Set media privacy in Moodle

Last Modified on 05/06/2026 2:09 pm IDT

This article is designated for all users.

About

The **Privacy** tab allows you to control who can view your media and review where it is currently published across your applications.

This feature requires the Publish module to be enabled.

Who can use this

- Media owners
- Co-editors (view-only if they don't have publishing permissions)

Your ability to change privacy settings depends on your role.

Access the Privacy tab

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

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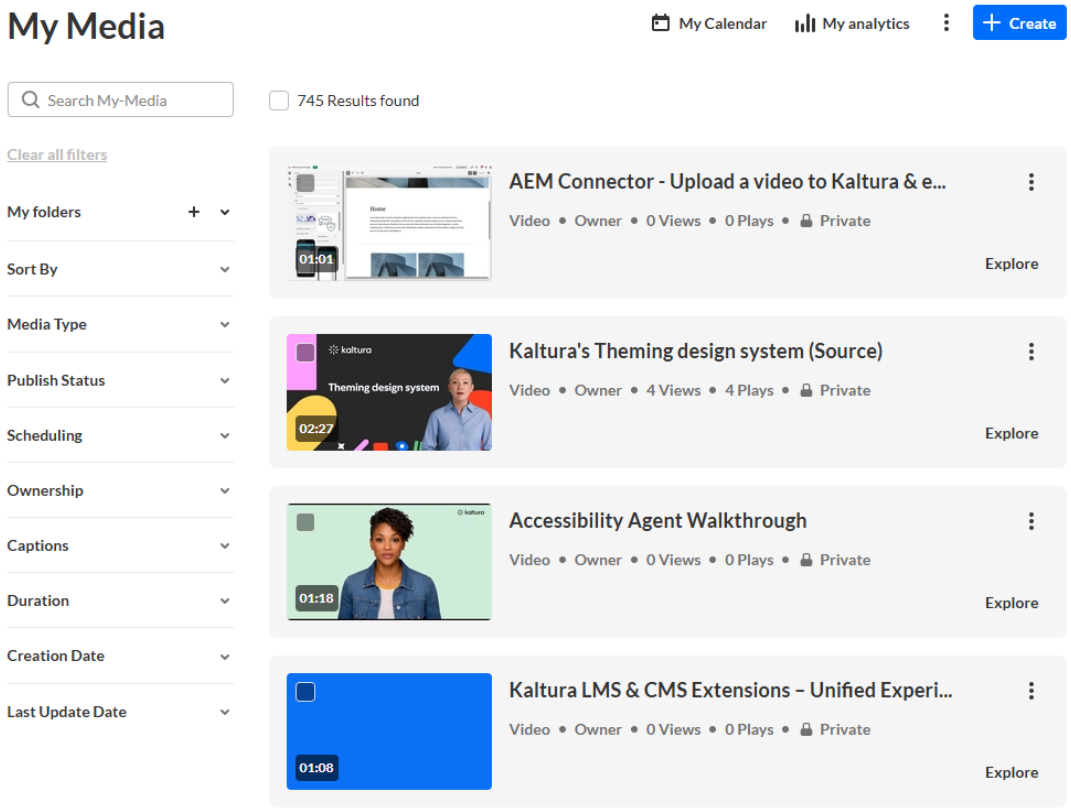
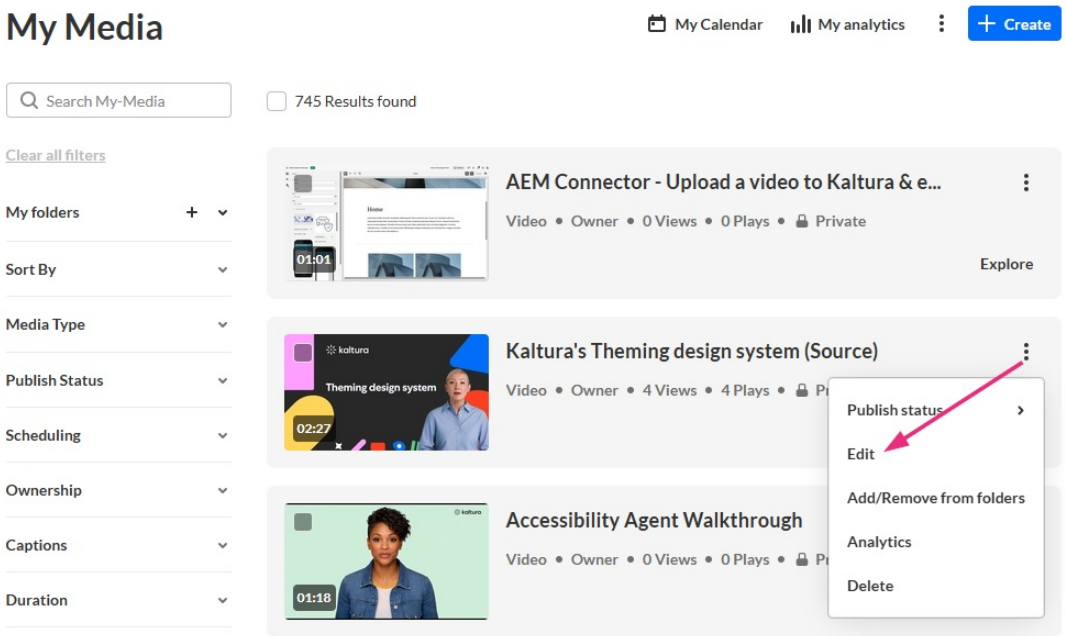


