

Schedule media to be viewed in Brightspace

Last Modified on 05/06/2026 2:39 pm IDT

 This article is designated for all users.

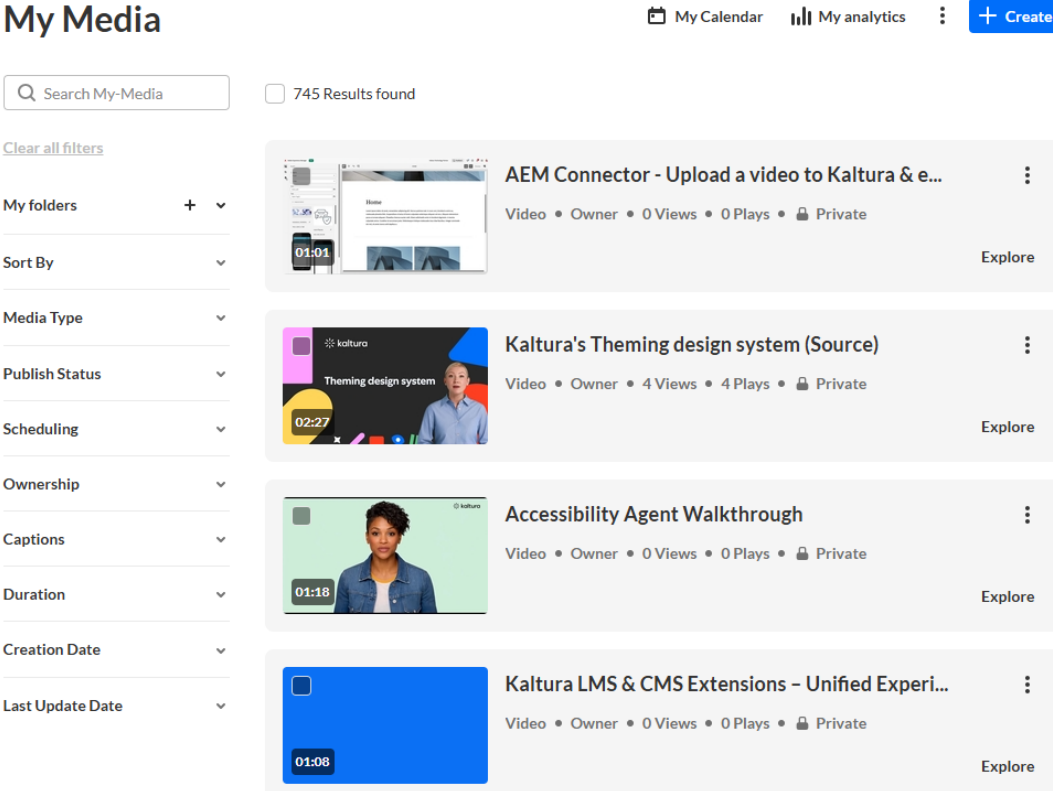
About

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](#)

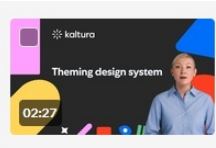
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- My folders + ▾
- Sort By ▾
- Media Type ▾
- Publish Status ▾
- Scheduling ▾
- Ownership ▾
- Captions ▾
- Duration ▾

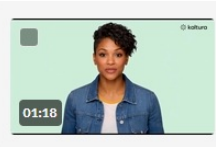


AEM Connector - Upload a video to Kaltura & e...
Video • Owner • 0 Views • 0 Plays • Private [Explore](#)



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 image shows a video player interface. The video title is "Kaltura's Theming design system (Source)". The video content features the Kaltura logo and the text "Theming design system" over a background with colorful abstract shapes. A woman in a blue shirt is visible in the video frame. Below the video player, there are icons for play, volume, and a three-dot menu. A red arrow points to the three-dot menu icon.

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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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

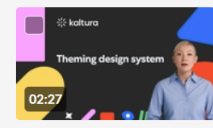
Media Type

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.