Manage a media gallery in Blackboard

Last Modified on 01/11/2026 6:31 pm IST

This article is designated for faculty members.

About

The Media Gallery serves as a centralized space where all course-related content is stored, organized, and shared. Whether you're managing video lectures, presentations, or other multimedia resources, the Media Gallery provides a convenient way to upload, categorize, and distribute content.

This article walks you through the process of managing your Media Gallery, from adding new content to organizing existing content and ensuring your audience has access to the right materials at the right time.

If you can’t do some of the actions described here, just reach out to your KAF administrator to get the right permissions.

Access the Media Gallery

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.

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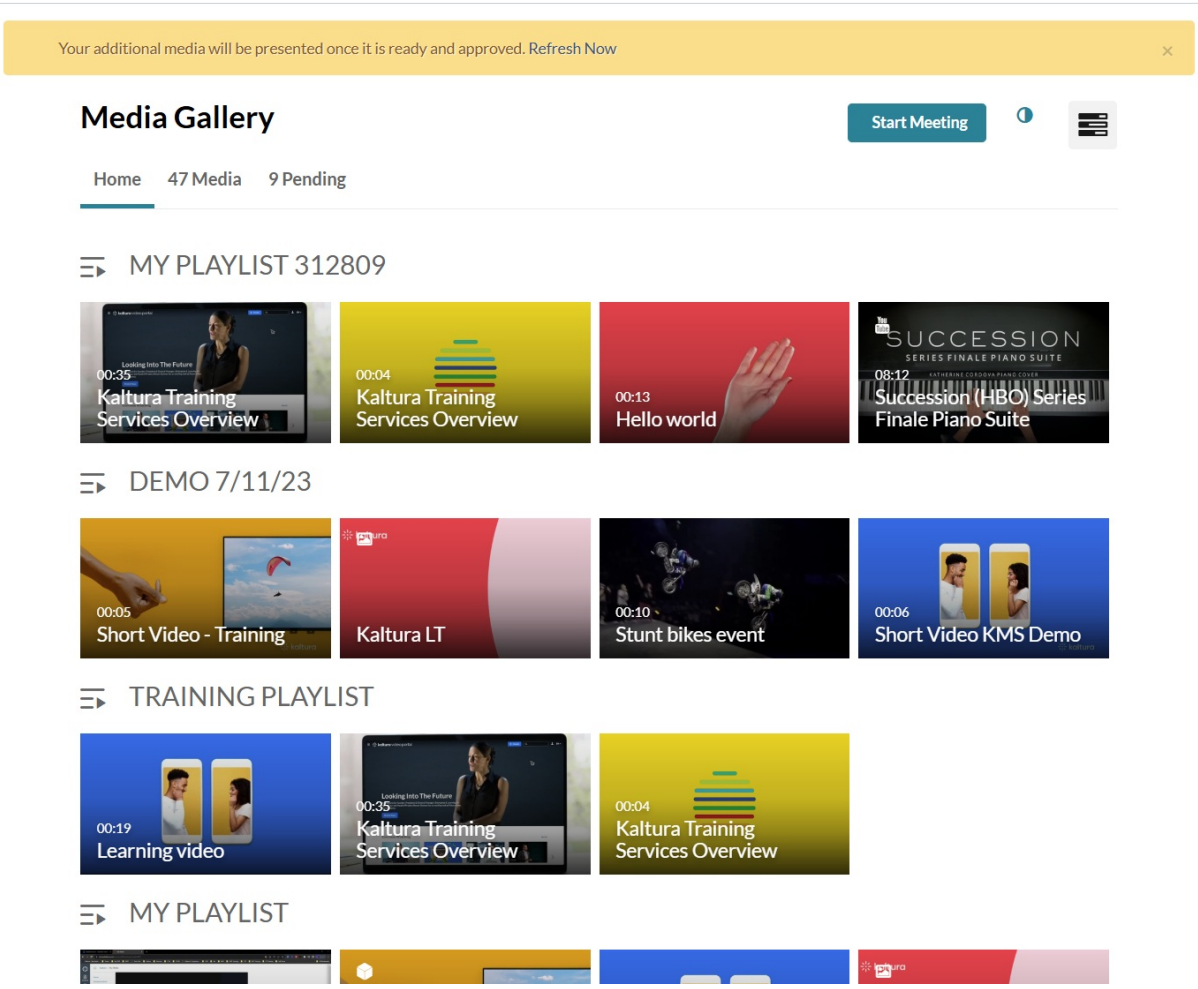
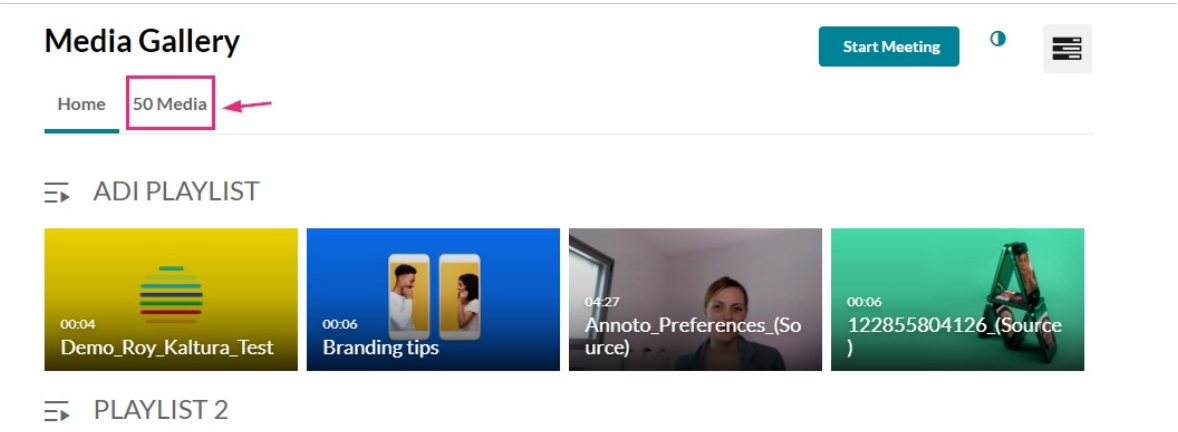