2. Click the **three dots** to the right of the desired media and select **Edit**.



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

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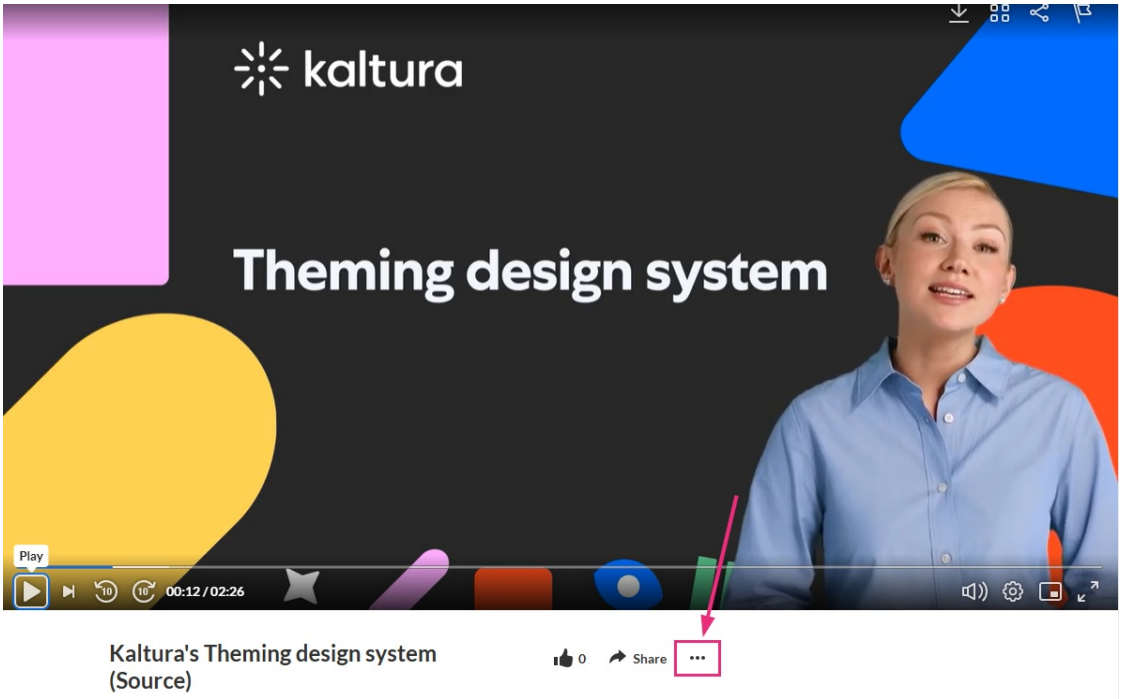
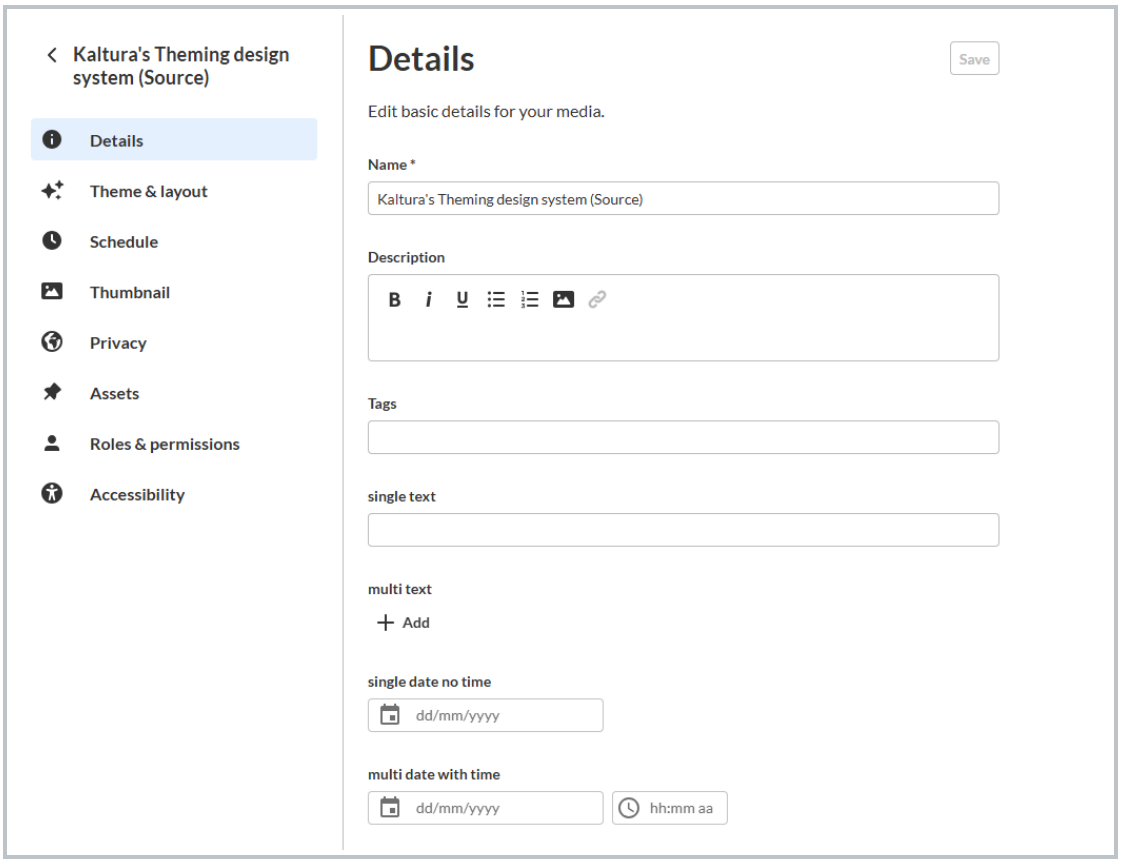


