

## Media Gallery in Sakai

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 This article is designated for all users.

### About

The **Media Gallery** acts as a dedicated video library for each course where users can view media assigned to the course.

Only users enrolled in that course will be able to view the content added to its Media Gallery.

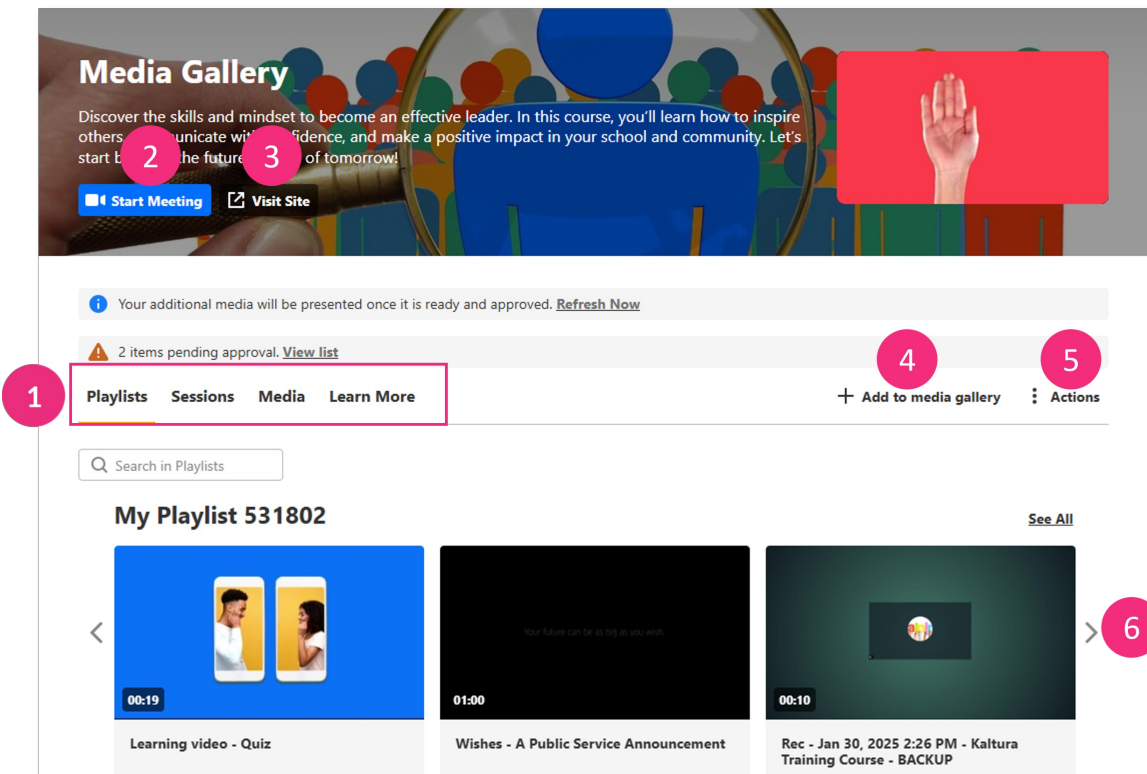


Administrators and course instructors can customize the appearance and settings of the Media Gallery by choosing **Configure** from the **Actions menu**.

### Access the Media Gallery

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

The **Media Gallery** displays. Some of the basic functions are shown below:



The screenshot shows the Media Gallery interface. At the top, there is a banner with the title "Media Gallery" and a description: "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 of tomorrow!" Below the banner are two buttons: "Start Meeting" and "Visit Site".

Below the banner is a notification bar with an information icon and the text: "Your additional media will be presented once it is ready and approved. [Refresh Now](#)". Below that is a warning icon and the text: "2 items pending approval. [View list](#)".

The main navigation bar includes "Playlists", "Sessions", "Media", and "Learn More". On the right side of the navigation bar, there are two buttons: "+ Add to media gallery" and "Actions".

Below the navigation bar is a search box labeled "Search in Playlists".

The main content area is titled "My Playlist 531802" and includes a "See All" link. It displays three video thumbnails:

- Thumbnail 1: "Learning video - Quiz" (00:19)
- Thumbnail 2: "Wishes - A Public Service Announcement" (01:00)
- Thumbnail 3: "Rec - Jan 30, 2025 2:26 PM - Kaltura Training Course - BACKUP" (00:10)

Numbered callouts (1-6) highlight specific features: 1 points to the "Playlists" tab; 2 points to the "Start Meeting" button; 3 points to the "Visit Site" button; 4 points to the "+ Add to media gallery" button; 5 points to the "Actions" button; 6 points to the right arrow of the video thumbnails.

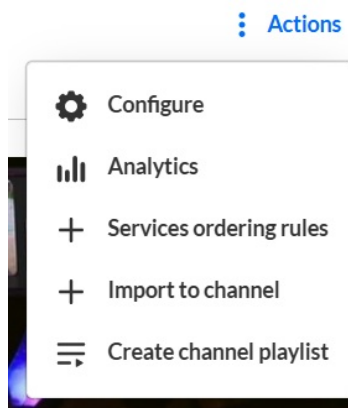
Tabs for accessing **Sessions**, **Playlists**, **Media**, and **About (1)** - The tabs are configurable, including their display and order. The Sessions and Playlists tabs are automatically hidden if there's no content.

**Start Meeting button (2)** - Press this button to initiate a live meeting. This is available to the administrator or course instructor if the Kaltura Meetings app is enabled.

**Custom link button (3)** - This is one of two optional custom link buttons that can be added to the Media Gallery. The name of the button, as well as the HTML page users will be directed to when clicking the button, are configurable.

**Add to media gallery (4)** - Click to selecting existing media or upload new content. This button only appears if you have permission to add media to the media gallery.

**Actions drop-down menu (5)** - This menu offers additional options, depending on how the administrator has configured the Media Gallery. Options can include the following:



For information on **analytics**, visit our article [Entry level analytics](#).

Media items available in this media gallery **(6)** - Media items display in either grid view (as shown) or detailed view, depending on how the administrator has set up the media gallery.

Administrators and course instructors can add a header or banner at the top of the page for an atmospheric background, with an option to include a video.

Note the different placement of the **Start Meeting** and **custom link** buttons when a header is present.