Add content from existing uploads

1. In the Media Gallery, click on the **Media** tab.



2. The Media page displays.

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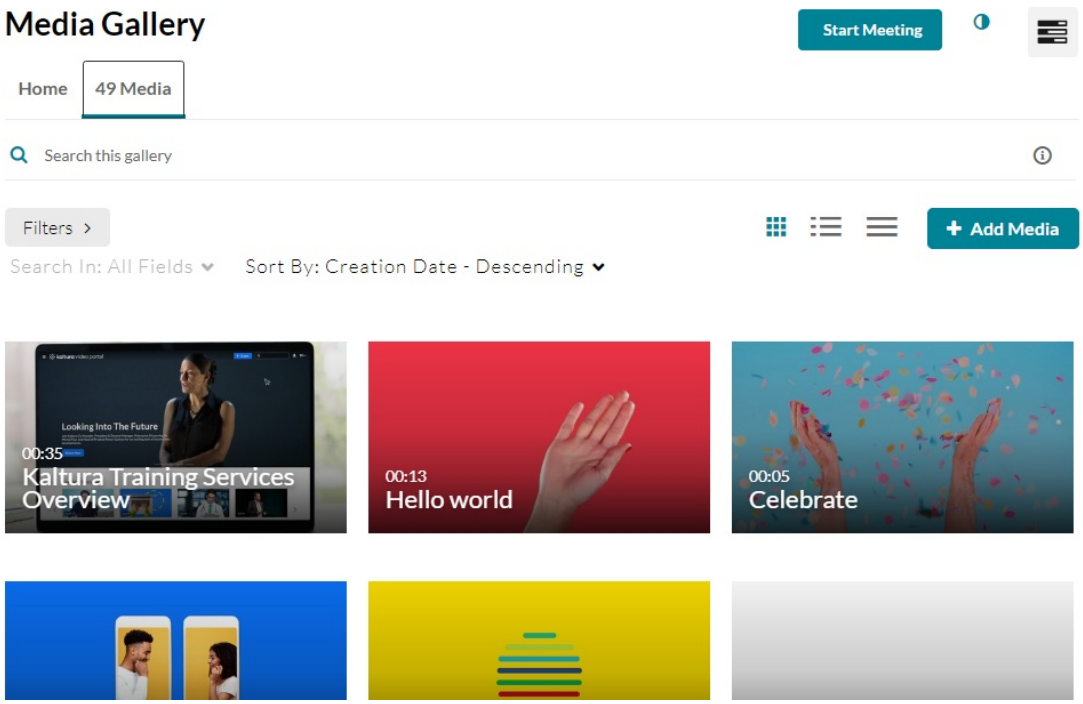
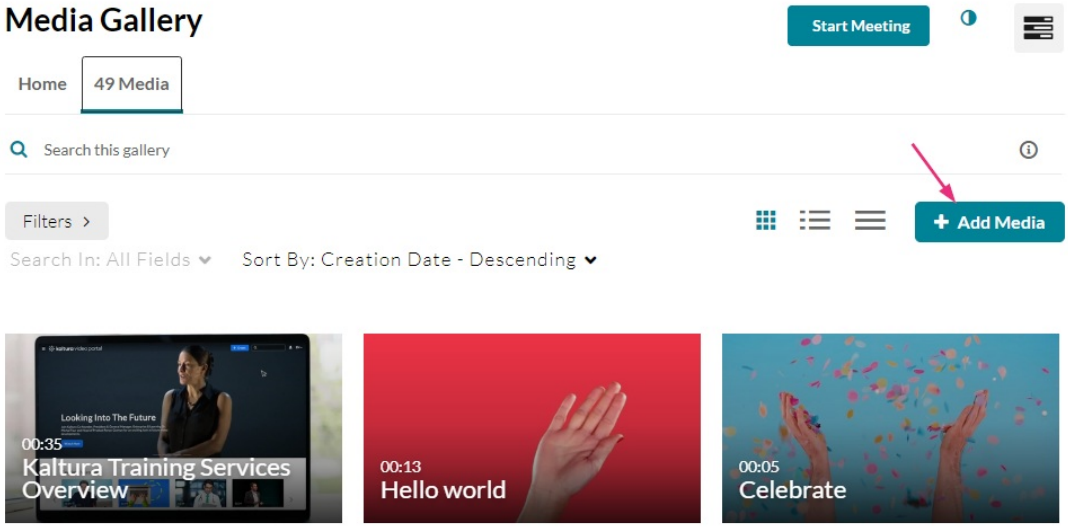


3. Click **+Add Media**.



The Add Media page displays.

