

Add media to a media gallery in Moodle - Theming

Last Modified on 01/11/2026 6:33 pm IST

 This article is designated for faculty members.

About

The Media Gallery is a centralized space within your course where you can organize and share multimedia content, like recorded lectures, presentations, or tutorials.

This guide explains how to add media to your media gallery, either by selecting existing media or uploading new content.

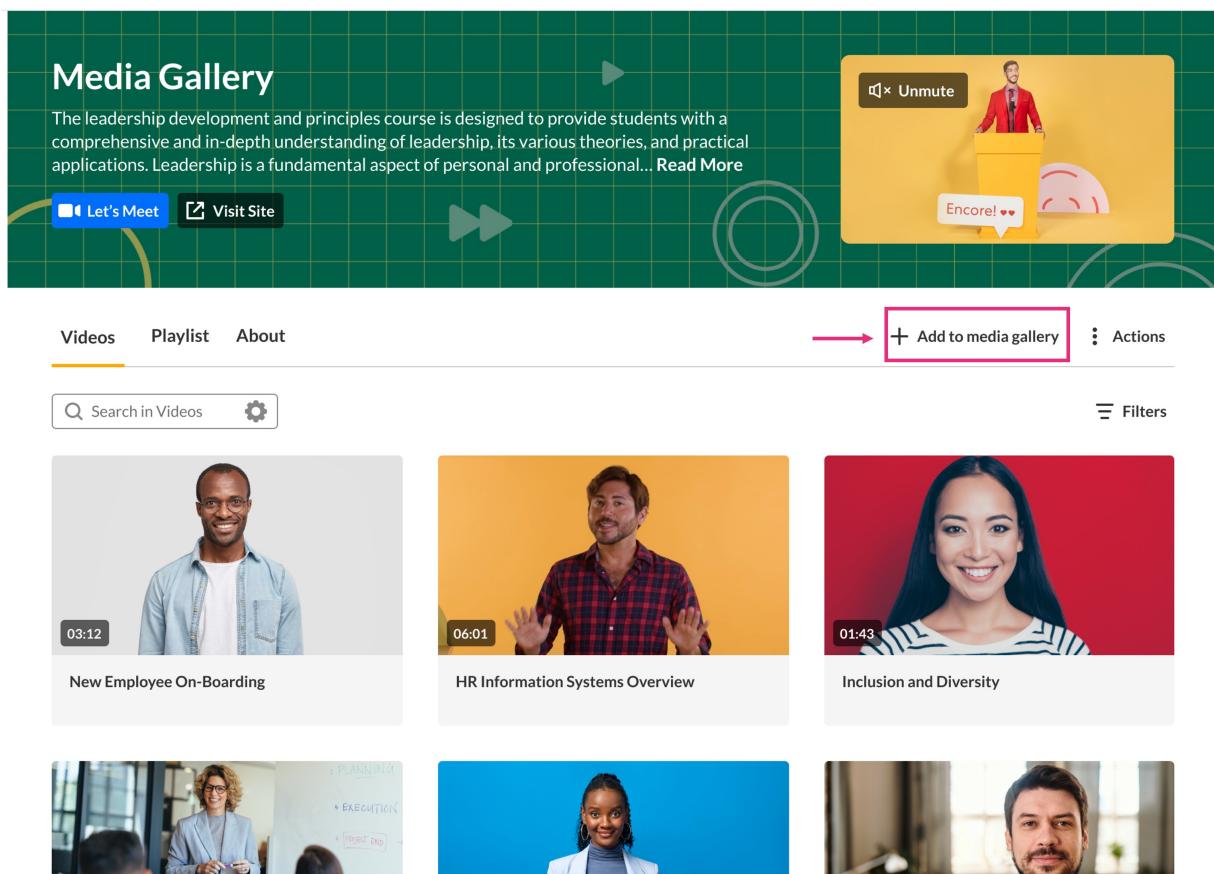


If you can't complete some of the steps below, contact your LMS administrator to check your permissions.

