Moderate media gallery content in Canvas - Theming

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This article is designated for all users.

About

Kaltura's content moderation feature allows managers and moderators to approve or reject media before it becomes publicly accessible, ensuring that all content aligns with community standards.

The Theming module, channelThemingUI module, and channelModeration module must be enabled.

Access pending media

1. Access your course, then on the left menu bar, 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.

   If there is pending media, a notification displays under the banner: *[x] items pending approval. View list.*

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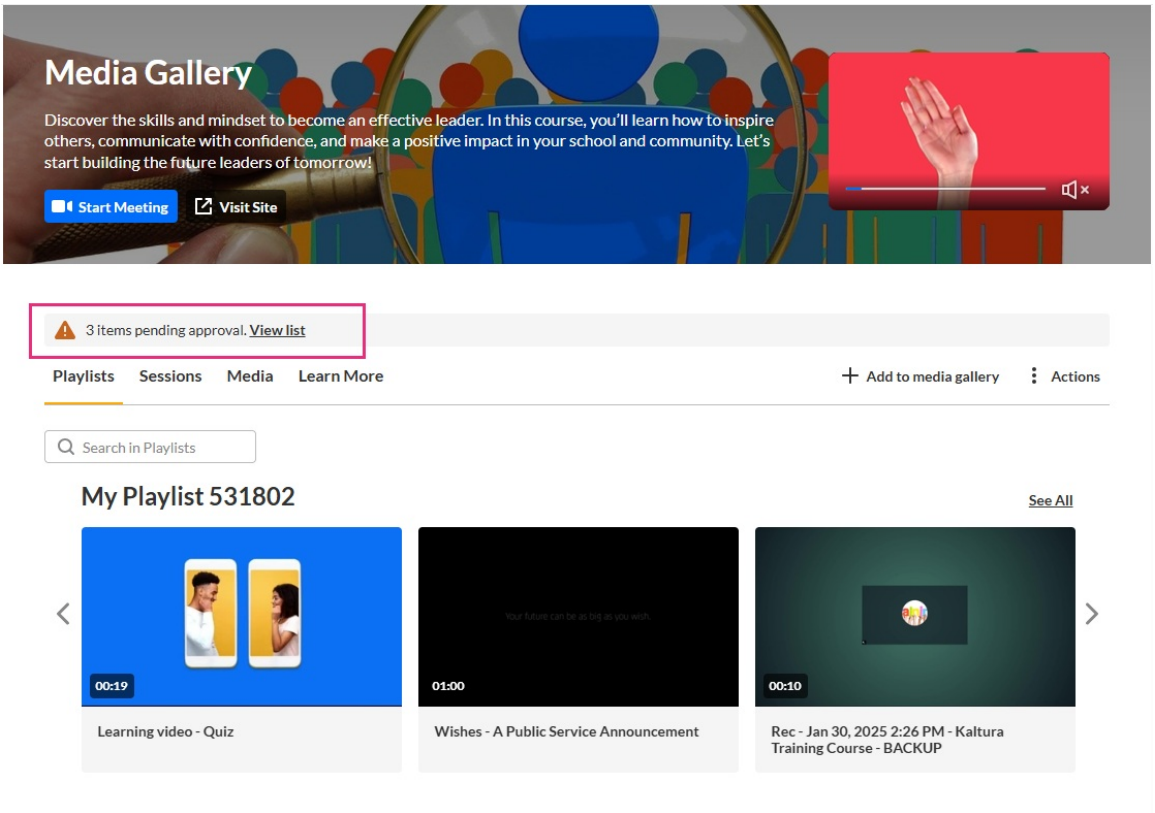

Moderate pending content

Click the link (**View list**) or go to the **Actions** menu and select **Manage Content.**

