


# Import Channels Feature Description

Last Modified on 04/12/2022 5:43 pm IDT

 This article is designated for all users.


Media Gallery managers have the ability to import content from other media galleries they manage. This can serve faculty members to import media from the old media gallery to the new media gallery each semester.

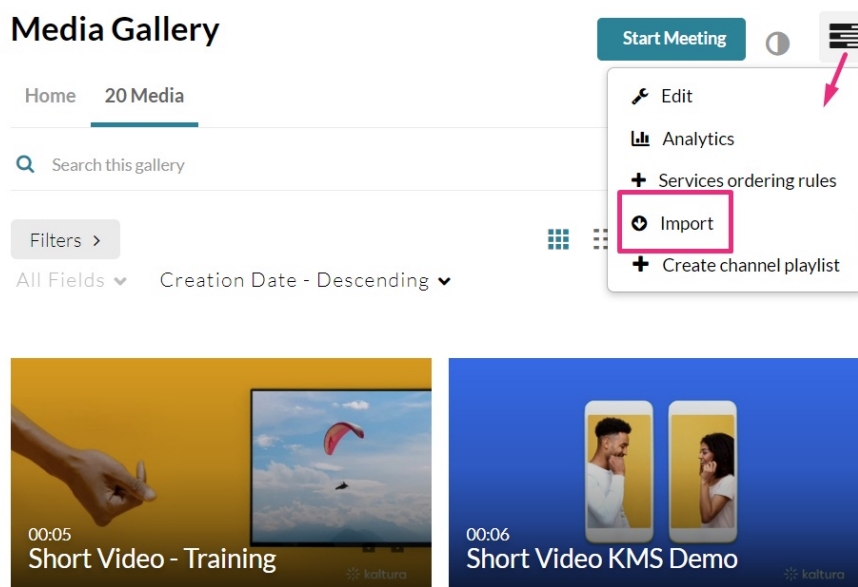
 This feature requires the [Importchannel](#) module to be enabled by your system administrator.

1. Navigate to the Media Gallery page.
2. Select the **Media** tab.

## Media Gallery



3. Click the the hamburger icon  on the far right.
4. Choose **Import** from the drop-down menu.




A list displays which includes all media galleries you manage.

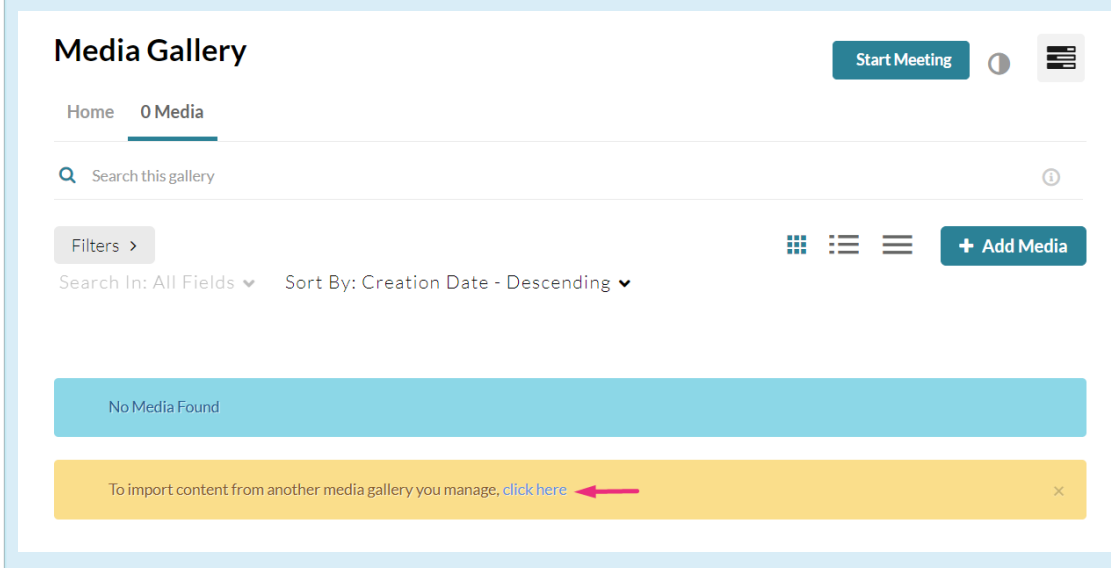
Select the media gallery you want to import entries from

