

Manage a Media Gallery in Sakai

Last Modified on 04/06/2025 11:06 am IDT

 This article is designated for faculty members.

About

The Media Gallery serves as a centralized space where all course-related content is stored, organized, and shared. Whether you're managing video lectures, presentations, or other multimedia resources, the Media Gallery provides a convenient way to upload, categorize, and distribute content.

This article walks you through the process of managing your Media Gallery, from adding new content to organizing existing content and ensuring your audience has access to the right materials at the right time.



If you can't do some of the actions described here, just reach out to your KAF administrator to get the right permissions.

Access the Media Gallery

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.

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

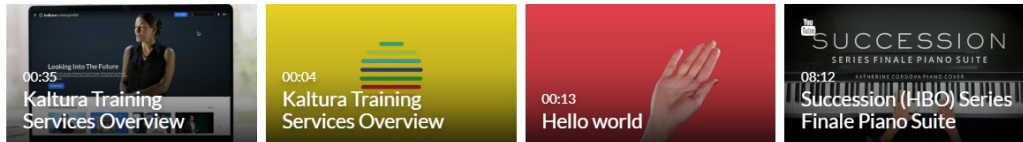
Media Gallery

Start Meeting

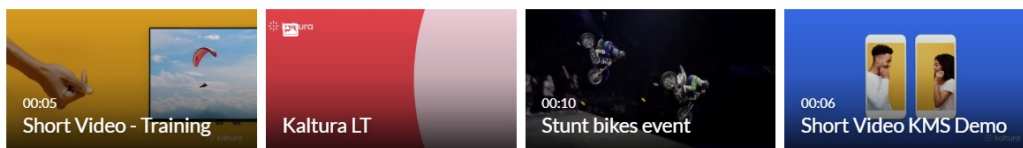


Home 47 Media 9 Pending

MY PLAYLIST 312809



DEMO 7/11/23



TRAINING PLAYLIST



MY PLAYLIST



Add content from existing uploads

1. In the Media Gallery, click on the **Media** tab.

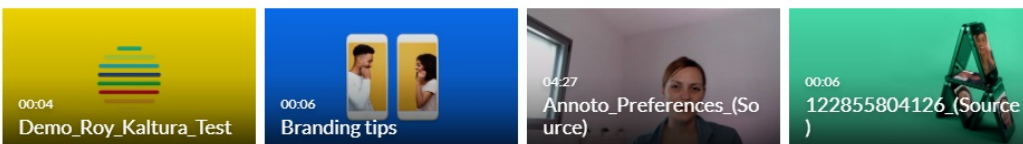
Media Gallery

Start Meeting



Home 50 Media

ADI PLAYLIST



PLAYLIST 2

2. The Media page displays.

Media Gallery

[Start Meeting](#)

1

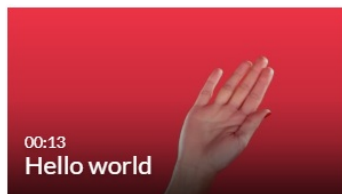
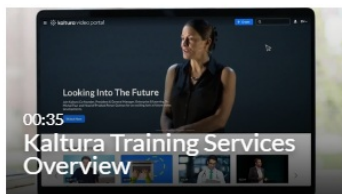

[Home](#) [49 Media](#)

i

Filters >


[+ Add Media](#)

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



3. Click **+Add Media**.

Media Gallery

[Start Meeting](#)

1

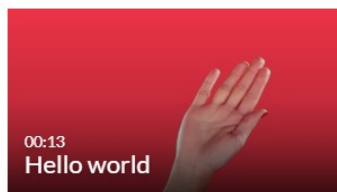

[Home](#) [49 Media](#)

i

Filters >


[+ Add Media](#)

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



The Add Media page displays.