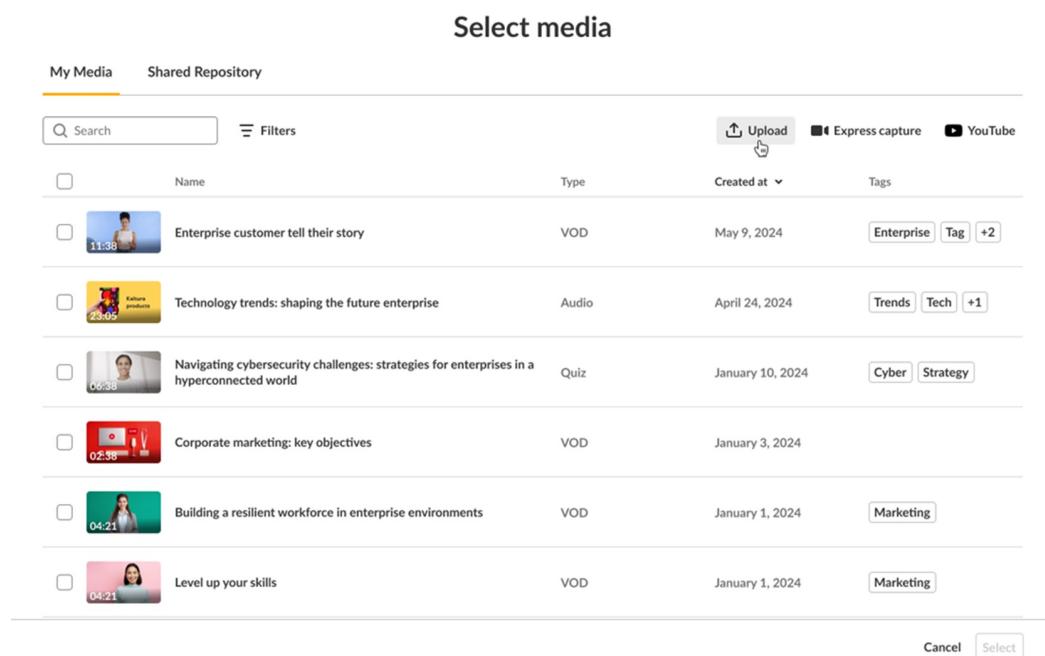
Add existing media to the gallery

1. Go to your course.
2. Click **Media Gallery** in the course navigation.
The Media Gallery opens.
3. On the Media Gallery page, click **Add to Media Gallery** at the far right (this button only appears if you have permission to add media to the Media Gallery).

Media Gallery



The Select Media window opens.



	Name	Type	Created at	Tags
<input type="checkbox"/>	Enterprise customer tell their story 11:38	VOD	May 9, 2024	Enterprise Tag +2
<input type="checkbox"/>	Technology trends: shaping the future enterprise 23:05	Audio	April 24, 2024	Trends Tech +1
<input type="checkbox"/>	Navigating cybersecurity challenges: strategies for enterprises in a hyperconnected world 06:38	Quiz	January 10, 2024	Cyber Strategy
<input type="checkbox"/>	Corporate marketing: key objectives 02:58	VOD	January 3, 2024	
<input type="checkbox"/>	Building a resilient workforce in enterprise environments 04:21	VOD	January 1, 2024	Marketing
<input type="checkbox"/>	Level up your skills 04:21	VOD	January 1, 2024	Marketing

