

# Import other Media Galleries in Canvas

Last Modified on 05/14/2025 9:23 am 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 in KAF](#).



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

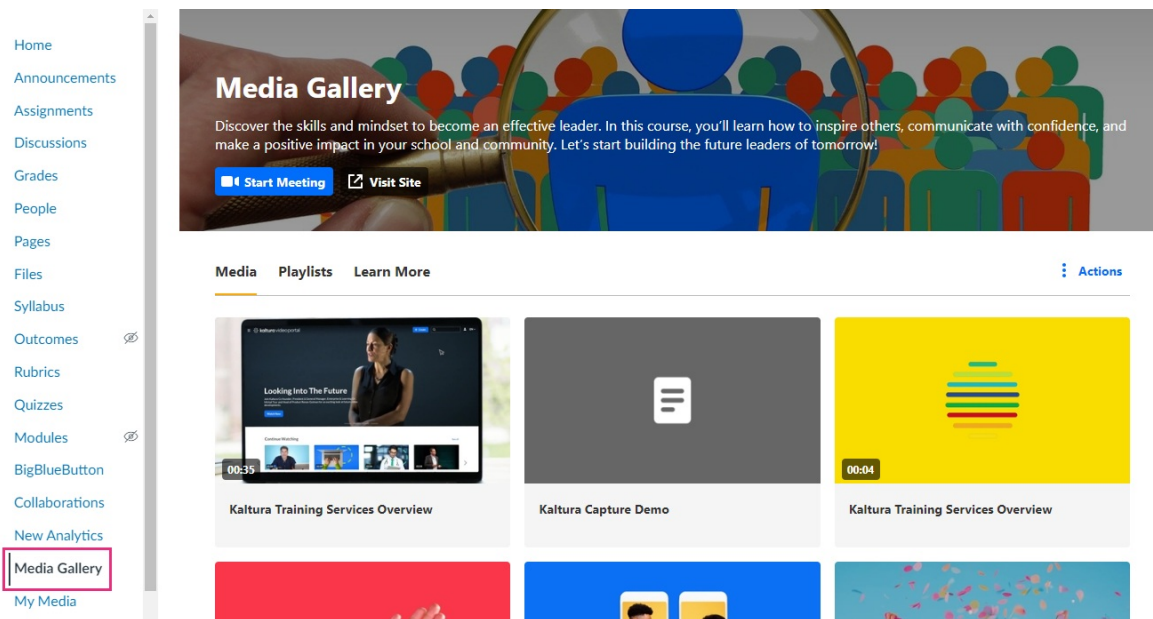
## Import

1. Access your course, then on the left menu bar, click on **Media Gallery**.

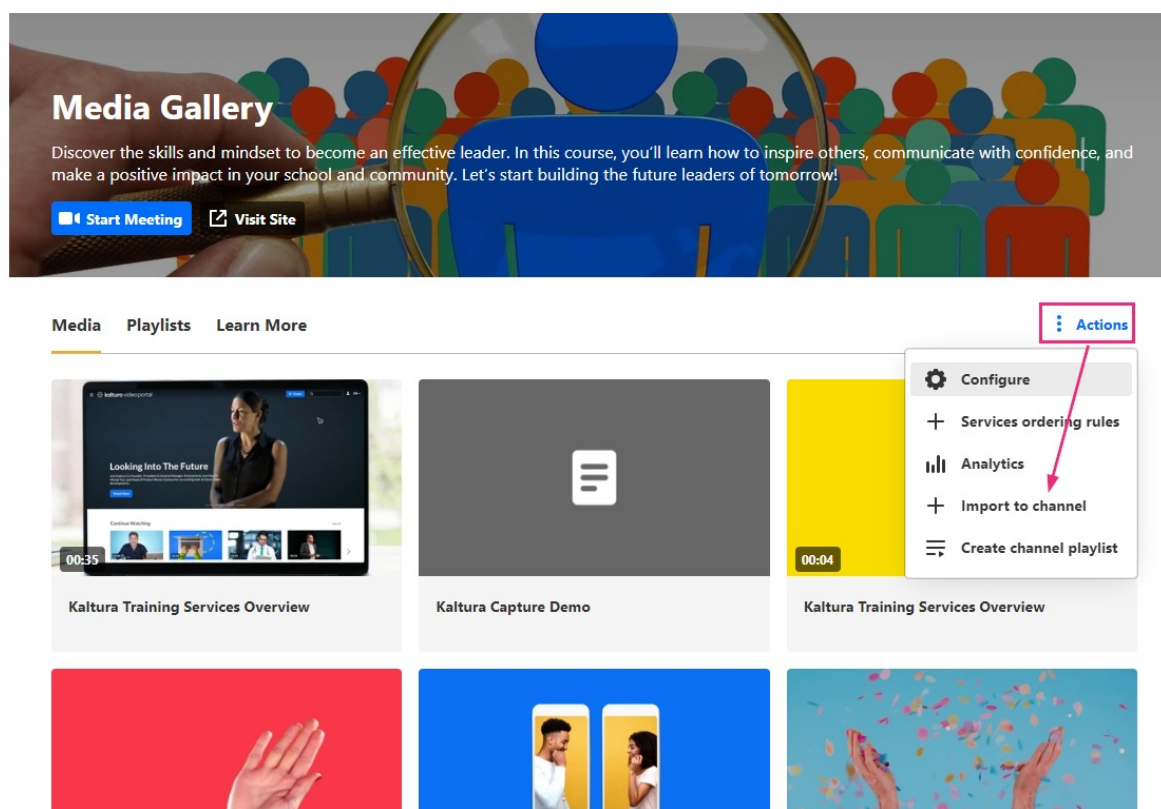


The Media Gallery link is typically located on the course navigation panel, as seen in our example. However, depending on your account setup, you might access the Media Gallery differently. See your Kaltura Administrator for further information.

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!*



### Importing started!

The import process has started, a notification will appear once completed.

[Cancel](#) [Refresh](#)

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

## Media Gallery

Discover the skills and mindset to become an effective leader. In this course, you'll learn how to inspire others, communicate with confidence, and make a positive impact in your school and community. Let's start building the future leaders of tomorrow!

✓

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.

