

# Manage media, attachments, and downloads in Blackboard

Last Modified on 05/06/2026 2:28 pm IDT

 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.

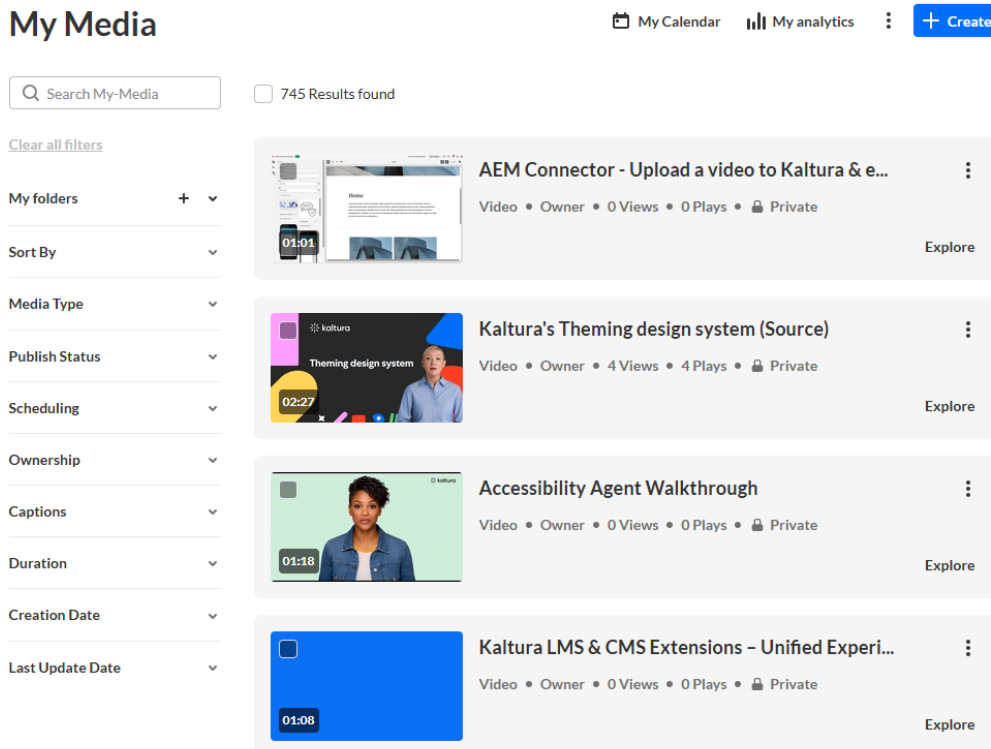
This helps you keep your content up to date, provide supporting materials, and control access to downloadable versions.

## Who can use this

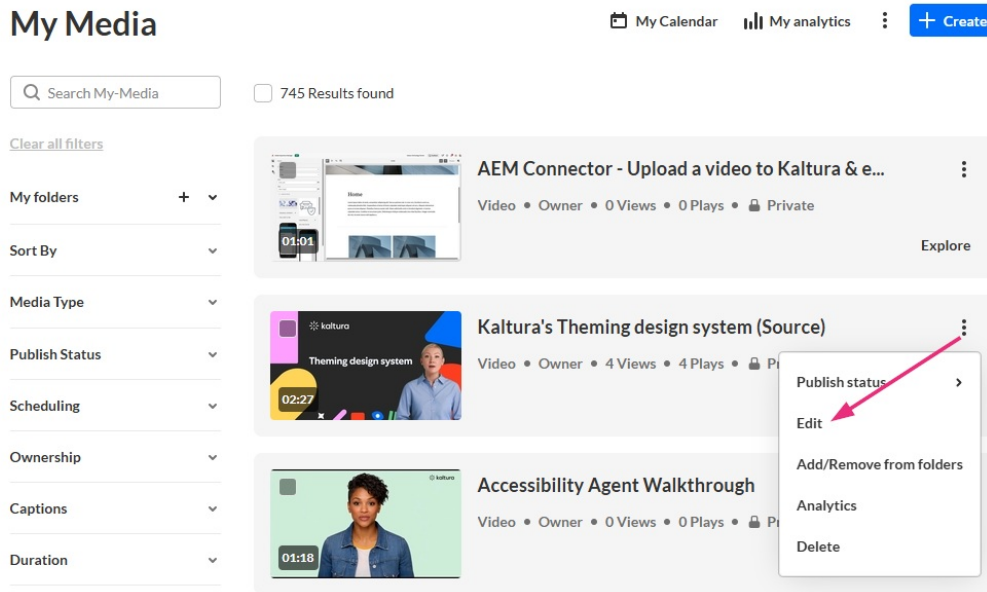
- Media owners
- Co-editors

## Access the Assets tab

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



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.

< Kaltura's Theming design system (Source)
Save

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

## Details

Edit basic details for your media.

**Name \***

**Description**

**B** *i* U

**Tags**

**single text**

**multi text**

+ Add

**single date no time**

**multi date with time**

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

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## Assets

- Details
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Manage your media assets including alternative formats, attachments, and download options.

**Replace media**  
Upload a new file to replace the current media

All current flavors will be replaced upon replacement approval. Any time based metadata won't be synced with the new content.

**Attachments**  
Attach downloadable content to the media.

**Video Asset Files**  
Download the available video files for this media.

Source	<input type="button" value="Download"/>
Basic/Small - WEB/MBL (H264/400)	<input type="button" value="Download"/>
Basic/Small - WEB/MBL (H264/600)	<input type="button" value="Download"/>
SD/Small - WEB/MBL (H264/900)	<input type="button" value="Download"/>
SD/Large - WEB/MBL (H264/1500)	<input type="button" value="Download"/>
HD/1080 - WEB (H264/4000)	<input type="button" value="Download"/>

**End-User Download Permissions**  
Select which video versions viewers are allowed to download.

source

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.

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

## Manage attachments

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

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

## 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.

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