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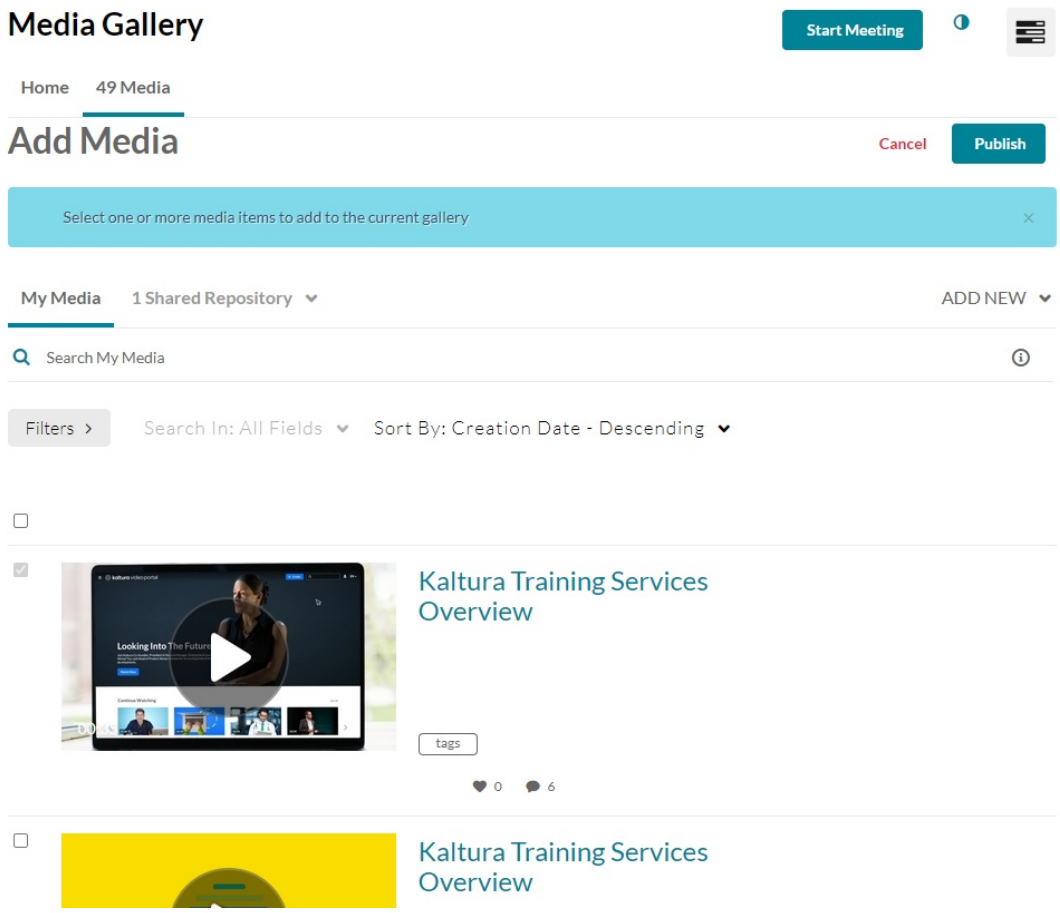
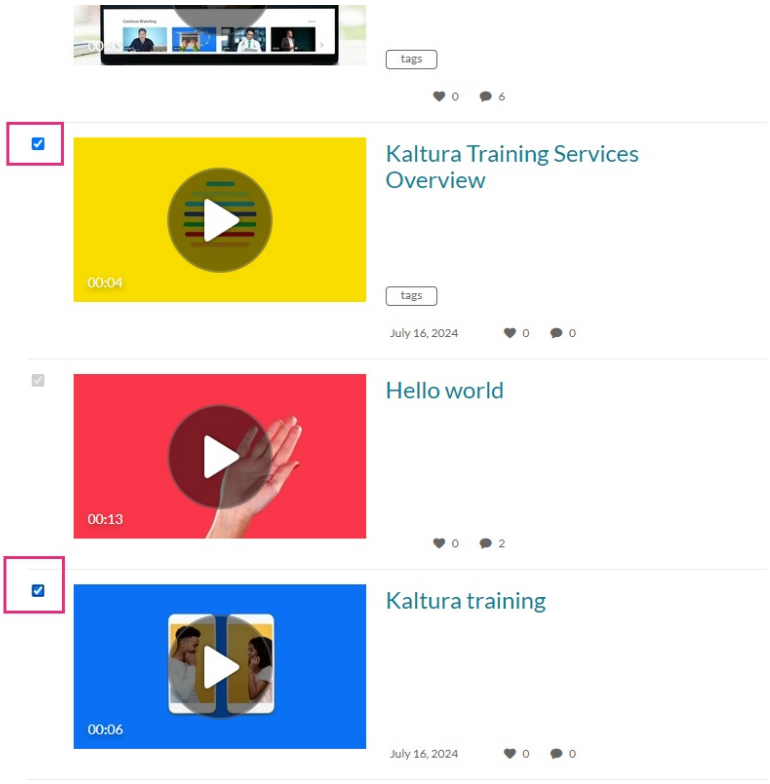


4. Click the box(es) to the left of the item(s) you want to add (the box will be greyed out if it has already been added to the Media Gallery).



