


# Import other Media Galleries in Canvas


Last Modified on 12/18/2024 12:44 pm IST

 This article is designated for faculty members.

## About


Media Gallery managers can import other galleries they manage, which is helpful for faculty who want to transfer media from an old gallery to a new one each semester.

 The instructions below are for non-Theming users. If you have [Theming](#) enabled, please refer to our article [Import other Media Galleries in KAF - Theming](#).

 This feature requires the [Importchannel module](#) to be enabled by your administrator.

## Import

1. Access your course, then on the left menu bar, click on **Media Gallery**.

 The Media Gallery link is typically located on the course navigation panel, as seen in our example. However, depending on your account setup, you might access the Media Gallery differently. See your Kaltura Administrator for further information.

The Media Gallery displays with the **Home** tab open by default.

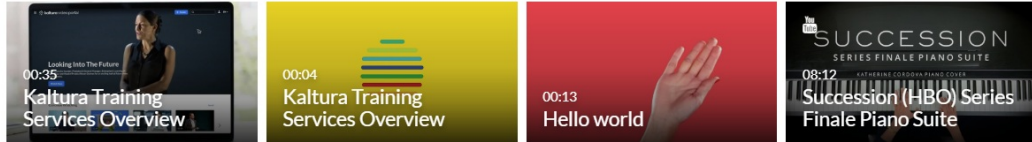
Your additional media will be presented once it is ready and approved. Refresh Now

## Media Gallery

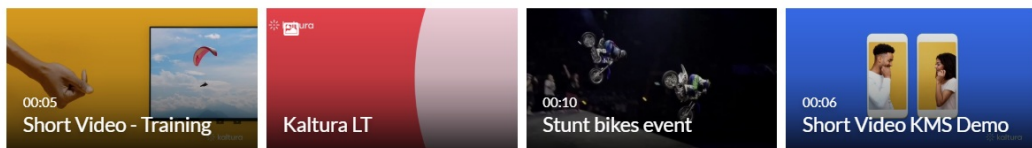
Start Meeting

Home 47 Media 9 Pending

### MY PLAYLIST 312809



### DEMO 7/11/23



### TRAINING PLAYLIST



### MY PLAYLIST



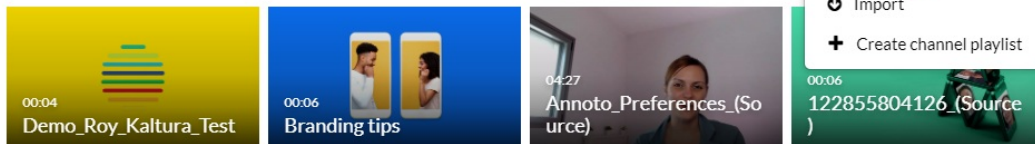
2. Click the **hamburger menu** on the far right and select **Import**.

## Media Gallery

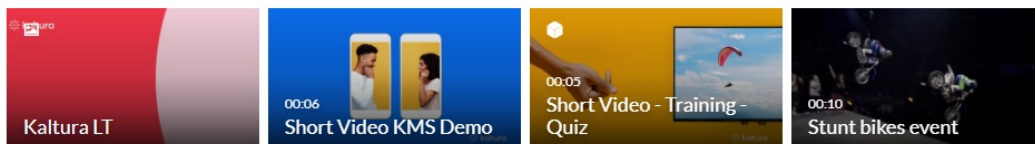
Start Meeting

Home 50 Media 1 Pending

### ADI PLAYLIST



### PLAYLIST 2



A list of all the media galleries you manage displays.

