

# Import other media galleries in Brightspace (legacy)

Last Modified on 05/05/2026 9:18 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.



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.

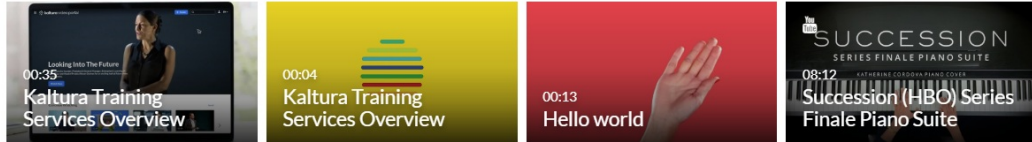
Your additional media will be presented once it is ready and approved. Refresh Now

## Media Gallery

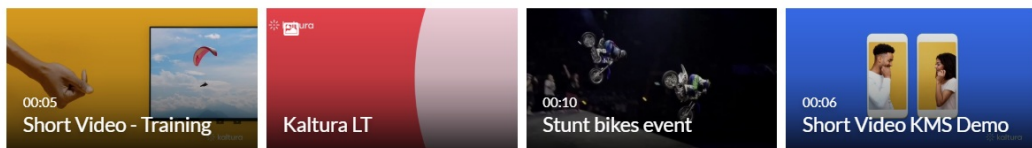
Start Meeting

Home 47 Media 9 Pending

### MY PLAYLIST 312809



### DEMO 7/11/23



### TRAINING PLAYLIST



### MY PLAYLIST



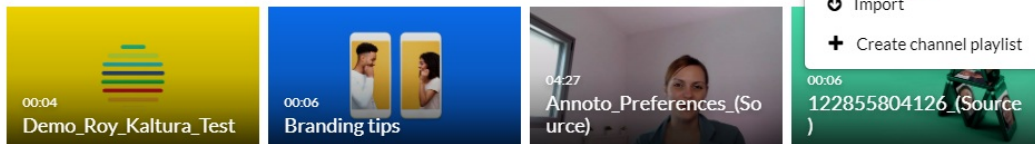
2. Click the **hamburger menu** on the far right and select **Import**.

## Media Gallery

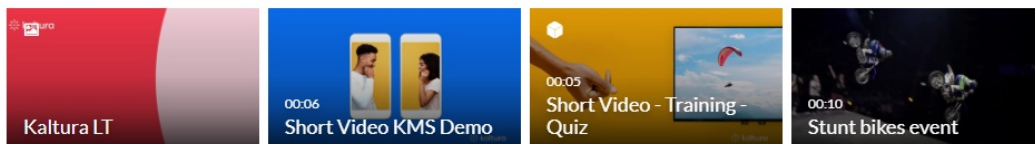
Start Meeting

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

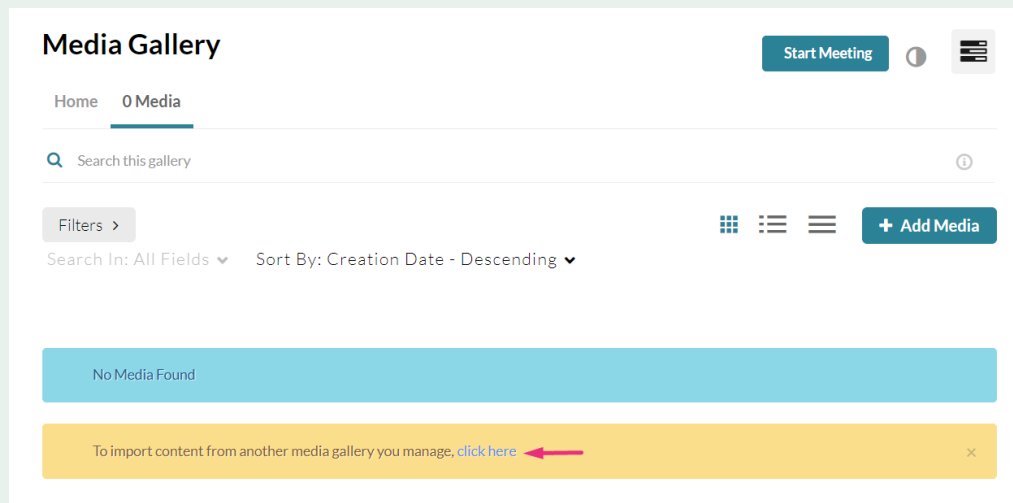
- Shared Repository
- Kaltura Certification Program
- LS

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, there is a 'Start Meeting' button and a menu icon. Below that, there are tabs for 'Home' and '0 Media'. A search bar is present with the text 'Search this gallery'. There are also filter and sort options: 'Filters >' and 'Search In: All Fields' and 'Sort By: Creation Date - Descending'. A large blue bar indicates '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

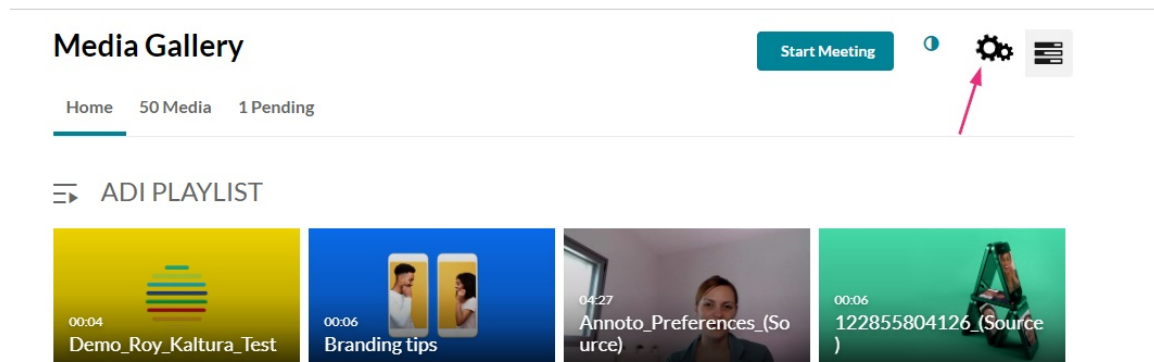
Import



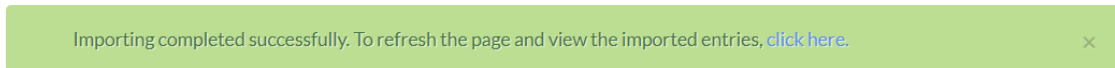
The **Import** feature supports the ability to import playlists only if there are **10 or fewer** playlists in the media gallery.

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.

