

## Manage media in My Media

Last Modified on 07/25/2026 8:20 pm IDT

 This article is designated for all users.

### About

From **My Media**, you can manage individual media items or perform actions on multiple items at once.

This article explains how to use the media card menu, the Explore panel, and bulk actions.

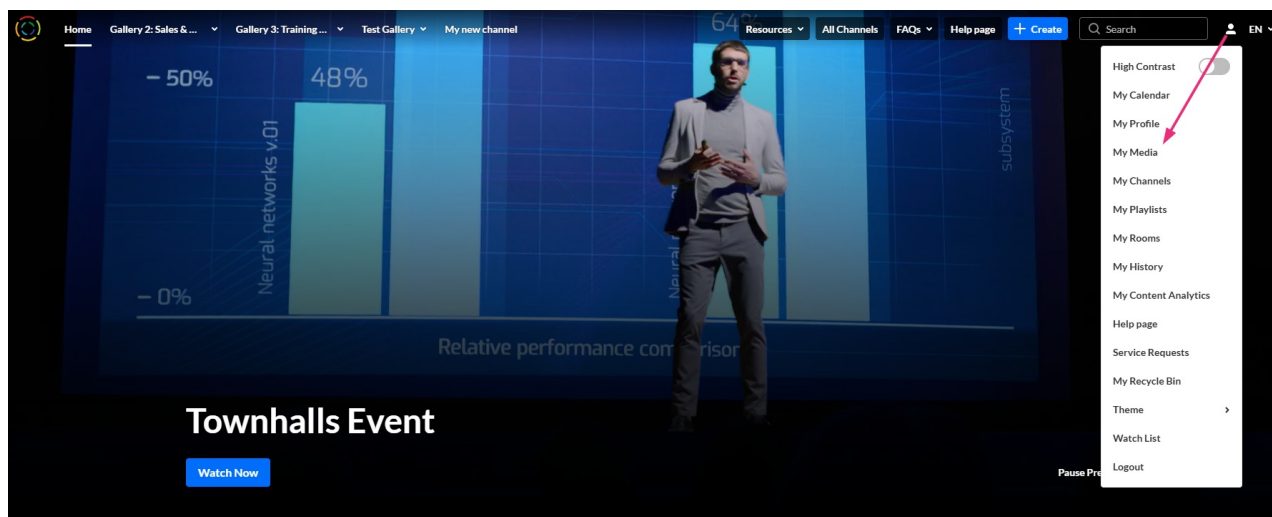


This feature requires the [Theming module](#) to be enabled with the 'mymedia' feature set to 'Yes'.

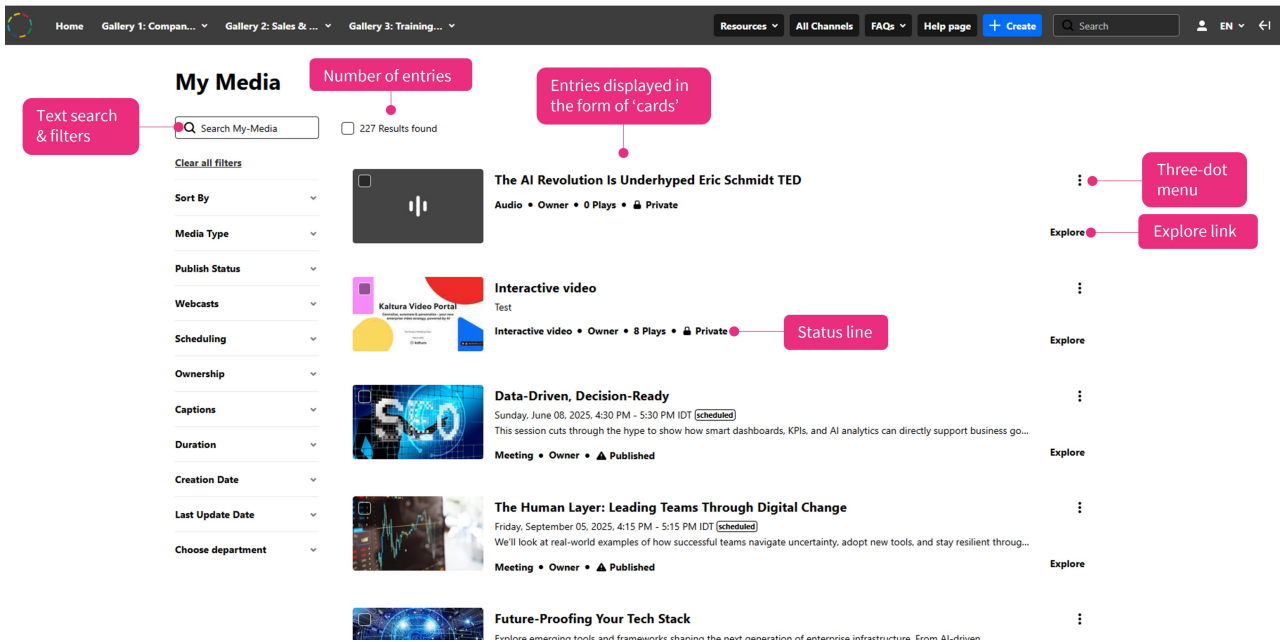
Watch the video tutorial or read the article below for an overview of the My Media page and its features.