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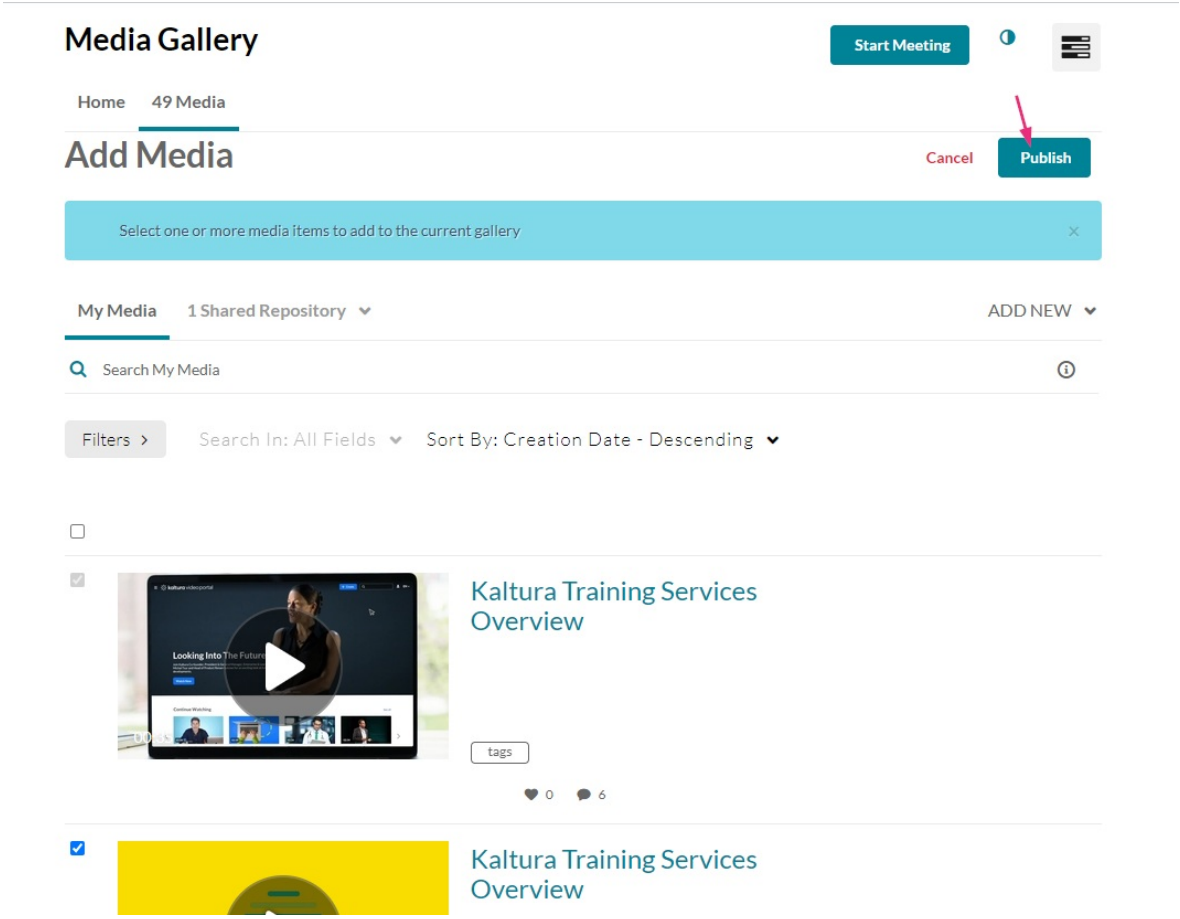
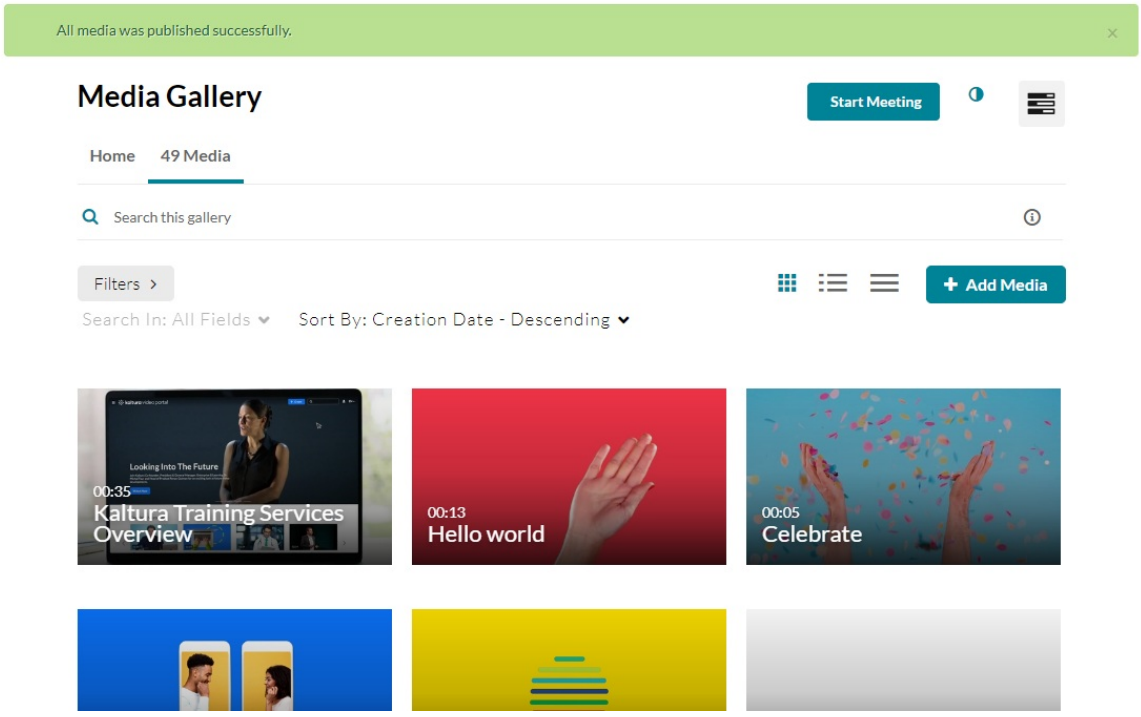
5. Click **Publish**.



A success message displays: *All media was published successfully.*



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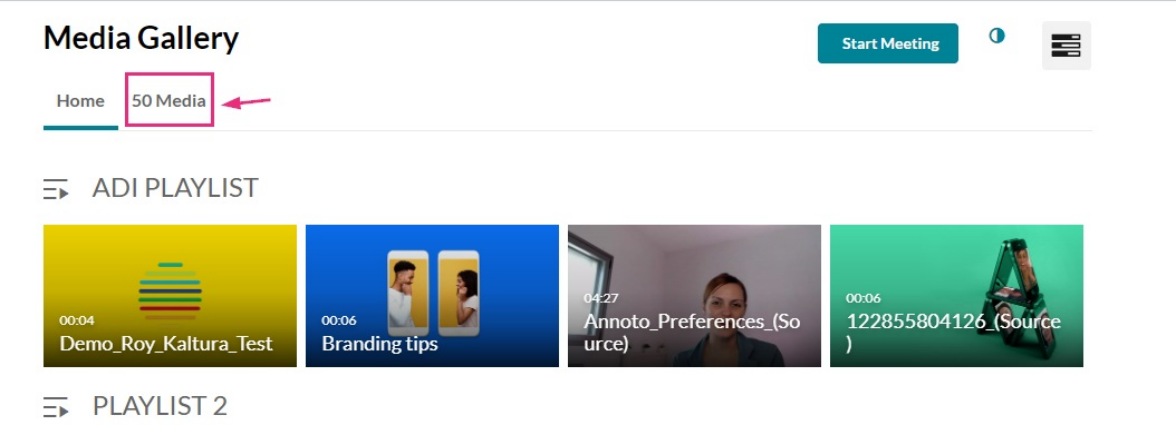
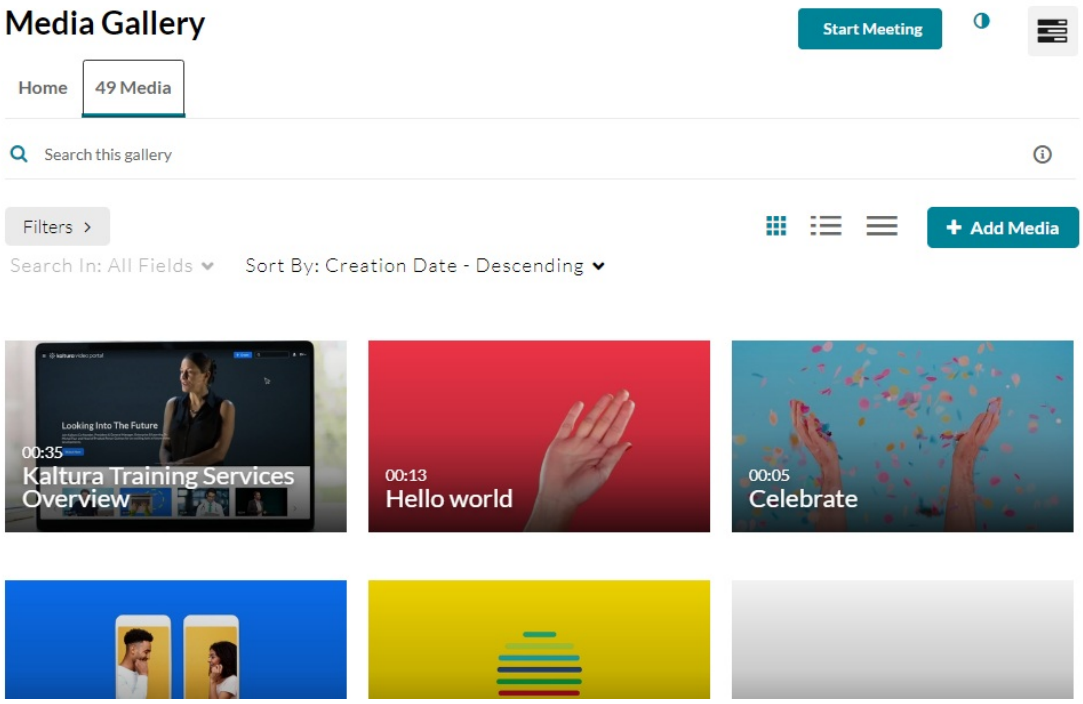
Upload and add content

