

Edit media thumbnails in Brightspace

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 This article is designated for all users.

About

Manage how your media is visually represented by editing its thumbnails. You can upload new thumbnails, select a frame (for video), set the default thumbnail, preview, download, or remove thumbnails.

These settings are managed in the **Thumbnail** tab when editing a media entry.



- Thumbnail editing isn't available for [image](#) media.
- This feature requires the [Thumbnails module](#) to be enabled.

Who can use this

- Media owners
- Co-editors

Access the Thumbnail tab

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

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


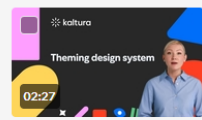
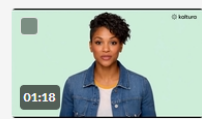
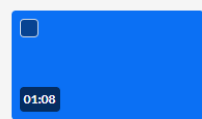
Ownership

Captions

Duration

Creation Date

Last Update Date

-  **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
[Explore](#)
-  **Accessibility Agent Walkthrough**
Video • Owner • 0 Views • 0 Plays • Private
[Explore](#)
-  **Kaltura LMS & CMS Extensions – Unified Experi...**
Video • Owner • 0 Views • 0 Plays • Private
[Explore](#)

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


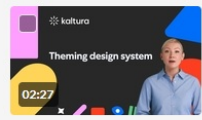
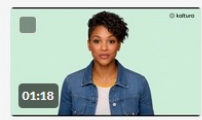
Publish Status

Scheduling

Ownership

Captions

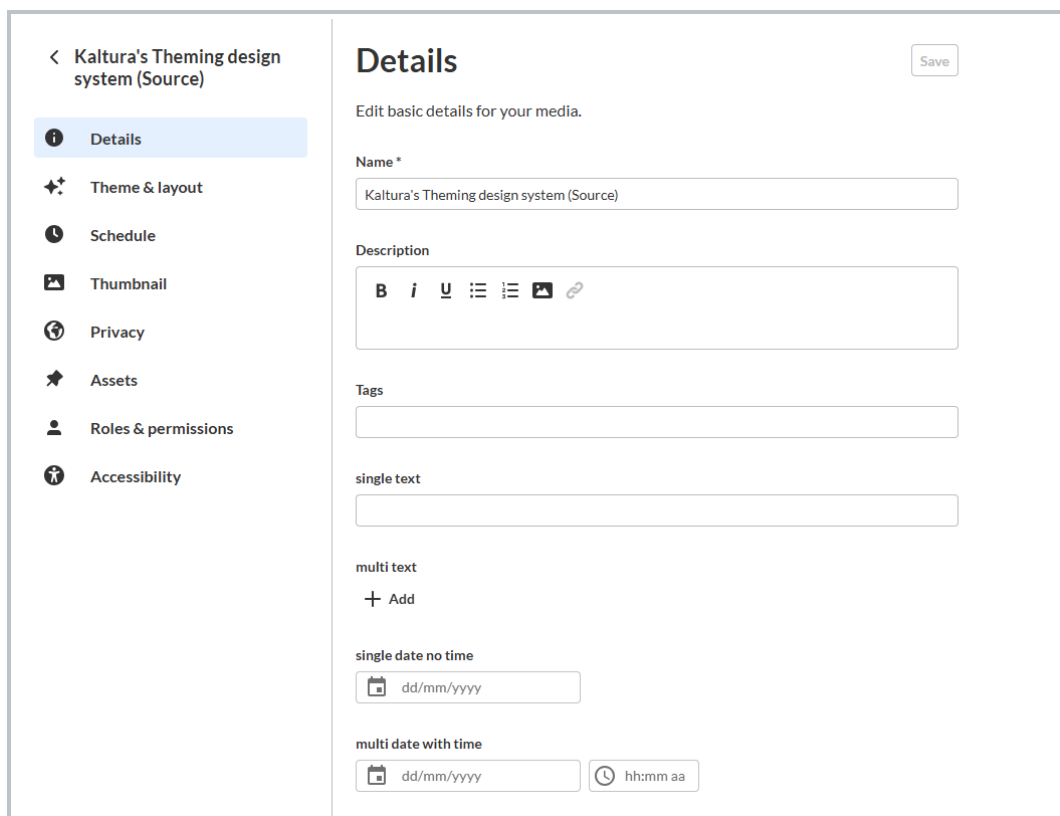
Duration

-  **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.



