

Schedule media to be viewed in Canvas

Last Modified on 05/06/2026 2:37 pm IDT

 This article is designated for all users.

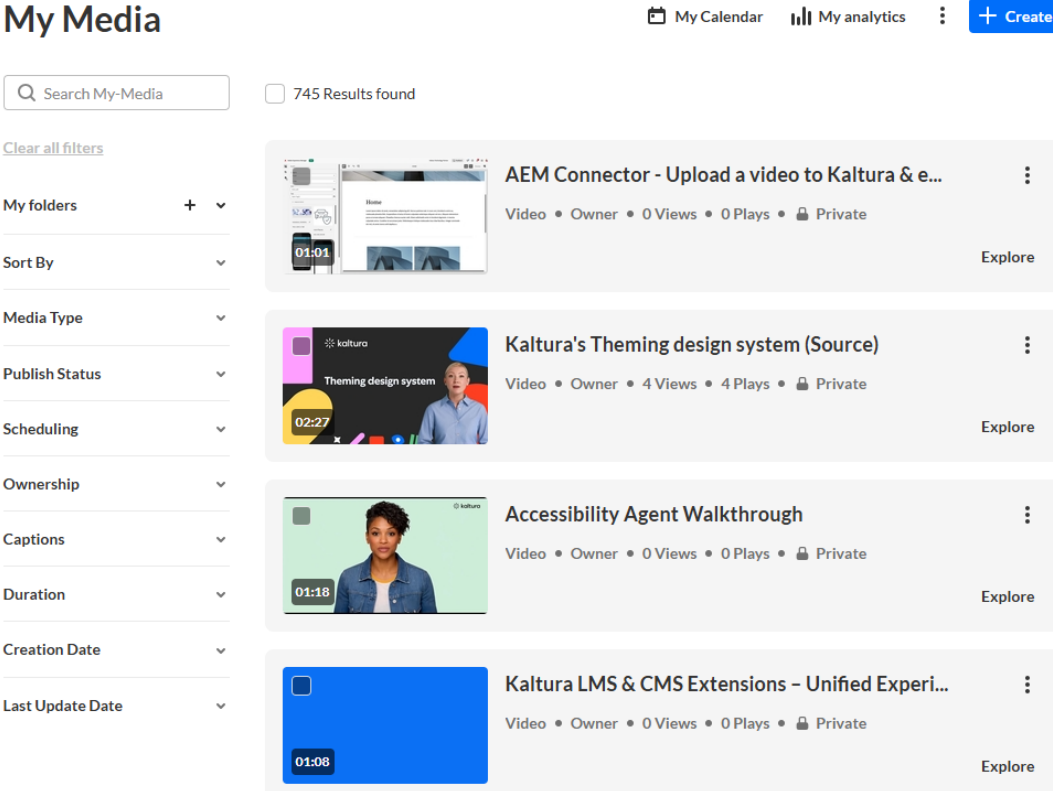
About

Scheduling media allows you to control when your content becomes viewable to your audience.

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

Access the Schedule settings

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 ▾


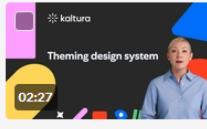
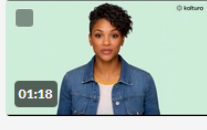
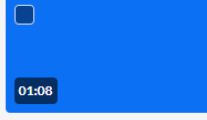
Ownership ▾

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](#)

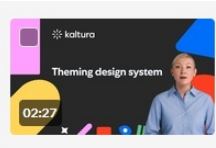
Search My-Media 745 Results found

[Clear all filters](#)

- My folders + ▾
- Sort By ▾
- Media Type ▾
- Publish Status ▾
- Scheduling ▾
- Ownership ▾
- Captions ▾
- Duration ▾

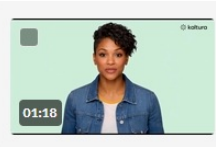


AEM Connector - Upload a video to Kaltura & e...
Video • Owner • 0 Views • 0 Plays • Private [Explore](#)