The edit media page opens on the **Details** tab by default, with a left-hand navigation.



3. In the left navigation, select **Privacy**.

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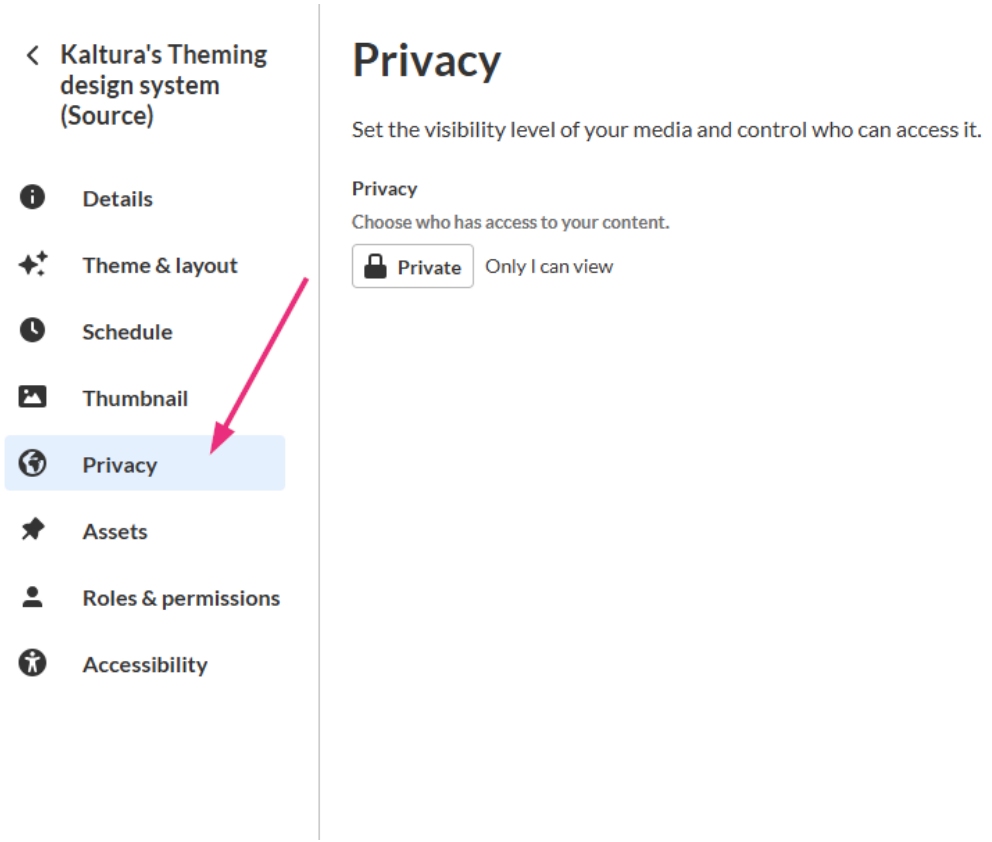
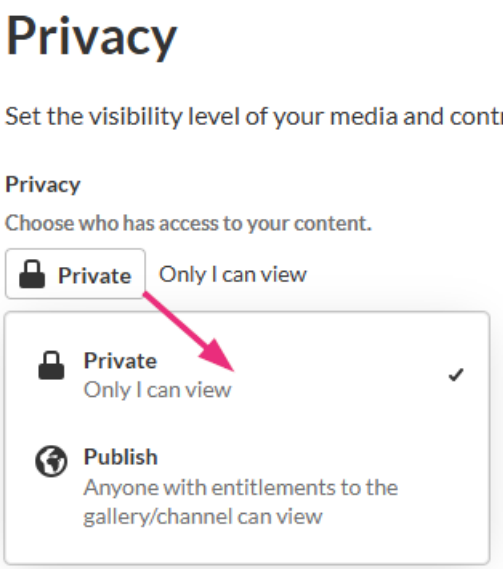