### Access My Media

Select **My Media** from the user drop-down menu or navigate to `[yourbaseurl]/my-media`.



The **My Media** page displays.



The screenshot shows the 'My Media' page in the Kaltura interface. Annotations include:

- Text search & filters:** Points to the search bar and filter sidebar on the left.
- Number of entries:** Points to the '227 Results found' text.
- Entries displayed in the form of 'cards':** Points to the media cards in the main list.
- Three-dot menu:** Points to the vertical ellipsis icon on the right of a card.
- Explore link:** Points to the 'Explore' button below a card.
- Status line:** Points to the metadata line (e.g., 'Owner • 8 Plays • Private') on a card.

If you can't access My Media content or actions, ask your administrator for the required permission.

The My Media page currently displays content in 'detailed' view. The option to switch to 'table' view will be available in an upcoming version.

## Manage media

### Folders

Depending on your site configuration, you may see a Folders option in My Media. When available, you can use folders to organize your content.

For more information, see [Create and manage folders in Content Hubs](#).

### Media cards

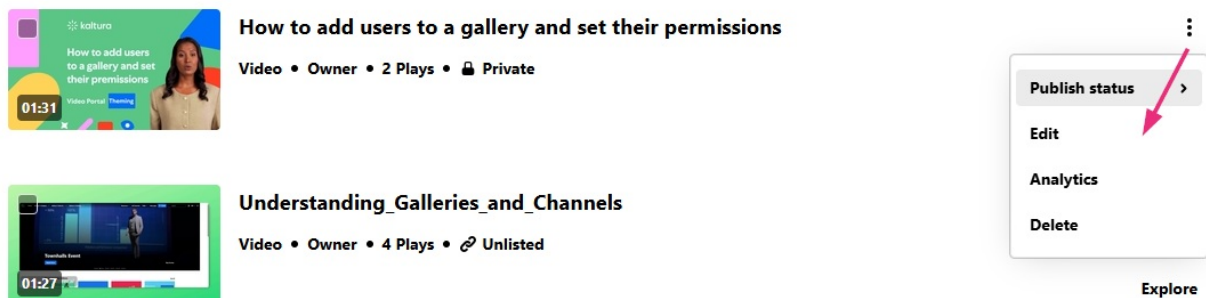
Media items are displayed as cards. Each card features the following:

- Thumbnail image
- Checkbox (clickable)
- Duration (for video only)
- Red LIVE indicator for scheduled sessions (during scheduled time only)
- Media title – click to open the media page

- Description - up to two lines of text display
- Three-dot menu ([learn more below](#))
- 'Explore' link ([learn more below](#))
- Status line - this displays the following:
  - Type of media (video, live, image, audio, meeting, and so on)
  - Ownership (owner, co-publisher, and so on)
  - Number of plays
  - Number of likes (this will only display if enabled in the [Application module](#))
  - Publishing indicator - clicking will display information about the media's publishing status.

## Three-dot menu

Click the **three dots** at the far right of a media to open the menu.



The three-dot menu gives you the following options:



The options in your menu may look slightly different depending on what has been enabled in your account. If something is missing, please contact your account administrator to have it enabled.

- **Publish** - Click to view the Publish status menu, and publish the item. See our article [Publish media -Theming](#) for more information.
- **Edit** - Clicking will redirect you to the edit media page.
- **Analytics** - Click to access the VOD analytics dashboard and get an overview of the media. See our article [VOD Analytics](#) for more information.
- **Delete** - Click to delete the media or move it to the Recycle Bin if this feature has been enabled. Check out our article [Restore deleted items from the Recycle Bin](#) for more information.



Some actions available in the legacy My Media page are not currently available from the individual media menu in Content Hubs.

## Explore

Click **Explore** to open a side panel that displays additional information about the media.

