

## Create a gallery

Last Modified on 05/21/2025 7:28 pm IDT

 This article is designated for administrators.

### About

Administrators can create the main (parent) galleries 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 gallery managers to assist with creating sub-galleries and managing the gallery settings. To learn more about galleries, visit our article [Understanding galleries](#).



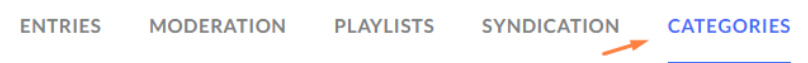
Galleries are also known as 'categories'.

### Create a gallery via KMC

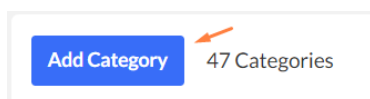
1. Log into your KMC account and select **Content** from the header.



2. Select the **Categories** tab.



3. Click **Add Category**.



4. The **New Category** window displays.

### New Category

Name \*

Select the parent category under which the new category will appear.

☐ No Parent

Search Categories

▶ ☐ MediaSpace 7

▶ ☐ Samples 3

▶ ☐ The Sports School 5

Selected: No Parent

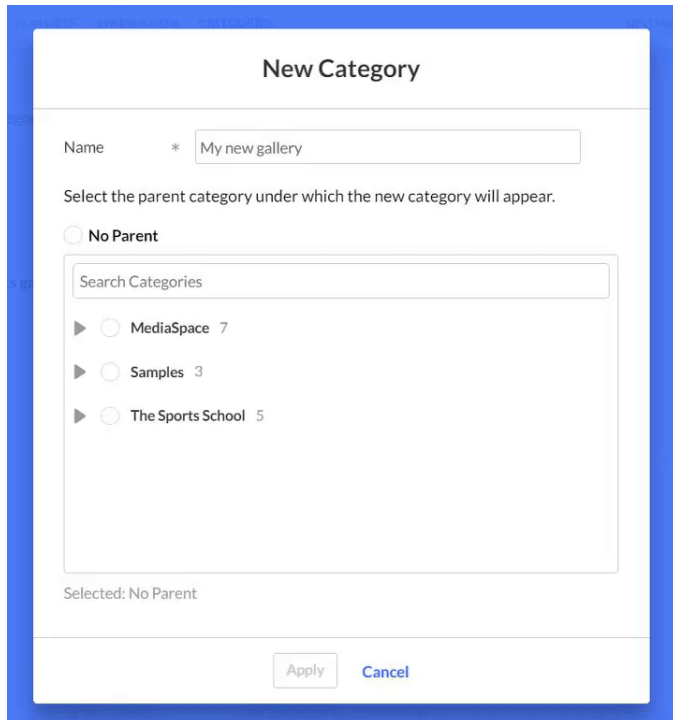
5. In the **Name** field, type a name for your gallery.

Name \*

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**.



9. Click **Apply**.

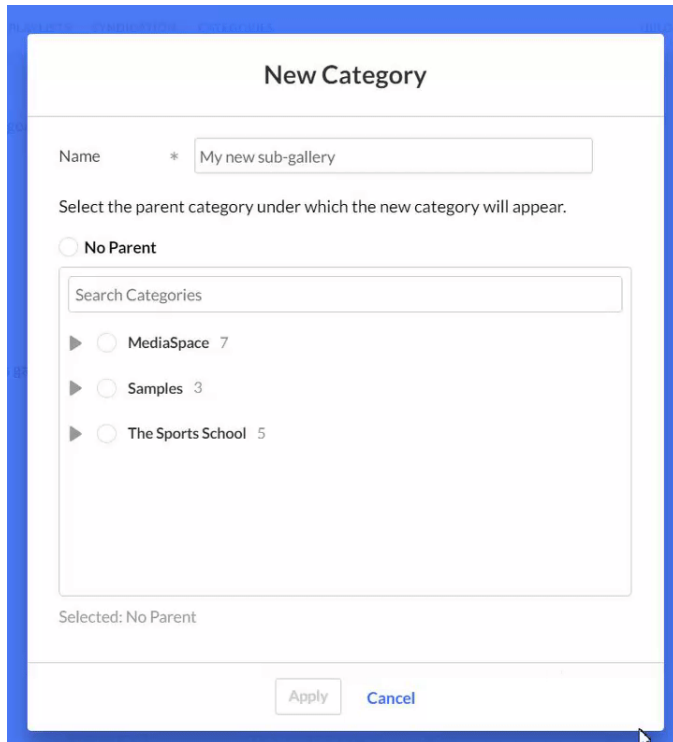
The gallery should appear on your video portal's top navigation bar.



