

# Edit a gallery in legacy Video Portal


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 This article is designated for all users.

## About

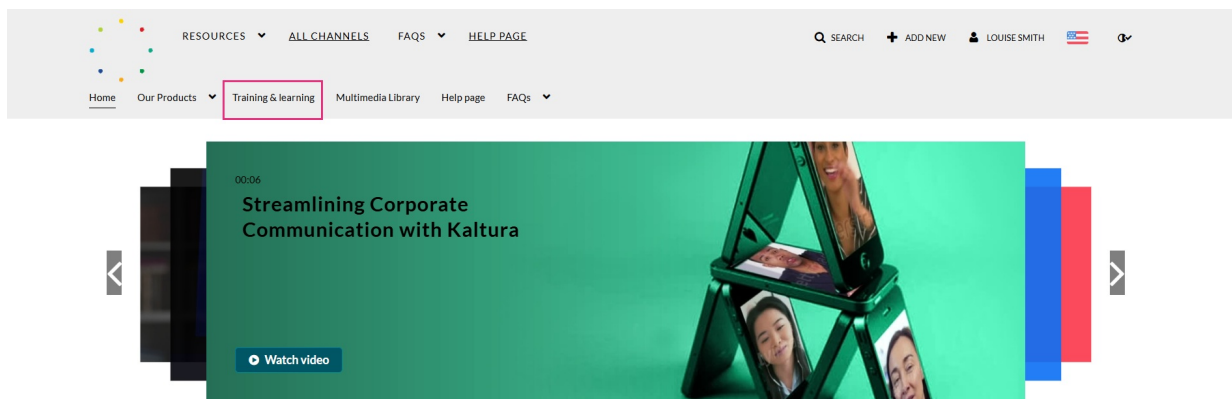
Gallery owners and managers can edit the gallery's details, theme, and manage users. To learn more about Kaltura's legacy Video Portal galleries, visit [Introduction to galleries in Video Portal](#).

These instructions apply to the **legacy Video Portal**. If you're using the Theming-based Video Portal, please refer to the [Content Hubs category](#).

 If you can't access your gallery's Edit page, ask your administrator to give you the required permission.

## Access the edit page

1. Log into your Video Portal.
2. Locate the gallery that you want to edit on the navigation bar and click on it.



The gallery page displays.

## Training & learning

Welcome to the Training & Learning gallery - your central hub for onboarding videos, skills development, and professional growth. Browse content by topic, department, or role, and explore courses, tutorials  
[...Read more](#)

trainings skills learnings

5 Media 3 Channels

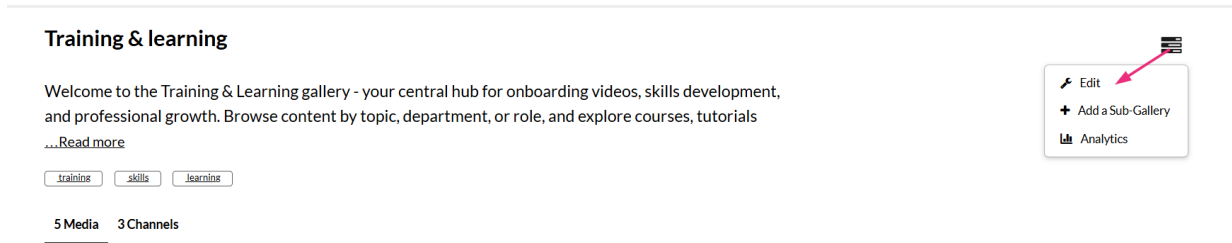
Search this category

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

+ Add to Gallery



3. Click the edit icon (three bars) and choose **Edit**.



The edit page opens on the **Details** tab by default.

## Edit Outdoor Activities

Details Theme Users

Name:  (Required)

Description: **Black** ▾ **Bold** *Italic* Underline [List icons] [Link icon] [Image icon]

Enter Description...

Tags:

Reference ID:

## Details

### 1. Complete the following fields for your gallery:

- **Name** – This is the name displayed on the navigation bar and was created when the gallery was created. If you'd like to change it, you can do so by deleting the name and typing a new one.
- **Description** – Enter a summary of the gallery content which will display on the gallery page.
- **Tags** – Enter a descriptive tag to use in searches.
- **Reference ID** - (Optional) Enter an external identifier for supporting integrations with systems external to Kaltura.

### 2. Edit the **Privacy** settings:

- Privacy:
- Open** - Anyone can view content (including anonymous users) but only admin role users and category members can contribute content.
  - Restricted** - All logged in users can view content but only Category members can contribute content.
  - Private** - Only Category members can view and contribute content.  
Note: Sub categories under a private category will be visible only to members of those sub categories

- **Open** - Anyone can view content (including anonymous users) but only administrators and category members can contribute content.
- **Restricted** - All logged in users can view content but only category members can contribute content.
- **Private** - Only category members can view and contribute content. (Sub-categories under a private category will be visible only to members of those sub-categories.)