1. In the Media Gallery, click on the **Media** tab.



The Media page displays.



2. Click **+Add Media**.

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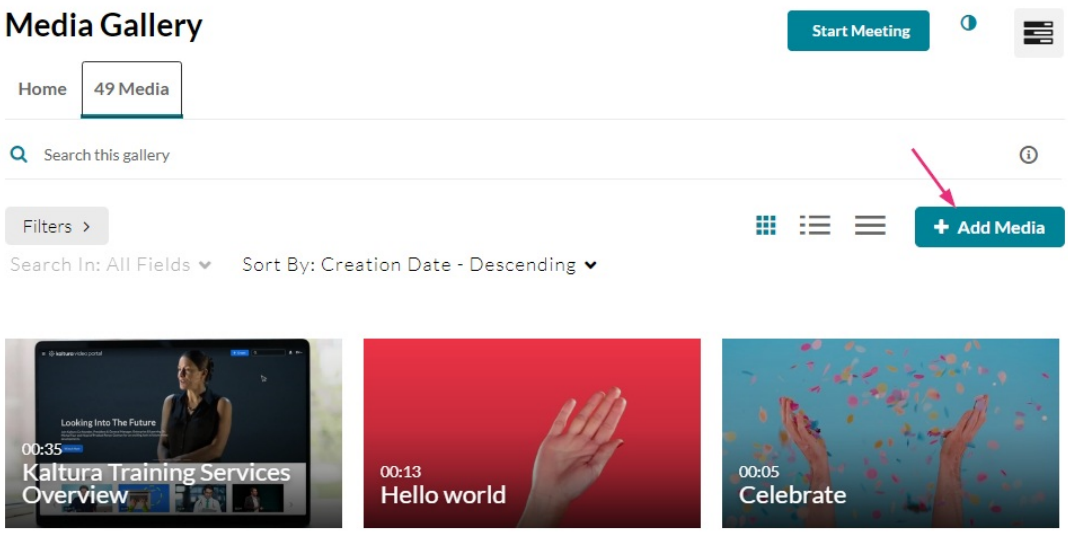
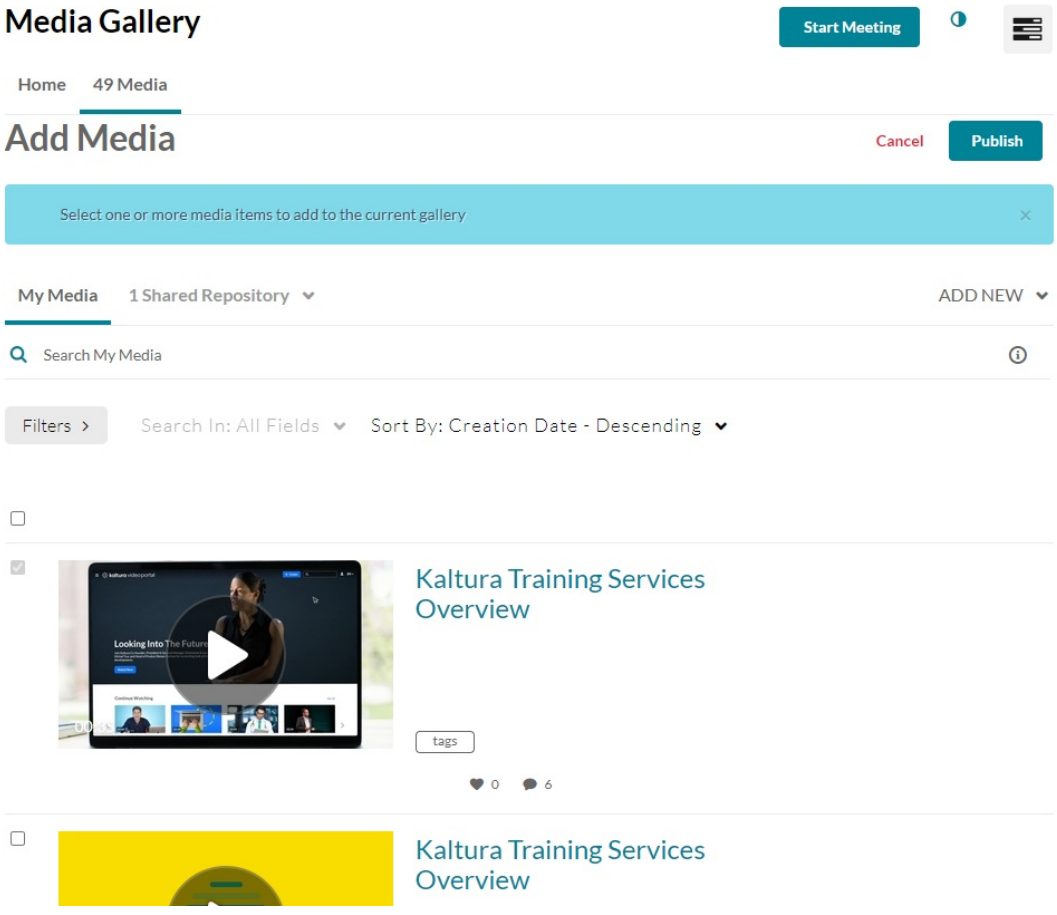


The Add Media page displays.



