

Edit a gallery in Video Portal

Last Modified on 08/05/2025 11:03 am IDT

 This article is designated for all users.

About

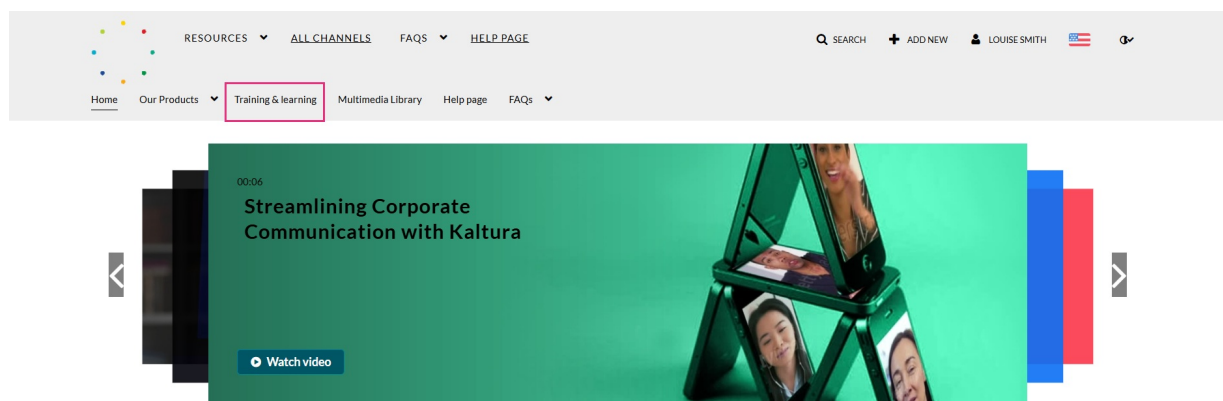
Gallery owners and managers can edit the gallery's details, theme, and manage users. To learn more about Kaltura's Video Portal galleries, visit [Introduction to galleries in video portal](#).



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.

RESOURCES

ALL CHANNELS

FAQS

HELP PAGE

SEARCH

ADD NEW

LOUISE SMITH

US

Home

Our Products

Training & learning

Multimedia Library

Help page

FAQs

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

0

Filters

Search In: All Fields

Sort By: Creation Date - Descending

+

Add to Gallery

kaltura

How to create hotspots

Kaltura's Video Editor

kaltura

Overview of Kaltura's Video Editor

kaltura

Learning

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

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

Edit

Add a Sub-Gallery

Analytics

The **Details** tab of the Edit page displays.

Edit Outdoor Activities

Details

Theme

Users

Name:

(Required)

Outdoor Activities

Description:

Black

▼

Bold

Italic

Underline

Enter Description...

Tags:

Reference ID:

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

2

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

First tab:

Site default
▼

Select which tab should show first in the gallery.

Gallery Player Set:

Site Default Players
▼

Select the set of players you would like to use as the default for media in this gallery.

Theme Preference:

Category theme precede Ent
▼

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

Submit

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 KMC.

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	<div></div> <div></div> <div></div>

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

ⓘ ⬇️ **+ Add Users**






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

DetailsThemeUsers

View All Permissions 3 Users

+ Add Users

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

A CSV file is downloaded to your downloads folder.