


Import other Media Galleries in Canvas


Last Modified on 09/29/2024 10:13 am IDT

 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](#).

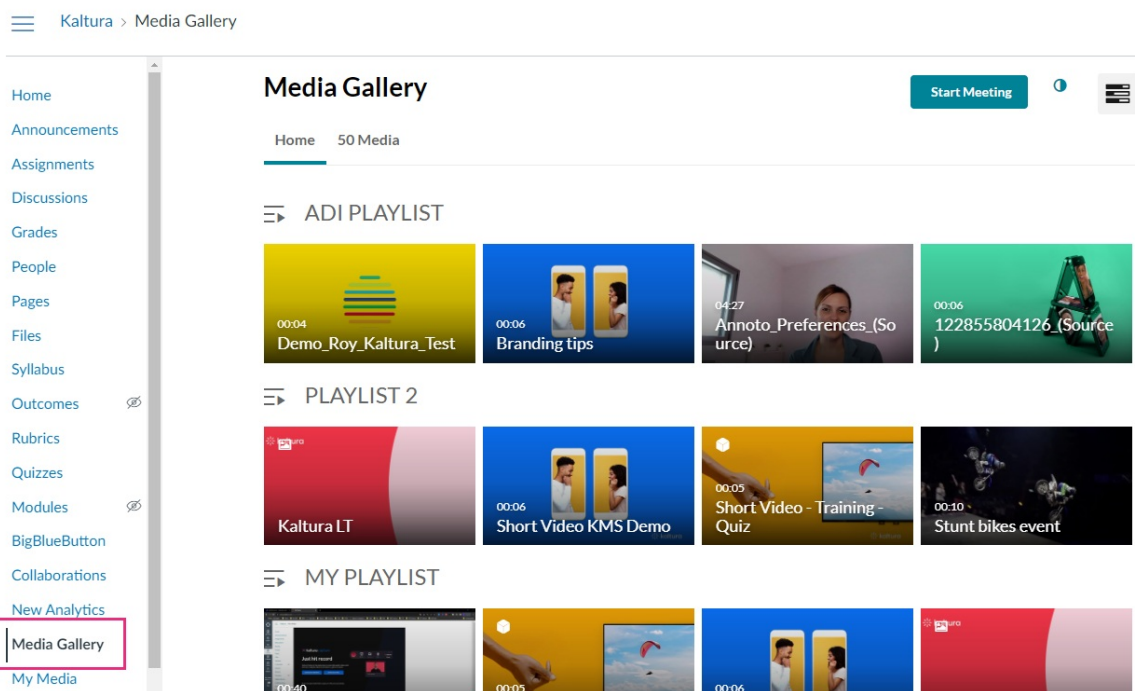
 This feature requires the [Importchannel module](#) to be enabled by your administrator.

Import

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

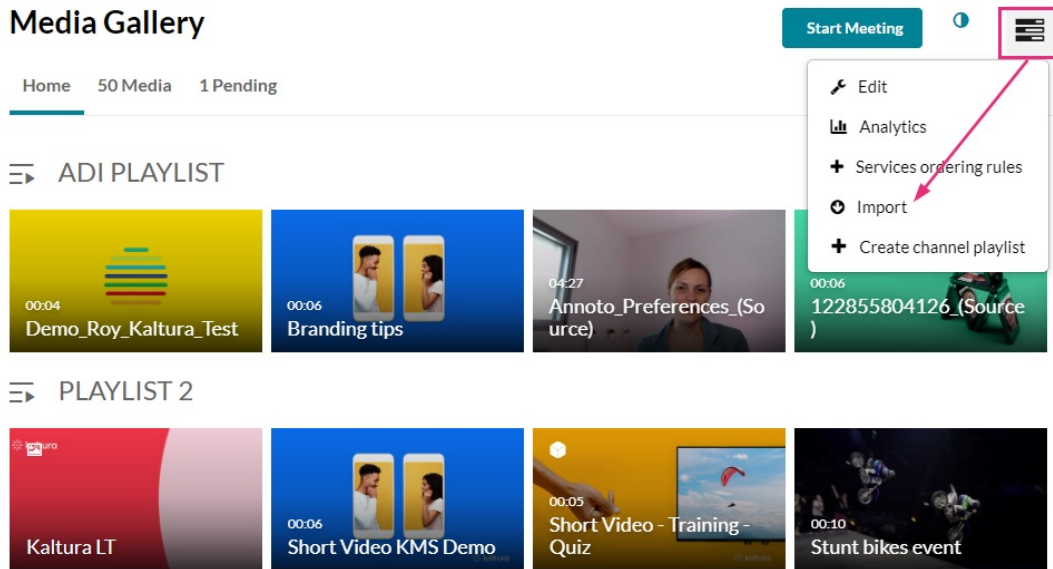
 The Media Gallery link is typically located on the course navigation panel, as seen in our example. However, depending on your account setup, you might access the Media Gallery differently. See your Kaltura Administrator for further information.

