Add media to a media gallery in Sakai (legacy)

Content updated: 06/12/2025

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, such as video lectures, tutorials, or recorded sessions.

This article walks you through the steps for adding content to your Media Gallery, either by selecting existing media or uploading new content.

If you can’t do some of the actions described here, just reach out to your KAF administrator to get the right permissions.

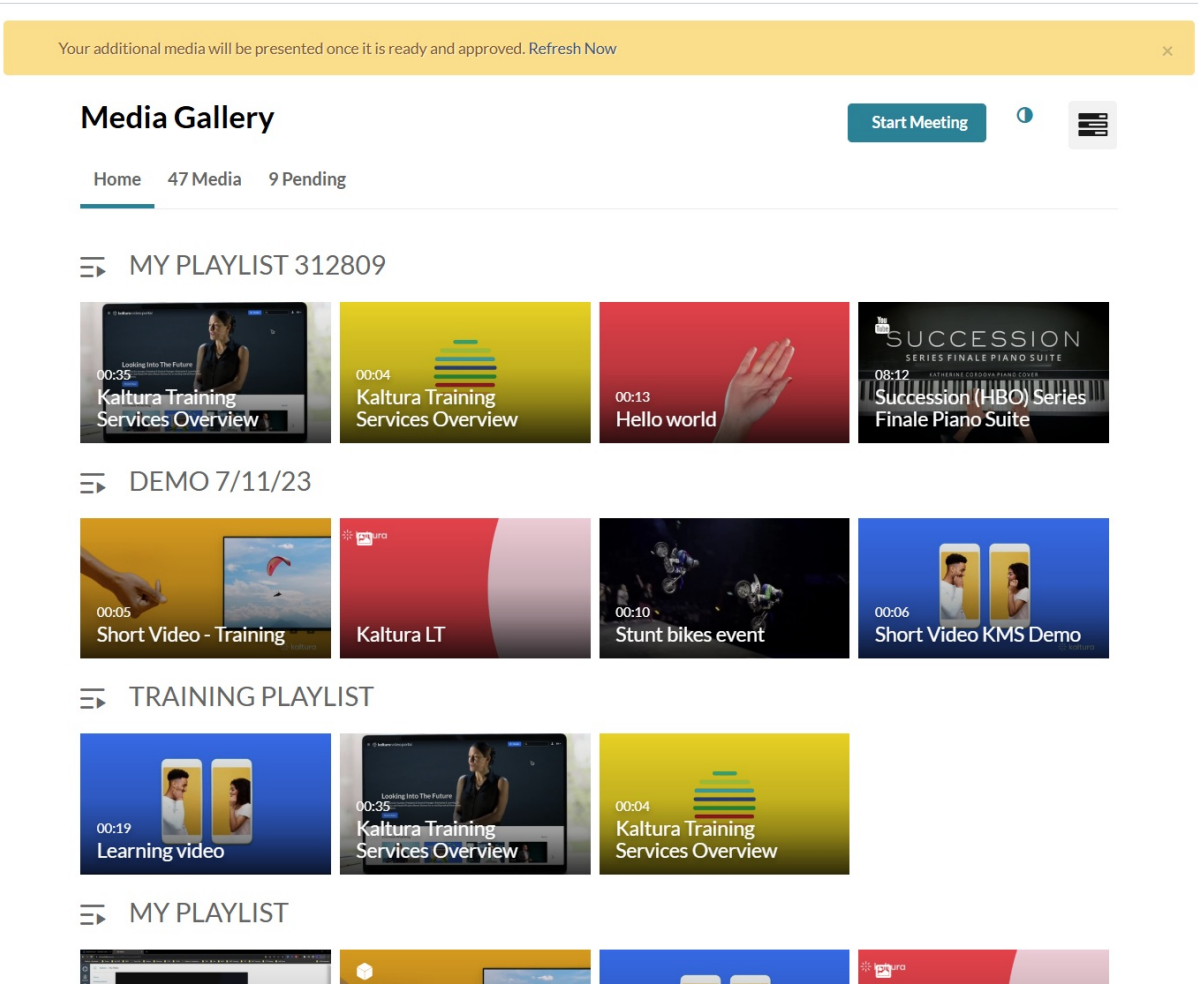
These instructions apply to the legacy **LMS Video** integration. If you’re using LMS Video with Theming, please refer to the LMS Rich Media Extensions category.

Access the Media Gallery

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

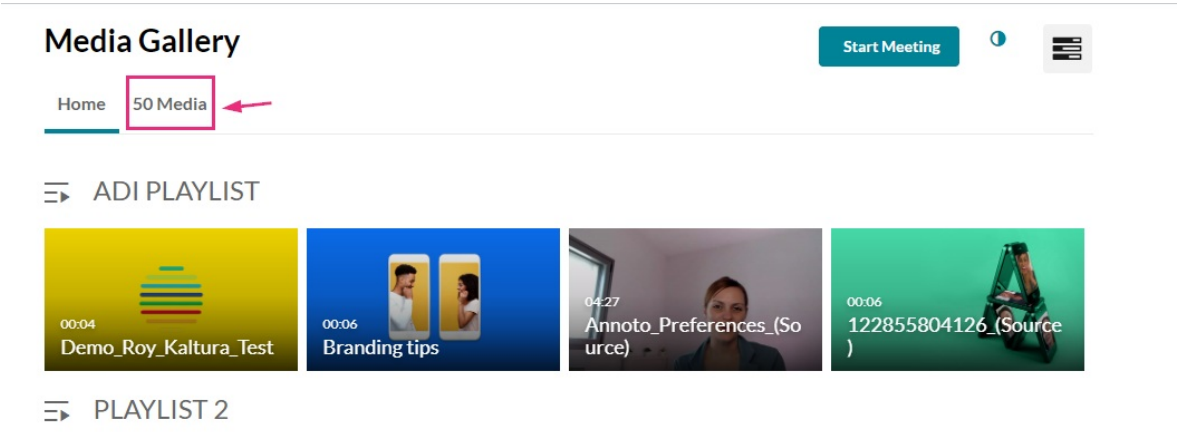
The Media Gallery displays with the **Home** tab open by default.