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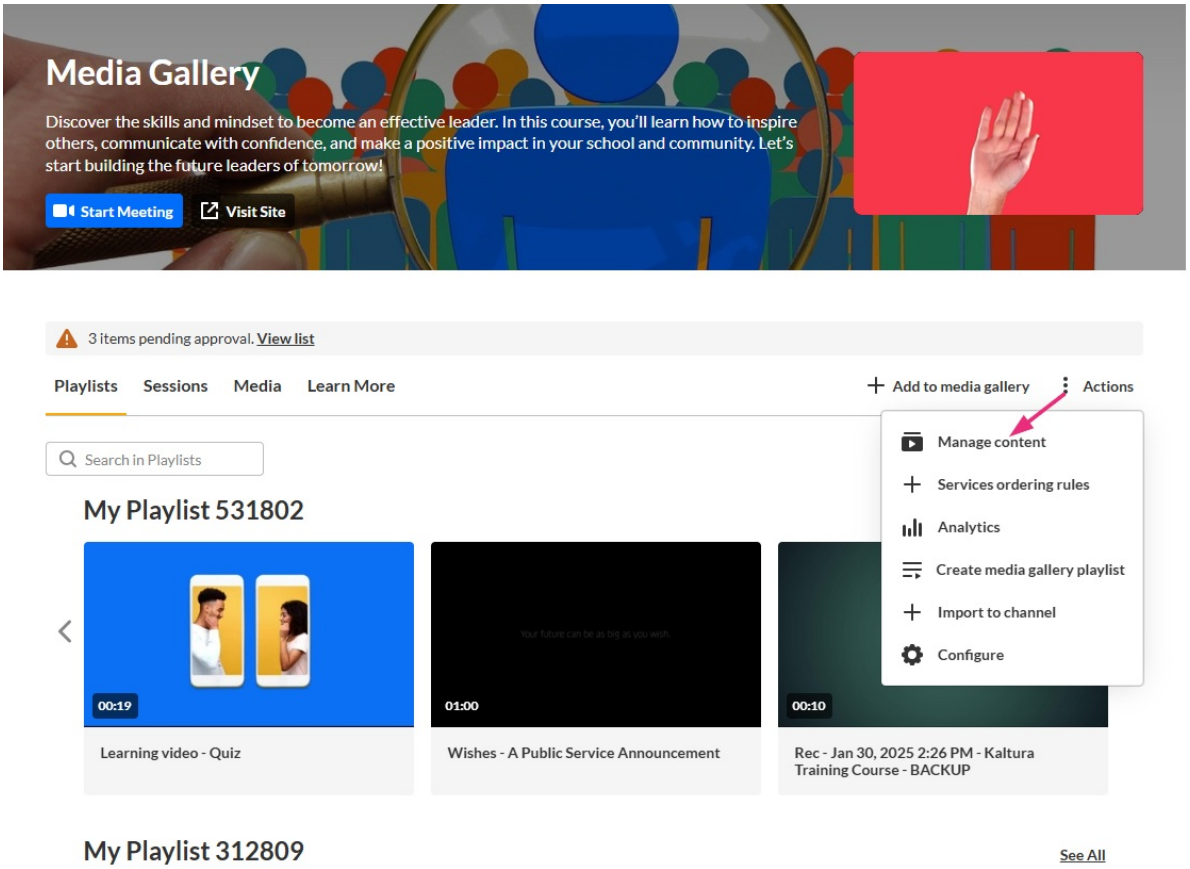
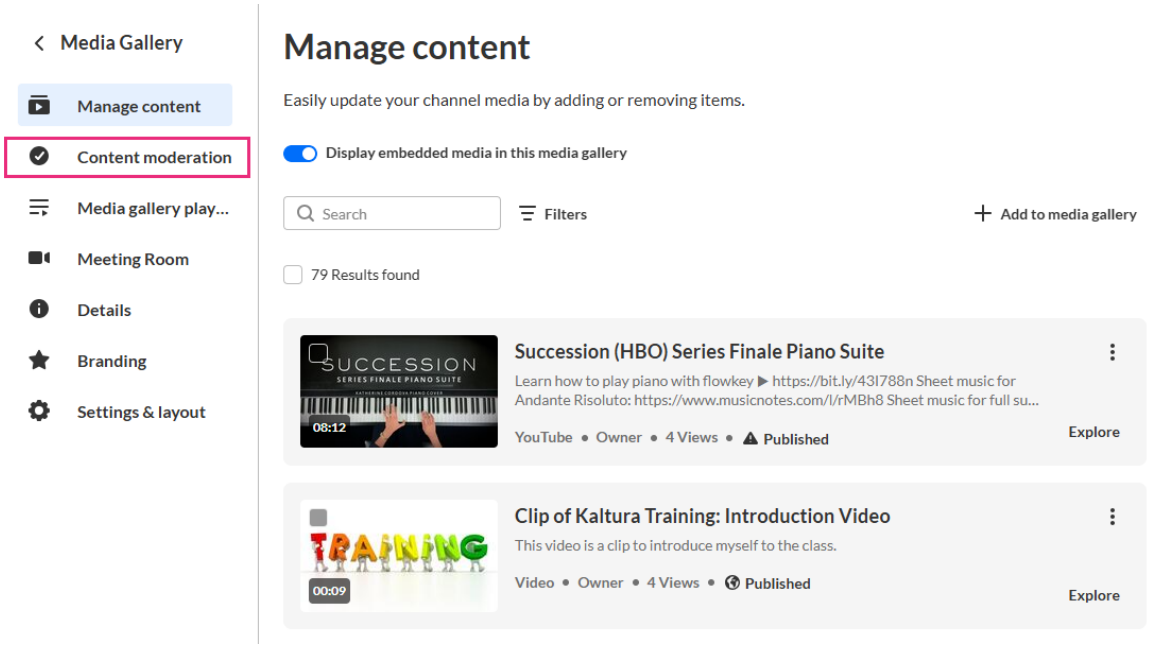


