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!

> ℹ️
> 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.
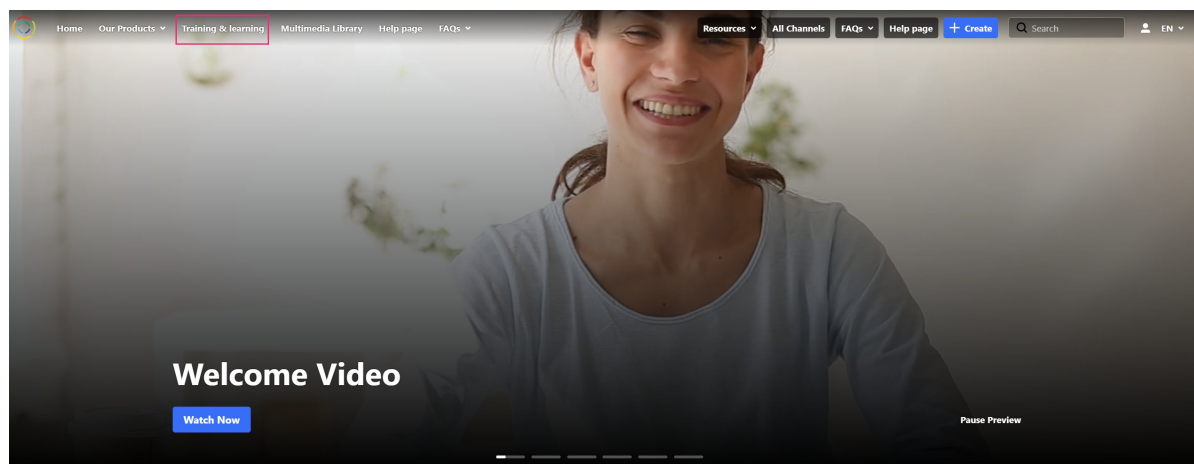
The gallery page displays.

Training & learning
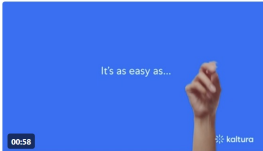
Add existing media

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

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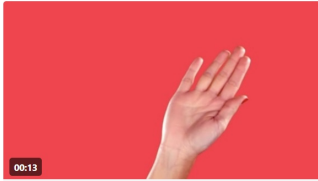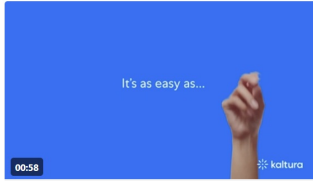
The **Select media** window opens.

Select media

	Name	ID	Type	Created at ⌄
☐	Test room	1_3p1xn2p1	Meeting	July 16, 2025
☐	Interactive video	1_m1d9kgid	Rapt Media	June 12, 2025
☐	Data-Driven, Decision-Ready	1_jyjbt1zf	Meeting	June 08, 2025
☐	The Human Layer: Leading Teams Through Digital Change	1_8xyguny9	Meeting	June 08, 2025
☐	Future-Proofing Your Tech Stack	1_pwq4i8lo	Meeting	June 08, 2025

Cancel   Select

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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

My Media   Shared Repository

🔍 Search   ⚙ Filters   ⬆ Upload   📹 Express Capture

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Cancel   Select