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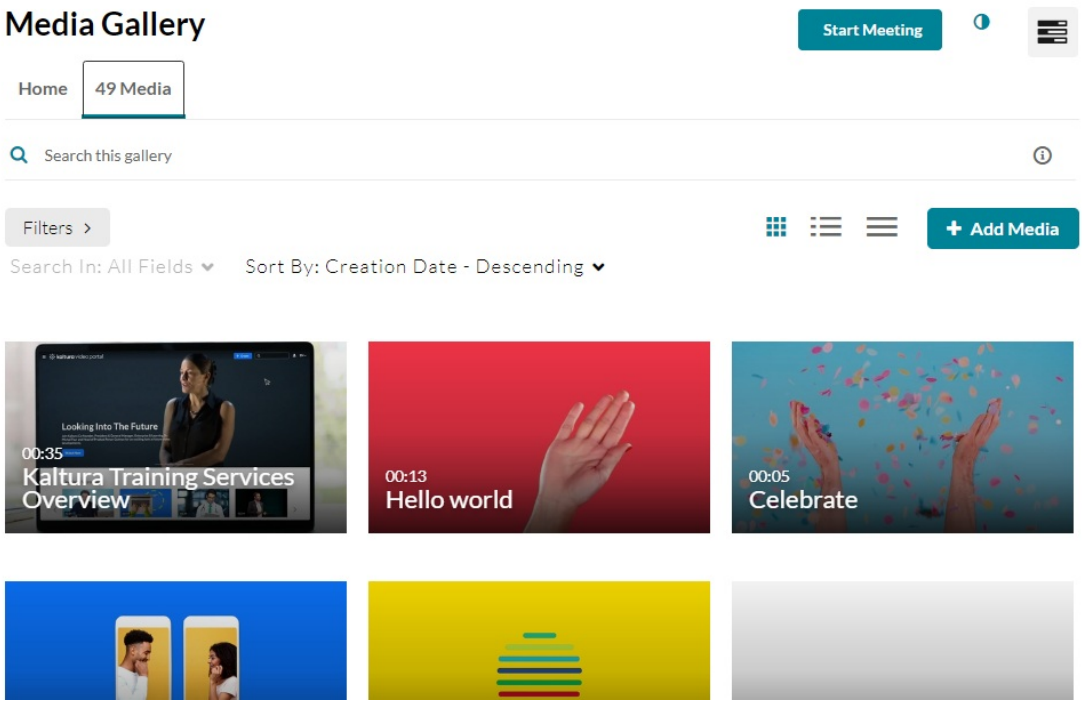
Add content from existing uploads

