

Create a sub-gallery in Video Portal - Theming

Last Modified on 09/27/2025 7:44 pm IDT



This article is designated for administrators.

About

In the Video Portal, administrators and gallery managers can create sub-galleries under existing parent galleries. Parent galleries must be created in the Kaltura Management Console (KMC). Once parent galleries exist, you can create and manage sub-galleries directly in the Video Portal.

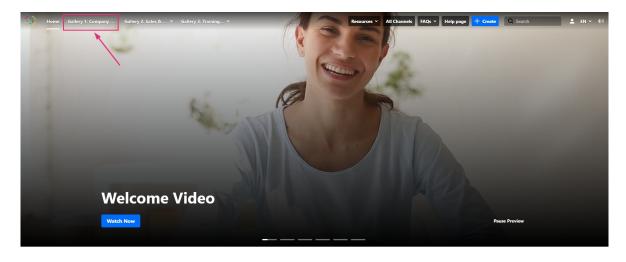
Sub-galleries help you further organize content, assign permissions, and manage users within a gallery



To learn more about galleries, visit our article Introduction to galleries.

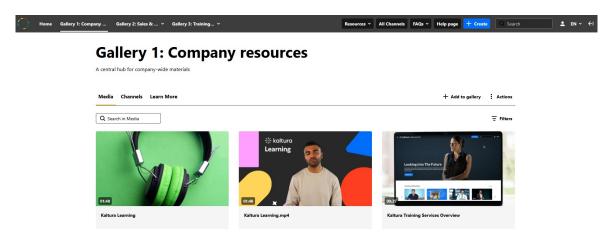
Create a sub-gallery

1. Sign in to your video portal and, from the navigation bar, select the main (parent) gallery you want to add a sub-gallery to.



The gallery page displays.

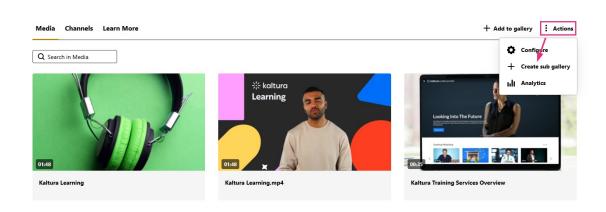




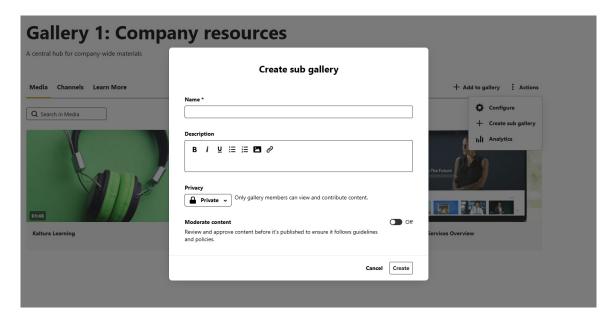
2. Click the Actions menu at the far right and select +Create sub gallery.

Gallery 1: Company resources

A central hub for company-wide materials



The 'Create sub gallery' window opens.



3. Complete the following fields:



Name – Enter the sub-gallery name which will display under the main (parent) gallery.

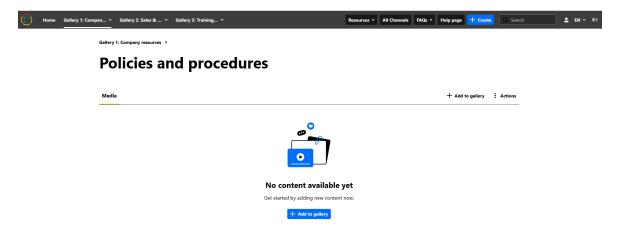
Description - Enter a summary of the sub-gallery content.

Privacy - Choose one of the following options:

- **Open** All logged-in users can view and contribute content (contribution is not allowed for viewer-role users).
- **Restricted** All logged-in users can view content but only gallery members can contribute content.
- **Private** Only gallery members can view and contribute content.
- Moderate content Toggle on if you want new media to require approval before it's published.

4. Click Create.

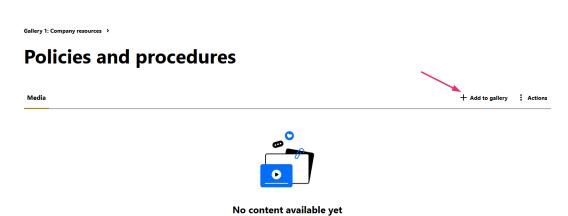
Your new sub-gallery appears under the main gallery in the navigation bar, marked by an arrow .



Add content to a sub-gallery

Click +Add to gallery either at the far right or in the middle of the page.

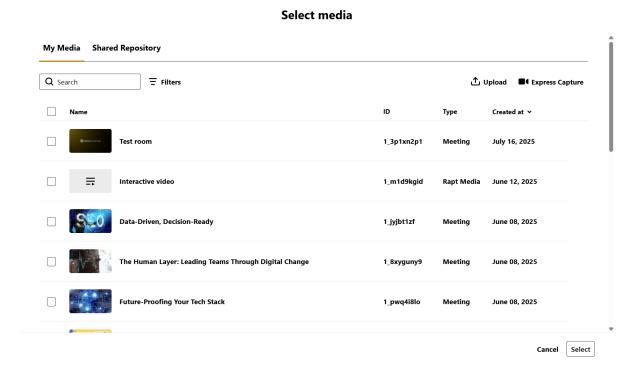




Get started by adding new content now

+ Add to gallery

The 'Select media' page displays.



For further details, see our article Add media to a gallery in Video Portal.

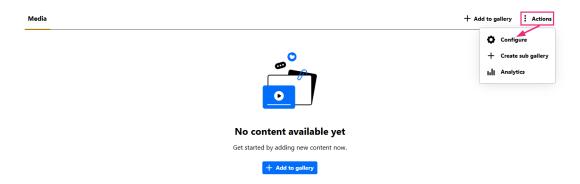
Edit a sub-gallery

1. In the sub-gallery, click the **Actions** menu and select **Configure**.



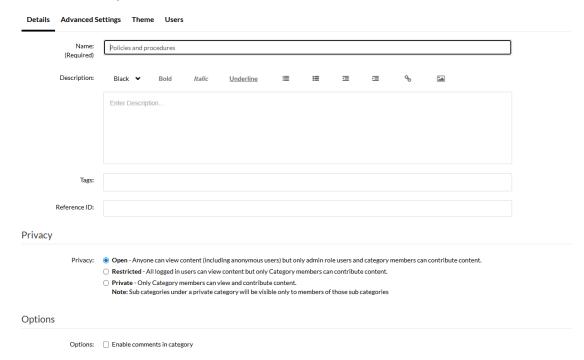
Gallery 1: Company resources

Policies and procedures



The edit page displays

Edit Policies and procedures



- 2. Use the following tabs to update sub-gallery settings:
- Details
- Advanced settings
- Theme
- Users

For further details about editing options, see Edit a gallery in Video Portal.