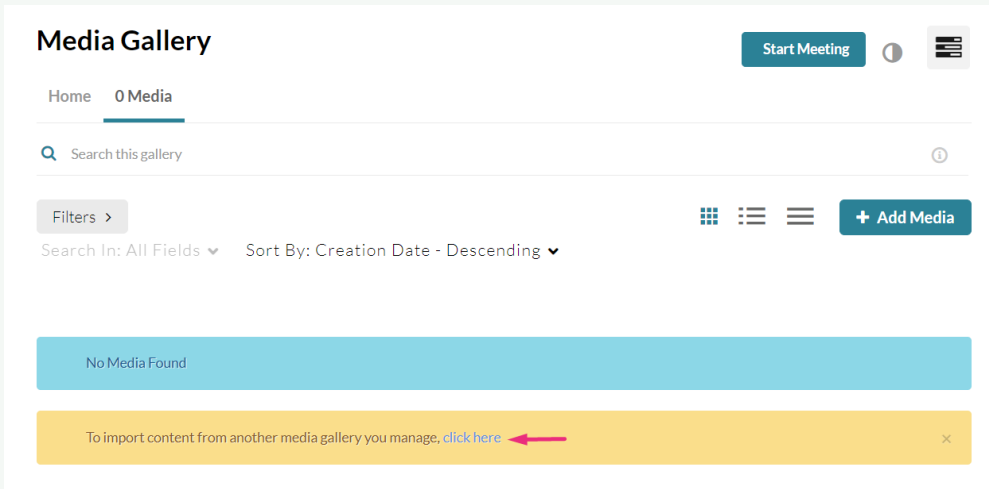
Select the media gallery you want to import entries from

- Shared Repository
- Kaltura Certification Program
- LS

Cancel

Import

- ✓ If the Media Gallery is empty, the importing process can also be initiated from a link in the following message: *To import content from another media gallery you manage, [click here](#)*. Click on the link to access the list of all media galleries you manage. Continue with steps **5 - 8** below.



The screenshot shows the 'Media Gallery' interface. At the top right, there is a 'Start Meeting' button and a menu icon. Below the title, there is a breadcrumb 'Home > 0 Media'. A search bar is present with the text 'Search this gallery'. Below the search bar, there are filter options: 'Filters >', 'Search In: All Fields', and 'Sort By: Creation Date - Descending'. A '+ Add Media' button is on the right. A large blue bar in the center says 'No Media Found'. At the bottom, a yellow message box contains the text: 'To import content from another media gallery you manage, [click here](#)'. A red arrow points to the 'click here' link.

3. Choose a gallery from the list.
4. Click **Import**.

Select the media gallery you want to import entries from

- Shared Repository
- Kaltura Certification Program
- LS

Cancel

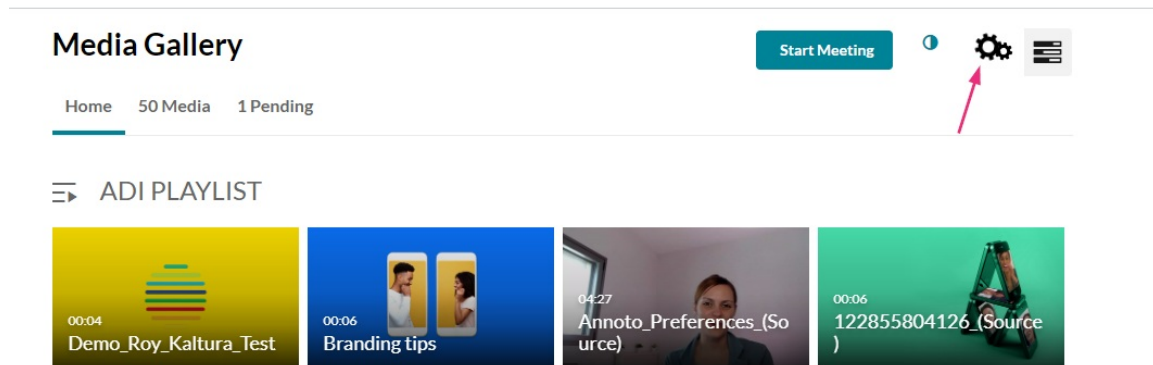
Import

⚠ The Import feature supports the ability to import playlists only if there are **10 or fewer** playlists in the channel.

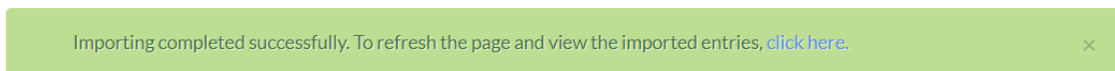
A confirmation message displays: *Importing started successfully.*

**Importing Started Successfully**

Spinning gear icons appear while the import is in progress.



When importing has finished, a success message displays: *Importing completed successfully. To refresh the page and view the imported entries, [click here](#).*



5. Click on the [Click here](#) link to refresh the page.
6. Click the **Media** tab to view the imported content.

