

Add media to a gallery in Content Hubs

Last Modified on 06/04/2026 9:18 am IDT

 This article is designated for all users.

About

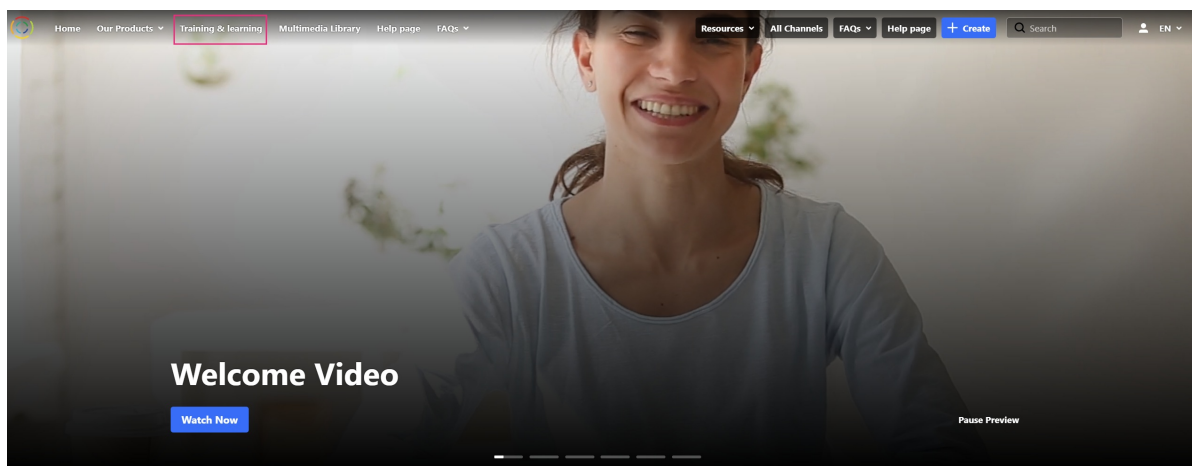
Galleries help you organize related content in one place and make it easier for users to find and access media. After a gallery is created, you can add existing media to it or upload new media directly from the gallery.



- This feature requires the [Theming module](#) to be enabled, with the 'gallerypage' feature set to 'Yes'.
- Only users with the role of *Contributor* and up can add media to a gallery. For more information, visit our article [User roles and permissions](#).

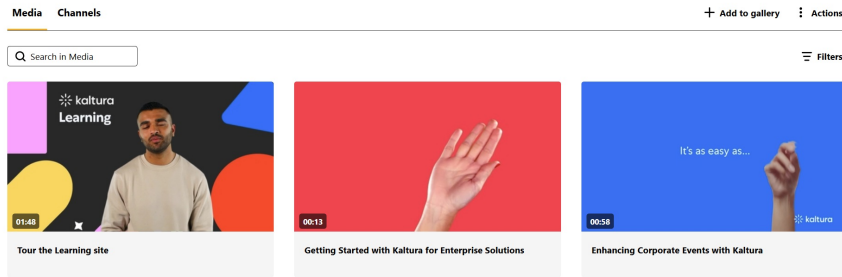
Access the gallery

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



The gallery page displays.

