

# Moderate media gallery content in Canvas (legacy)

Last Modified on 05/04/2026 4:07 pm IDT

 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.

These instructions apply to the legacy **LMS Video** integration. If you're using LMS Video with Theming, please refer to the [LMS Rich Media Extensions category](#).

## 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.

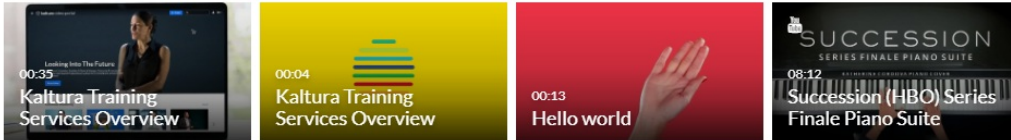
The Media Gallery displays with the **Home** tab open by default.

## Media Gallery

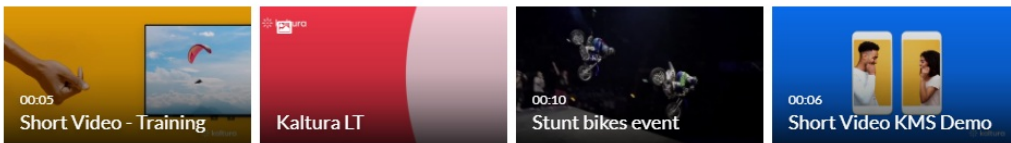
[Start Meeting](#)

Home 51 Media 8 Pending

### MY PLAYLIST 312809



### DEMO 7/11/23



### TRAINING PLAYLIST



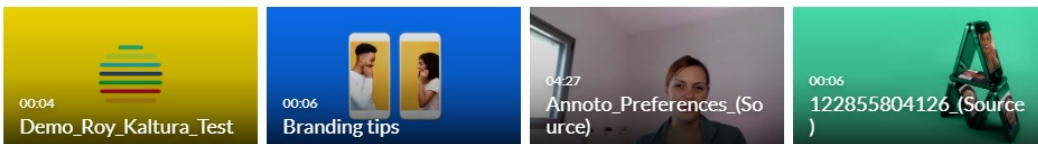
2. In the Media Gallery, click on the **Pending** tab.

## 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](#)[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.

[Approve](#)[Reject](#)

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## 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](#)[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** [Approve](#) [Reject](#)

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

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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?

[Cancel](#) [Reject](#)

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

Start Meeting

Home 50 Media 1 Pending

Search in Pending

Filters >

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

Approve

Reject



Clip of Kaltura Training: Introduction Video

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

Approve

Reject



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