

# Add media to a gallery in Video Portal - Theming

Last Modified on 09/27/2025 7:45 pm IDT

28 This article is designated for all users.

### **About**

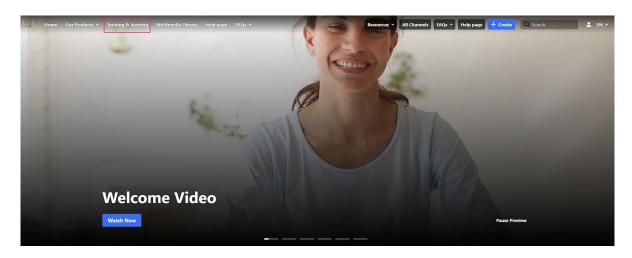
Galleries are a great way to organize related content. To learn more about creating galleries, check out our article Create a gallery. Once a gallery has been created, it's very easy to add content to it. Here's how!



Only users with the role of Contributor and up can add media to a gallery. For more information, visit our article Video Portal and LMS Video roles and permissions.

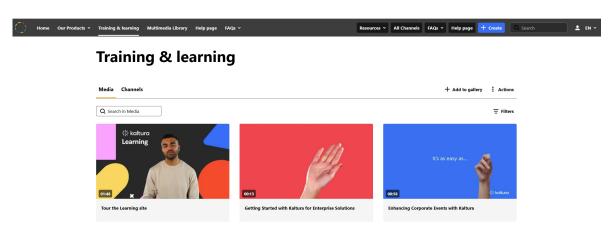
### Access the gallery

1. On the top navigation bar of your video portal, find the desired gallery and click on it.



The gallery page displays.

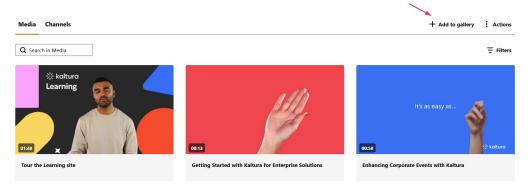




## Add existing media

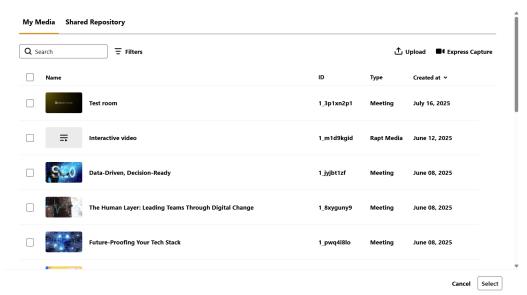
1. On the right side of the page, click **Add to Gallery**.

# **Training & learning**



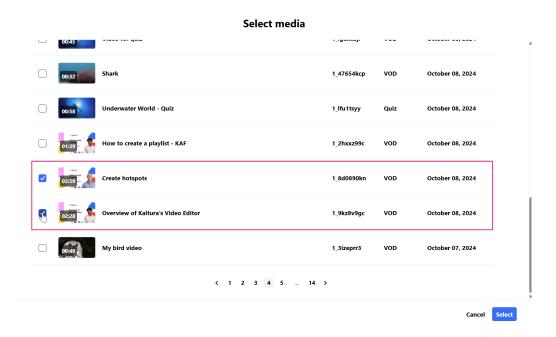
The **Select media** window opens.

#### Select media





- 2. Use the tabs at the top to switch between:
  - My Media
  - Shared Repository (if available in your environment)
- 3. Search or filter to find the media you want to add.
- 4. Select media by checking the box next to each item. To select <u>all</u> items on the page, use the checkbox at the top of the table. )If a checkbox is already checked, it means the media is already in the gallery.)



5. Click **Select** (this button becomes active once at least one media item is selected). The media is added to the gallery.

### Add new media

Need to upload or record a new video? Use one of the options at the far right:

- Upload You can upload multiple files at once. After selecting your files, wait for all
  uploads to complete before clicking Save and then Select to return to the media
  selection screen. Visit our article Upload media for guidance.
- **Express Capture** Visit our article Create a recording with Express Capture for guidance.



#### Select media

