

Manage a media gallery in Blackboard

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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.

Your additional media will be presented once it is ready and approved. Refresh Now X

Media Gallery

[Start Meeting](#)

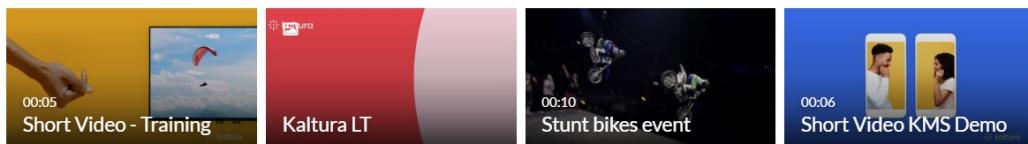


[Home](#) 47 Media 9 Pending

≡> MY PLAYLIST 312809



≡> DEMO 7/11/23



≡> TRAINING PLAYLIST



≡> MY PLAYLIST



Add content from existing uploads

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

Media Gallery

[Start Meeting](#)



[Home](#)

[50 Media](#)



≡> ADI PLAYLIST



≡> PLAYLIST 2

2. The Media page displays.



Media Gallery

Home **49 Media**

Start Meeting



Search this gallery

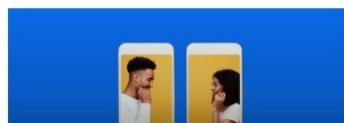


Filters >



+ Add Media

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



3. Click **+Add Media**.

Media Gallery

Home **49 Media**

Start Meeting



Search this gallery



Filters >



+ Add Media

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



The Add Media page displays.

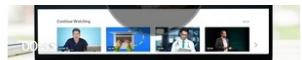
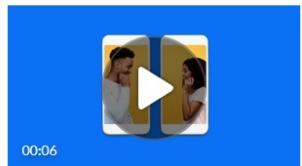
Media Gallery

[Start Meeting](#)[Home](#) [49 Media](#)

Add Media

[Cancel](#)[Publish](#)Select one or more media items to add to the current gallery X[My Media](#) [1 Shared Repository](#) ADD NEW[Search My Media](#)[Filters](#) [Search In: All Fields](#) [Sort By: Creation Date - Descending](#)**Kaltura Training Services Overview**[tags](#)heart 0 comment 6**Kaltura Training Services Overview**

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).

[tags](#)heart 0 comment 6**Kaltura Training Services Overview**[tags](#)July 16, 2024 heart 0 comment 0**Hello world**heart 0 comment 2**Kaltura training**July 16, 2024 heart 0 comment 0



5. Click **Publish**.

Media Gallery

Start Meeting

Cancel

Publish

Select one or more media items to add to the current gallery

My Media 1 Shared Repository

ADD NEW

Search My Media

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

 **Kaltura Training Services Overview**

 **Kaltura Training Services Overview**

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

All media was published successfully.

Media Gallery

Start Meeting

Home 49 Media

Search this gallery

i

Filters >

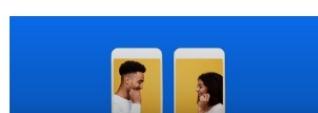
Search In: All Fields Sort By: Creation Date - Descending

grid

list

grid

+ Add Media





Upload and add content

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

The screenshot shows the Kaltura Media Gallery interface. At the top, there is a navigation bar with 'Home' and '50 Media' (which is highlighted with a pink box and a red arrow pointing to it). To the right of the navigation are buttons for 'Start Meeting', a profile icon, and a settings icon. Below the navigation, there are two sections: 'ADI PLAYLIST' and 'PLAYLIST 2'. Each section contains a grid of media items. The first item in 'ADI PLAYLIST' is 'Demo_Roy_Kaltura_Test' (00:04). The second item is 'Branding tips' (00:06). The first item in 'PLAYLIST 2' is 'Annote_Preferences_(Source)' (04:27). The second item is '122855804126_(Source)' (00:06).

The Media page displays.

The screenshot shows the Kaltura Media Gallery interface. At the top, there is a navigation bar with 'Home' and '49 Media' (which is highlighted with a pink box). Below the navigation, there is a search bar with 'Search this gallery' and a help icon. There are also buttons for 'Filters' and 'Add Media' (which is highlighted with a pink box). Below the search bar, there are dropdown menus for 'Search In: All Fields' and 'Sort By: Creation Date - Descending'. The main area displays a grid of media items. The first item is 'Kaltura Training Services Overview' (00:35). The second item is 'Hello world' (00:13). The third item is 'Celebrate' (00:05). The fourth item is a thumbnail showing two people on a blue background. The fifth item is a yellow thumbnail with the Kaltura logo.

2. Click **+Add Media**.



Media Gallery

Start Meeting

Home 49 Media

Search this gallery

Filters >

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

00:35 Kaltura Training Services Overview

00:13 Hello world

00:05 Celebrate

The Add Media page displays.