The 'Manage content' page displays.

- In the left navigation panel, click **Content moderation**



The 'Content moderation' page displays.

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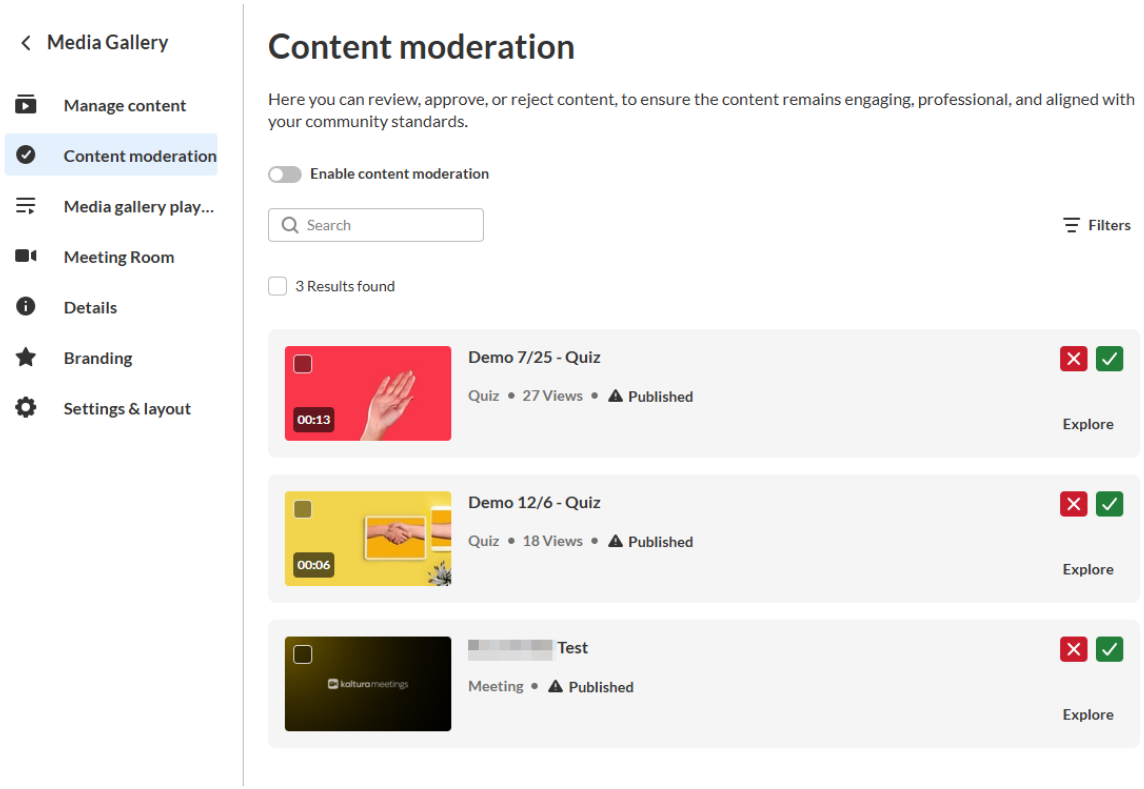
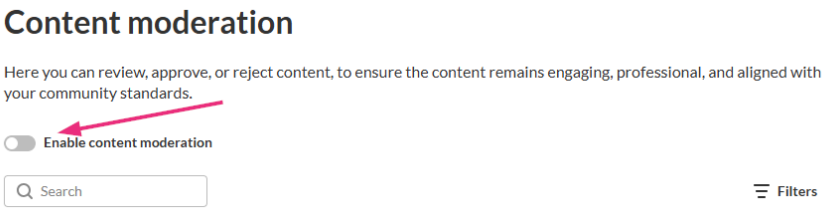


The Content moderation page shows all media pending moderation, organized in a card format for easy review.