Media Gallery

[Start Meeting](#)

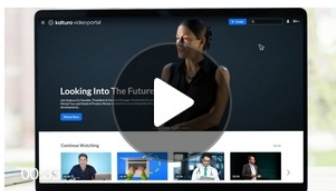
[Home](#) [49 Media](#)

Add Media

[Cancel](#)
[Publish](#)

Select one or more media items to add to the current gallery


[My Media](#) [1 Shared Repository](#)
[ADD NEW](#)
 Search My Media

[Filters](#)
[Search In: All Fields](#)
[Sort By: Creation Date - Descending](#)


Kaltura Training Services Overview

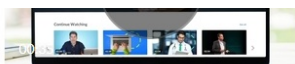
[tags](#)

0 6

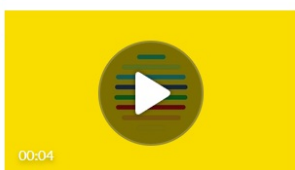


Kaltura Training Services Overview

- Click the box(es) to the left of the item(s) you want to add (the box will be greyed out if it has already been added to the Media Gallery).


[tags](#)

0 6

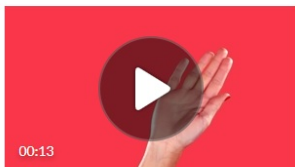


Kaltura Training Services Overview

[tags](#)

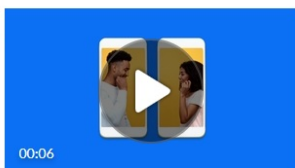
July 16, 2024

0 0



Hello world

0 2



Kaltura training

July 16, 2024

0 0

5. Click **Publish**.

Media Gallery

Start Meeting



Home 49 Media

Add Media

Cancel

Publish

Select one or more media items to add to the current gallery

My Media

1 Shared Repository

ADD NEW

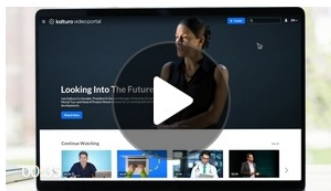
Search My Media



Filters

Search In: All Fields

Sort By: Creation Date - Descending



Kaltura Training Services Overview

tags

0 6



Kaltura Training Services Overview

A success message displays: *All media was published successfully.*

All media was published successfully.

Media Gallery

Start Meeting

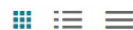


Home 49 Media

Search this gallery

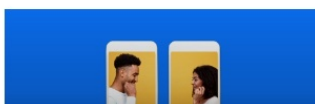
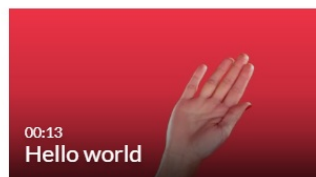


