

Import other media galleries in Canvas

Last Modified on 06/13/2025 6:51 pm 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**.



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

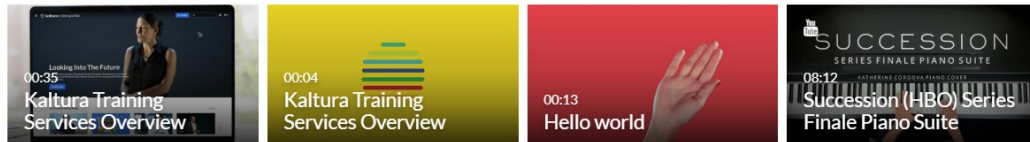
Media Gallery

Start Meeting

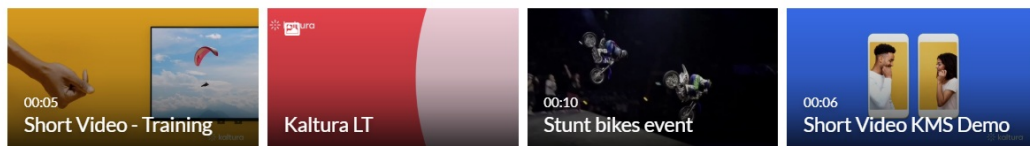


Home 47 Media 9 Pending

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

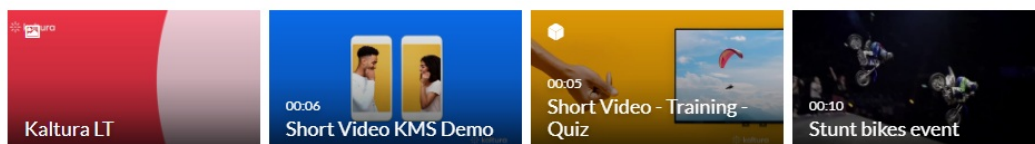


Home 50 Media 1 Pending

ADI PLAYLIST



PLAYLIST 2



- Edit
- Analytics
- + Services ordering rules
- Import
- + Create channel playlist

A list of all the media galleries you manage displays.

Select the media gallery you want to import entries from

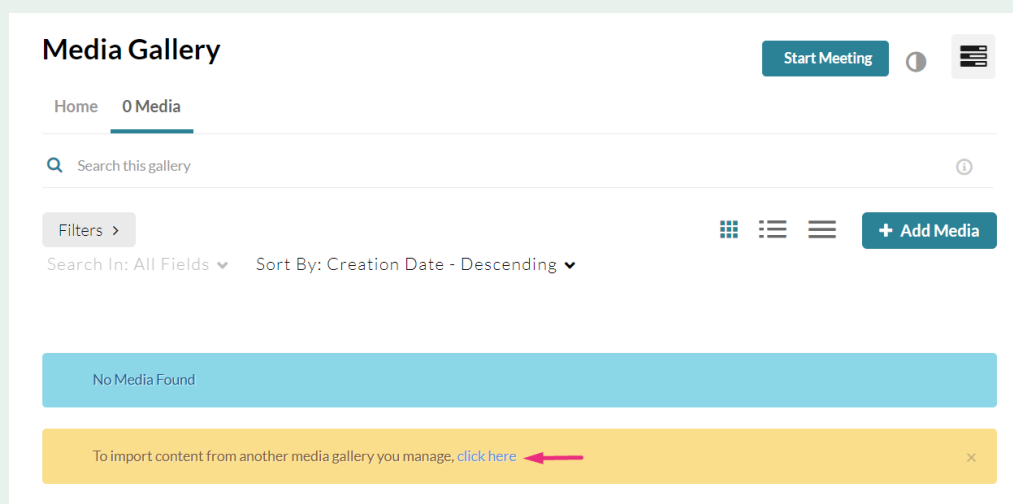
- ☐ Shared Repository
- ☐ Kaltura Certification Program
- ☐ LS

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.



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

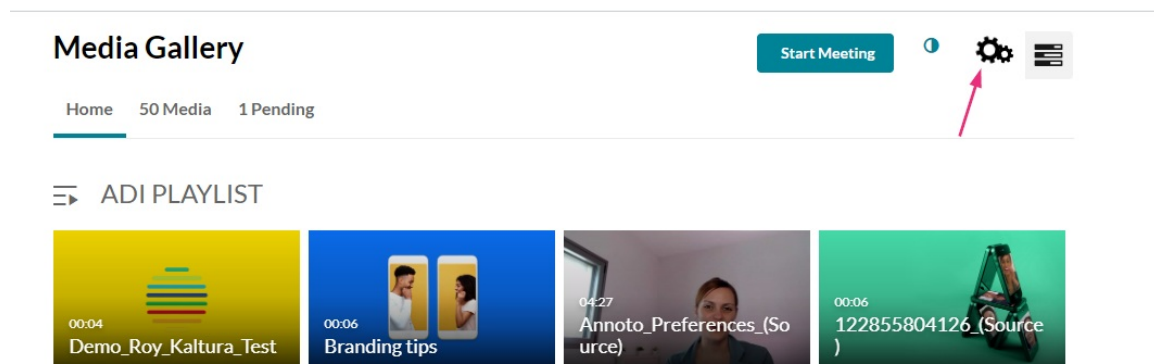
Import



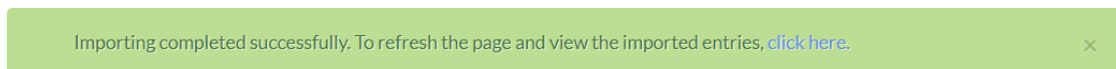
The **Import** feature supports the ability to import playlists only if there are **10 or fewer** playlists in the media gallery.

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.

