

Create a gallery

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 ${}^{\textcircled{a}}_{\textcircled{a}}$ This article is designated for administrators.

About

Administrators can create the main (parent) <u>galleries</u> in the Video Portal via the Management Console (KMC), and the sub-galleries from either the KMC or Video Portal. Once the galleries and sub-galleries are created, they can be edited and managed directly via the Video Portal. As an administrator, you can assign <u>gallery managers</u> to assist with creating sub-galleries and managing the gallery settings. To learn more about galleries, visit our article <u>Understanding galleries</u>.

Galleries are also known as 'categories'.

Create a gallery via KMC

1. Log into your KMC account and select **Content** from the header.



4. The New Category window displays.



	New Category
Name *	
Select the paren	t category under which the new category will appear.
Search Catego	ries
	pace 7
 Sample The Spot 	s - 3 prts School - 5
Selected: No Pare	ent
	Apply Cancel

5. In the **Name** field, type a name for your gallery.

Marra	*	N.A
Name	*	My new gallery

- 6. Click the arrow next to **MediaSpace** to open its sub-menu.
- 7. Scroll down to **Site** and click the arrow next to it to open its sub-menu.
- 8. Select galleries.



lame *	My new gallery
elect the parent	category under which the new category will appear.
Search Categori	es
 MediaSp Samples 	
The Spor	ts School 5
	τ

9. Click Apply.

The gallery should appear on your video portal's top navigation bar.

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Note: This might take a few minutes to update. To speed up the process, click Clear the cache on the KMS admin page.

Create a sub-gallery via KMC

- 1. Follow steps 1-8 above.
- 2. Select the gallery you want to add your new sub-gallery to.



lame *	My new sub-gallery
elect the parent	category under which the new category will appear.
No Parent	
Search Categori	25
MediaSp	ace 7
Samples	3
The Spor	s School 5

3. Click **Apply**.

Create sub-sub-galleries

- 1. Follow the steps for creating a sub-gallery (see above).
- 2. After you have created a sub-gallery, click on it to add the sub-sub-gallery to it.

New Category	
Name *	
Select the parent category under which the new category will appear.	
Search Categories	
▶ () Art 1	-
▼ ◯ Interiors 2	
Lifestyle & design	
Projects	
Open Gallery	ų
Storytelling	1

3. Click Apply.



New Category	
Name * sub sub gallery	
Select the parent category under which the new category will appear.	
No Parent	
Search Categories	
▼ () galleries 4	*
▶ ○ Art 1	
▼ ◯ Interiors 2	
Lifestyle & design	
O Projects	i.
Open Gallery	
Selected: MediaSpace>site>galleries>Interiors>Projects	•
Apply Cancel	

Below is a view of a sub-sub-gallery menu in the video portal:



Every	vthing	about	int	eriors.
	,	about		ci i oi oi

Now that you know how to create a gallery, you can learn how to edit it in our article Edit a gallery.

Create a sub-gallery via your video portal

1. Sign in to your video portal account and, from the navigation bar, select the main gallery you want to add a sub-gallery to.





The gallery page displays.



2. Click the edit icon (three bars) in the upper right corner and select **+Add a Sub-Gallery** from the menu.

MediaSpace	Learning Assets ~	Bootcamp	•••	+ Create	Q Searc	h	.	EN ~
Bootcamp						-		
4 Media 1 Channel						Edit	ery	
Q Search this category						Analytics		J
Filters >					≡	+ Add to Gal	llery	
Search In: All Fields	 Sort By: Creat 	ition Date - I	Descending 🗸					-

The **Edit** page displays.

Edit New Gallery - May 18_2023 6:44 GMT

Details	Theme Us	ers						
	Name: (Required)	New Gallery - N	May 18_202	23 6:44 GMT				
	Description:	Black 🗸	Bold	Italic	Underline	=	Ē	°o
		Enter Descript	ion					
	T							
	Tags:							
	Reference ID:							

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Complete the details

1. Complete the following fields for your new sub-gallery:

Name – Enter the sub-gallery name which will display under the main (parent) gallery.

Description – Enter a summary of the sub-gallery content which will display on the sub-gallery page.

Tags – Enter a descriptive tag to use in searches.

Reference ID- (Optional) Enter an external identifier for supporting integrations with systems external to Kaltura.

2. Select the **Privacy** settings:

Privacy: O Open - Anyone can view content (including anonymous users) but only admin role users and category members can contribute content. O Restricted - All logged in users can view content but only Category members can contribute content.

Private - Only Category members can view and contribute content.
 Note: Sub categories under a private category will be visible only to members of those sub categories

Open - Anyone can view content (including anonymous users) but only admin role users and category members can contribute content.

Restricted - All logged in users can view content but only Category members can contribute content.

Private - Only Category members can view and contribute content.

Note: Sub-categories under a private category will be visible only to members of those sub-categories.