Kaltura's Theming design system (Source)
Video • Owner • 4 Views • 4 Plays • Private

- Publish status ▸
- Edit**
- Add/Remove from folders
- Analytics
- Delete



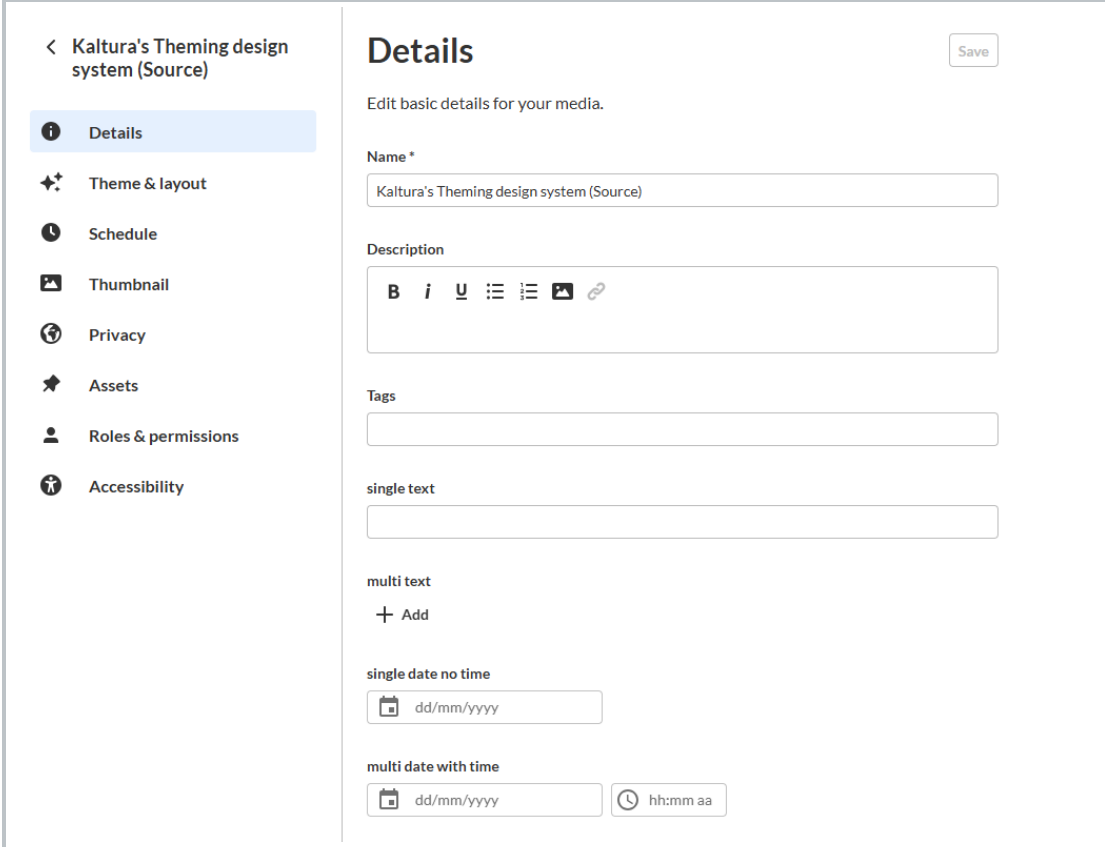
Accessibility Agent Walkthrough
Video • Owner • 0 Views • 0 Plays • Private

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



Kaltura's Theming design system (Source) 0 likes Share ⋮

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



< Kaltura's Theming design system (Source)

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

Details





Save

Edit basic details for your media.