3. Click **Add New** to see the list of options for adding media.

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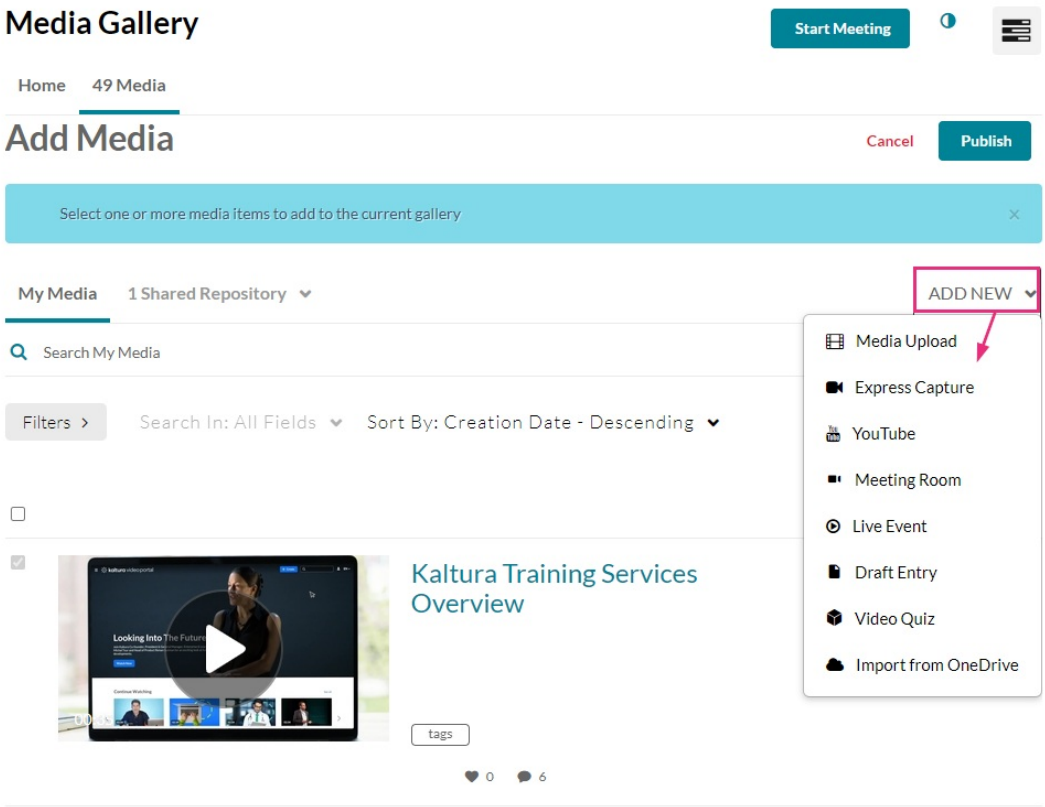

The options in the Add New menu are as follows. Click on any option below to go to the instructions:

- Media Upload
- Express Capture
- YouTube
- Interactive Video (Paths)
- Kaltura Capture
- Meeting Room
- Draft Entry
- Video Quiz
- Webcast Event (Townhalls)

Depending on what is enabled on your application, your **Add New menu** may look slightly different. If there is an option missing, please contact your Kaltura administrator to discuss how to enable it.