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

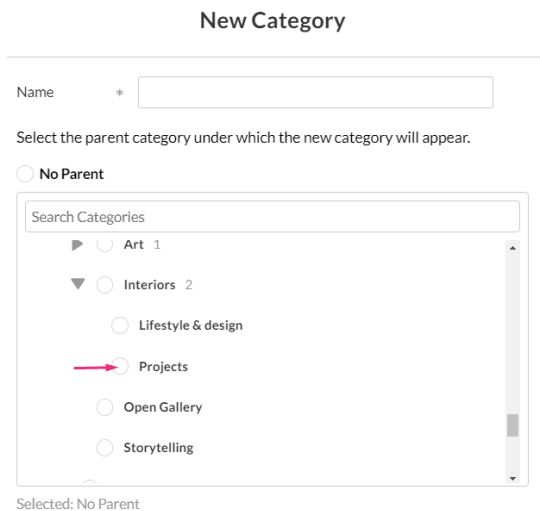
1. Follow steps 1- 8 above.
2. Select the gallery you want to add your new sub-gallery to.



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.



3. Click **Apply**.

## New Category

Name \*

Select the parent category under which the new category will appear.

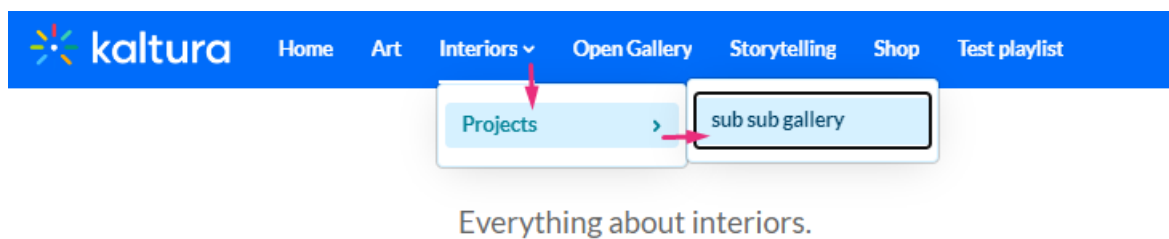
☐ No Parent

- ☐ galleries 4
  - ☐ Art 1
  - ☐ Interiors 2
    - ☐ Lifestyle & design
    - ☒ Projects
    - ☐ Open Gallery

Selected: MediaSpace>site>galleries>Interiors>Projects

[Apply](#) [Cancel](#)

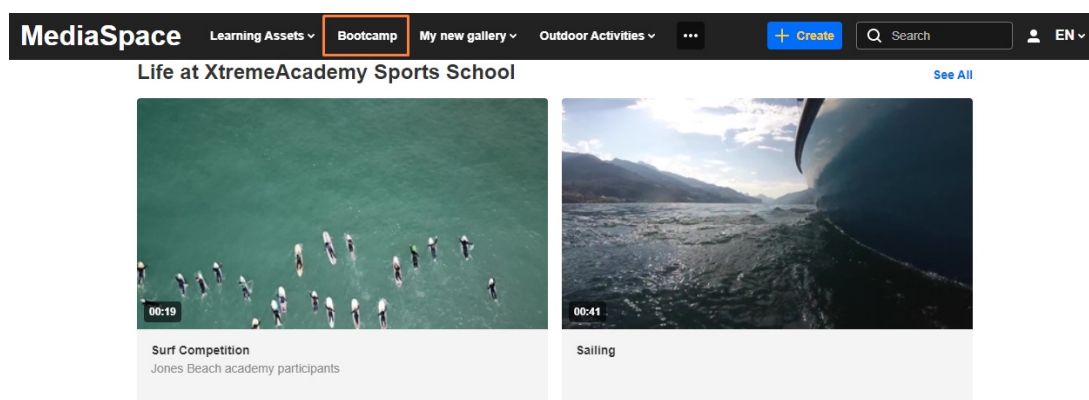
Below is a view of a sub-sub-gallery menu in the video portal:



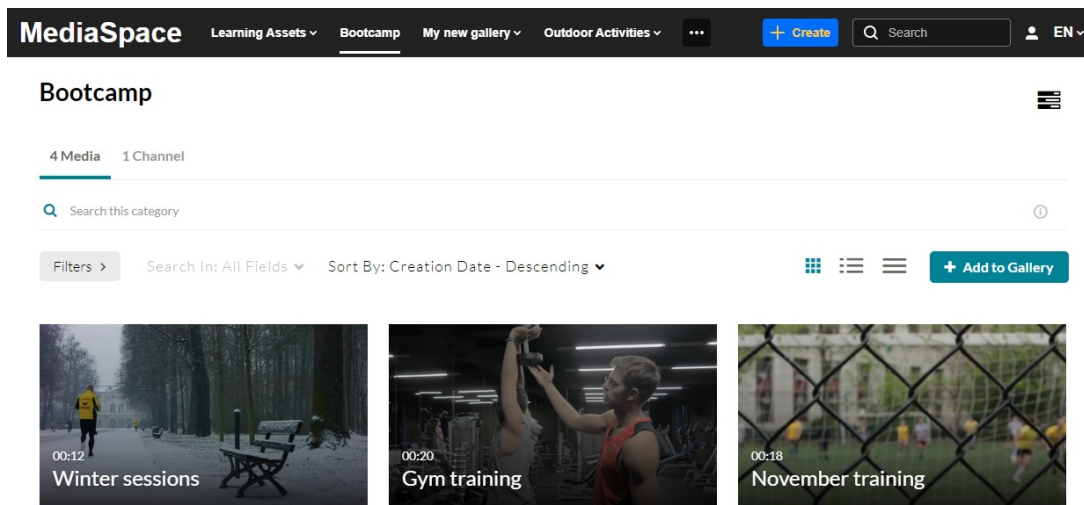
Now that you know how to create a gallery, you can learn how to edit it in our article [Edit a gallery](#).

## Create a sub-gallery via your video portal

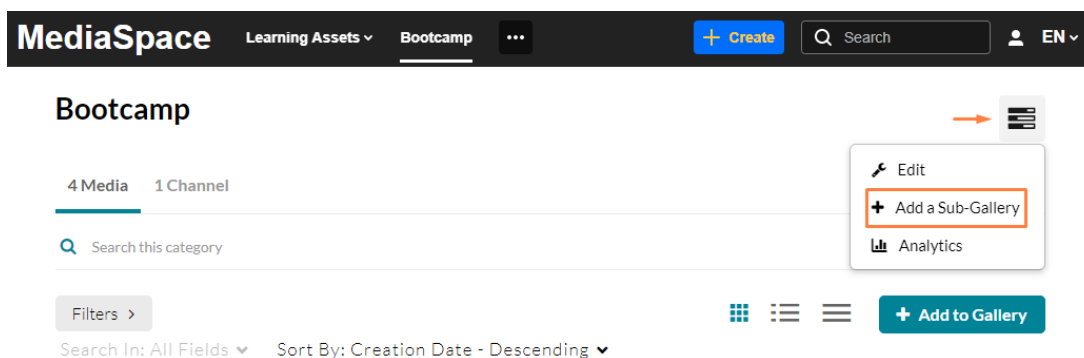
1. Sign in to your video portal account and, from the navigation bar, select the main gallery you want to add a sub-gallery to.



The gallery page displays.



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



The **Edit** page displays.