1. In the Media Gallery, click on the **Media** tab.

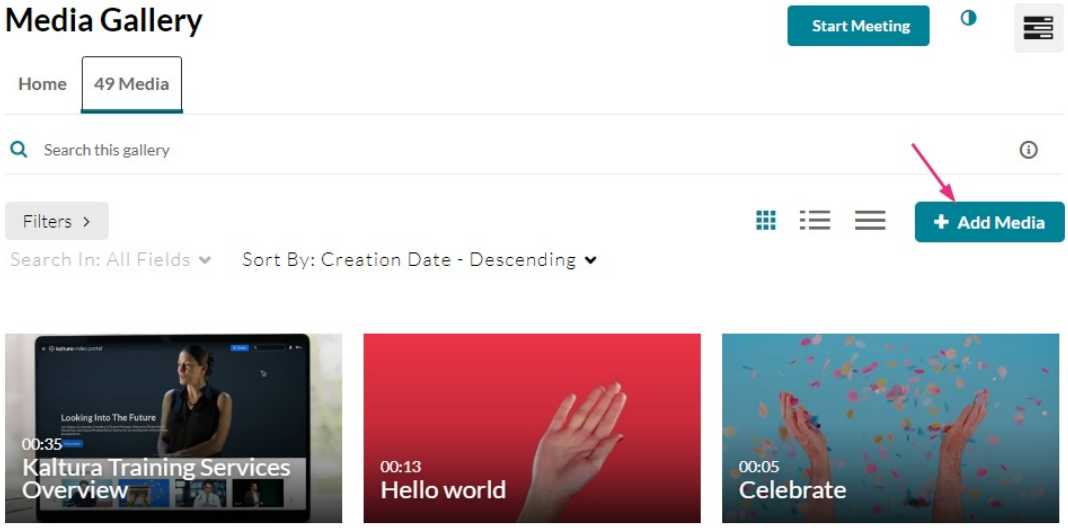


2. The Media page displays.

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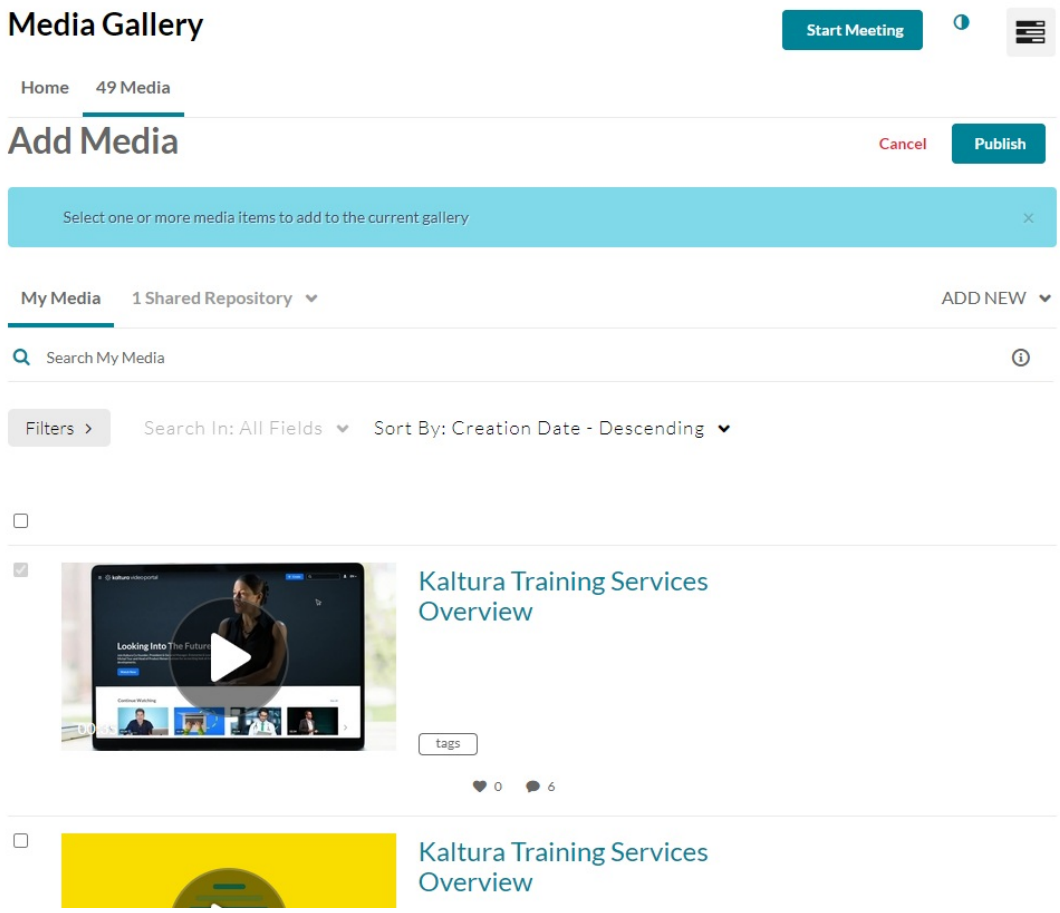


3. Click **+Add Media**.

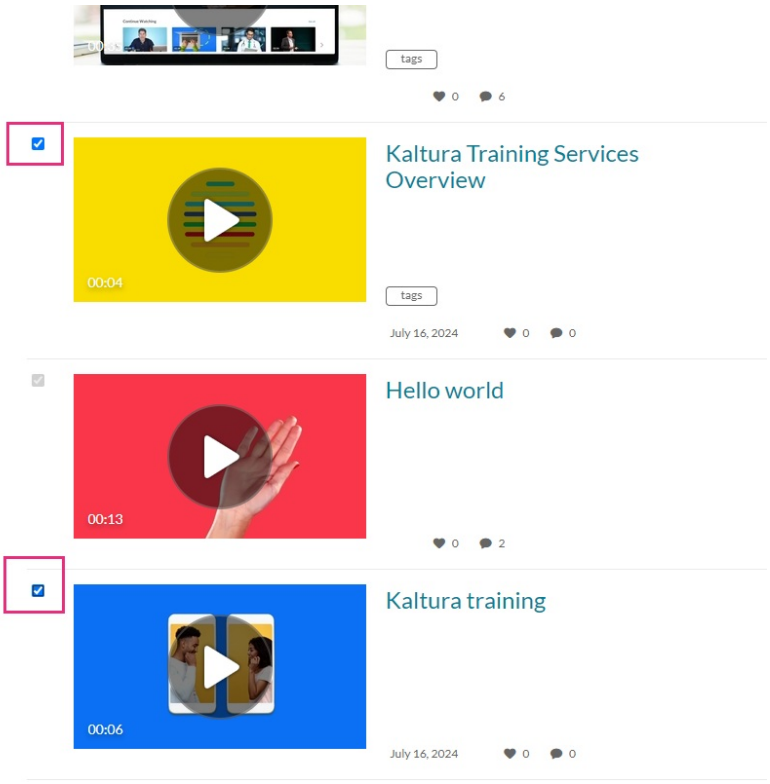


The Add Media page displays.

