

Edit a media gallery's settings in Canvas

Last Modified on 06/12/2025 7:13 pm IDT

 This article is designated for faculty members.

About

The media gallery is a centralized space in your course for organizing and sharing multimedia content. From video lectures to recorded sessions, the media gallery gives you control over how content appears to students.



If you can't access some of the options described here, contact your KAF administrator for the appropriate permissions.

Access the edit media gallery page

1. Access your course, then click on **Media Gallery**.
2. 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

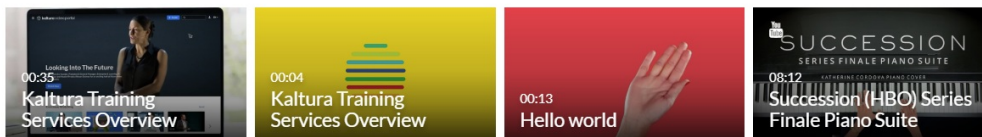
Media Gallery

Start Meeting

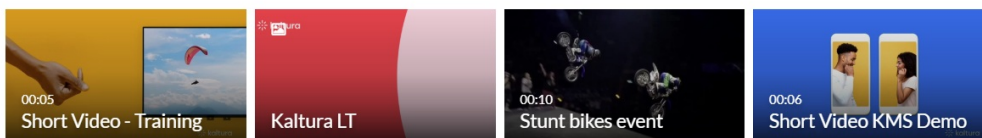


Home 47 Media 9 Pending

MY PLAYLIST 312809



DEMO 7/11/23



TRAINING PLAYLIST



MY PLAYLIST



3. Click the menu at the top right and select **Edit**.

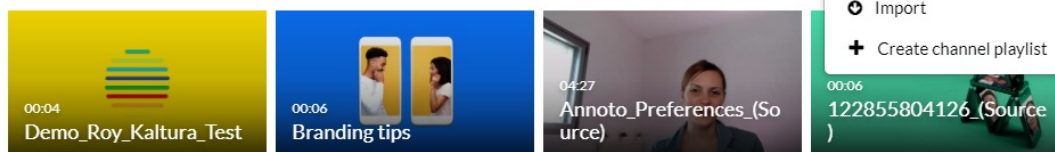
Media Gallery

Home 50 Media

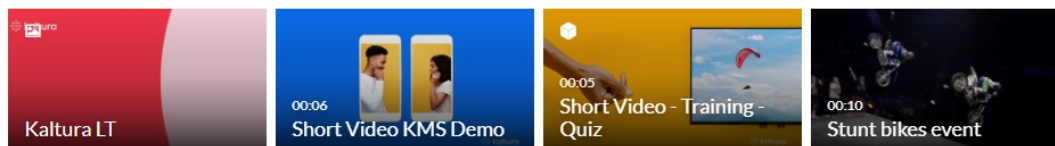
Start Meeting



ADI PLAYLIST



PLAYLIST 2



- Edit
- Analytics
- + Services ordering rules
- Import
- + Create channel playlist

The Edit Media Gallery page displays.

Edit Media Gallery

Details Playlists

Description: **Black** ▼ **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

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](#)

4. 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 our article '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).
 - **Force media published only to this channel (media gallery) to always be played in the context of the channel** (media gallery) - If media is in only one gallery on the site, it will automatically gain that gallery's context, even if accessed through a direct link or search. Example: If a user goes to a media entry URL such as "base_URL/media/t/1_abcdefghij", and that media is

only in one gallery on the site, the URL will change to include the gallery context: “base_URL/media/t/1_abcdefghij/12345678”.

- **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.



*If this option is selected, all Kaltura videos embedded in your course content will also appear in the Media Gallery even if the page they're on is hidden or has release conditions. The Media Gallery does not follow those visibility rules.



The 'Display embedded media in this Media Gallery' option can be changed/disabled in the [Hosted module](#) in the `showInContextInCourseGallery` field.

5. Click **Save**.