If content moderation hasn't been enabled yet, use the toggle at the top of the page to enable it. Once enabled, new media submitted to the gallery will require approval before becoming visible.



Moderate content

Filter pending content

Use filters to narrow the moderation list and focus on the content you want to review. Filters are especially useful when moderating large volumes of media.

1. Click **Filters**.
2. Select one or more filter options.

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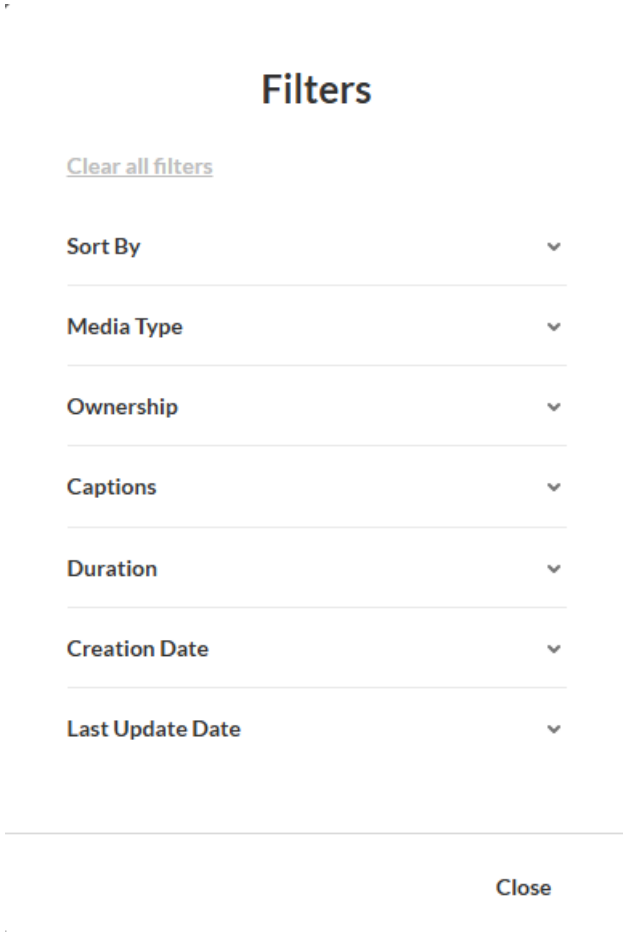

The moderation list updates automatically based on your selection.

The available filters depend on how your site is configured. They are configured by your administrator in the Search module.

Review media before approving or rejecting

To review media in detail before making a moderation decision, open it in the **Explore** panel by clicking the **Explore** link.

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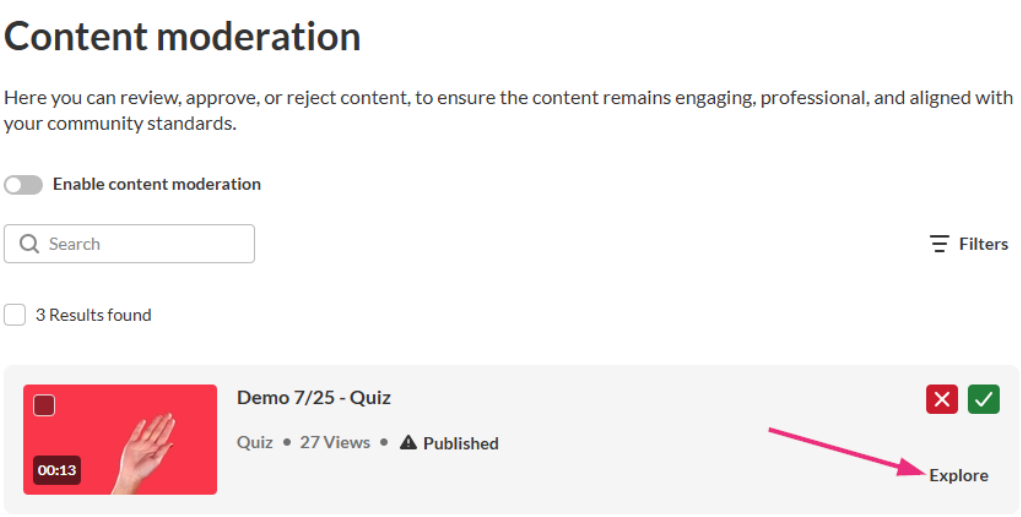
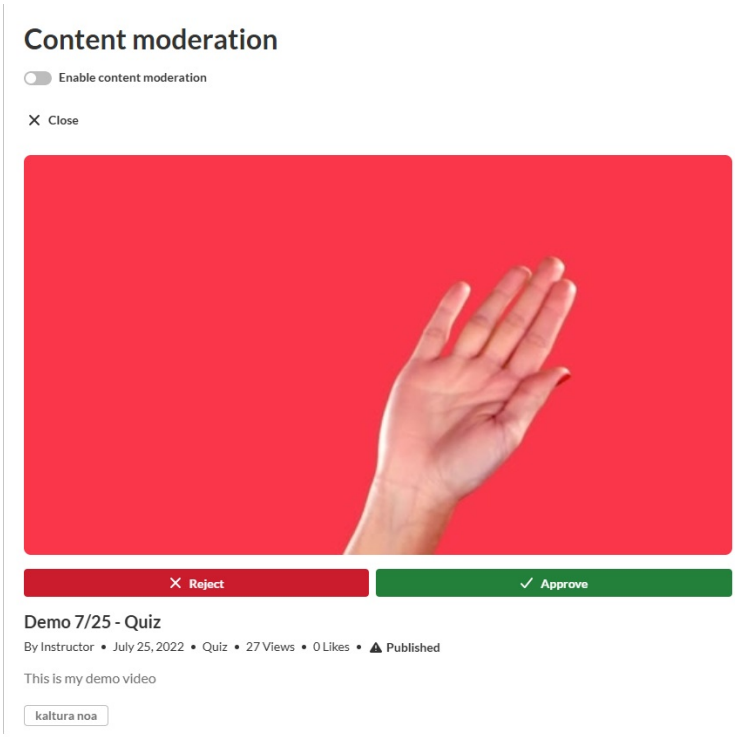