Start Meeting

Home 49 Media

Add Media

Select one or more media items to add to the current gallery

Cancel Publish

My Media 1 Shared Repository ▾ ADD NEW ▾

Search My Media

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

 Kaltura Training Services Overview

 Kaltura Training Services Overview

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

Media Gallery

Home 49 Media

Add Media

[Cancel](#)

[Publish](#)

Select one or more media items to add to the current gallery X

My Media 1 Shared Repository ▾

Search My Media

[Filters >](#)

Search In: All Fields ▾

Sort By: Creation Date - Descending ▾



Kaltura Training Services
Overview

[tags](#)

0 6

[ADD NEW ▾](#)

- [Media Upload](#)
- [Express Capture](#)
- [YouTube](#)
- [Meeting Room](#)
- [Live Event](#)
- [Draft Entry](#)
- [Video Quiz](#)
- [Import from OneDrive](#)

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.

Media Gallery

Home 50 Media ←

[Start Meeting](#)



⇒ ADI PLAYLIST



⇒ PLAYLIST 2

The media page displays.

Media Gallery

Home 49 Media

[Start Meeting](#)



Search this gallery

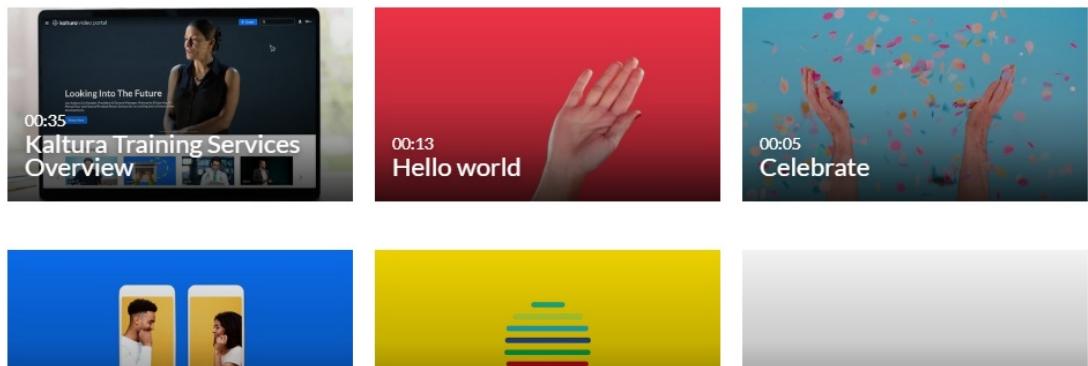


[Filters >](#)



[+ Add Media](#)

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



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



Media Gallery

Home 51 Media

Start Meeting

0



Search this gallery

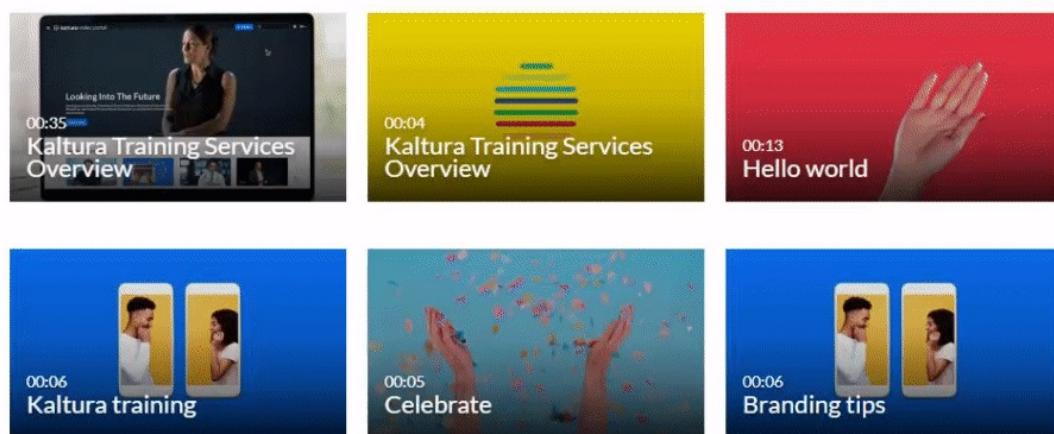
?

Filters >



+ Add Media

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



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?*

Remove Media

Are you sure you want to remove this item from the media gallery?

Cancel

Remove

4. Click **Remove**.

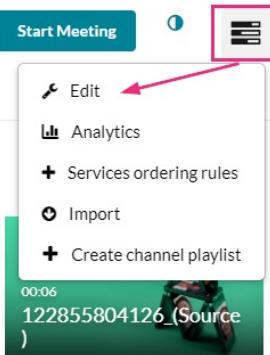
Edit

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

Media Gallery

Home 50 Media

ADI PLAYLIST



PLAYLIST 2



The Edit Media Gallery page displays.

Edit Media Gallery

Details Playlists

Description: Black Bold Italic Underline ≡ ≡ ≡ 🔍 🖼

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!

Tags:

Options: Moderate content (media will not appear in media gallery until approved by the gallery manager) Enable comments in Media Gallery Keep comments private to Media Gallery. Force media published only to this channel to always be played in the context of the channel Enable Newrow Live Room Display embedded media in this Media Gallery

Save

Back to Media Gallery

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

it gets published. (Media won't appear in the gallery until the gallery 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**.