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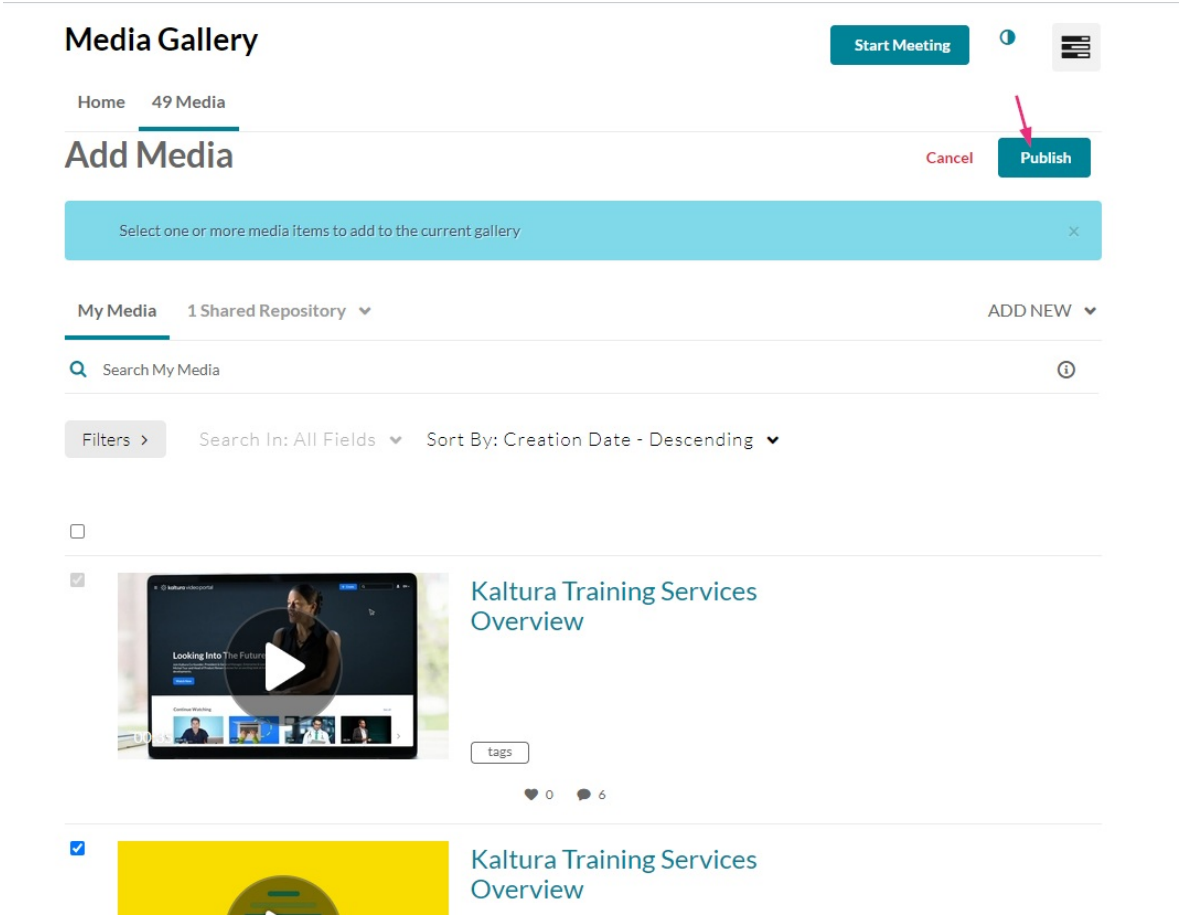


4. Click the box(es) to the left of the item(s) you want to add (the box will be greyed out if it has already been added to the Media Gallery).

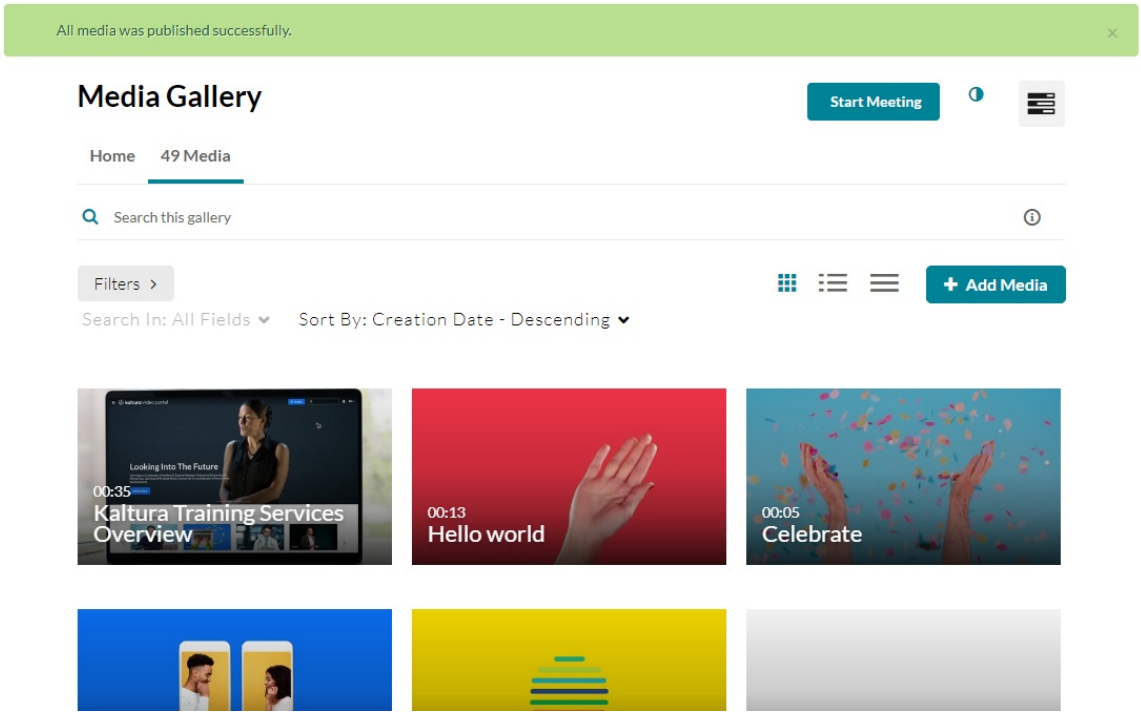


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5. Click **Publish**.