3. (Optional) Select the **Options** settings:

Options:
Moderate content (Media will not appear in category until approved by category manager)
Enable comments in category
Keep comments private to category.

Moderate content (Media will not appear in category until approved by category manager.)

Enable comments in category.

Keep comments private to category.

4. Click **Save**.

Your new sub-gallery appears under the main gallery, marked by an arrow in the navigation bar.



MediaSpace	Learning Assets 🗸	Bootcamp ~ My new g	gallery ~ Outdoor Activitie	es ~	+ Create Q	Search L EN ~
Bootcamp / Tra	aining sessio	ons				
Bootcamp training s	sessions					
training bootcamp						
0 Media 0 Channels						
No Channels Found.						

Add users

1. Click the **Users** tab.

Edit New sub-gallery

Details	Theme	Use	ers										
	Nam (Require		New s	ub-galle	ry								
	Descriptio	n:	Blac	k 🗸	Bold	Italic	Underline	:	:=	Ū	Ī	Q	
			Enter	Descrip	tion								

2. Click the **+Add Users** button.

The Add Users screen displays.

- 3. Type in the user name.
- 4. Select the permission type.
 - Member
 - \circ Contributor
 - Moderator
 - Manager
- 5. Click Add.

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For guidance on permission types, visit our article Specific End-user Permissions.



Edit Outdoor Activities

All Permissions 👻 3 Users			C 📥 🕇 Add Use
Jser/Group Name	User/Group ID	Permission	Actions
nowledge Center	knowledge@kaltura.com	Manager	10 9
al Binder	tal.binder@kaltura.com	Manager	I O P
ouise	louise.szmoisz@kaltura.com	Manager	You, Owner

Reorder sub-galleries

By default, galleries appear in the order they were created, with the most recent ones appearing last. Administrators can change this order via the KMC.

1. Log into your KMC and select the **Categories** tab.

CONTENT	STUDIO ANA	LYTICS SERVI	CES DASHBO	DARD +	Create		D	v a (0 🕺 @
ENTRIES	DOCUMENTS	MODERATION	ROOMS	PLAYLISTS	SYNDICATION	UPLOAD CONTROL	BULK UPLOAD	DROP FOLDERS

The categories page displays.

- 2. Find the category in the list and click on the three dots to the right of it to open the drop-down menu.
- 3. Click Edit.

Our Products	345982132	06/12/2024 11:04	3	0	
My new channel	345918162	06/11/2024 14:25	0	0	Edit View Entries Move Category
Technology trends	345276912	06/01/2024 17:23	0	2	Add Service Rule View Analytics
ep_agenda_1402002	343319632	05/09/2024 13:12	0	1	Delete

The Edit Category page displays.



*	CON	ITENT	STUDIO AN	ALYTICS SERVI	ICES DASHBO	ARD -	+ Create				D	@	?	LS v
		ENTRIES	DOCUMENTS	MODERATION	ROOMS	PLAYLISTS	SYNDICAT	TON CATEGORIES		UPLOAD CONTROL	BULK UPLOAD	DROP FOLD	ERS	
	←	Our F	Products							✓ View Analytics	Save	←	`	
		Parent: 27	2936742 ID:	345982132 Sub	-Categories: 3	Entries: 0	Creation D	ate: 06/12/2024 Last	: Update: 06/12/2024	1				
		Meta	lata		Meta	adata						Jump to 🗸		
		Entitle	ements		Name			Our Products						
		Sub C	ategories		Descr	iption								
					Tags									
					Refere	ence ID								
						gories filte	rs							
C2					About	us		Select a value			\checkmark			
2					About	us		Select a value			\checkmark			

4. Click the Sub Categories tab.

▲ This tab only displ	lays when there'	's more than one sub-cat	tegory.	
Cur Products Parent: 272936742 ID: 345982132 Su	ub-Categories: 3 Entries: 0 Creation D:	View Analyti	ics Save	€ ← →
Metadata Entitlements	Add Sub-Category 3 Sub - Ca	ategories Created On	Entries	
Sub Categories	Audio books	06/12/2024 11:06	0	•••
6	eBooks	06/12/2024 11:32	0	
	Graphic novels	06/12/2024 12:12	0	

5. Change the order of the galleries by clicking on the **three dots menu** to the right and clicking 'Move Up' or 'Move Down'.



Our Products Parent: 272936742 ID: 345982132 Sub-	·Categories: 3 Ent	ries: 0 Creation Date: 06/12/20	View Analytics	Save	\leftarrow \rightarrow
Metadata	Add Sub-Cat	egory 3 Sub - Categories			
Entitlements		ame	Created On	Entries	
Sub Categories	A	udio books	06/12/2024 11:06	0	•••
	e	Books	06/12/2024 11:32	0	•••
	_ G	raphic novels	06/12/2024 12:12	0	
					Move Up
					Move Down
					Delete

6. Click **Save**.

You can immediately view the changes by refreshing your video portal site.

For more information about managing categories, visit our article Managing categories.