

Add media to a Media Gallery in Sakai - Theming

Last Modified on 06/12/2025 7:26 pm IDT

 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.

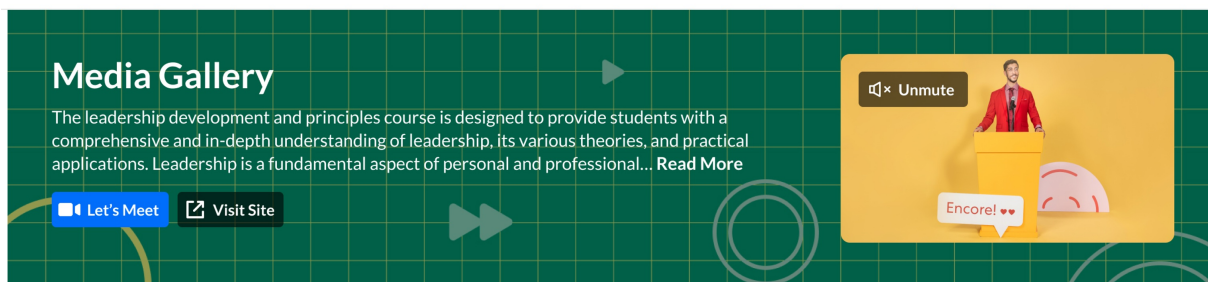
This guide explains how to add media to your Media Gallery, either by selecting existing media or uploading new content.



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).