4. Use the tabs at the top to switch between:

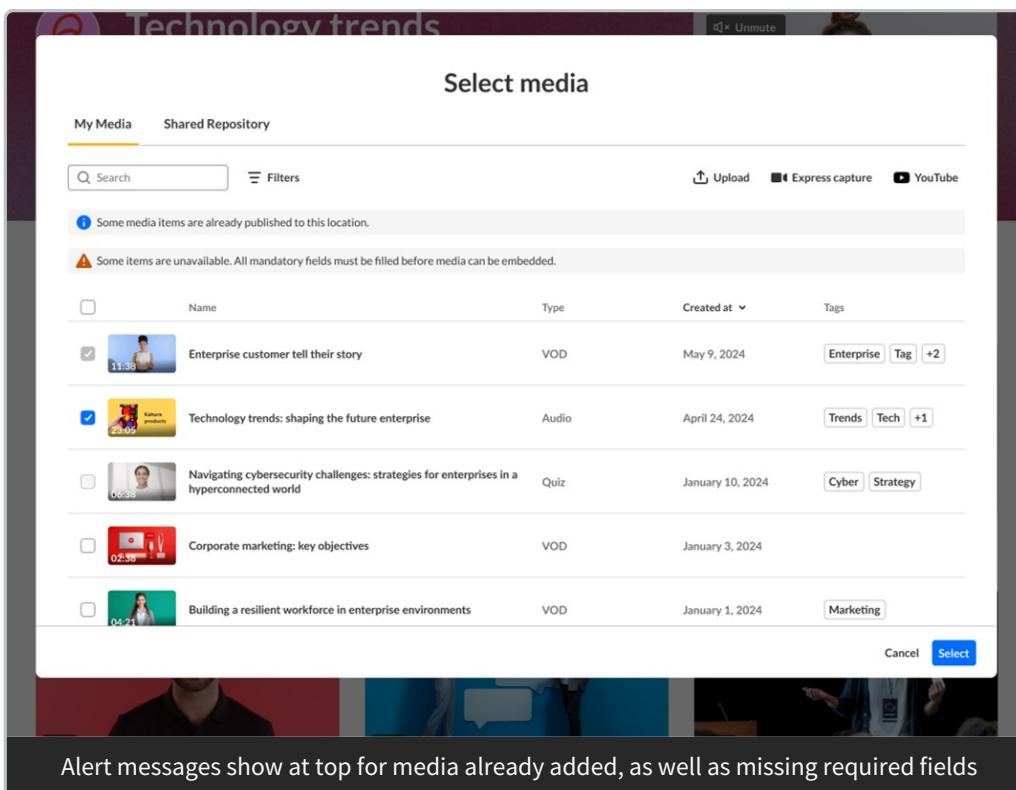
- o **My Media**

- **Shared Repository** (if available at your institution)

5. Search or filter to find the media you want to add.
6. Check the box next to each item you want to add. To select all items on the page, use the checkbox at the top of the table.

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- If a checkbox is greyed out and already checked, it means the media is already in the channel. You'll also see an alert message confirming this.
- If a checkbox is greyed out and not checked, it means the media is missing required fields and can't be published yet. You'll see a message prompting you to fill in the required information before publishing.



The screenshot shows the 'Select media' interface. At the top, there are tabs for 'My Media' (selected) and 'Shared Repository'. Below the tabs are search and filter buttons. The main area displays a list of media items with columns for Name, Type, Created at, and Tags. Two items have checkboxes checked: 'Enterprise customer tell their story' and 'Technology trends: shaping the future enterprise'. Alert messages are visible: a blue info icon says 'Some media items are already published to this location.' and a yellow warning icon says 'Some items are unavailable. All mandatory fields must be filled before media can be embedded.' At the bottom right are 'Cancel' and 'Select' buttons. A caption at the bottom of the screenshot reads: 'Alert messages show at top for media already added, as well as missing required fields'.

