

# How to **Un-Publish** Videos in My Media

## Preparation

- A] Google Chrome does not work, please use [Mozilla Firefox](#) instead.
- B] This guide works only *after you have published a video in My Media*.

## 1] ] **Tools** (on the left menu) > **Kaltura myMedia**

The screenshot displays the UFV Blackboard interface. On the left is a dark navigation sidebar with the UFV logo at the top. Below the logo are several menu items: Institution Page, zz-testing-student1..., Activity Stream, Courses, Organizations, Calendar, Messages (with a red notification badge containing the number 8), Grades, Assist (with a blue 'NEW' badge), Tools (highlighted with a red box and a red arrow pointing to it), and Sign Out. The main content area is titled 'Tools' and contains a section for 'Blackboard Tools' with three tiles: 'Portfolios', 'Application Authorization', and 'Kaltura myMedia' (highlighted with a red box and a red arrow pointing to it).

## 2] First, select a video and then Actions > Publish

# My Media

Sort by Most Recent ▾ View All Statuses ▾ View All Media ▾ View Media I Own ▾

**2** Actions ▾

**3** + Publish  
Delete

**First, select a video**

01:10 Welcome to UFV!  
Enter description here.  
first lastname course name course id or crn (5 digits) instructor's full name  
0 A day ago

Edit Delete

## 3] Deselect course shells and then Save

Developing Tests & Assignment     SOWK-300-AB1

**Published in:**  
2 Media Galleries:

**Save** Back