

Add media to a Media Gallery in Sakai

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 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.

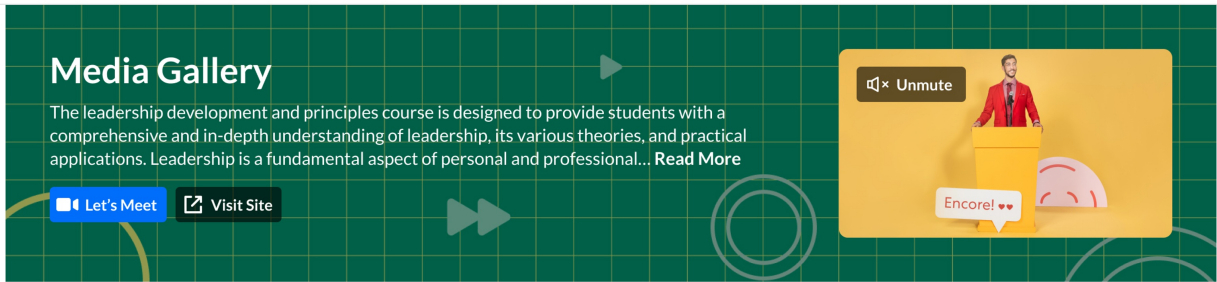
This guide explains how to add media to your media gallery, either by selecting existing media or uploading new content.



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).



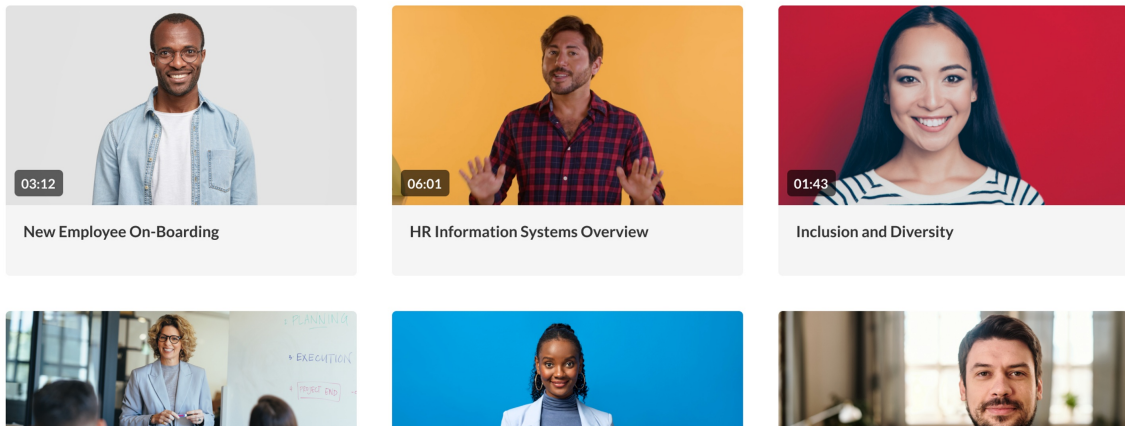
Videos Playlist About

[+ Add to media gallery](#)

⋮ Actions

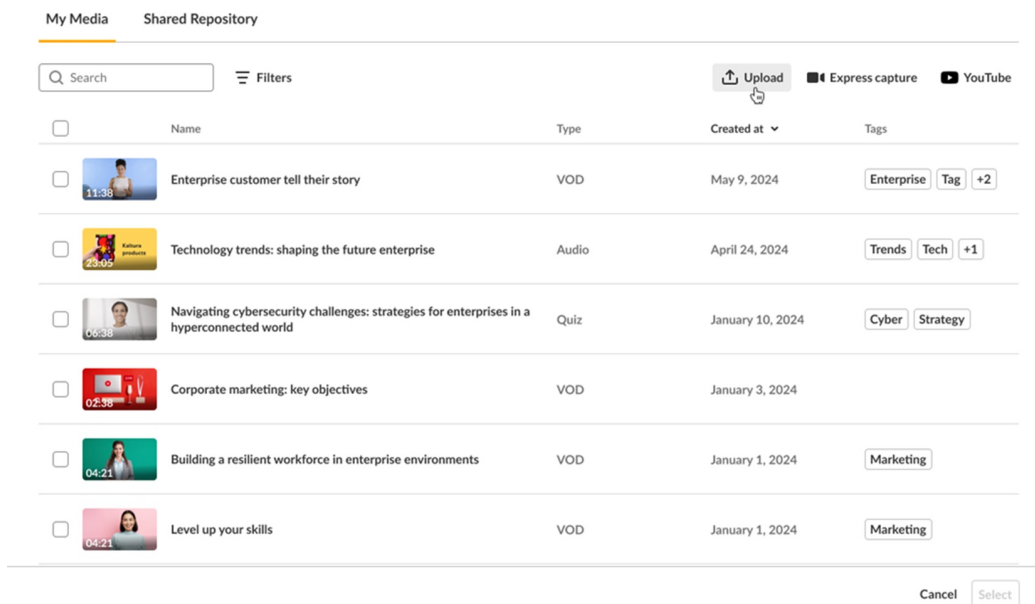
Q Search in Videos

≡ Filters



The Select Media window opens.