Name *

Kaltura's Theming design system (Source)

Description

B *i* u    


Tags

single text



multi text

+ Add

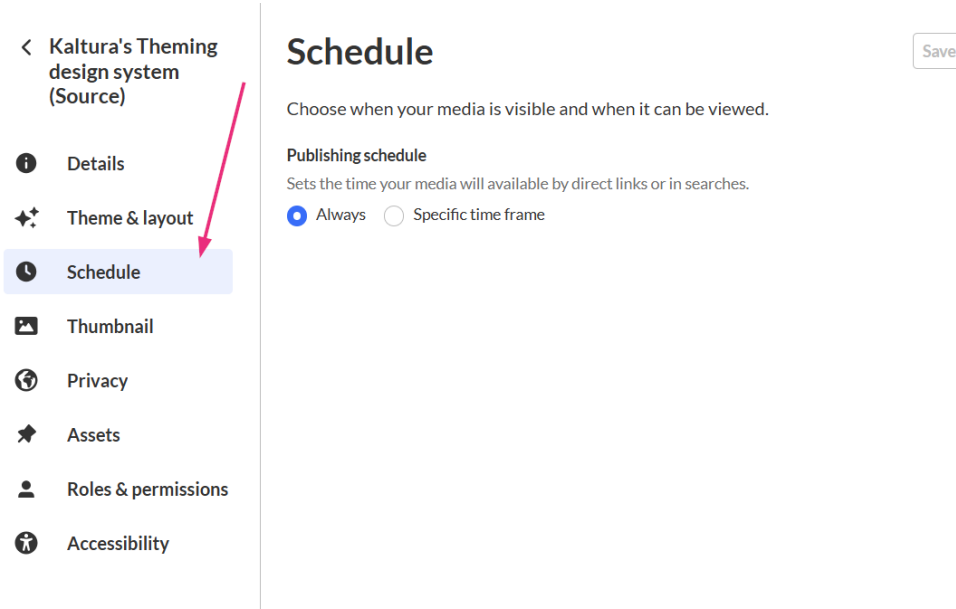
single date no time

 dd/mm/yyyy

multi date with time

 dd/mm/yyyy  hh:mm aa

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



< Kaltura's Theming design system (Source)

- Details
- Theme & layout
- Schedule**
- Thumbnail
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- Accessibility

Schedule

Save

Choose when your media is visible and when it can be viewed.

Publishing schedule

Sets the time your media will available by direct links or in searches.

Always Specific time frame

Set a schedule

1. Select **Specific Time Frame** to set the time range in which this media will be visible to users in published channels / galleries.
2. Complete the **Start time** and **End time** fields (date and hour).

Schedule

Save

Choose when your media is visible and when it can be viewed.

Publishing schedule

Sets the time your media will be available by direct links or in searches.

Always Specific time frame

Start time **End time**

→

Time zone

3. Choose a **time zone** by clicking on the drop-down menu and choosing an option. You can also type in the search field to search for an option.
4. Click **Save**.

The media will be visible to you or other users between the scheduled start and end times. Only the media owner can see the entry in [My Media](#).

Find scheduled items

You can filter entries from different scheduling availabilities on the [My Media](#) page, as shown in the example below.

My Media

My Calendar My analytics [+ Create](#)

Search My-Media

1 Result found

[Clear all filters](#)

My folders +

Sort By

Media Type

Publish Status

Scheduling

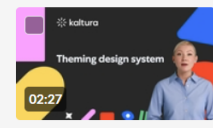
All Availabilities

Future Scheduling

Available Now

Past Scheduling

Ownership



Kaltura's Theming design system (Source)

Video • Owner • 11 Views • 10 Plays • Published

Explore

- **All Availabilities** - Includes all entries, regardless of their scheduling window.
- **Future Scheduling** - Entries with a start time in the future, visible in categories/channels when the time comes.
- **Past Scheduling** - Entries with a start time in the past, no longer visible in categories/channels.



- Scheduled media can be added to a playlist but won't appear until its start time.
- Scheduled unlisted media remains visible only to the owner until its start time.
- Scheduled media can be published but won't appear in the category/channel until its start time.