

# Add media to a gallery in Video Portal - Theming

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

 This article is designated for all users.

## About

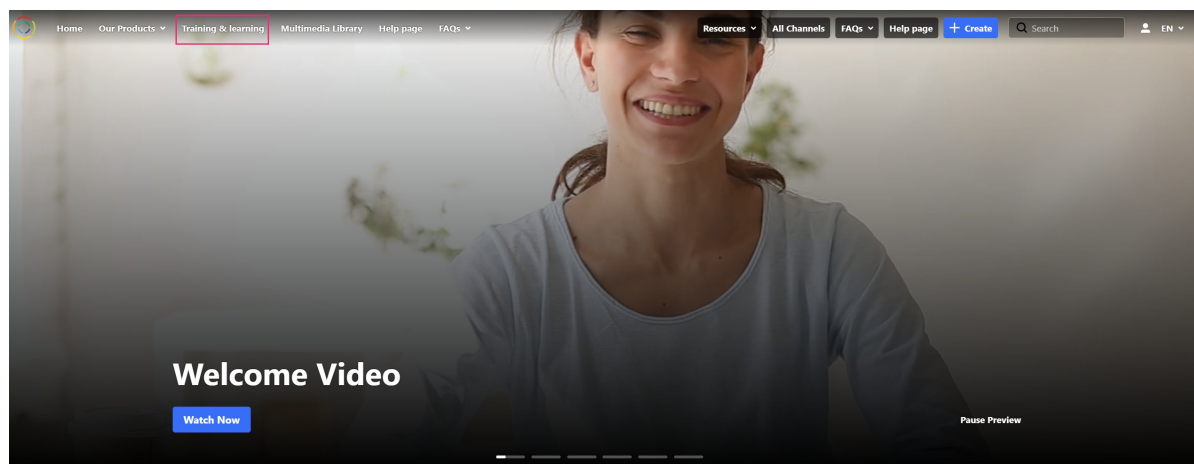
Galleries are a great way to organize related content. To learn more about creating galleries, check out our article [Create a gallery](#). Once a gallery has been created, it's very easy to add content to it. Here's how!



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.

## Training & learning

[Media](#)
[Channels](#)


[+ Add to gallery](#)
[⋮ Actions](#)

[Filters](#)



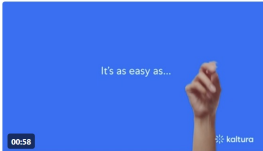
01:48

Tour the Learning site



00:13

Getting Started with Kaltura for Enterprise Solutions



00:58

Enhancing Corporate Events with Kaltura

## Add existing media


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

## Training & learning

[Media](#)
[Channels](#)

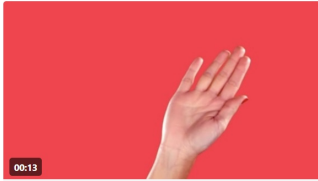
[+ Add to gallery](#)
[⋮ Actions](#)

[Filters](#)



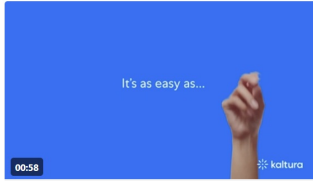
01:48

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




The **Select media** window opens.

### 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_pwq48lo	Meeting	June 08, 2025

[Cancel](#)
[Select](#)

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"/>	Thumbnail	Media Title	Media ID	Media Type	Created Date
<input type="checkbox"/>		Shark	1_47654kcp	VOD	October 08, 2024
<input type="checkbox"/>		Underwater World - Quiz	1_ifu1tsy	Quiz	October 08, 2024
<input type="checkbox"/>		How to create a playlist - KAF	1_2hxxz99c	VOD	October 08, 2024
<input checked="" type="checkbox"/>		Create hotspots	1_8d0890kn	VOD	October 08, 2024
<input checked="" type="checkbox"/>		Overview of Kaltura's Video Editor	1_9kz8v9gc	VOD	October 08, 2024
<input type="checkbox"/>		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

Q Search

≡ 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

Select