Replace media in Brightspace

Content updated: 11/28/2026

This article is designated for all users.

About

Sometimes your media needs an update after you've shared it. **Replacing media** swaps the file while the media entry keeps its metadata, entry ID, URL, and analytics.

You can replace video, audio, image, and document entries, such as PDF, DOC, and DOCX files. The new file must be the **same media type** as the original. For example, you can't replace an image with a video.

If the media entry is in a moderated category, the updated media moves to pending moderation. In categories without moderation, the updated media stays published.

- You can't replace Live, Kaltura Room, Quiz, or YouTube entries.
- This feature requires the Replacemedia module to be enabled.

Time-based metadata, such as captions or chapters, may no longer match the new file. You might need to update it manually.

Access the Assets tab

1. Go to your **My Media**.

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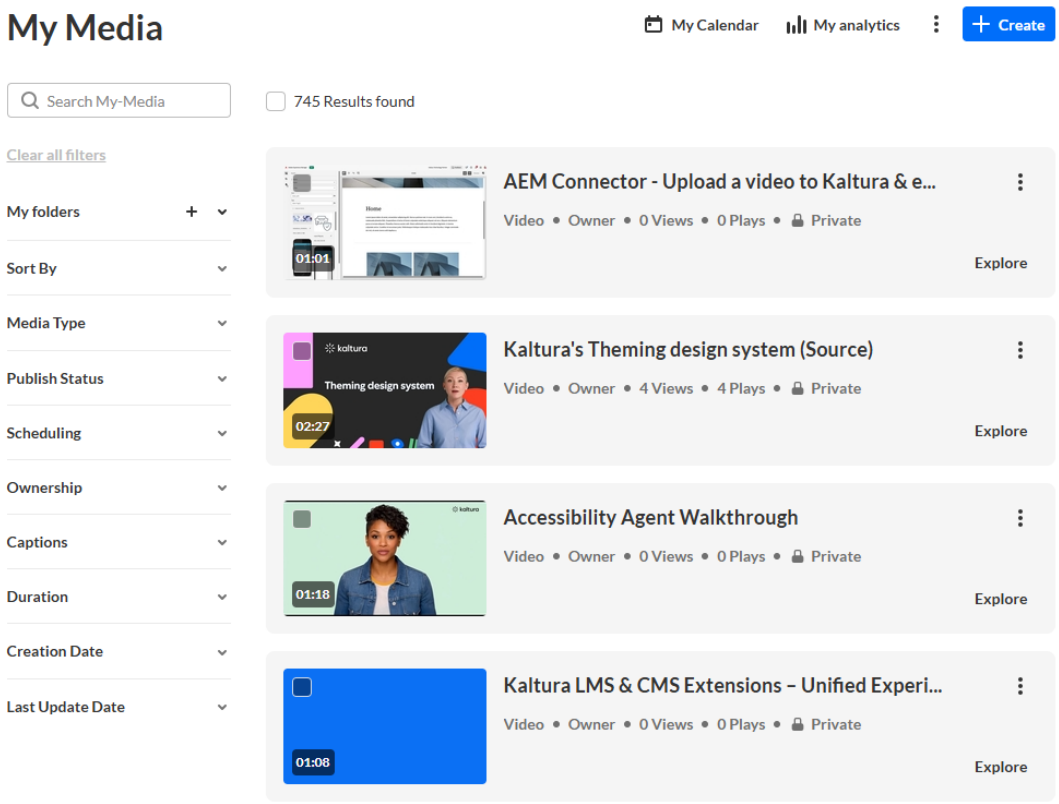
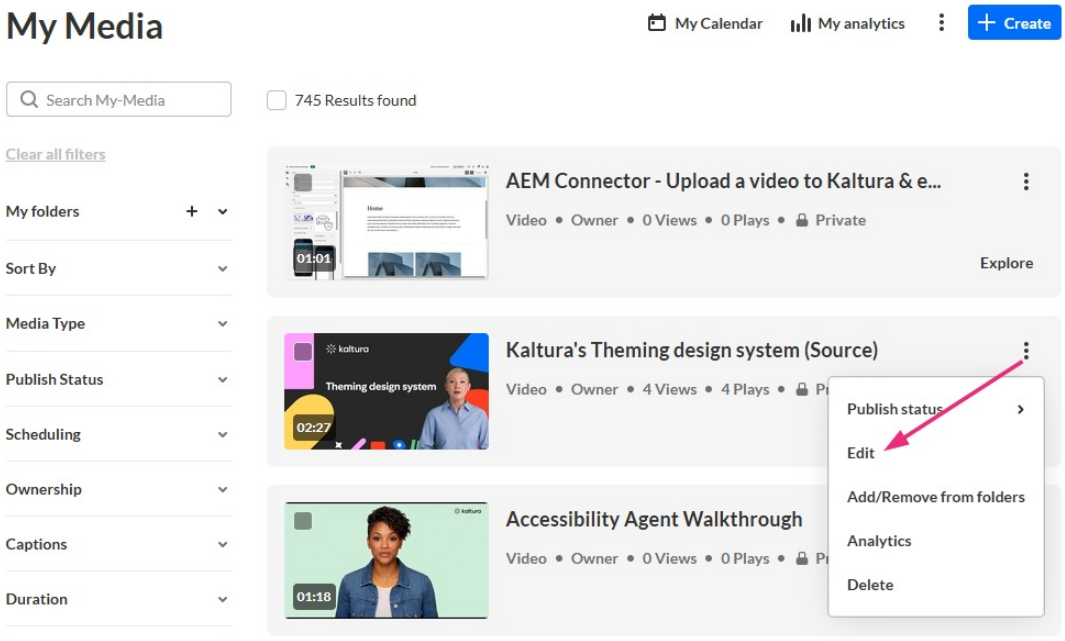