The Explore panel displays the following information:

- **Media thumbnail**
- **Approve / Reject buttons**
- **Media name**
- **Name of publisher**
- **Creation date**
- **Media type**
- **Number of views**
- **Number of likes**
- **Description**



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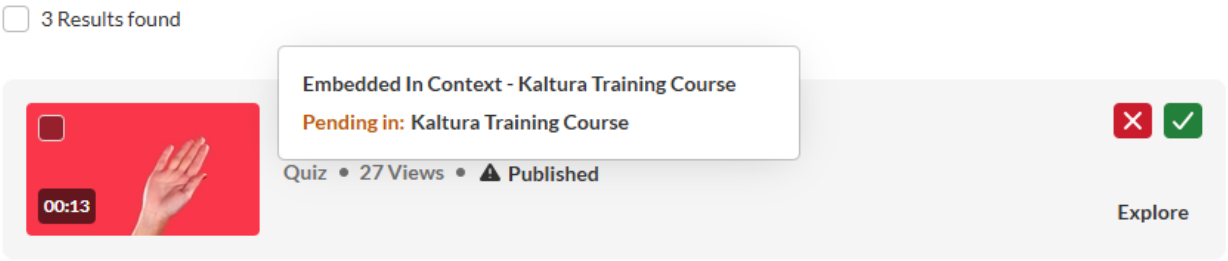
You can approve or reject the content while remaining on the same page.

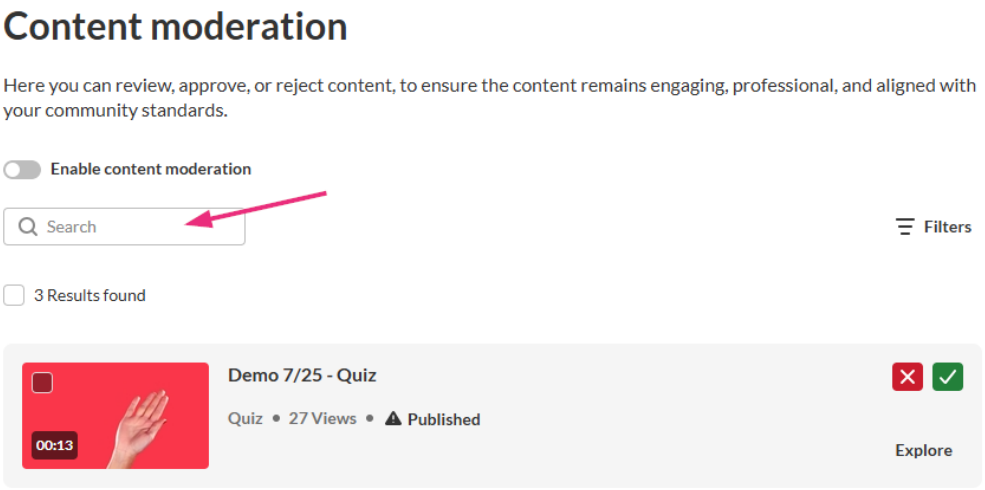
To see where the media is already published, click the **Published icon** in the status line. This helps you understand how approving or rejecting the media may affect other locations.