Delete

1. In the Media Gallery, click on the **Media** tab.

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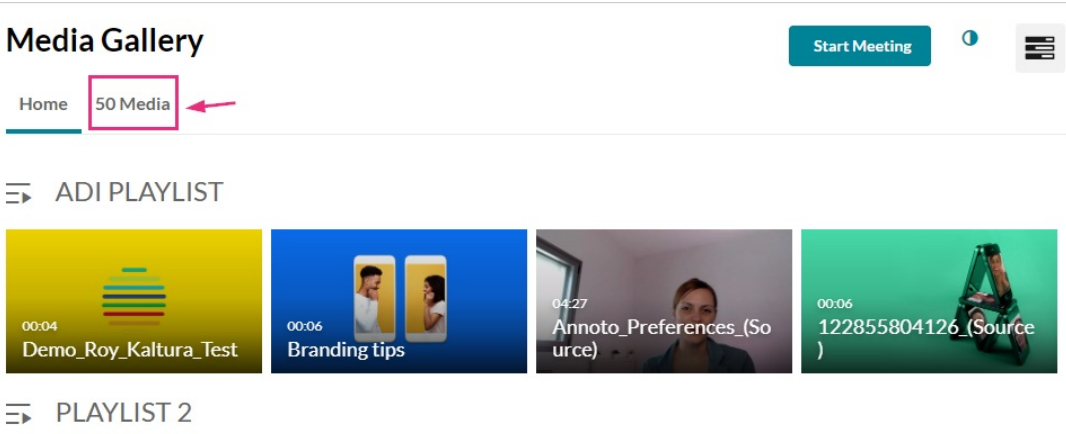
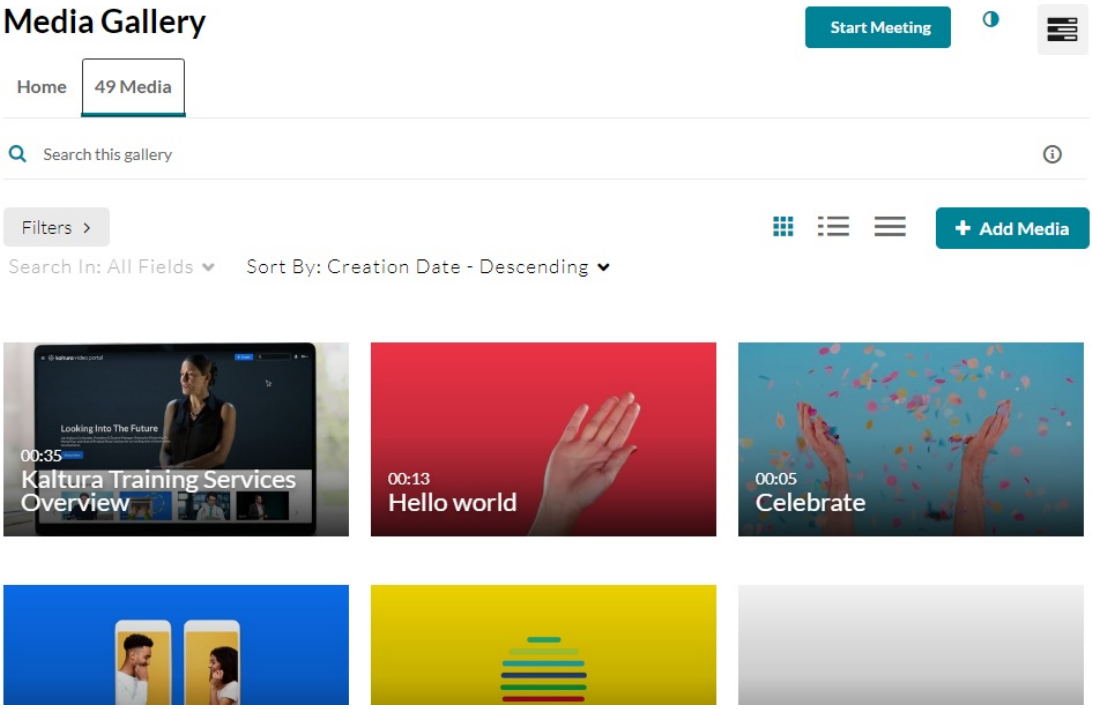


The media page displays.



2. Hover on the lower right side of the media item you want to delete, and click the **three dots** that appear.

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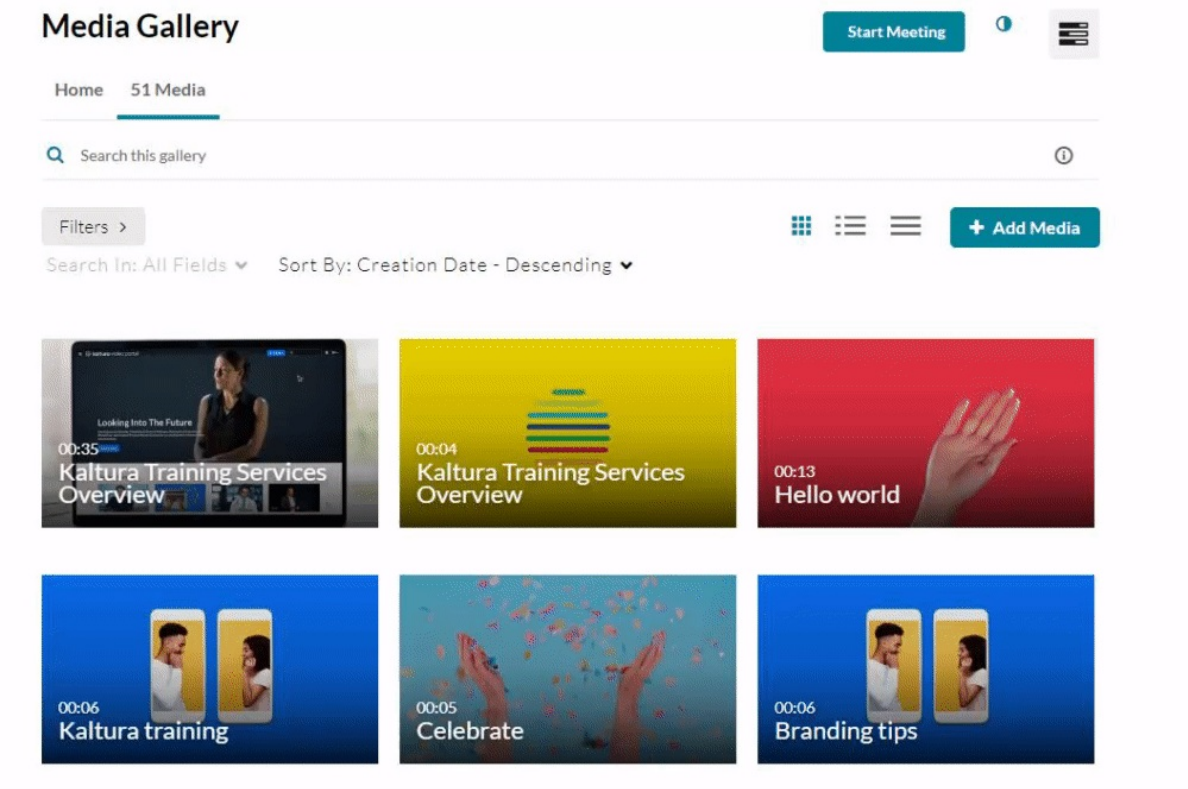
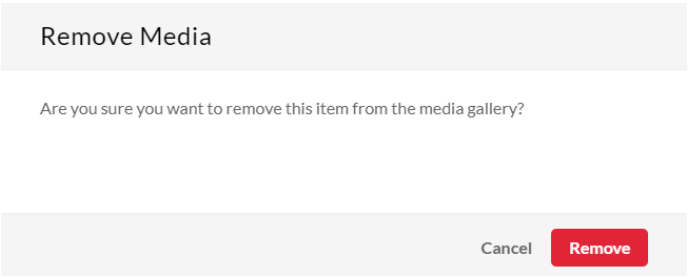


3. Click the 'remove from channel' button (**circle with an 'X' in the middle**)

   A confirmation message displays: *Are you sure you want to remove this item from the media gallery?*