Select media



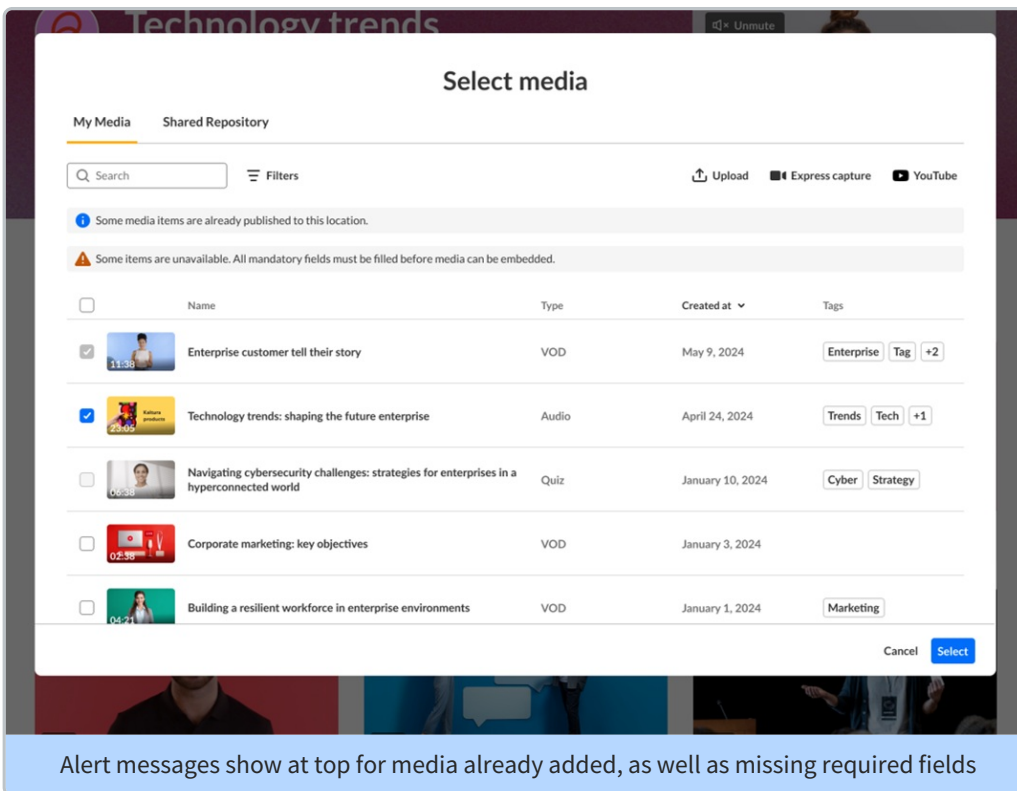
4. Use the tabs at the top to switch between:

- **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.



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

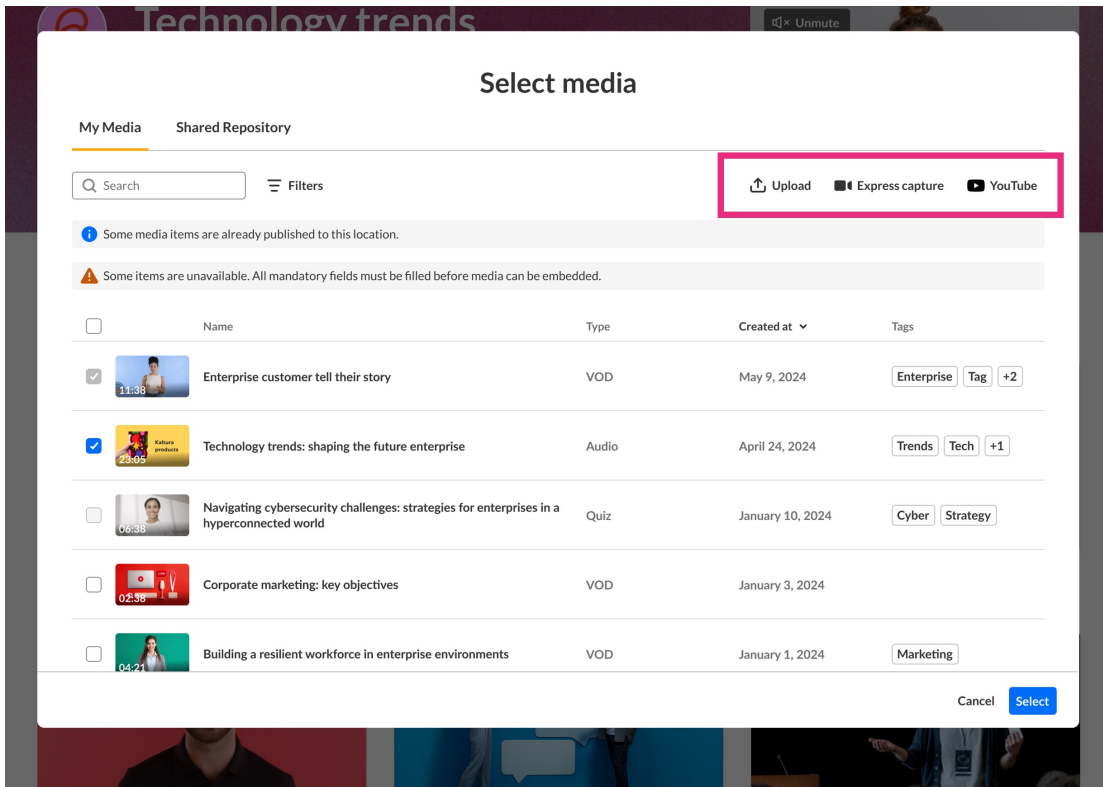
A confirmation message displays at the top of the screen.

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.



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 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.