7. Click **Select** at the bottom right (this button becomes active once at least one item is selected).

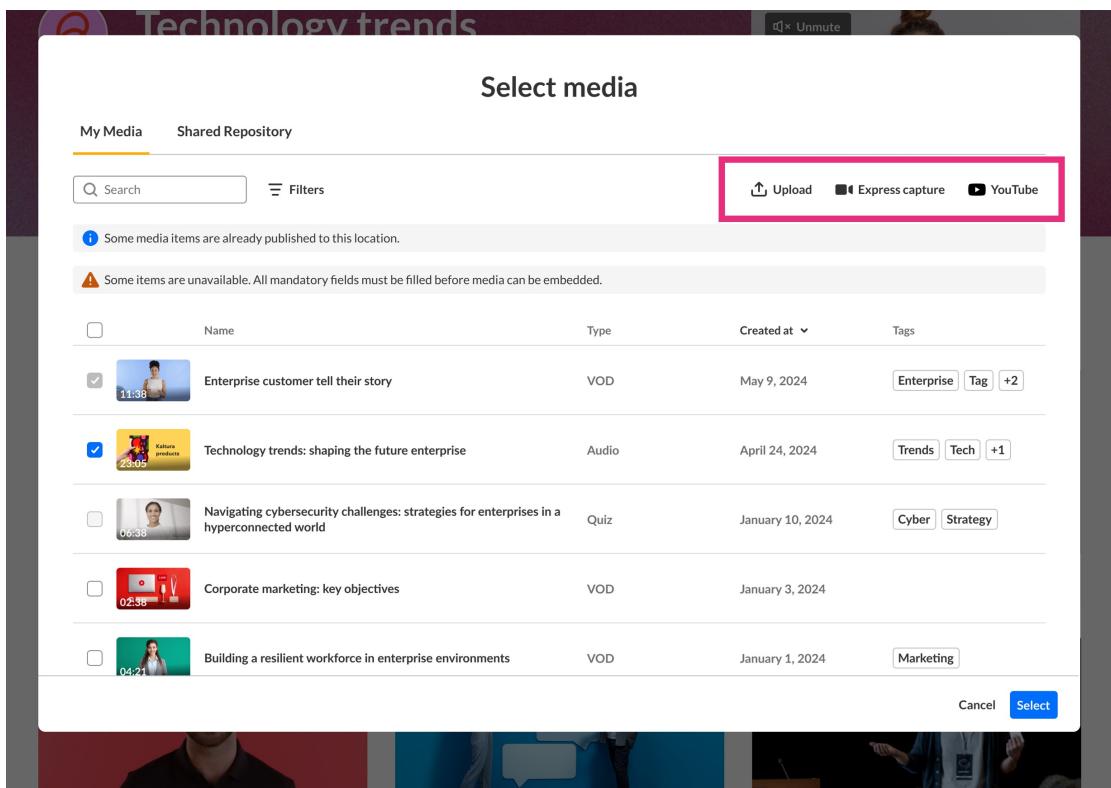
A confirmation message displays at the top of the screen.

Once added, your media appears in the Media Gallery. If moderation is enabled, it may take time before the media is visible to others.

Add new media

Need to upload or record a new video? Use one of the options at the far right

- **Upload** - You can upload multiple files at once. After selecting your files, wait for all uploads to complete before clicking Save and Select to return to the media selection screen. Visit our article [Upload media](#) for guidance.
- **Express Capture** - Visit our article [Create a recording with Express Capture](#) for guidance.
- **YouTube** - Visit our article [Add a YouTube video](#) for guidance.



The screenshot shows the 'Select media' interface in Kaltura. At the top, there are tabs for 'My Media' and 'Shared Repository', and a search bar. Below the search bar is a toolbar with 'Upload' (highlighted with a red box), 'Express capture', and 'YouTube' buttons. A message bar at the top indicates that some media items are already published to this location, and another message bar below it says that some items are unavailable and mandatory fields must be filled. The main area displays a list of media items with columns for Name, Type, Created at, and Tags. Each item has a checkbox to its left. The media items listed are:

- Enterprise customer tell their story (VOD, May 9, 2024, Enterprise, Tag, +2)
- Technology trends: shaping the future enterprise (Audio, April 24, 2024, Trends, Tech, +1)
- Navigating cybersecurity challenges: strategies for enterprises in a hyperconnected world (Quiz, January 10, 2024, Cyber, Strategy)
- Corporate marketing: key objectives (VOD, January 3, 2024)
- Building a resilient workforce in enterprise environments (VOD, January 1, 2024, Marketing)

 At the bottom right of the list area are 'Cancel' and 'Select' buttons.



Need help? If you don't see the **Add to Media Gallery** button or can't find your media, contact your Kaltura administrator. You may not have the required permissions, or the content may not be eligible for publishing yet.