4. Click **Remove**.

Edit

1. In the Media Gallery (Home tab or Media tab), click the hamburger menu and select **Edit**.

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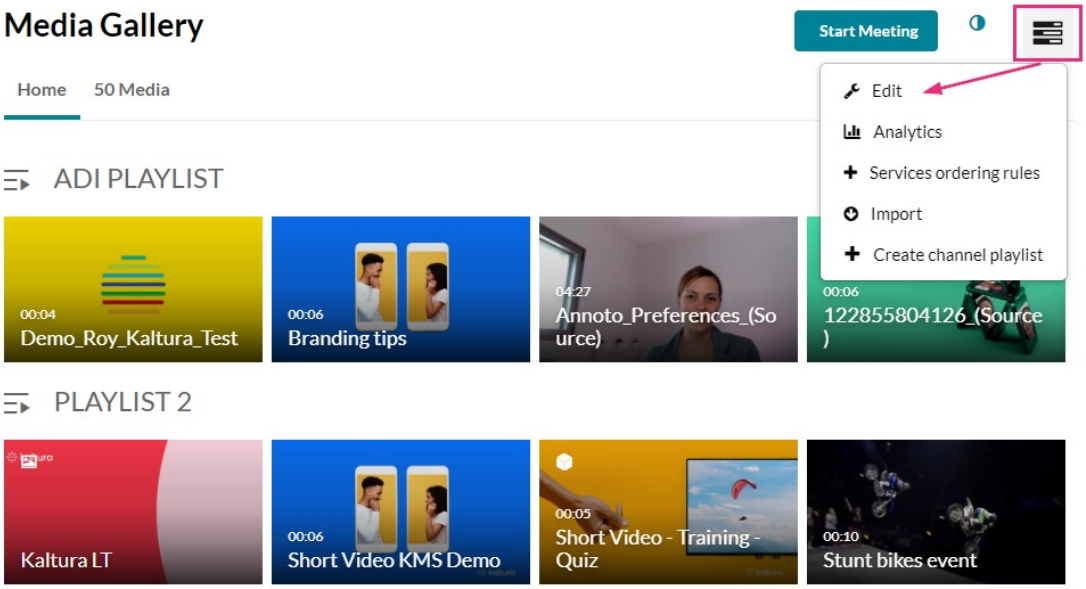
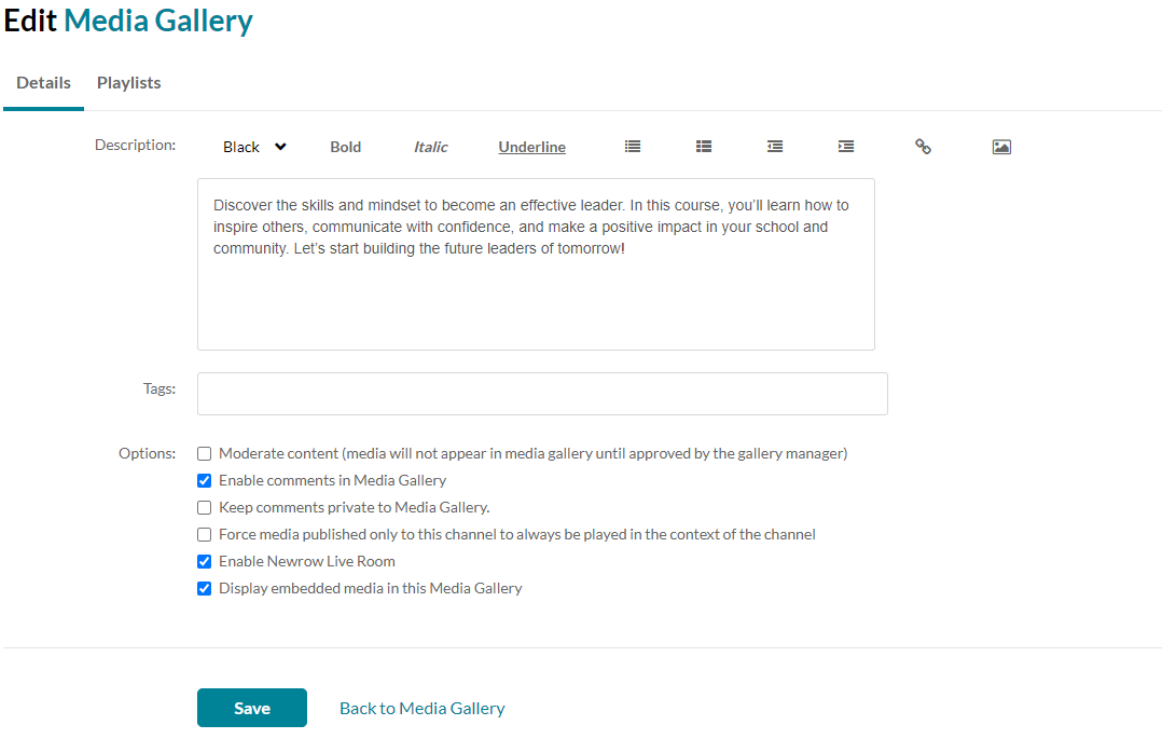


The Edit Media Gallery page displays.



2. Enter or edit values for the following:
   - **Description** - Enter a summary of the content to display on the Media Gallery page.
   - **Tags** - Enter descriptive tags to use in searches.
   - **Options** - Choose the Options settings for the Media Gallery:
     - **Moderate content** - Select this option if you want to approve media before

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it gets published. (Media won't appear in the gallery until the gllaery manager approves.)

- **Enable comments in Media Gallery** – If enabled, Comments are displayed when the media item is accessed through a channel. To manage comments made via the media page, see Disable comments and close discussion.
- **Keep comments private to Media Gallery** - If checked, all comments added to media in Media Gallery will be private to the Media Gallery and will not appear elsewhere (except for the My Media page of the user who owns the media).
- **Enable Newrow Live Room** - Select this option to enable Kaltura Meetings.
- **Display embedded media in this Media Gallery** - Select this option to display embedded media in this gallery.

> The 'Display embedded media in this Media Gallery' option can be changed/disabled in the Hosted module in the 'showInContextInCourseGallery' field.

3. Click **Save**.

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