### 3. (Optional) Edit the **Options** settings:

- Options:
- Enable comments in category**
  - Keep comments private to category.**
  - Enable Embed Grab**
  - Moderate content (Media will not appear in category until approved by category manager)**

- **Enable comments in category** (gallery)
- **Keep comments private to category** (gallery)
- **Enable embed grab** - allows users to grab an embed of an entry in the context of a gallery
- **Moderate content** - media will not appear in gallery until approved by gallery manager

### 4. Scroll down and click **Save**.

A success message appears: *The information was saved successfully.*

## Theme

### Edit Outdoor Activities

Details **Theme** Users

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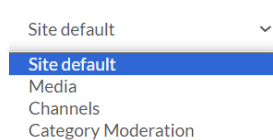
First tab:  ▼  
Select which tab should show first in the gallery.

Gallery Player Set:  ▼  
Select the set of players you would like to use as the default for media in this gallery.

Theme Preference:  ▼  
Choose which theme should take precedence in case where a themed entry is published to this gallery.

1. Set the desired theme for your gallery:

**First tab:** Select which tab should show first when the gallery page opens: Media, Channels or Category moderation.



Site default ▼  
Site default  
Media  
Channels  
Category Moderation



The [Channelcategories](#) module must first be enabled by the administrator.



Learn how to add channels to your gallery in our article [Associate a channel to a category](#).

2. **Gallery Player Set:** A player set contains a list of players, one for each type of media. Media with no player will use the default media player.



The player set must first be configured in the [Categorytheme](#) module by the administrator.

Site Default Players
▼

Site Default Players

Player 1

Player 2

**Theme Preference:** Choose which theme should take precedence in cases where a themed entry is published in this gallery.

Entry theme precede Category
▼

Category theme precede Entry's

Entry theme precede Category's

3. Click **Submit**.

## Users

Invite users / groups to your gallery and set their permissions.



The users that appear in the list are added by the administrator in Rich Media CMS.

## Number of users

The total number of users is displayed.

Details
Theme
Users

View All Permissions ▼

3 Users

⌂

📄

+ Add Users

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	✎ ✕ 🔑

## Filter

If you have a long list of users, you can use the filter to search for users by permission.

View All Permissions ▾

- ✓ All Permissions
- Manager
- Contributor
- Moderator
- Member

## Add users

1. Click the **+Add Users** button.  
The Add Users screen displays.
2. Type in the user name.
3. Select permission from the following options:
  - Member
  - Contributor
  - Moderator
  - Manager
4. Click **Add**.

For guidance on permission types, see [Understanding galleries roles and permissions](#).

### Edit Outdoor Activities

Details Theme **Users**



View All Permissions ▾ 3 Users







User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	<input type="button" value="Edit"/> <input type="button" value="Add"/> <input type="button" value="Remove"/>
Tal Binder	tal.binder@kaltura.com	Manager	<input type="button" value="Edit"/> <input type="button" value="Add"/> <input type="button" value="Remove"/>
Louise	louise.szmoisz@kaltura.com	Manager	You, Owner

[Back to Category](#)

## Edit a user's permission status

1. Click the pencil icon in the **Actions** column next to the user.  
A drop-down list appears in the **Permission** column.
2. Choose the permission type from the drop-down.
3. Click the **save icon** to save your changes.

View All Permissions ▾ 3 Users   [+ Add Users](#)

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	  
Tal Binder	tal.binder@kaltura.com	Contributor	  
Louise	louise.szmoisz@kaltura.com	Manager	You, Owner

[Back to Category](#)

## Delete a user

1. In the list, locate the user you want to delete.
2. In the same row, go to the **Actions** column and click the **remove icon (X)**.

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	  
Tal Binder	tal.binder@kaltura.com	Moderator	  

The user is removed.

## Set a user as owner

1. Locate the user you want to assign ownership to on the list.
2. In the same row, go to the **Actions** column and click the **key icon**.

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	  
Tal Binder	tal.binder@kaltura.com	Moderator	  
Louise	louise.szmoisz@kaltura.com	Manager	You, Owner

If there is already an owner assigned, a warning message will display: *Only one owner can be assigned. This change will make the selected user/group the new owner and you will be set as a manager for this category. Would you like to proceed?*

3. Click **Yes** to proceed.



Download a list of users




Click the **download icon**.

## Edit Outdoor Activities

Details Theme **Users**

View All Permissions ▾ 3 Users

  [+ Add Users](#)

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	  

A CSV file is downloaded to your downloads folder.