### My Media

227 Results found

[Clear all filters](#)

Sort By
Media Type
Publish Status
Webcasts
Scheduling
Ownership
Captions
Duration
Creation Date
Last Update Date
Choose department

**The AI Revolution Is Underhyped Eric Schmidt TED**

Audio • Owner • 0 Plays • Private

**Interactive video**

Test

Interactive video • Owner • 8 Plays • Private

**Data-Driven, Decision-Ready**

Sunday, June 08, 2025, 4:30 PM - 5:30 PM IDT scheduled

This session cuts through the hype to show how smart dashboards, KPIs...

Meeting • Owner • Published

**The Human Layer: Leading Teams Through Digital ...**

Friday, September 05, 2025, 4:15 PM - 5:15 PM IDT scheduled

We'll look at real-world examples of how successful teams navigate unc...

Meeting • Owner • Published

**Data-Driven, Decision-Ready**

Sunday, June 08, 2025 • 4:30 PM - 5:30 PM IDT

**Published**

This session cuts through the hype to show how smart dashboards, KPIs, and AI analytics can directly support business goals.

[actionable insig...](#) [raw data](#)

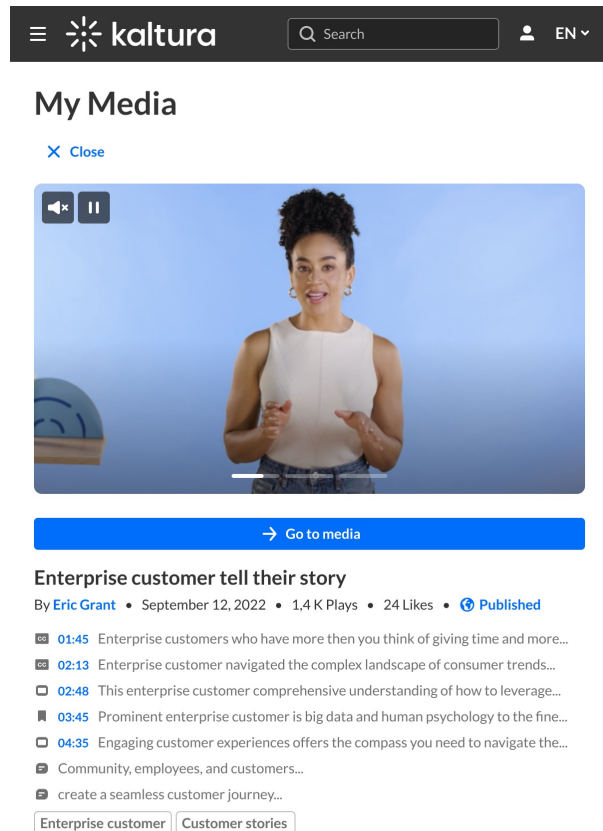
The side panel displays the following information:

- Media thumbnail
- Video preview, mute / unmute, and play / pause functions (for VOD entries)
- "Go to media" button - this will navigate the user to the media page
- Media title
- Name of publisher
- Creation date
- Media type
- Number of plays (or 'views' for images)
- Media description
- Tags - clicking a tag redirects you to the relevant category / channel
- Scheduled sessions - schedule is shown

The information in the **Explore** section will look different if you entered a search term beforehand.

The Explore section will highlight related results, for example, if you searched for 'customers,' the term will appear in captions, tags, and more.

See the image below for an example.



Click **X Close** to dismiss the panel.

## Search in My Media

To search for content, enter your keyword(s) in the search field. To learn more, read our article [Search and filter in My Media](#).

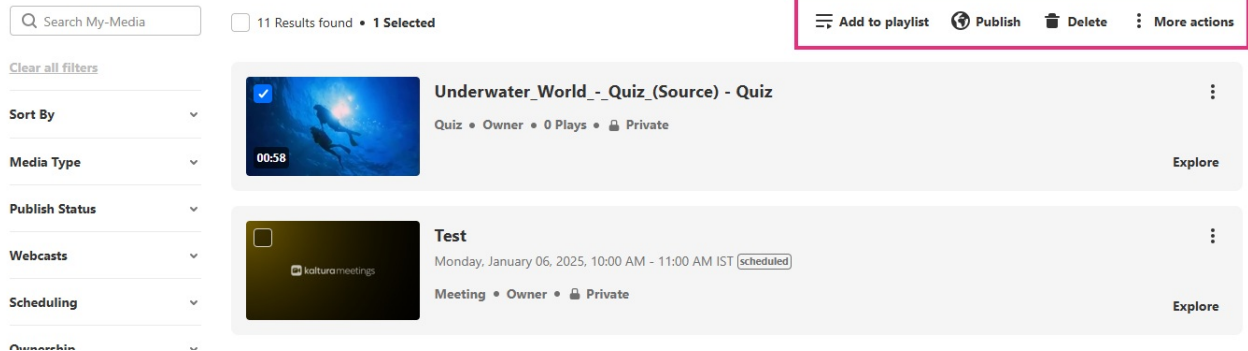
## Bulk actions

When you click the checkbox of one or more entries, the bulk actions header appears at the top of the page with the following options:

- **Add to playlist**
- **Publish**
- **Delete**
- **More actions**

These actions are hidden until at least one media item is selected.