- Shared Repository
- Kaltura Certification Program
- LS

Cancel

Import

 Note: 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 message 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 is a breadcrumb 'Home' and '0 Media'. A search bar is present with the text 'Search this gallery'. Below the search bar, there are filter and sort 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' with a red arrow pointing to the link.

5. Choose a gallery from the list.


6. Click **Import**.

Select the media gallery you want to import entries from

- Shared Repository
- Kaltura Certification Program
- LS

Cancel

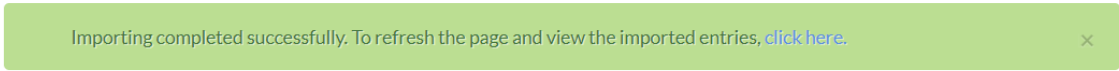
Import

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

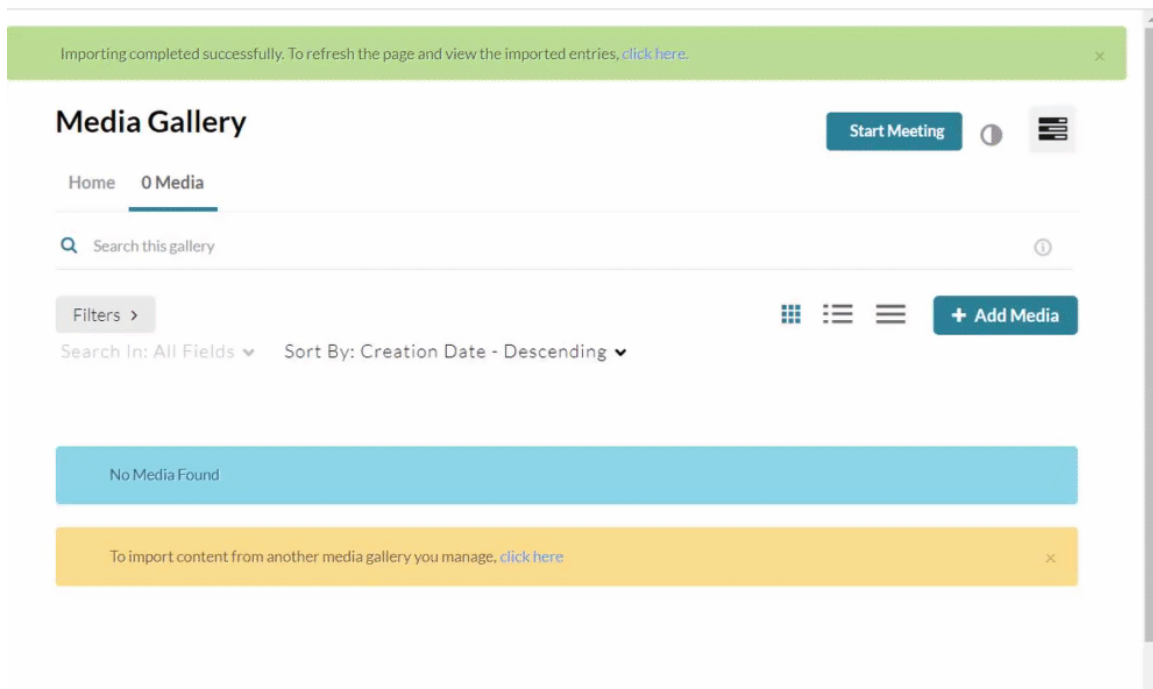
A confirmation message displays.

### Importing Started Successfully

When the importing has finished, a success message displays:



7. Select **Click here** on the message link to refresh.
8. Select the Media tab to view the imported content.



[template("cat-subscribe")]