Filters



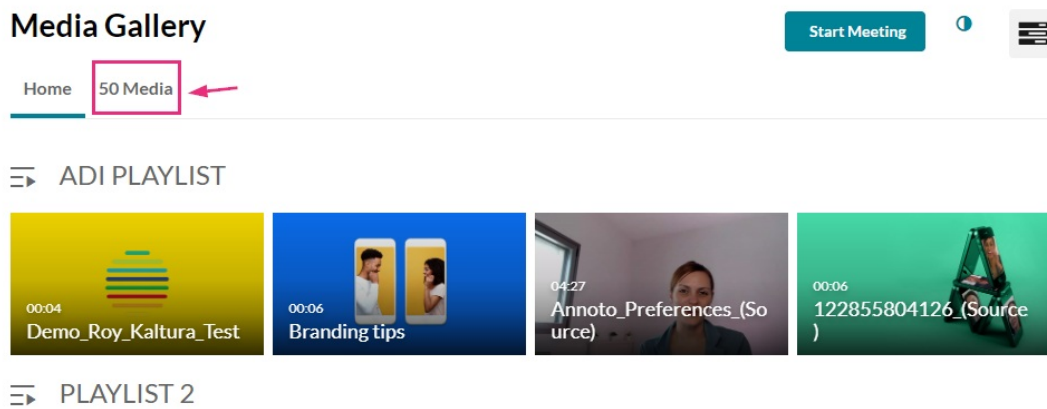
+ Add Media

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

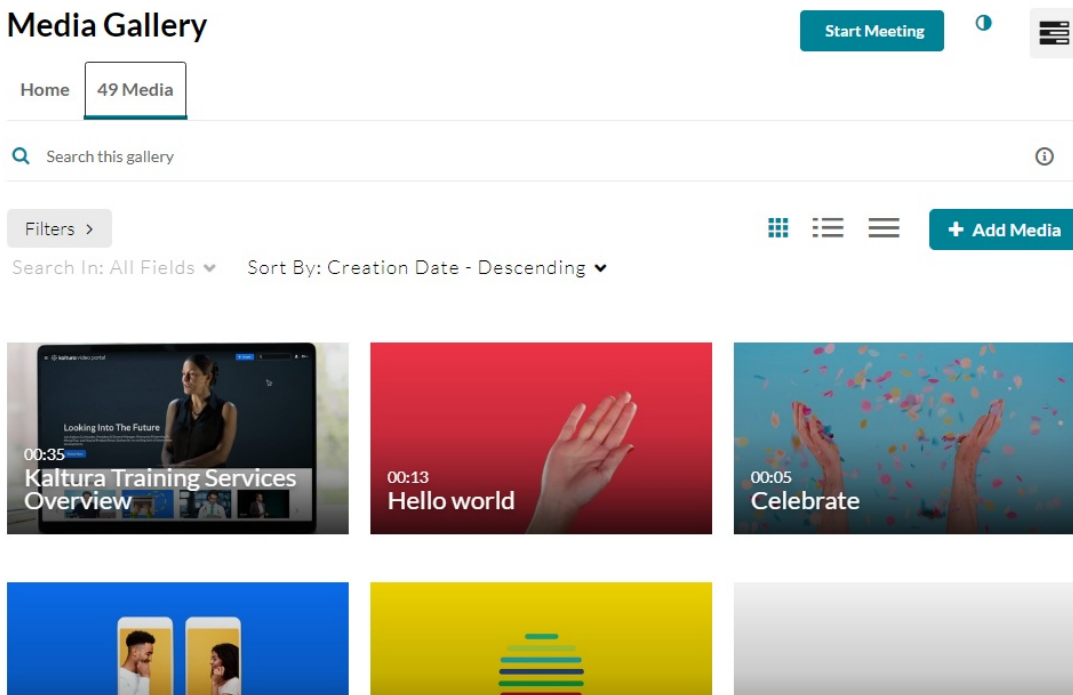


Upload and add content

1. In the Media Gallery, click on the **Media** tab.



The Media page displays.



2. Click **+Add Media**.

Media Gallery

[Start Meeting](#)

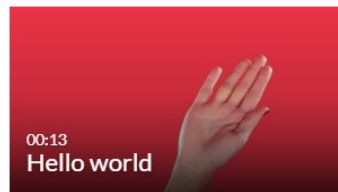
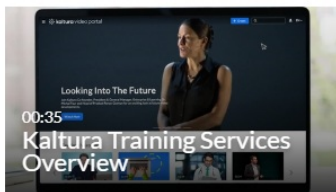
[Home](#)
[49 Media](#)
 Search this gallery

[Filters >](#)

[+ Add Media](#)

Search In: All Fields ▾

Sort By: Creation Date - Descending ▾



The Add Media page displays.

Media Gallery

[Start Meeting](#)

[Home](#)
[49 Media](#)

Add Media

[Cancel](#)
[Publish](#)

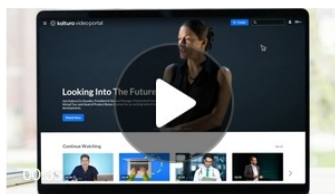
Select one or more media items to add to the current gallery


[My Media](#)
[1 Shared Repository ▾](#)
[ADD NEW ▾](#)
 Search My Media

[Filters >](#)

Search In: All Fields ▾

Sort By: Creation Date - Descending ▾



Kaltura Training Services Overview

 tags

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Kaltura Training Services Overview

3. Click **Add New** to see the list of options for adding media.

Media Gallery

[Start Meeting](#)

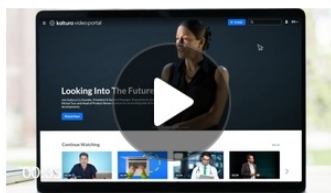
[Home](#) [49 Media](#)

Add Media

[Cancel](#)
[Publish](#)

Select one or more media items to add to the current gallery

[My Media](#) [1 Shared Repository](#)