2. Click the **three dots** to the right of the desired media and select **Edit**.



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

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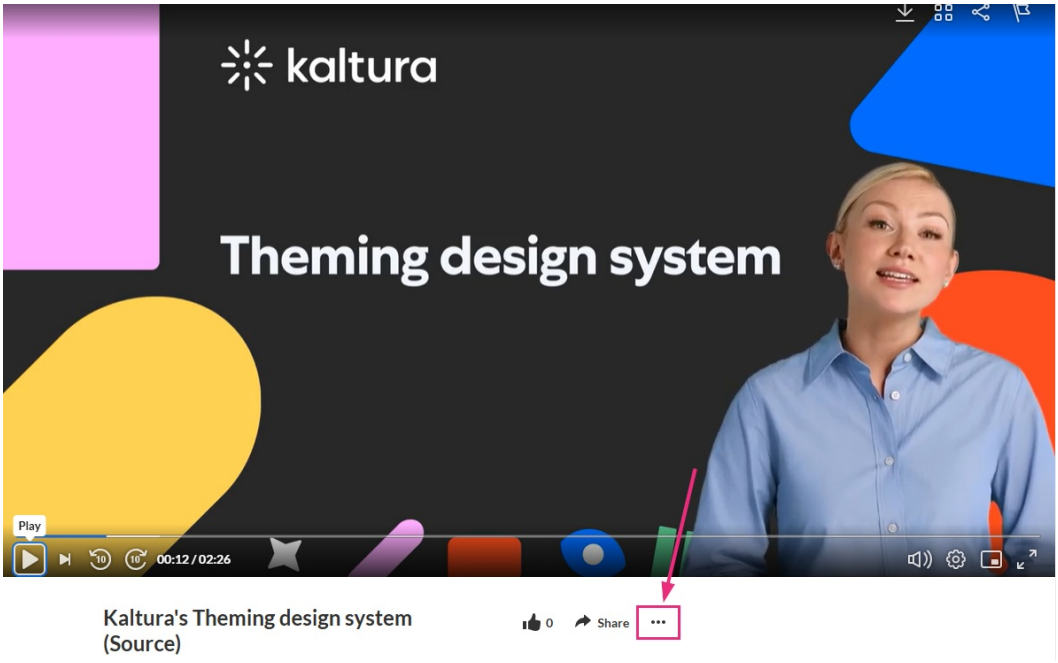
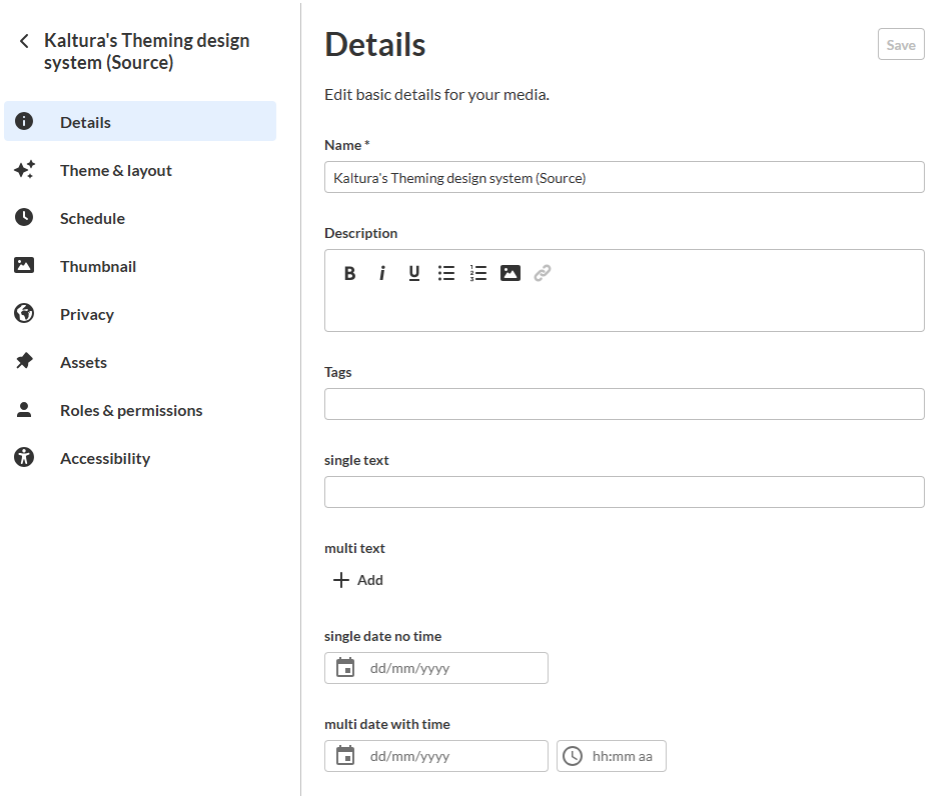


The edit media page opens on the **Details** tab by default, with a left-hand navigation.