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

< Kaltura's Theming design system (Source)

Details

Theme & layout

Schedule

Thumbnail

Privacy

Assets

Roles & permissions

Accessibility

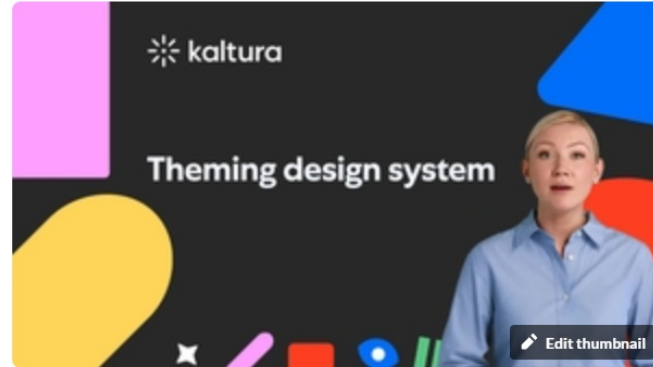
Information

Thumbnail

View and manage this media thumbnails.

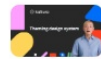
Media thumbnail

Set the media thumbnail. Suggested image dimensions are 1920X1080px.



Thumbnail assets

See, download, and delete thumbnail assets for this media.



1920x1080 • 141.0 KB • March 30, 2026



The page displays the default thumbnail, which is created automatically when the media is uploaded. This is the thumbnail shown across the platform wherever the media appears.

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



The Thumbnail tab doesn't appear for image media. The image file is automatically used as the thumbnail.

Create a new thumbnail

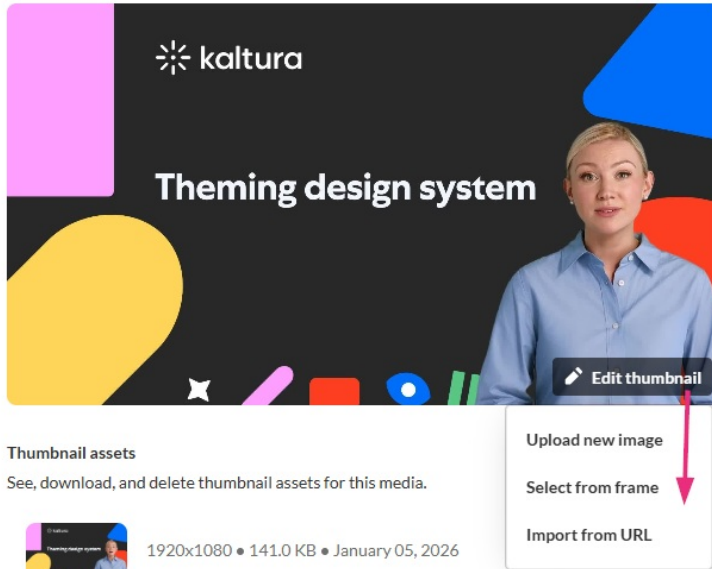
In the lower right corner, click **Edit thumbnail** to open the **actions menu**.

Thumbnail

View and manage this media thumbnails.

Media thumbnail

Set the media thumbnail. Suggested image dimensions are 1920X1080px.



Thumbnail assets
See, download, and delete thumbnail assets for this media.

Thumbnail assets list:
Thumbnail image: 1920x1080 • 141.0 KB • January 05, 2026

Dropdown menu options:
Upload new image
Select from frame
Import from URL

Choose how you want to create the thumbnail:

Upload new image

1. From the **actions menu**, select **Upload new image**.
2. Choose an image file from your computer.

After upload, the thumbnail is added to the list and automatically set as the default.



Media thumbnail

Set the media thumbnail. Suggested image dimensions are 1920X1080px.



Thumbnail assets

See, download, and delete thumbnail assets for this media.

	4017x5016 • 7.6 MB • February 12, 2026 default	...
	1920x1080 • 141.0 KB • January 05, 2026	...

Upload from URL

1. From the **actions menu**, select **Upload from URL**.
The 'Import from URL' window opens.
2. Enter the image URL and click **Import**.

Import from URL

Media URL

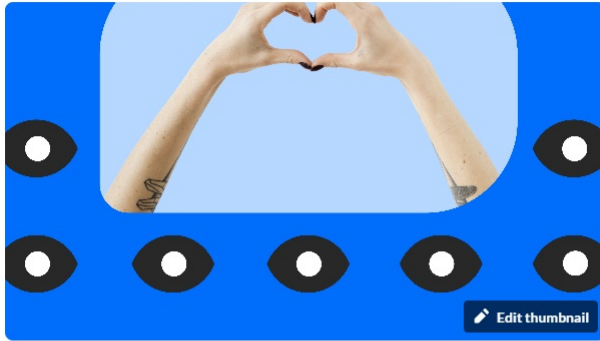
The available protocols include: http, https, and ftp; For password-protected URLs, please format it as: protocol://username:password@domain/filepathname.

Cancel

After upload, the thumbnail is added to the list and automatically set as the default thumbnail.

