

# Schedule media to be viewed in Blackboard

Last Modified on 05/06/2026 2:38 pm IDT

 This article is designated for all users.

## About

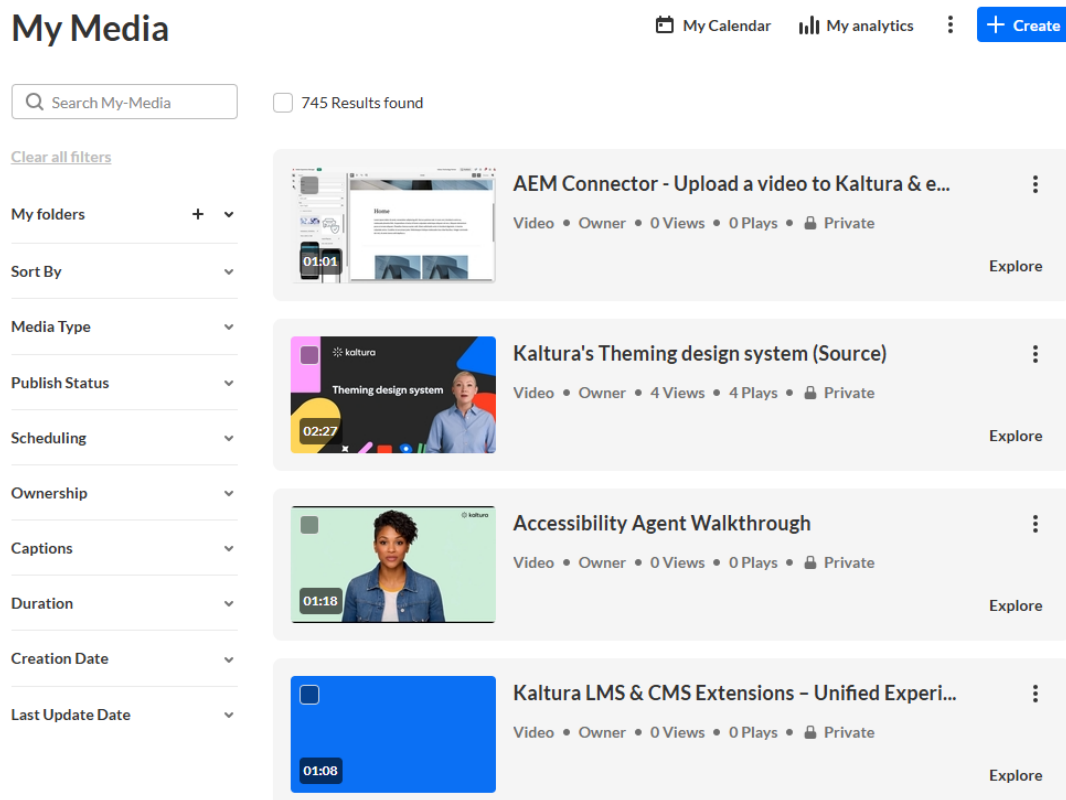
Scheduling media allows you to control when your content becomes viewable to your audience.



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** ▾


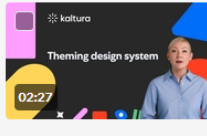
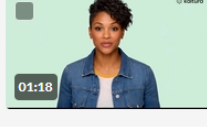
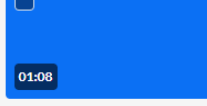
**Ownership** ▾

**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](#)

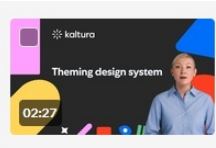
Search My-Media  745 Results found

[Clear all filters](#)

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

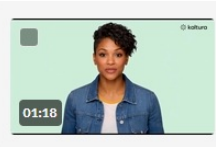


**AEM Connector - Upload a video to Kaltura & e...**  
Video • Owner • 0 Views • 0 Plays • Private [Explore](#)



**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 \***

**Description**

**B** *i* u

**Tags**

**single text**

**multi text**

+ Add

**single date no time**

**multi date with time**

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

< Kaltura's Theming design system (Source)

- Details
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- Roles & permissions
- 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

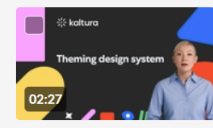
Media Type

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.