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

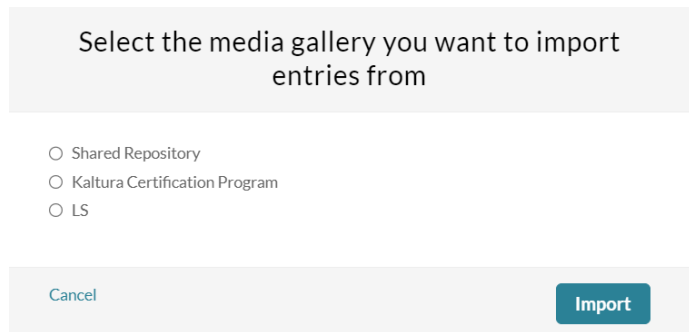


The screenshot shows the Kaltura Media Gallery interface. On the left is a navigation menu with items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, New Analytics, **Media Gallery** (highlighted with a red box), and My Media. The main content area is titled "Media Gallery" and shows "Home" and "50 Media". Below this are three playlists: "ADI PLAYLIST" with four video thumbnails (00:04 Demo_Roy_Kaltura_Test, 00:06 Branding tips, 04:27 Annoto_Preferences (Source), 00:06 122855804126 (Source)), "PLAYLIST 2" with four thumbnails (Kaltura LT, 00:06 Short Video KMS Demo, 00:05 Short Video - Training - Quiz, 00:10 Stunt bikes event), and "MY PLAYLIST" with four thumbnails (00:40, 00:05, 00:06, and a red thumbnail). A "Start Meeting" button is visible in the top right corner.

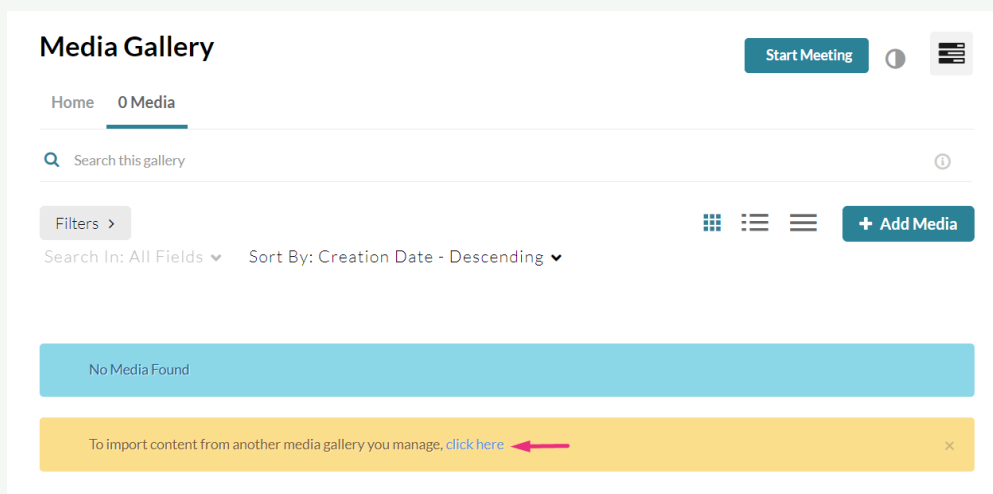
2. Click the **hamburger menu** on the far right and select **Import**.



A list of all the media galleries you manage displays.



✓ 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.





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

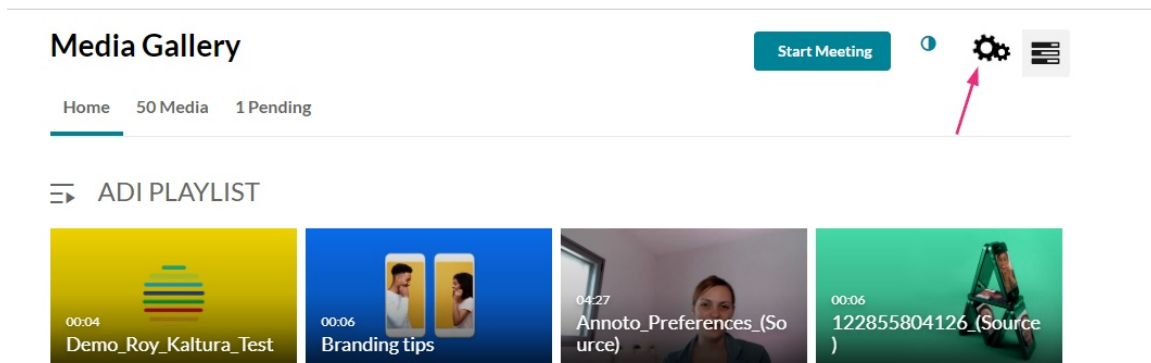
Cancel  **Import**

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

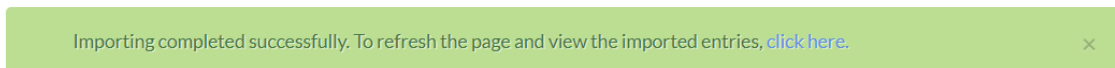
A confirmation message displays: *Importing started successfully.*

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.

Importing completed successfully. To refresh the page and view the imported entries, [click here](#). ×

Media Gallery

Start Meeting 🔊 ☰

Home 0 Media

🔍 Search this gallery ⓘ

Filters > ☰ ☰ ☰ + Add Media

Search In: All Fields ▾ Sort By: Creation Date - Descending ▾

No Media Found

To import content from another media gallery you manage, [click here](#). ×