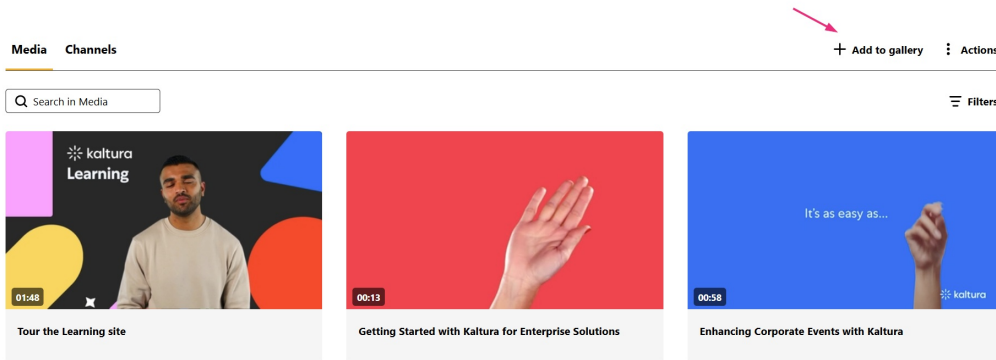
Training & learning



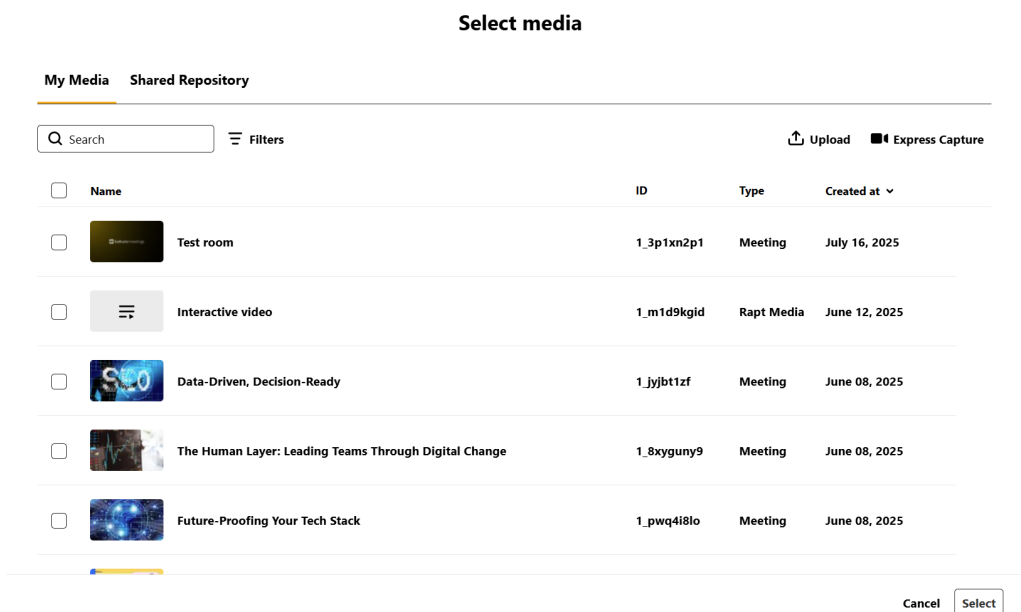
Add existing media

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

Training & learning










The **Select media** window opens.



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 all 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.)

Select media

<input type="checkbox"/>	 00:45
<input type="checkbox"/>	 00:32	Shark	1_47654kcp	VOD	October 08, 2024
<input type="checkbox"/>	 00:58	Underwater World - Quiz	1_ifu1tsy	Quiz	October 08, 2024
<input type="checkbox"/>	 01:39	How to create a playlist - KAF	1_2hxxz99c	VOD	October 08, 2024
<input checked="" type="checkbox"/>	 03:59	Create hotspots	1_8d0890kn	VOD	October 08, 2024
<input checked="" type="checkbox"/>	 02:28	Overview of Kaltura's Video Editor	1_9kz8v9gc	VOD	October 08, 2024
<input type="checkbox"/>	 00:40	My bird video	1_3izepr3	VOD	October 07, 2024

< 1 2 3 4 5 ... 14 >

Cancel **Select**

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

My Media **Shared Repository**

 Filters

 Upload  Express Capture

<input type="checkbox"/>	Name	ID	Type	Created at
<input type="checkbox"/>	 Test room	1_3p1xn2p1	Meeting	July 16, 2025
<input type="checkbox"/>	 Interactive video	1_m1d9kgid	Rapt Media	June 12, 2025
<input type="checkbox"/>	 Data-Driven, Decision-Ready	1_jybt1zf	Meeting	June 08, 2025
<input type="checkbox"/>	 The Human Layer: Leading Teams Through Digital Change	1_8xyguny9	Meeting	June 08, 2025
<input type="checkbox"/>	 Future-Proofing Your Tech Stack	1_pwq4i8lo	Meeting	June 08, 2025

Cancel