## My Media



Search My-Media ☐ 11 Results found • 1 Selected

[Clear all filters](#)

Sort By ☐ Media Type ☐ Publish Status ☐ Webcasts ☐ Scheduling ☐ Ownership ☐

**Underwater\_World\_-\_Quiz (Source) - Quiz**  
Quiz • Owner • 0 Plays • Private Explore

**Test**  
Monday, January 06, 2025, 10:00 AM - 11:00 AM IST scheduled  
Meeting • Owner • Private Explore

**More actions**

## Add to playlist

Select multiple media items and click **Add to playlist** in the bulk actions menu to add selected media to a playlist. For more information, see our article [Add media to a playlist](#).

## Publish

Select multiple media items and click **Publish** in the bulk actions menu to publish your media. For more information, see our article [Publish media](#).

## Delete

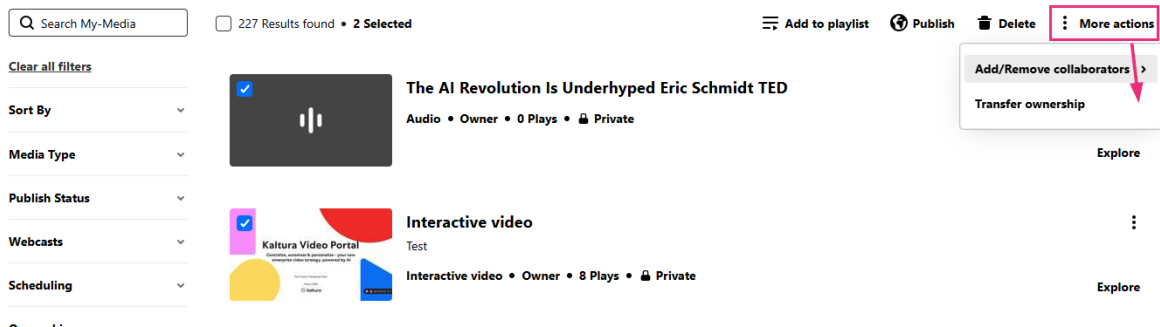
Select multiple media items and click **Delete**. A confirmation message will appear which will vary based on whether the recycle bin feature is enabled.

To learn more, read our article [Recycle bin](#).

## More actions menu

The **More actions** menu has options that can be applied as bulk actions.

## My Media



Search My-Media ☐ 227 Results found • 2 Selected

[Clear all filters](#)

Sort By ☐ Media Type ☐ Publish Status ☐ Webcasts ☐ Scheduling ☐ Ownership ☐

**The AI Revolution Is Underhyped Eric Schmidt TED**  
Audio • Owner • 0 Plays • Private Explore

**Interactive video**  
Test  
Interactive video • Owner • 8 Plays • Private Explore

**More actions**

Add/Remove collaborators >  
Transfer ownership

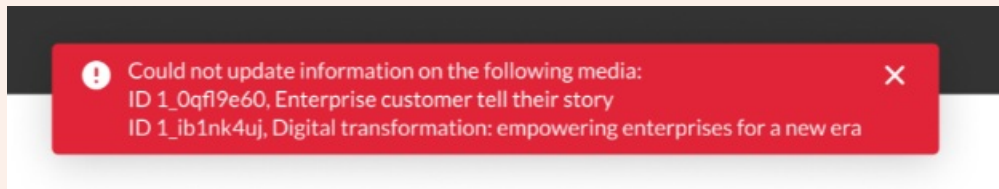
- **Add / Remove collaborators** - Add or remove users or groups as co-editors, co-publishers, or co-viewers. Additional roles may be available for supported media types.
- **Transfer ownership** - Transfer the selected media to another user or group. You can also choose to remain a collaborator on the transferred media.



The **Reach captions & enrich**, **Set metadata**, and **Add / Remove tags** features are not currently available.



Some content might not update due to permissions or missing information, resulting in a failure message: *Could not update information on the following media: [media ID].*



If your admin has enabled the 'Captions Required' setting, media without captions (including video, audio, and quizzes) cannot be published.

For single items, you'll see a message guiding you to upload or order captions. In bulk actions, items without captions will fail to publish. You'll see a message like: *Could not publish the following media due to missing captions.*