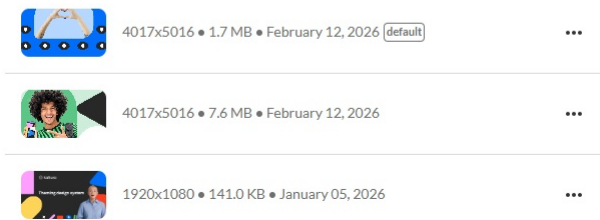
Media thumbnail

Set the media thumbnail. Suggested image dimensions are 1920x1080px.



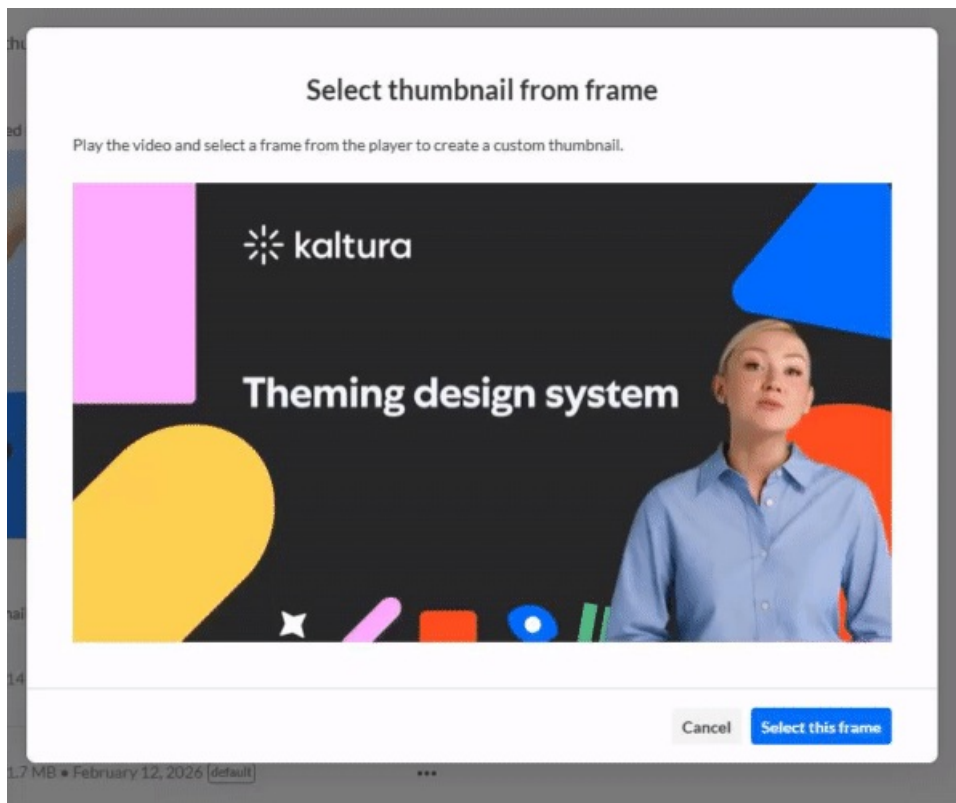
Thumbnail assets

See, download, and delete thumbnail assets for this media.



Grab frame (video only)

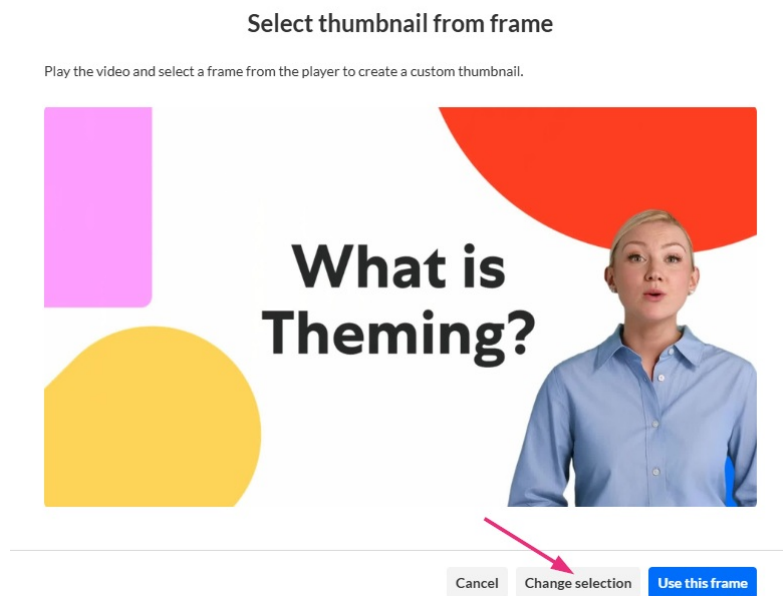
1. Choose **Select from frame**.
2. In the player window, when you see the part of the video you want, click **Select this frame**.



The selected frame displays.

