 'Kaltura Learning', and 'Test folder' (highlighted with a red arrow). Below the sidebar are filters for 'Sort By', 'Media Type', 'Publish Status', and 'Scheduling'. The main content area displays three media items: a 'Draft entry - test' (Draft, Owner, 0 Plays, Private), a video 'Rick Astley - Never Gonna Give You Up (Official ...)' (YouTube, Owner, 0 Views, 0 Plays, Published), and an image 'Building Your Digital Portfolio' (Image, Owner, 2 Plays, Published). Each item has an 'Explore' button and a three-dot menu icon.

At the top of the page, you'll see the folder's location displayed as a navigation path (showing where you are in your folder structure).

2. Next to the folder name, click the **three dots** and select **Update folder**.

## My Media

My Calendar My analytics [+ Create](#)

My Media > Test folder

Update folder

Delete folder

3 Results found

My folders + ^

- Unfiled media
- Drafts
- Kaltura Learning
- Test folder

Sort By v

Media Type v

Publish Status v

Scheduling v

### Draft entry - test

Draft • Owner • 0 Plays • Private

⋮

Explore

### Rick Astley - Never Gonna Give You Up (Official ...

The official video for "Never Gonna Give You Up" by Rick Astley. Never: The Autobiography OUT NOW! Follow this link to get yo...

⋮

Explore

### Building Your Digital Portfolio

Image • Owner • 2 Plays • Published

⋮

Explore

The 'Update folder' window opens.

- In the Update folder window you can rename the folder, and / or move it to a different location.

### Update folder

Name\*

Choose folder location

- My folders
- Drafts
- Kaltura Learning
- Test folder

Cancel

- Click **Update**.

## Search in folders

Use the search bar at the top of My Media to find media within the folder you've opened. All the usual filters, like media type, owner, etc. still work, and apply to the selected folder (and its subfolders).