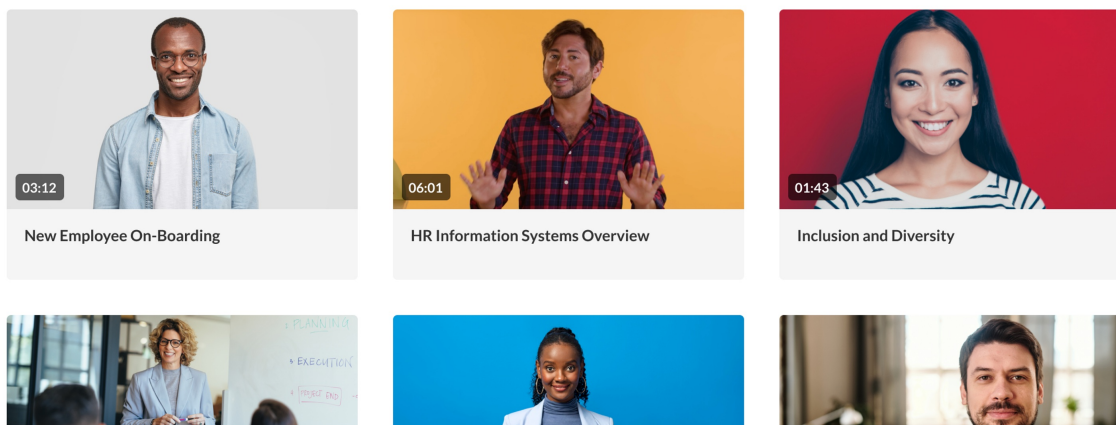


Videos Playlist About

➔ + Add to media gallery ⋮ Actions

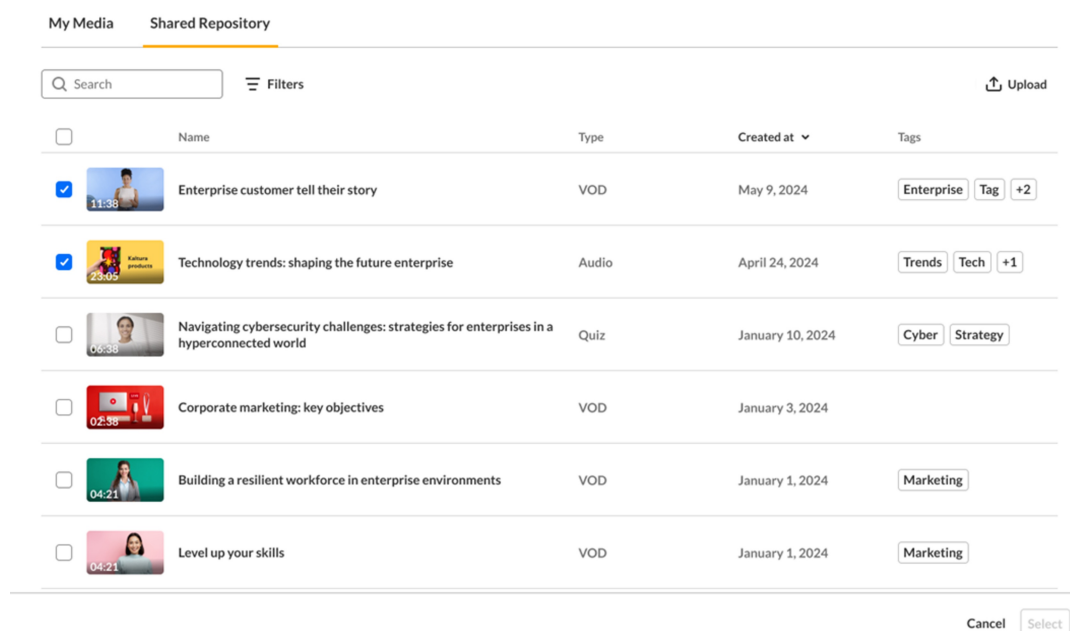
🔍 Search in Videos ⚙️

≡ Filters



The Select Media window opens.

Select media

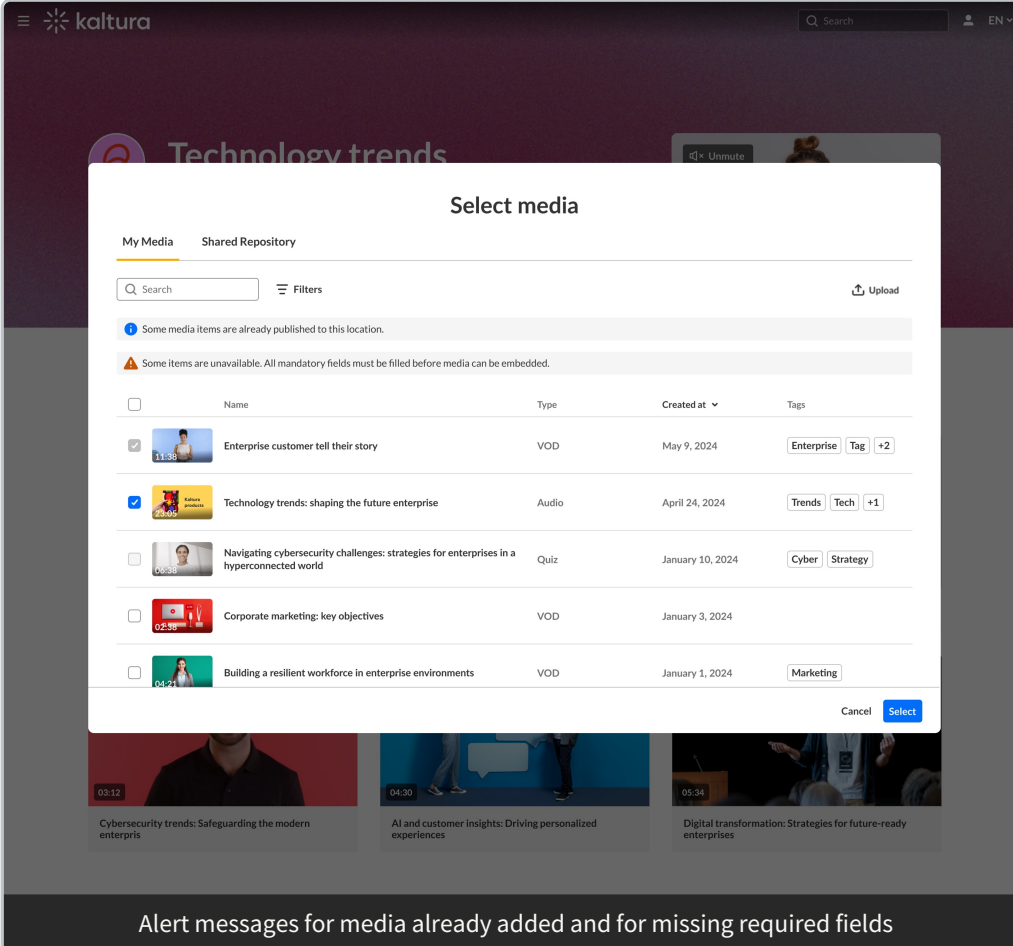


4. Use the tabs at the top to switch between:

- **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.



- 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.








Select media

My Media Shared Repository

Q Search Filters Upload

Some media items are already published to this location.

Some items are unavailable. All mandatory fields must be filled before media can be embedded.

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

Cancel Select

Alert messages for media already added and for 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

You can upload new media directly to the Select media page. Just click **Upload** at the far right, then follow the prompts.







Select media

My Media

Shared Repository

Filters

Upload

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

Cancel

Select



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.