

Schedule media to be viewed in Moodle

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 This article is designated for all users.

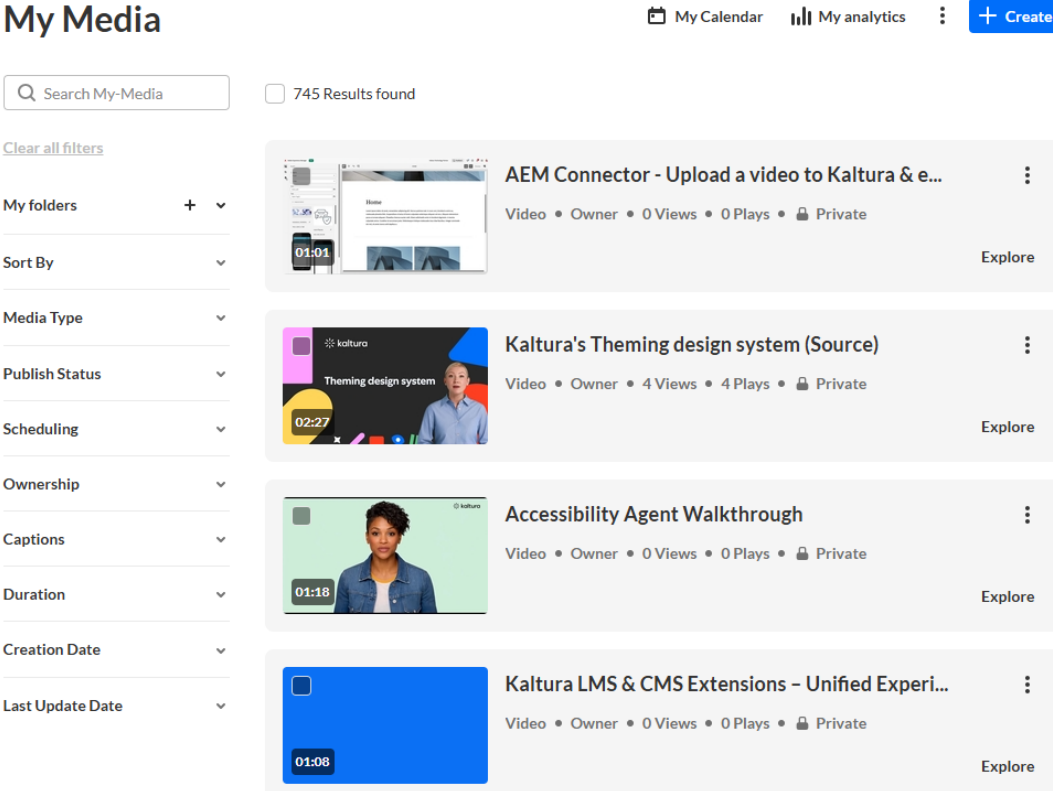
About

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**.



The screenshot shows the 'My Media' dashboard. At the top right, there are links for 'My Calendar', 'My analytics', and a '+ Create' button. Below the header is a search bar labeled 'Search My-Media' and a notification '745 Results found'. A sidebar on the left contains various filter categories: 'Clear all filters', 'My folders', 'Sort By', 'Media Type', 'Publish Status', 'Scheduling', 'Ownership', 'Captions', 'Duration', 'Creation Date', and 'Last Update Date'. The main content area displays a list of media items, each with a thumbnail, title, and metadata. The items are:

- AEM Connector - Upload a video to Kaltura & e...**: Video • Owner • 0 Views • 0 Plays • Private. Includes an 'Explore' link.
- Kaltura's Theming design system (Source)**: Video • Owner • 4 Views • 4 Plays • Private. Includes an 'Explore' link.
- Accessibility Agent Walkthrough**: Video • Owner • 0 Views • 0 Plays • Private. Includes an 'Explore' link.
- Kaltura LMS & CMS Extensions - Unified Experi...**: Video • Owner • 0 Views • 0 Plays • Private. Includes an 'Explore' link.

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


My Media

My Calendar | My analytics | [+ Create](#)

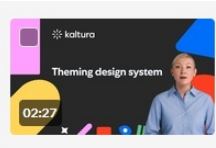
Search My-Media 745 Results found

[Clear all filters](#)

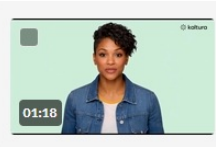
- My folders + ▾
- Sort By ▾
- Media Type ▾
- Publish Status ▾
- Scheduling ▾
- Ownership ▾
- Captions ▾
- Duration ▾



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**.



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, stop, refresh, and volume. A red arrow points to the three-dot menu icon in the bottom right corner of the video player.

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
- Theme & layout
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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 be 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

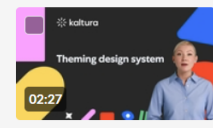
All Availabilities

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.