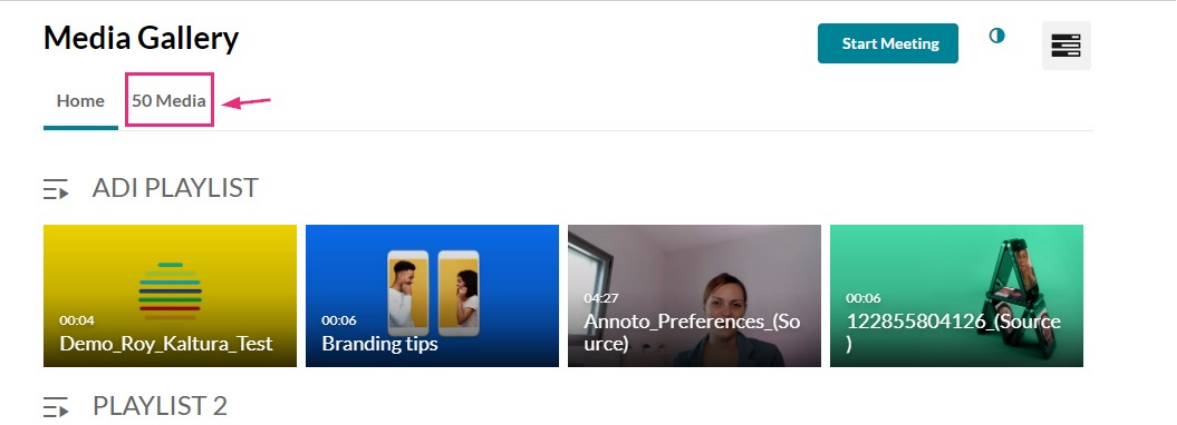
A success message displays: *All media was published successfully.*



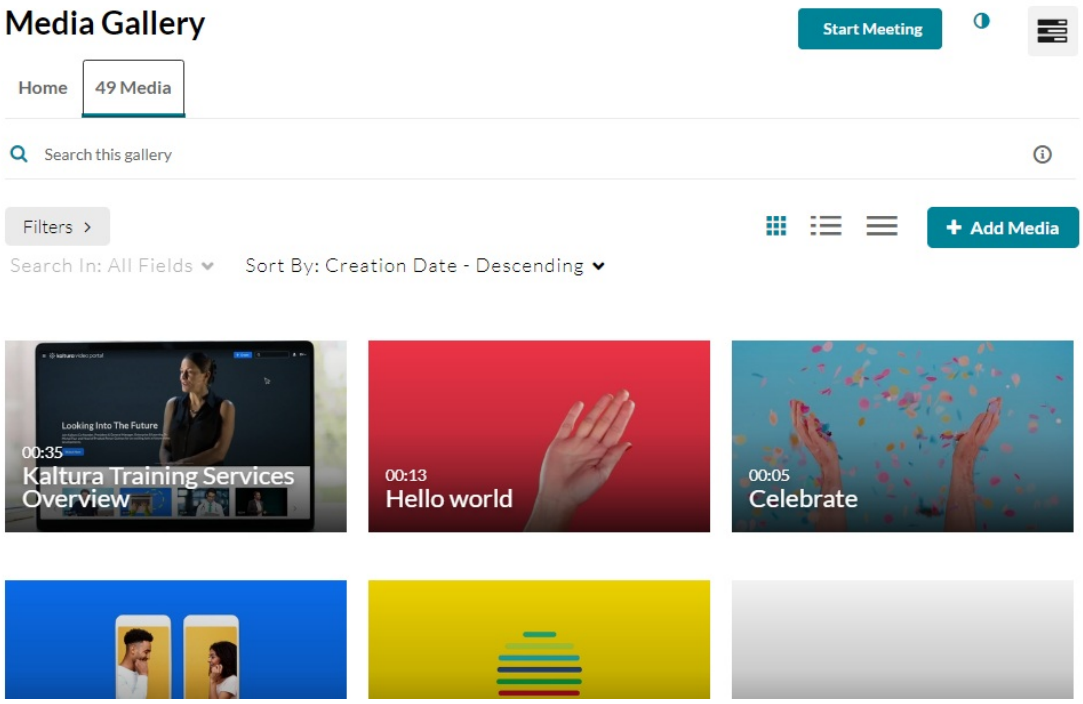
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Upload and add new content