Search moderated content

Use the search function to quickly find specific media in the moderation list, especially when reviewing large volumes of content.

To search, type a keyword into the search field and press 'enter'. If no results are found, a message displays indicating no matches.



If no results are found, a message will display indicating no matches:

Approve or reject media

For each media item, you can take action directly from the list or from the 'Explore' panel.

- Click **Approve** (green) to publish the media. Approved content will be added to the gallery immediately.
  If enabled by the admin, a confirmation box will appear after clicking approve or

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reject, asking for final confirmation before the action is taken: *Are you sure you want to reject/approve [media title]?*

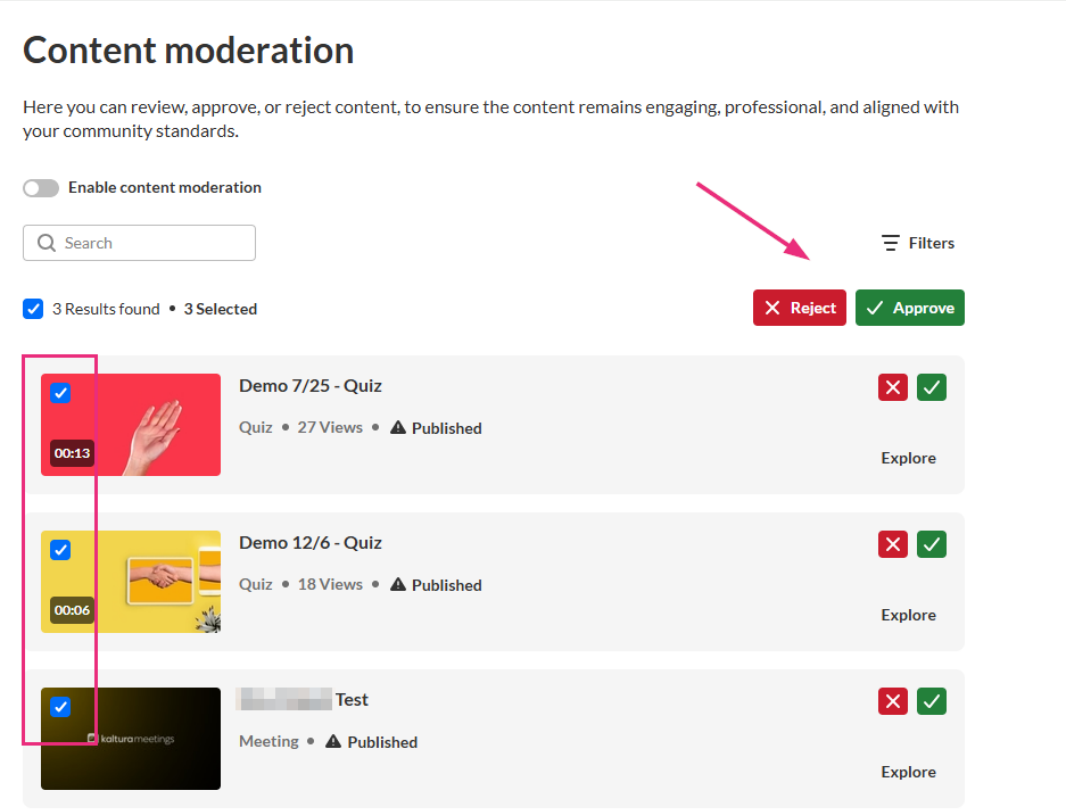
- Click **Reject** (red) to prevent the media from being added to the gallery.

After approving or rejecting media, a confirmation message displays: Media *was [approved/rejected].*

Bulk approve or reject media

You can approve or reject multiple media items at the same time.

1. Select one or more media items using the checkboxes.
2. Click **Approve** or **Reject** at the top of the page.



A confirmation message displays: *Are you sure you want to approve [number] media?*

3. Click **Approve**.

After bulk moderation, a success message confirms: *[number] media approved & [number] media rejected*.

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Approved and rejected content will be removed from the moderation page. If multiple pages are present, content cards will reload automatically.

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