3. In the left navigation, click the **Assets** tab to display the Assets edit page.

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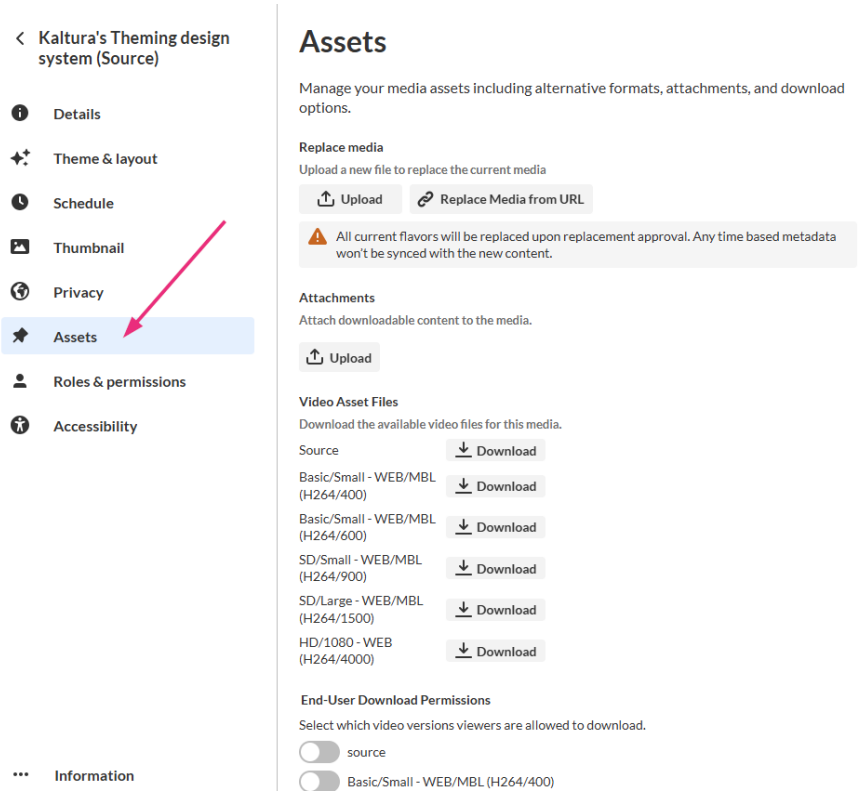
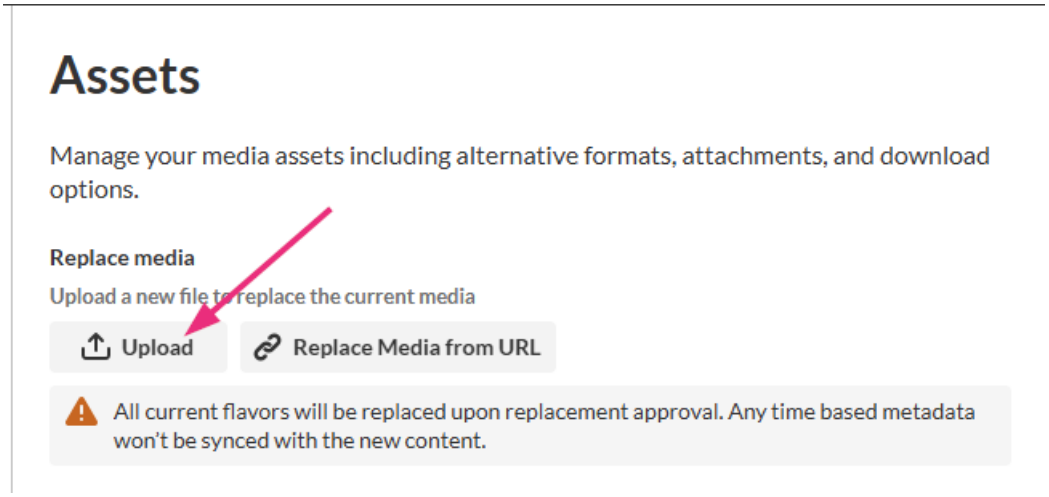


All edit actions apply immediately. There is no **Save** button on this page.

Replace media

Upload from desktop

1. Click **Upload**.



2. Select the desired file from your computer.

   The upload begins immediately.