1. In the Media Gallery, click on the **Media** tab.

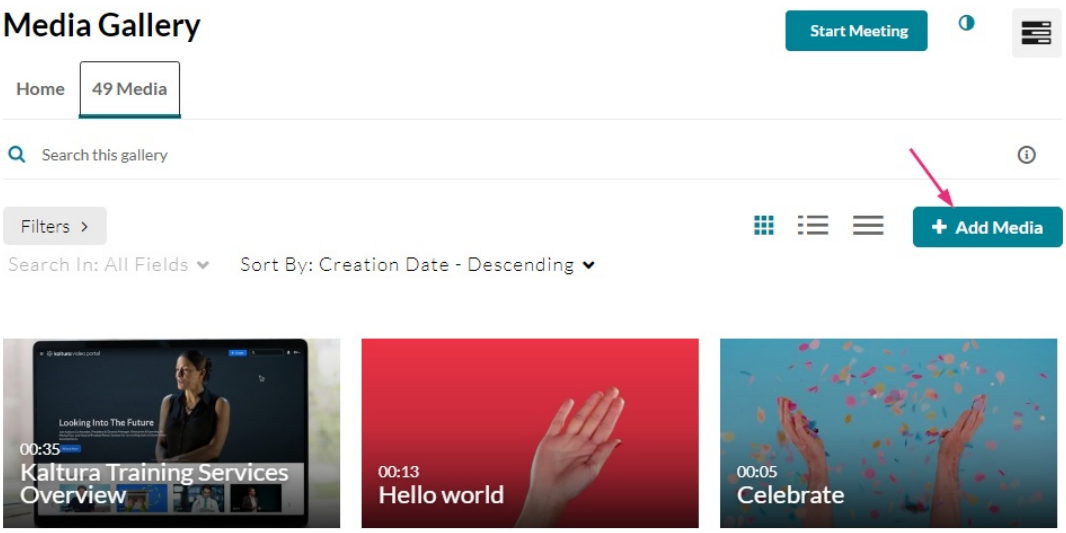


The Media page displays.