3. To save it, click **Use this frame**.

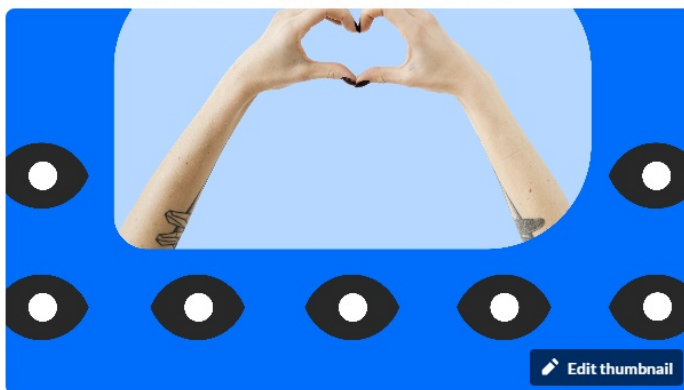
To discard it and choose another, click **Change selection** and repeat the process.



The selected frame is added to the thumbnails list. To make it the default, select **Set as default** (see [Set as default](#) below).

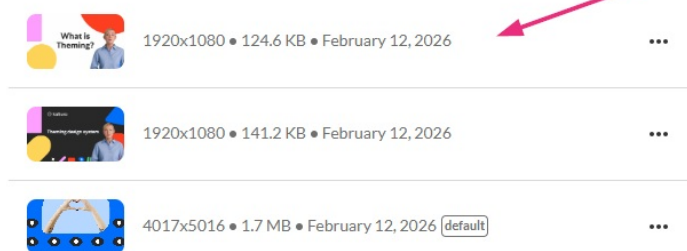
Media thumbnail

Set the media thumbnail. Suggested image dimensions are 1920X1080px.



Thumbnail assets

See, download, and delete thumbnail assets for this media.


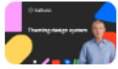


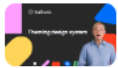


Manage existing thumbnails

All thumbnails appear in a list below the main thumbnail.

Thumbnail assets

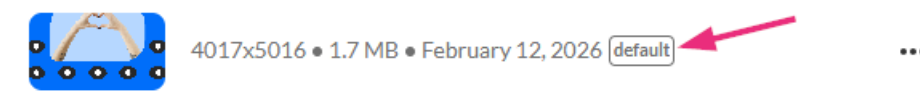
See, download, and delete thumbnail assets for this media.

	1920x1080 • 124.6 KB • February 12, 2026	...
	1920x1080 • 141.2 KB • February 12, 2026	...
	4017x5016 • 1.7 MB • February 12, 2026 default	...
	4017x5016 • 7.6 MB • February 12, 2026	...
	1920x1080 • 141.0 KB • January 05, 2026	...

Each thumbnail shows:

- Preview image
- Resolution
- File size
- Creation date

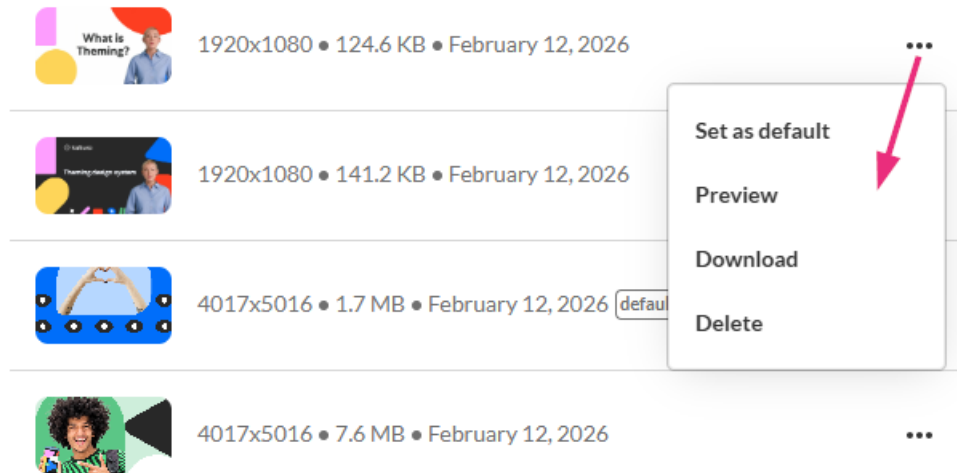
The default thumbnail is clearly indicated.



Open the **three-dot menu** to the right of a thumbnail to perform actions.

Thumbnail assets

See, download, and delete thumbnail assets for this media.



Set as default

Select **Set as default** to make that thumbnail the main thumbnail for the media. The change applies immediately.

Preview

Select **Preview** to view the thumbnail in full screen.

Download

Select **Download** to save the thumbnail file to your computer.

Delete

Select **Delete** to permanently remove the thumbnail.



- You can't delete the current default thumbnail. To remove it, first set another thumbnail as the default, then return and delete it.
- At least one thumbnail must always remain assigned to the media.