

Import other media galleries in Canvas (legacy)

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 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.



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

These instructions apply to the legacy **LMS Video** integration. If you're using LMS Video with Theming, please refer to the [LMS Rich Media Extensions category](#).

Import

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



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.

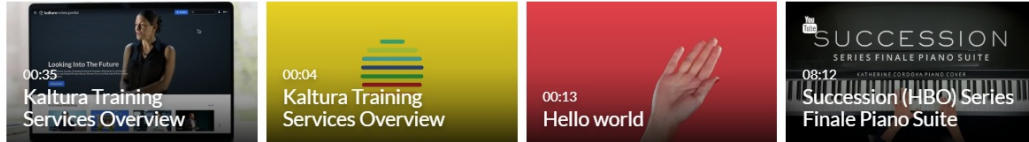
Your additional media will be presented once it is ready and approved. Refresh Now

Media Gallery

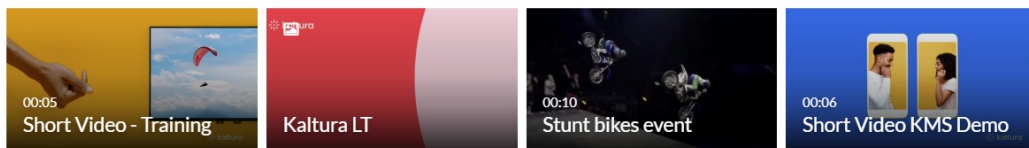
Start Meeting

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

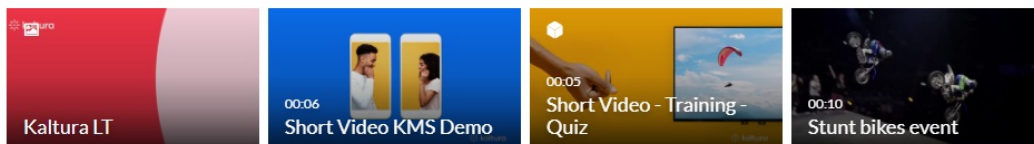
Start Meeting

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

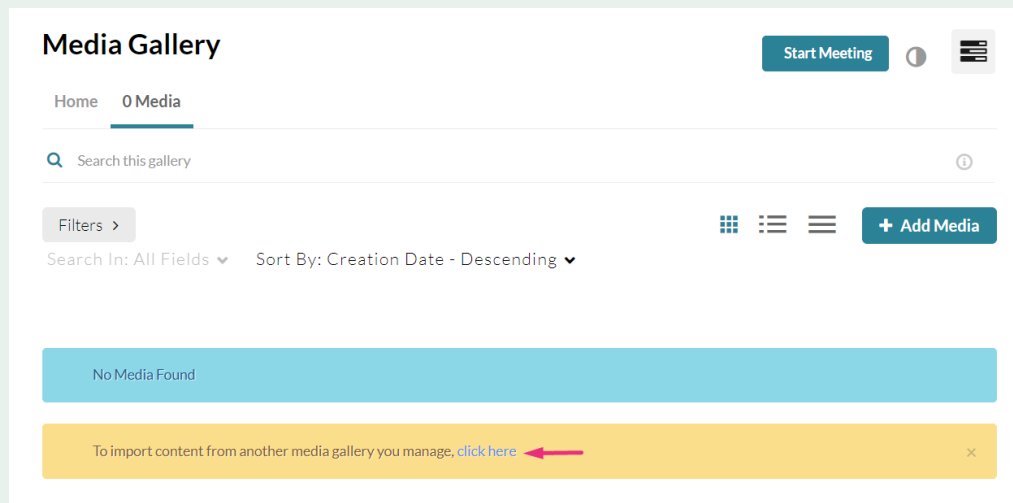
- Shared Repository
- Kaltura Certification Program
- LS

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 are tabs for 'Home' and '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 notification bar 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

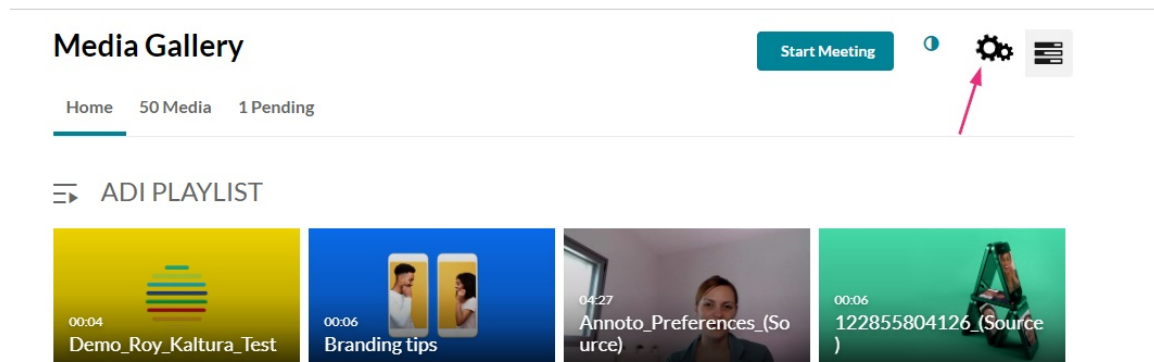
Import



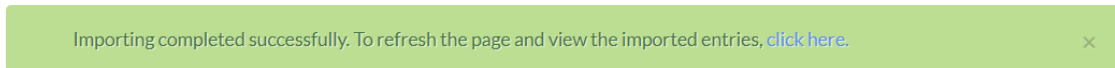
The **Import** feature supports the ability to import playlists only if there are **10 or fewer** playlists in the media gallery.

A confirmation message displays: *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.