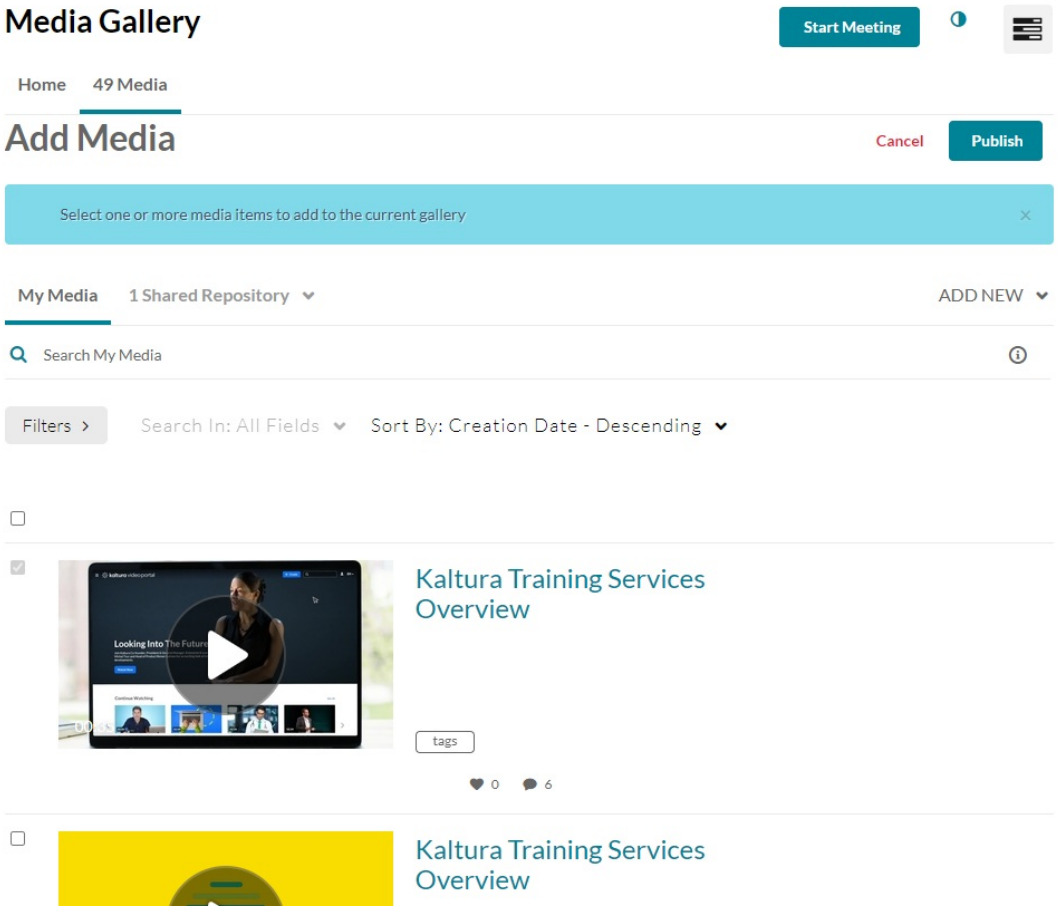


2. Click **+Add Media**.

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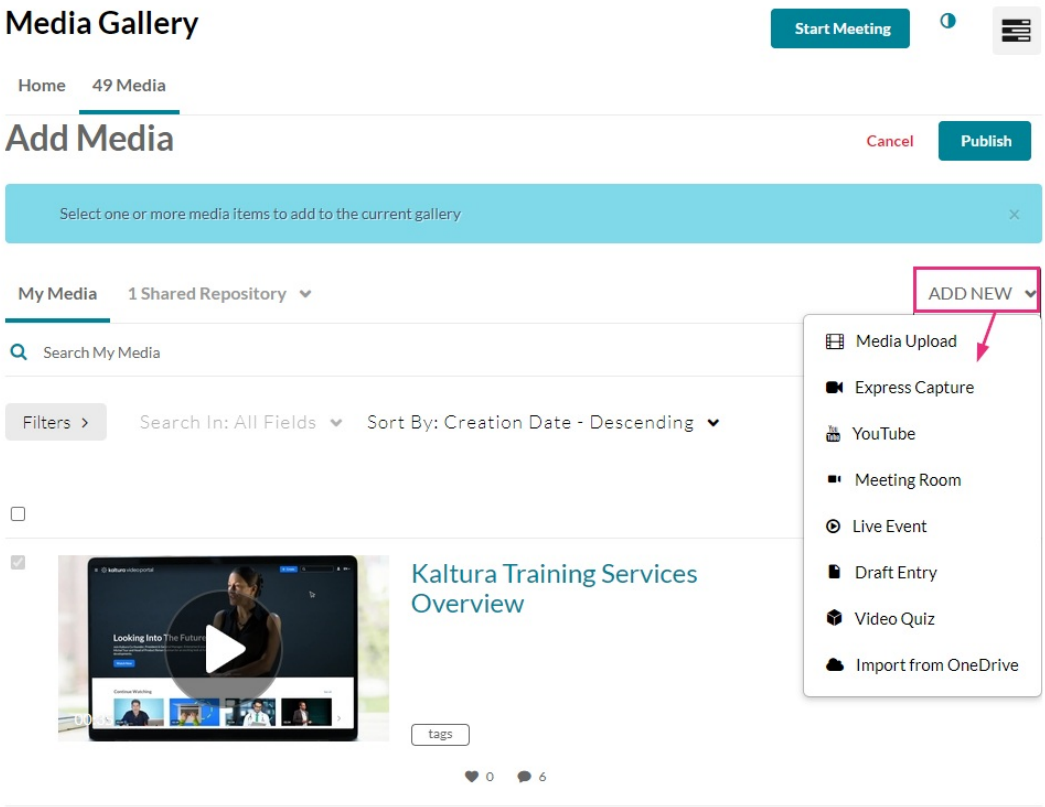


The Add Media page displays.



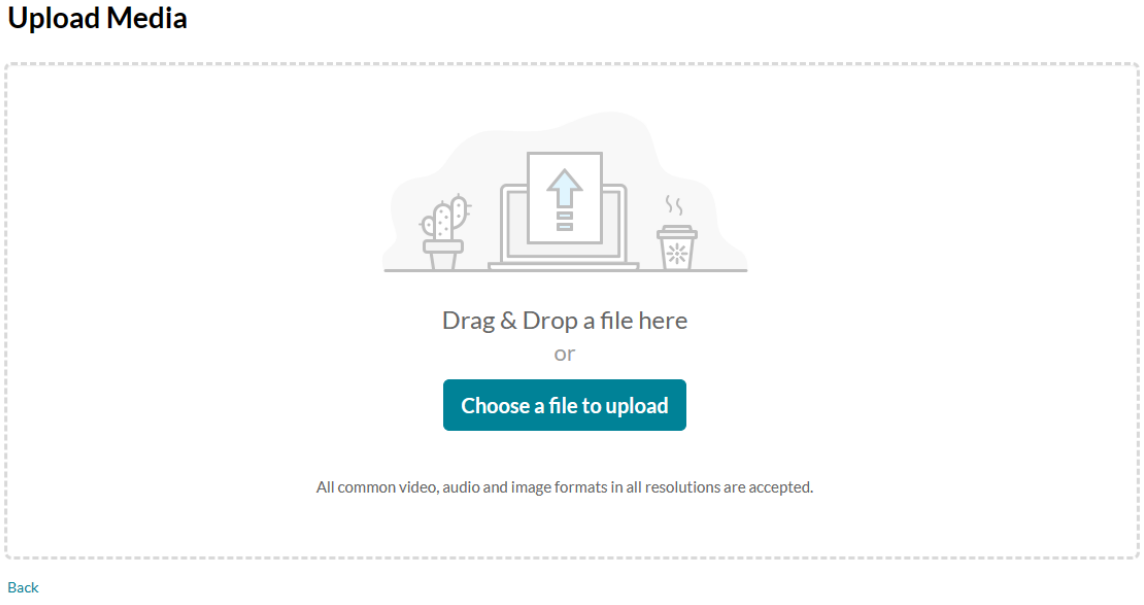
3. Click **Add New** to see the list of options for adding media.