[Filters](#)
[Search In: All Fields](#)
[Sort By: Creation Date - Descending](#)


Kaltura Training Services Overview

tags

0 6

[ADD NEW](#)

- Media Upload
- Express Capture
- YouTube
- Meeting Room
- Live Event
- Draft Entry
- Video Quiz
- Import from OneDrive

The options in the Add New menu are as follows. Click on any option below to go to the instructions:

- Media Upload
- Express Capture
- YouTube
- Interactive Video (Paths)
- Kaltura Capture
- Meeting Room
- Draft Entry
- Video Quiz
- Webcast Event (Townhalls)



Depending on what is enabled on your application, your **Add New menu** may look slightly different. If there is an option missing, please contact your Kaltura administrator to discuss how to enable it.

Delete

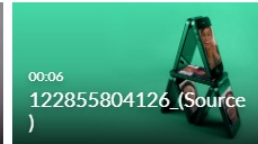
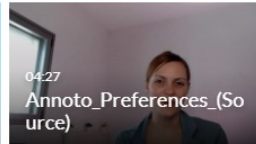
- In the Media Gallery, click on the **Media** tab.

Media Gallery

[Start Meeting](#)

[Home](#)
[50 Media](#)

ADI PLAYLIST



PLAYLIST 2

The media page displays.

Media Gallery

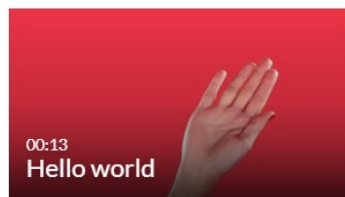
[Start Meeting](#)

[Home](#)
[49 Media](#)
 Search this gallery

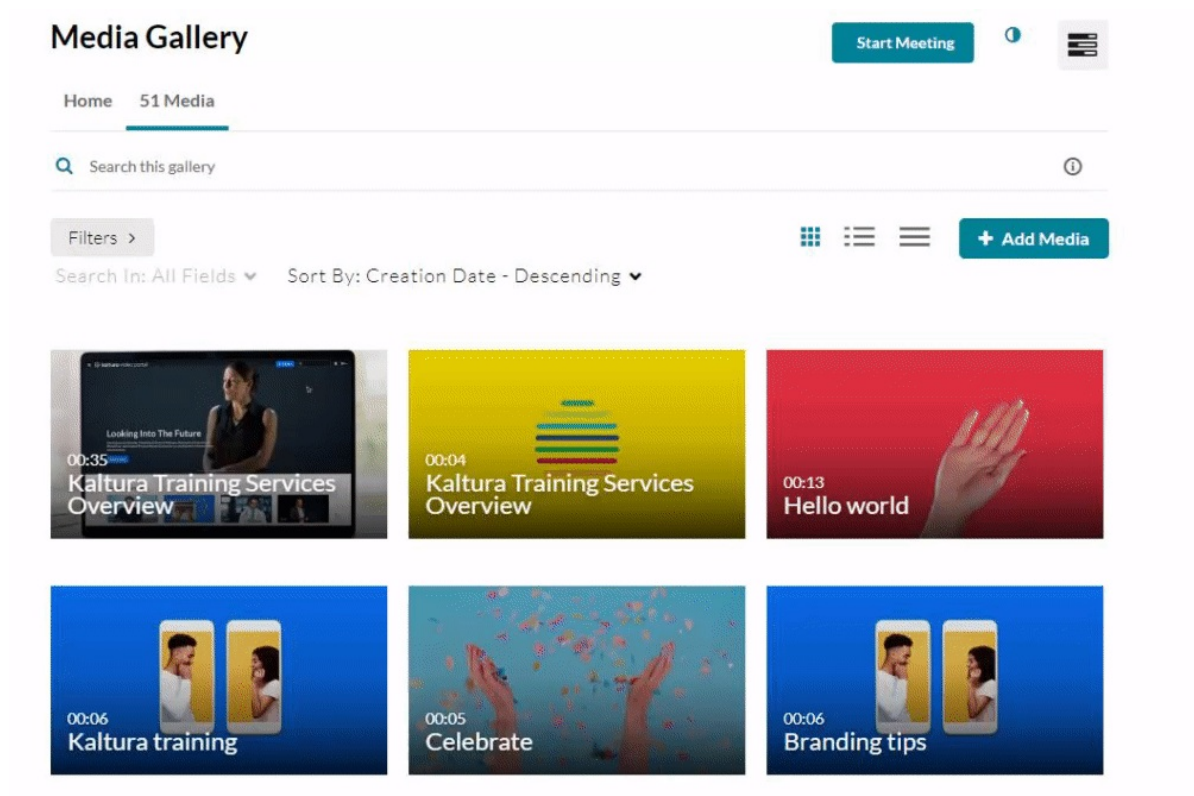
[Filters >](#)