   After upload, the media is processed automatically and the new media replaces the

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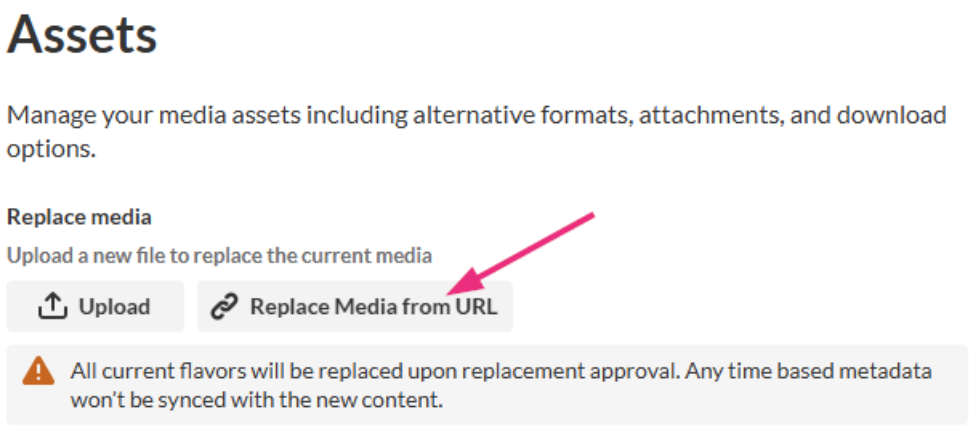
existing asset. To verify the update, open the media entry page and review the media.

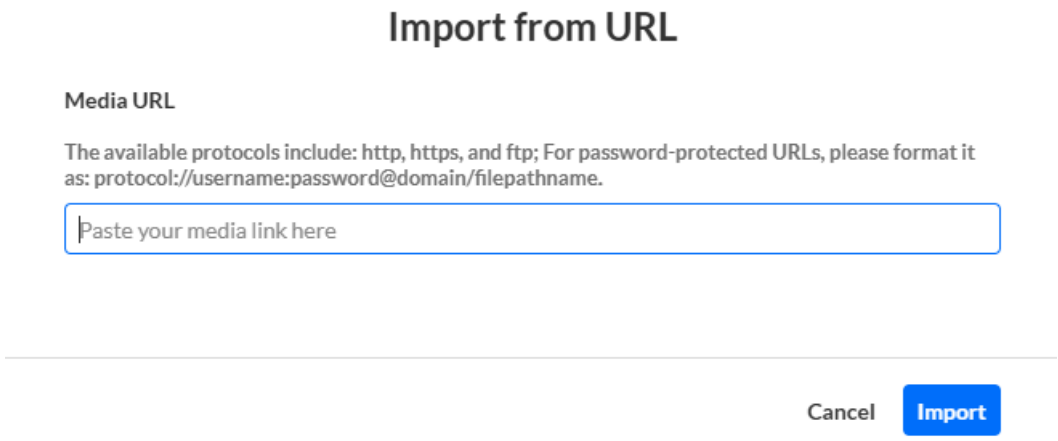
Replace from URL

1. Click **Replace media from URL**.



The Import from URL window opens.

2. Enter a valid URL in the field.



Supported protocols are http, https, and ftp.

3. Click **Import**.

For Google Drive links, the file must be publicly accessible. To allow access to file go to: **Google drive file** > **three dots icon** > **Share** > **Anyone with the link**

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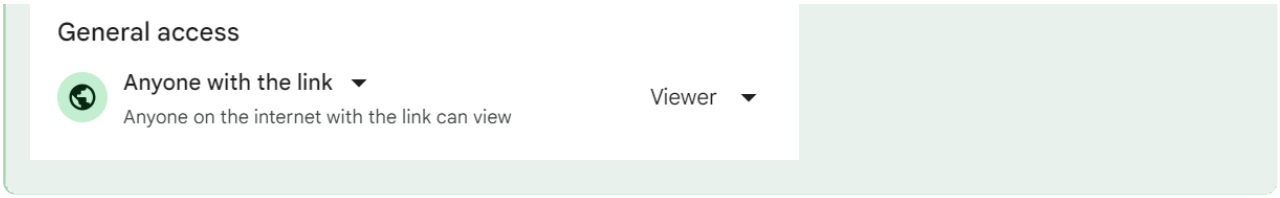

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