


## Moderate Media Gallery content

Last Modified on 11/06/2024 11:43 am IST

 This article is designated for faculty members.


### About

Media Gallery managers and moderators can approve or reject content when moderation is required before media is displayed.

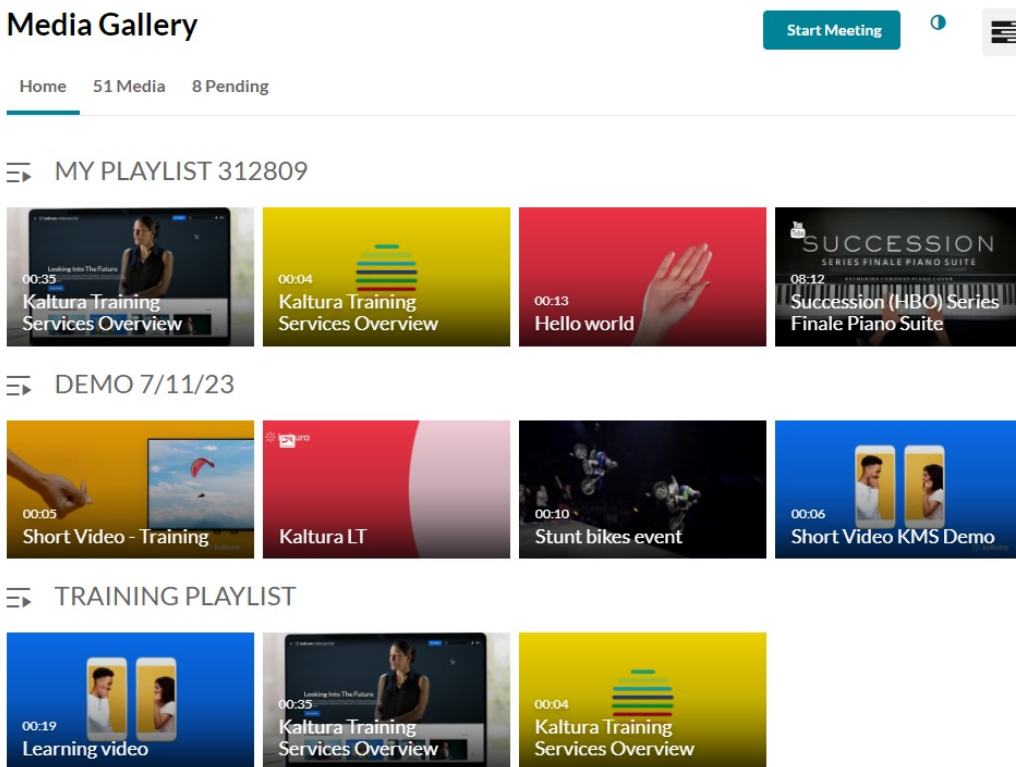
 The instructions below are for non-Theming users. If you have [Theming](#) enabled, please refer to our article [Moderate Media Gallery content - Theming](#).

### Access pending media

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 with the **Home** tab open by default.



The screenshot shows the Kaltura Media Gallery interface. At the top, there is a "Media Gallery" header with a "Start Meeting" button and a notification icon. Below the header, there are tabs for "Home", "51 Media", and "8 Pending". The main content area is divided into three sections: "MY PLAYLIST 312809", "DEMO 7/11/23", and "TRAINING PLAYLIST". Each section contains a grid of video thumbnails with titles and durations. The thumbnails include "Kaltura Training Services Overview", "Hello world", "Succession (HBO) Series Finale Piano Suite", "Short Video - Training", "Kaltura LT", "Stunt bikes event", "Short Video KMS Demo", "Learning video", and another "Kaltura Training Services Overview".

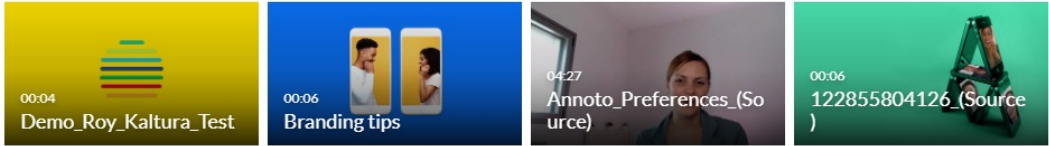
2. In the Media Gallery, click on the **Pending** tab.

## Media Gallery

Start Meeting ⓘ ☰

Home 50 Media **1 Pending**

### ADI PLAYLIST



⚠ If there are no media items pending moderation, the Pending tab is not displayed.

The Pending page displays.

## Media Gallery


Start Meeting ⓘ ☰

Home 50 Media **1 Pending**

🔍 Search in Pending ⓘ

Filters >

Search In: All Fields ▾ Sort By: Creation Date - Descending ▾



### Clip of Kaltura Training: Introduction Video

This video is a clip to introduce myself to the class.

From Customer Training March 07, 2022

✔ Approve ✘ Reject

## Search

You can use the search field and filters to find specific items. Your results will appear, allowing you to approve or reject as needed.

## Media Gallery

[Start Meeting](#) ⓘ 

[Home](#) [50 Media](#) [1 Pending](#)

🔍 Search in Pending ⓘ

Filters >

Search In: All Fields ▾ Sort By: Creation Date - Descending ▾

You can click on the play button or title of the media to view it.

## Approve or reject

### Media Gallery


[Start Meeting](#) ⓘ 

[Home](#) [50 Media](#) [1 Pending](#)

🔍 Search in Pending ⓘ

Filters >

Search In: All Fields ▾ Sort By: Creation Date - Descending ▾



#### Clip of Kaltura Training: Introduction Video

This video is a clip to introduce myself to the class.

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[✔ Approve](#) [✘ Reject](#)

[Load More](#)

Click **Approve** (green) to the right of the media you want to approve or reject. A confirmation message displays: *Are you sure you want to approve [media title].*

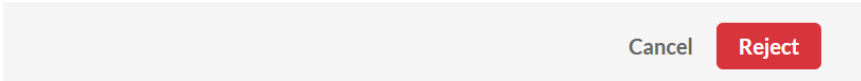
Are you sure you want to approve Learning video?

[Cancel](#) [Approve](#)

Click **Reject** (red) to the right of the media you want to reject. A confirmation message

displays: *Are you sure you want to reject [media title].*

Are you sure you want to reject Learning video?



Approved content will be added to the Media Gallery immediately. Rejected media will not be added to the Media Gallery.

## Bulk approve or reject

You can perform bulk actions to approve or reject them simultaneously. Simply select the media items by clicking the checkboxes on the thumbnails and then click **Approve** or **Reject** at the top of the page.

### Media Gallery



Home 50 Media 1 Pending

Search in Pending

Filters >

Search In: All Fields Sort By: Creation Date - Descending



Clip of Kaltura Training: Introduction Video

This video is a clip to introduce myself to the class.



Approved content is displayed in the Media Gallery for all users enrolled in the course.