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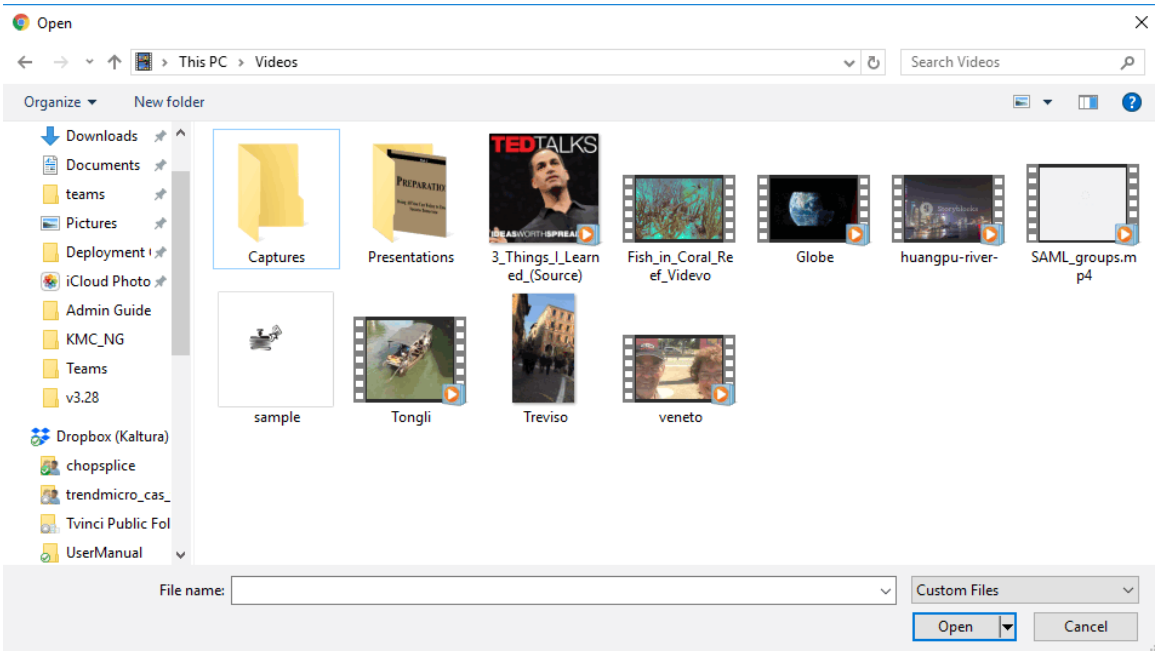
To upload a new file

1. Select **Media Upload**.
   The **Upload Media** page displays.
2. Drag and drop your file or select **Choose a file to upload**.



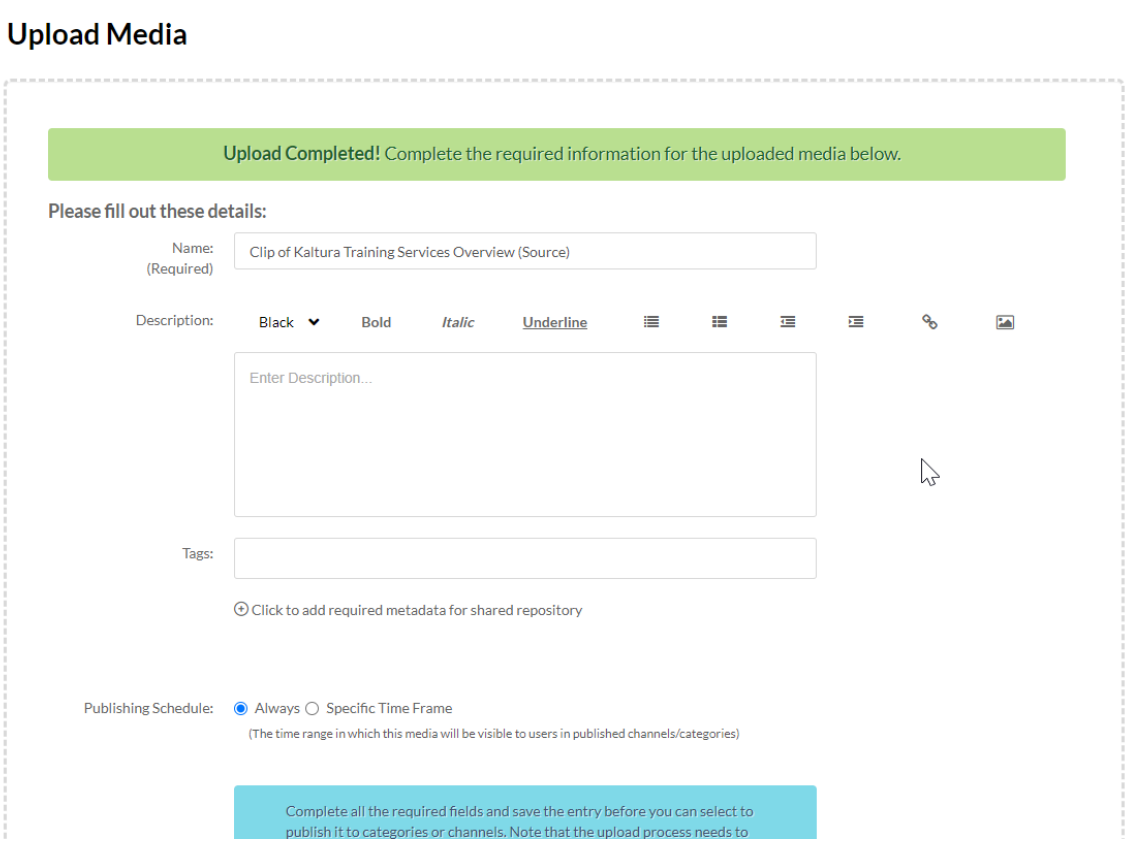
3. If you clicked **Choose a file to upload**, select a file from your computer and click **Open**.

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4. While the file is uploading, you can enter the name, description and tags for the media.

   Once the upload has finished, a success message displays: *Upload Completed! Complete the required information for the uploaded media below.*



Other ways to add media

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You can also choose from other options in the **Add New** menu, such as:

- Express Capture
- YouTube
- Interactive Video Paths
- Kaltura Capture
- Meeting Room
- Draft Entry
- Video Quiz
- Webcast Event (Townhalls)

Depending on what is enabled on your application, your **Add New menu** may look slightly different. If there is an option missing, please contact your Kaltura administrator to discuss how to enable it.

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