[+ Add Media](#)

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

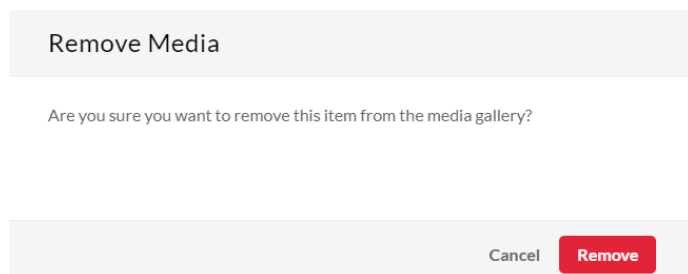


2. Hover on the lower right side of the media item you want to delete, and click the **three dots** that appear.



3. Click the 'remove from channel' button (**circle with an 'X' in the middle**)

A confirmation message displays: *Are you sure you want to remove this item from the media gallery?*



4. Click **Remove**.

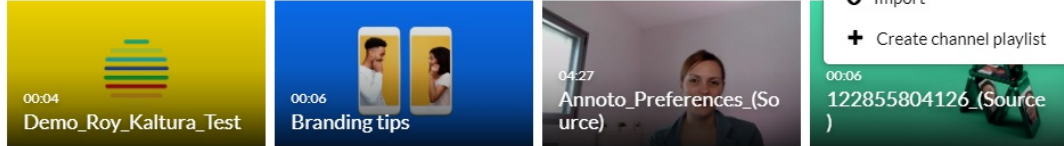
Edit

1. In the Media Gallery (Home tab or Media tab), click the hamburger menu and select **Edit**.

Media Gallery

Home 50 Media

ADI PLAYLIST



PLAYLIST 2



The Edit Media Gallery page displays.

Edit Media Gallery

Details Playlists

Description: **Black** **Bold** *Italic* Underline [List Icon] [List Icon] [List Icon] [List Icon] [Link Icon] [Image Icon]

Discover the skills and mindset to become an effective leader. In this course, you'll learn how to inspire others, communicate with confidence, and make a positive impact in your school and community. Let's start building the future leaders of tomorrow!

Tags:

- Options:
- ☐ Moderate content (media will not appear in media gallery until approved by the gallery manager)
 - ☒ Enable comments in Media Gallery
 - ☐ Keep comments private to Media Gallery.
 - ☐ Force media published only to this channel to always be played in the context of the channel
 - ☒ Enable Newrow Live Room
 - ☒ Display embedded media in this Media Gallery

Save

[Back to Media Gallery](#)

2. Enter or edit values for the following:

- **Description** - Enter a summary of the content to display on the Media Gallery page.
- **Tags** - Enter descriptive tags to use in searches.
- **Options** - Choose the Options settings for the Media Gallery:
 - **Moderate content** - Select this option if you want to approve media before

it gets published. (Media won't appear in the gallery until the gallery manager approves.)

- **Enable comments in Media Gallery** - If enabled, Comments are displayed when the media item is accessed through a channel. To manage comments made via the media page, see [Disable comments and close discussion](#).
- **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).
- **Enable Newrow Live Room** - Select this option to enable [Kaltura Meetings](#).
- **Display embedded media in this Media Gallery** - Select this option to display embedded media in this gallery.



The 'Display embedded media in this Media Gallery' option can be changed/disabled in the [Hosted module](#) in the 'showInContextInCourseGallery' field.

3. Click **Save**.