### Edit New Gallery - May 18\_2023 6:44 GMT

Details Theme Users

Name:

Description:

Tags:

Reference ID:

## 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: ☐ **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

**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.

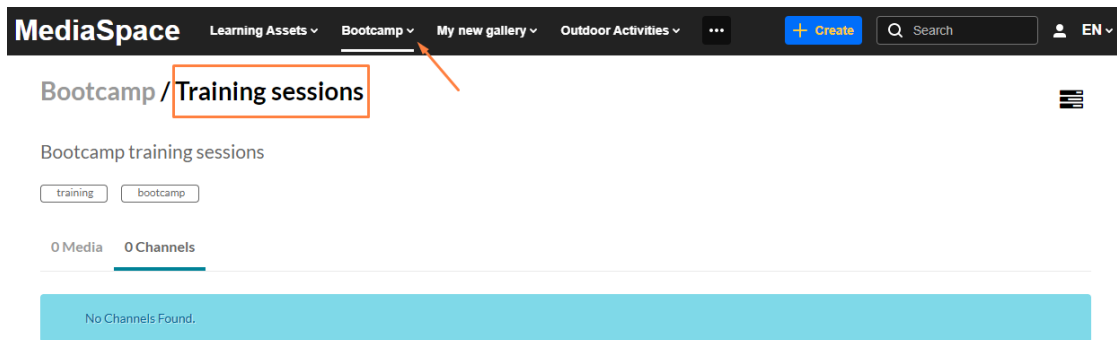
**Moderate content** (Media will not appear in category until approved by category manager.)

**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.









## Add users

1. Click the **Users** tab.

### Edit New sub-gallery

Details Theme **Users**

Name: (Required)

Description: **Black** **Bold** *Italic* Underline      

Enter Description...

2. Click the **+Add Users** button.  
The Add Users screen displays.
3. Type in the user name.
4. Select the permission type.
  - Member
  - Contributor
  - Moderator
  - Manager
5. Click **Add**.



For guidance on permission types, visit our article [Specific End-user Permissions](#).



## Edit Outdoor Activities

Details Theme **Users**

View All Permissions ▾ 3 Users 🔍 📄 + Add Users

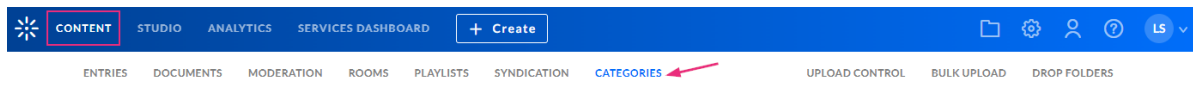
User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	<span>✎</span> <span>✖</span> <span>🔑</span>
Tal Binder	tal.binder@kaltura.com	Manager	<span>✎</span> <span>✖</span> <span>🔑</span>
Louise	louise.szmoisz@kaltura.com	Manager	You, Owner

[Back to Category](#)

## 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.



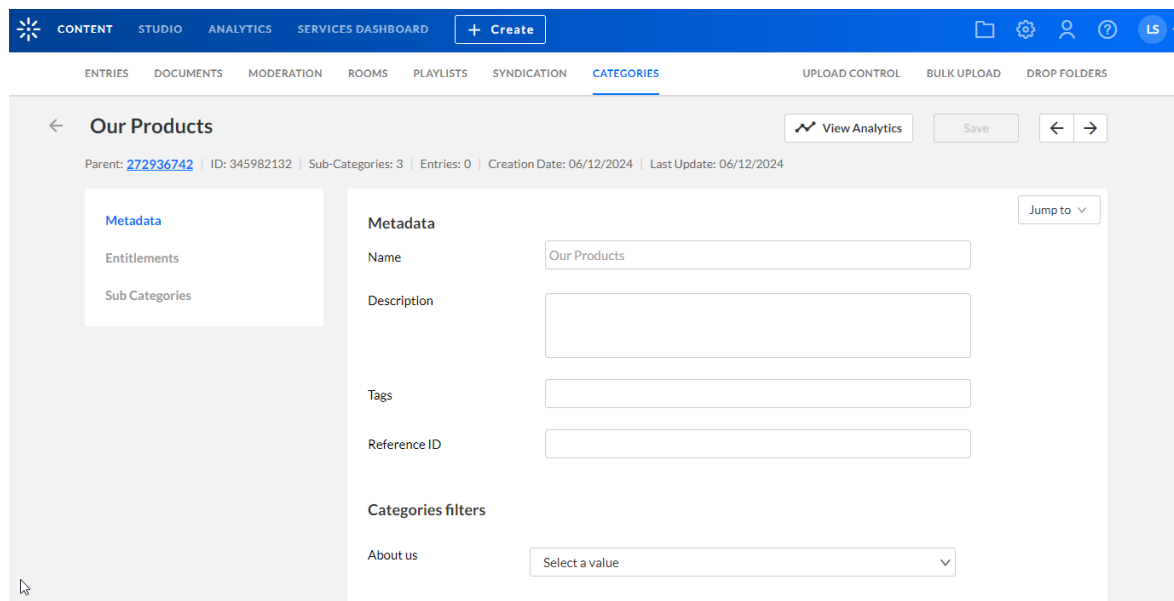
The categories page displays.

