

Import other media galleries in Canvas - Theming

Last Modified on 06/12/2025 7:21 pm IDT

 This article is designated for faculty members.

About

Media Gallery managers can import other galleries they manage, which is helpful for faculty who want to transfer media from an old gallery to a new one each semester.



The instructions below are for [Theming](#) users. If you don't have Theming enabled on your account, please refer to our article 'Import other Media Galleries'.



This feature requires the [Importchannel module](#) to be enabled by your administrator.

Import

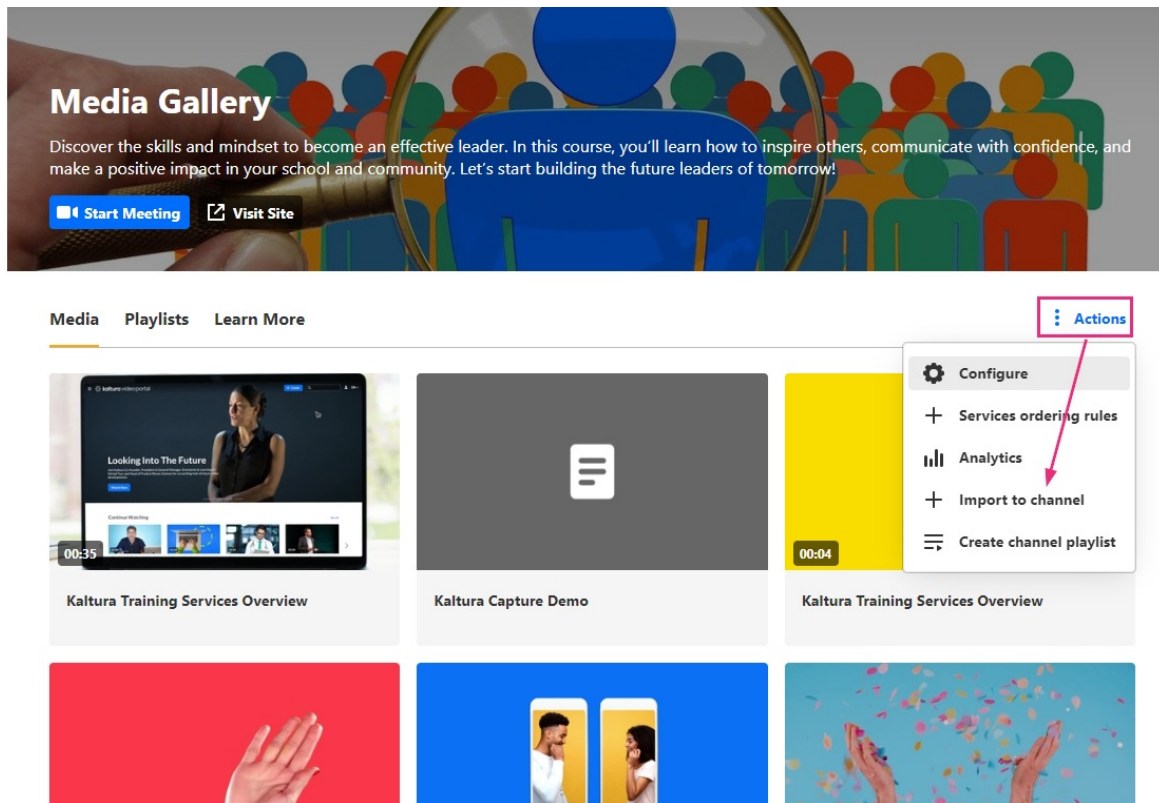
1. Access your course, then click on **Media Gallery**.



Depending on your account setup, you might access the Media Gallery differently. See your Kaltura Administrator for further information.

The Media Gallery displays.

2. Click the **Actions** menu on the far right and select **Import to channel**.



A list of all the media galleries you manage displays.

Select the channel you want to import

- ☐ Shared Repository
- ☐ Kaltura Certification Program
- ☐ LS

[Cancel](#) [Import](#)

3. Choose a gallery from the list.

4. Click **Import**.

Select the media gallery you want to import entries from

- ☐ Shared Repository
- ☒ Kaltura Certification Program
- ☐ LS

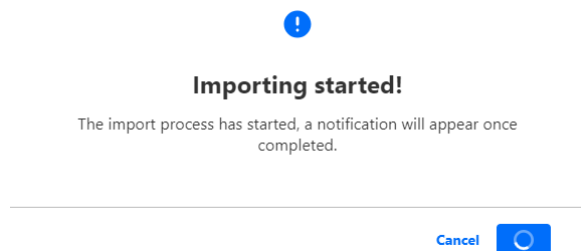
[Cancel](#)

[Import](#)

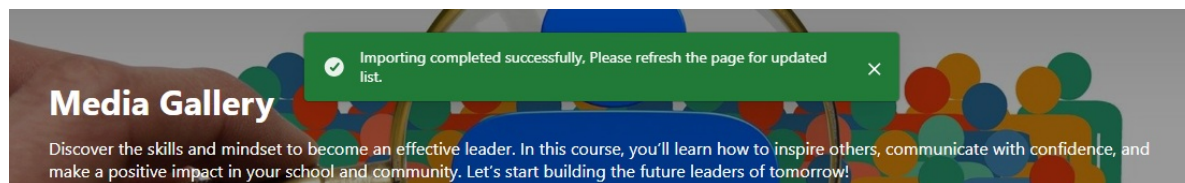


The **Import** feature supports the ability to import playlists only if there are **10 or fewer** playlists in the channel.

A confirmation message displays: *Importing started!*



When importing has finished, a success message displays: *Importing completed successfully. Please refresh the page for updated list.*



5. Click the refresh symbol at the top of your page to refresh the page.