Changes made in this tab apply immediately. There is no **Save** button.

Choose who can view the media

Use the **Privacy** drop-down menu to select the status for your content.



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Depending on the current status of your entry, you may see the following options:

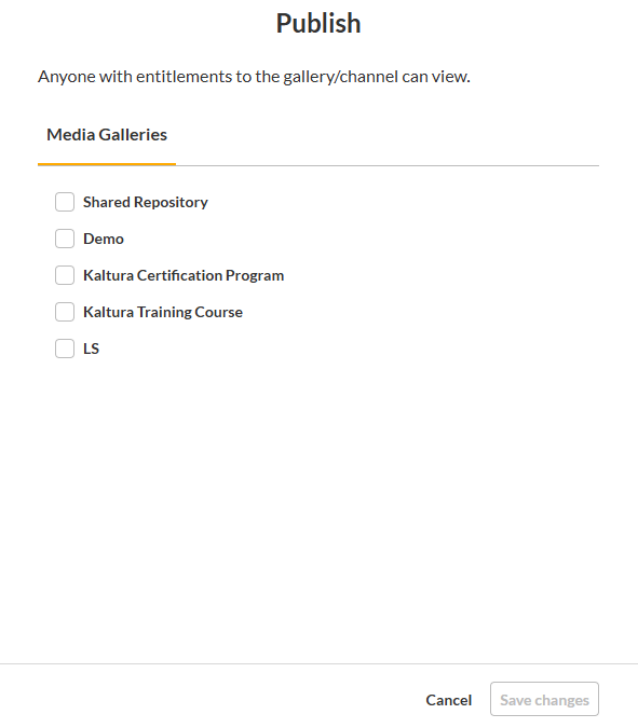
- **Private** – Only you can watch the media.
- **Publish** – Publish the media to media galleries. Anyone with entitlements to the media gallery can view.

If this is your first time publishing the media, the status will be **Private**. If this isn't the first time, the menu will have the option to **Change publish locations**.

> If you don’t have publishing permissions, the **Privacy** selector is visible but disabled.

Manage publishing locations

If you select **Publish** or **Change publish locations**, the 'Publish' window opens.



Click the boxes next to the media galleries you want to publish the media to.

Click **Save changes**.

Review where media is published

The section below the 'Privacy' button shows where the media is currently published.

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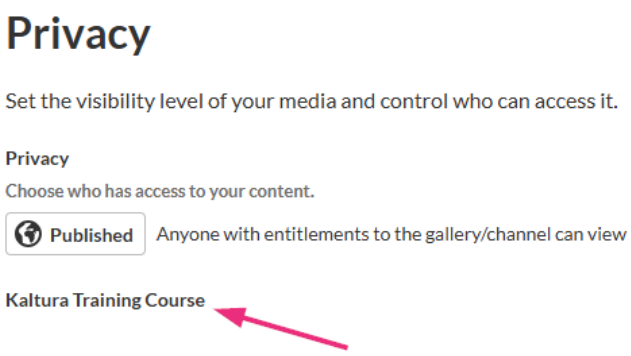

This list reflects the current publish state and updates automatically when your privacy settings are changed.

Publish option grayed out

If the **Privacy** option is disabled, it may be due to one of the following:

- Missing required metadata
- Missing captions (if required by your organization)
- Insufficient permissions

See our guide 'Publish media' for more information.

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