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**.

<input type="checkbox"/> Our Products	345982132	06/12/2024 11:04	3	0	⋮
<input type="checkbox"/> My new channel	345918162	06/11/2024 14:25	0	0	⋮
<input type="checkbox"/> Technology trends	345276912	06/01/2024 17:23	0	2	⋮
<input type="checkbox"/> ep_agenda_1402002	343319632	05/09/2024 13:12	0	1	⋮

Edit  
 View Entries  
 Move Category  
 Add Service Rule  
 View Analytics  
 Delete

The Edit Category page displays.



Our Products

Parent: [272936742](#) | ID: 345982132 | Sub-Categories: 3 | Entries: 0 | Creation Date: 06/12/2024 | Last Update: 06/12/2024

Metadata

Entitlements

Sub Categories

Metadata

Name: Our Products

Description:

Tags:

Reference ID:

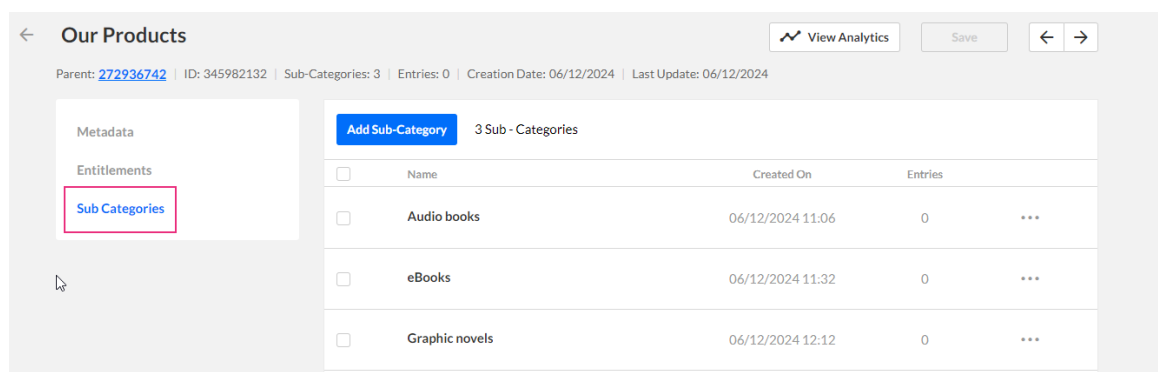
Categories filters

About us: Select a value

4. Click the **Sub Categories** tab.



This tab only displays when there's more than one sub-category.



Our Products

Parent: [272936742](#) | ID: 345982132 | Sub-Categories: 3 | Entries: 0 | Creation Date: 06/12/2024 | Last Update: 06/12/2024

Metadata

Entitlements

Sub Categories

Add Sub-Category 3 Sub - Categories

<input type="checkbox"/>	Name	Created On	Entries	
<input type="checkbox"/>	Audio books	06/12/2024 11:06	0	...
<input type="checkbox"/>	eBooks	06/12/2024 11:32	0	...
<input type="checkbox"/>	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

View Analytics

Save

← →

Parent: [272936742](#) | ID: 345982132 | Sub-Categories: 3 | Entries: 0 | Creation Date: 06/12/2024 | Last Update: 06/12/2024

Metadata

Entitlements

Sub Categories

Add Sub-Category

3 Sub - Categories

<input type="checkbox"/>	Name	Created On	Entries	
<input type="checkbox"/>	Audio books	06/12/2024 11:06	0	...
<input type="checkbox"/>	eBooks	06/12/2024 11:32	0	...
<input type="checkbox"/>	Graphic 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](#).