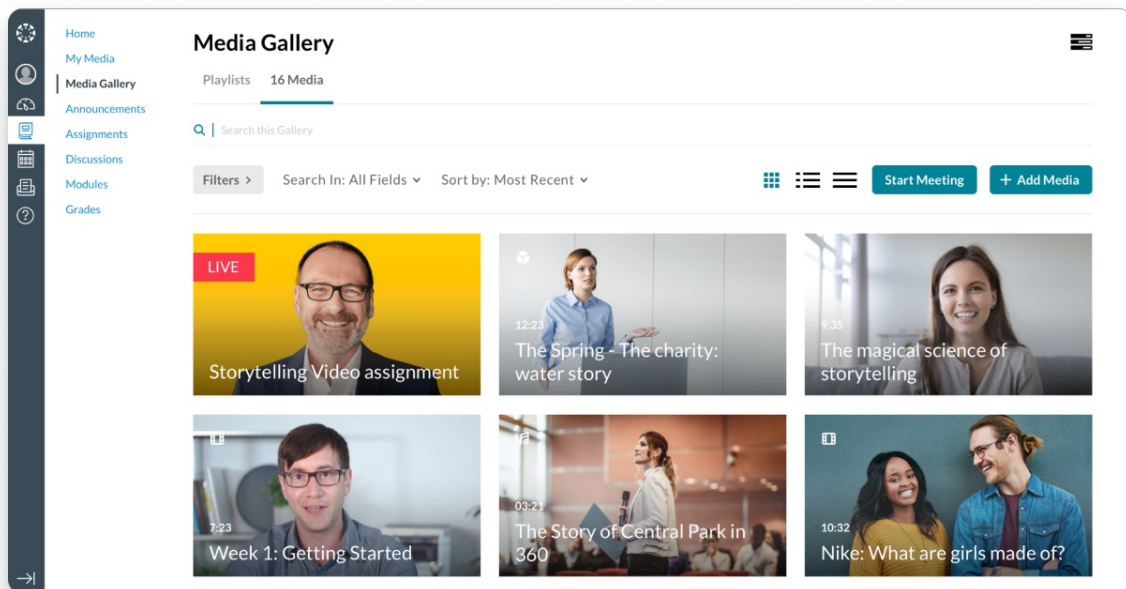# Kaltura

Manage a Media Gallery

This article describes how to manage a media gallery.

> ⚠ If you cannot perform the actions herein, ask your KAF administrator to give you the required permission.
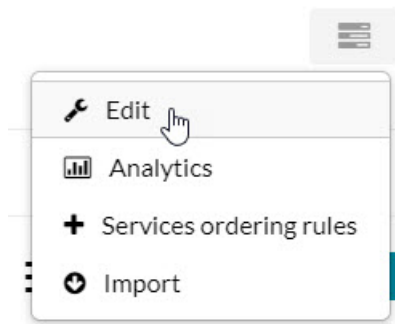

Add Media to a Media Gallery

1. In the Media Gallery, click on the Media tab.
2. Click the + Add Media button.
3. Click + Add New to see the list of options for adding media. Please see this article for more information on uploading/adding new media.

Delete Media from a Media Gallery

1. In the Media Gallery, click on the Media tab.
2. Click the three dots on the lower right side of the media item you want to delete and click the Remove from Media Gallery (X) button.
3. Confirm the deletion.

Edit a Media Gallery Configuration and Metadata

1. In the Media Gallery, select Edit from the hamburger menu.

The Edit Media Gallery Page is displayed.

Edit Media Gallery

2. (Optional) Enter a description and tags for the Media Gallery of the course.
3. Select:

- Moderate content (media will not appear in Media Gallery until approved by the gallery manager) – Determines whether content should be moderated.
- Enable comments in Media Gallery – Determines whether comments should be enabled in the gallery.
- Keep comments private to Media Gallery - If checked, all comments added to media in Media Gallery will be private to the Media Gallery and will not appear elsewhere (except for the My Media page of the user who owns the media).

- Display embedded media in this Media Gallery

4. Click Save.

Moderate Media Gallery Content

To approve and reject content that is pending moderation
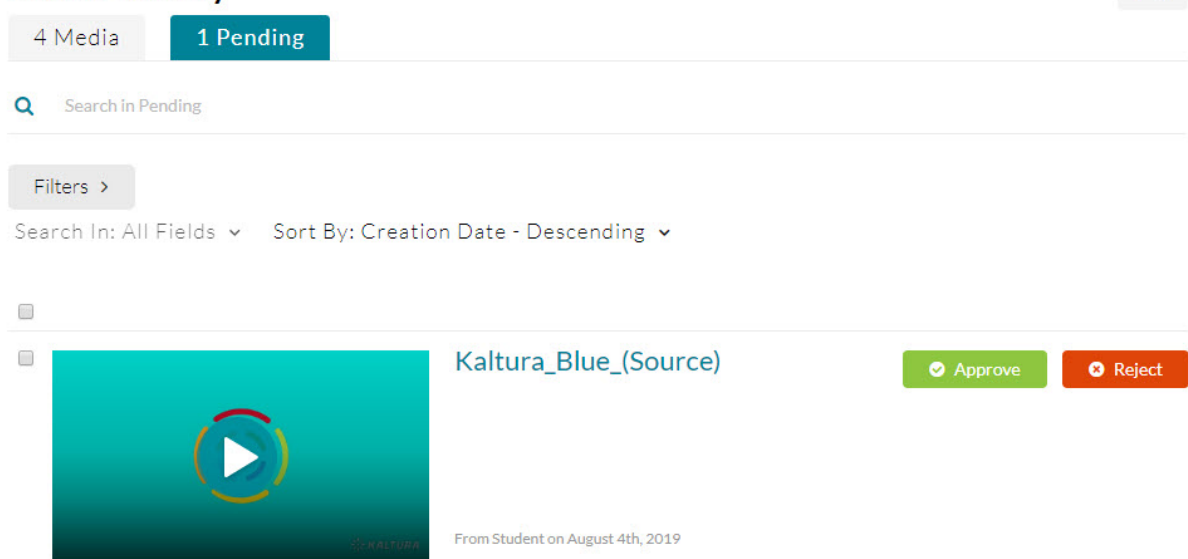
1. In the Media Gallery, click on the Pending tab.

Media Gallery

| 4 Media | 1 Pending |

⚠ If there are no media items pending moderation, the Pending tab is not displayed.

2. The Browse Pending Media window displays.

Media Gallery

| 4 Media | **1 Pending** |

🔍 Search in Pending

Filters ›

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

☐

☐ ▶ Kaltura_Blue_(Source)   ✔ Approve   ✖ Reject

From Student on August 4th, 2019

3. You may click on a thumbnail to view the media.
4. Click Approve or Reject for a specific media item.

You can also check multiple media items and click Approve or Reject on the top for bulk approving or rejecting.

⚠   Approved content is displayed in the Media Gallery for all users enrolled in the course.

[template("cat-subscribe")]