

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, 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.

Access the Media Gallery

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

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

Your additional media will be presented once it is ready and approved. Refresh Now X

Media Gallery

[Start Meeting](#)

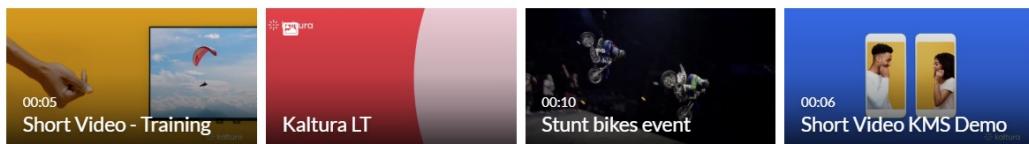


[Home](#) 47 Media 9 Pending

≡> MY PLAYLIST 312809



≡> DEMO 7/11/23



≡> TRAINING PLAYLIST



≡> MY PLAYLIST



Add content from existing uploads

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

Media Gallery

[Start Meeting](#)



[Home](#) **50 Media** ←

≡> ADI PLAYLIST



≡> PLAYLIST 2

2. The Media page displays.



Media Gallery

Home **49 Media**

Start Meeting



Search this gallery



Filters >



+ Add Media

Search In: All Fields ▾ Sort By: Creation Date - Descending ▾



3. Click **+Add Media**.

Media Gallery

Home **49 Media**

Start Meeting



Search this gallery



Filters >



+ Add Media

Search In: All Fields ▾ Sort By: Creation Date - Descending ▾



The Add Media page displays.

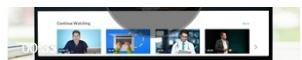
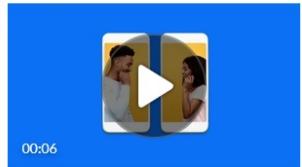
Media Gallery

[Start Meeting](#)[Home](#) [49 Media](#)

Add Media

[Cancel](#)[Publish](#)Select one or more media items to add to the current gallery X[My Media](#) [1 Shared Repository](#) ADD NEW[Search My Media](#)[Filters](#) [Search In: All Fields](#) [Sort By: Creation Date - Descending](#)**Kaltura Training Services Overview**[tags](#)heart 0 comment 6**Kaltura Training Services Overview**

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).

[tags](#)heart 0 comment 6**Kaltura Training Services Overview**[tags](#)July 16, 2024 heart 0 comment 0**Hello world**heart 0 comment 2**Kaltura training**July 16, 2024 heart 0 comment 0



5. Click **Publish**.

Media Gallery

Start Meeting

Cancel

Publish

Select one or more media items to add to the current gallery

My Media 1 Shared Repository

ADD NEW

Search My Media

Filters > Search In: All Fields Sort By: Creation Date - Descending

 **Kaltura Training Services Overview**

 **Kaltura Training Services Overview**

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

All media was published successfully.

Media Gallery

Start Meeting

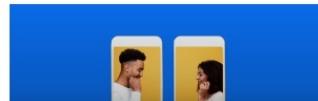
Home 49 Media

Search this gallery

Filters > Add Media

Search In: All Fields Sort By: Creation Date - Descending



Upload and add new content

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

The screenshot shows the Kaltura Media Gallery interface. At the top, there is a navigation bar with 'Home' and a highlighted '50 Media' tab. To the right of the navigation are buttons for 'Start Meeting', a profile icon, and a settings icon. Below the navigation, there are two sections: 'ADI PLAYLIST' and 'PLAYLIST 2'. Each section contains a grid of media items. The first item in 'ADI PLAYLIST' is 'Demo_Roy_Kaltura_Test' (00:04). The second item in 'ADI PLAYLIST' is 'Branding tips' (00:06). The first item in 'PLAYLIST 2' is 'Annoto_Preferences_(Source)' (04:27). The second item in 'PLAYLIST 2' is '122855804126_(Source)' (00:06).

The Media page displays.

The screenshot shows the Kaltura Media Gallery interface. At the top, there is a navigation bar with 'Home' and a highlighted '49 Media' tab. To the right of the navigation are buttons for 'Start Meeting', a profile icon, and a settings icon. Below the navigation, there are search and filter options: 'Search this gallery' with a magnifying glass icon, 'Filters >', 'Search In: All Fields', and 'Sort By: Creation Date - Descending'. There is also a 'Add Media' button with a plus sign. The main area displays a grid of media items. The first item is 'Kaltura Training Services Overview' (00:35). The second item is 'Hello world' (00:13). The third item is 'Celebrate' (00:05). Below these are two more items: one with two small video thumbnails and one with the Kaltura logo.

2. Click **+Add Media**.



Media Gallery

Start Meeting

Home 49 Media

Search this gallery

Filters >

Search In: All Fields ▾ Sort By: Creation Date - Descending ▾

00:35 Kaltura Training Services Overview

00:13 Hello world

00:05 Celebrate

The Add Media page displays.

Start Meeting

Home 49 Media

Add Media

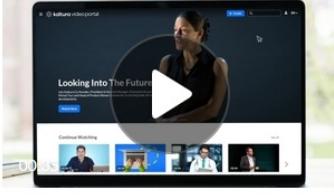
Select one or more media items to add to the current gallery

Cancel Publish

My Media 1 Shared Repository ▾ ADD NEW ▾

Search My Media

Filters > Search In: All Fields ▾ Sort By: Creation Date - Descending ▾

 Kaltura Training Services Overview

 Kaltura Training Services Overview

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

Media Gallery

Home 49 Media

Add Media

Start Meeting



Cancel

Publish

Select one or more media items to add to the current gallery

My Media 1 Shared Repository ▾

Search My Media

Filters >

Search In: All Fields ▾

Sort By: Creation Date - Descending ▾



Kaltura Training Services
Overview

tags

0 6

ADD NEW ▾

Media Upload

Express Capture

YouTube

Meeting Room

Live Event

Draft Entry

Video Quiz

Import from OneDrive

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**.

Upload Media



Drag & Drop a file here

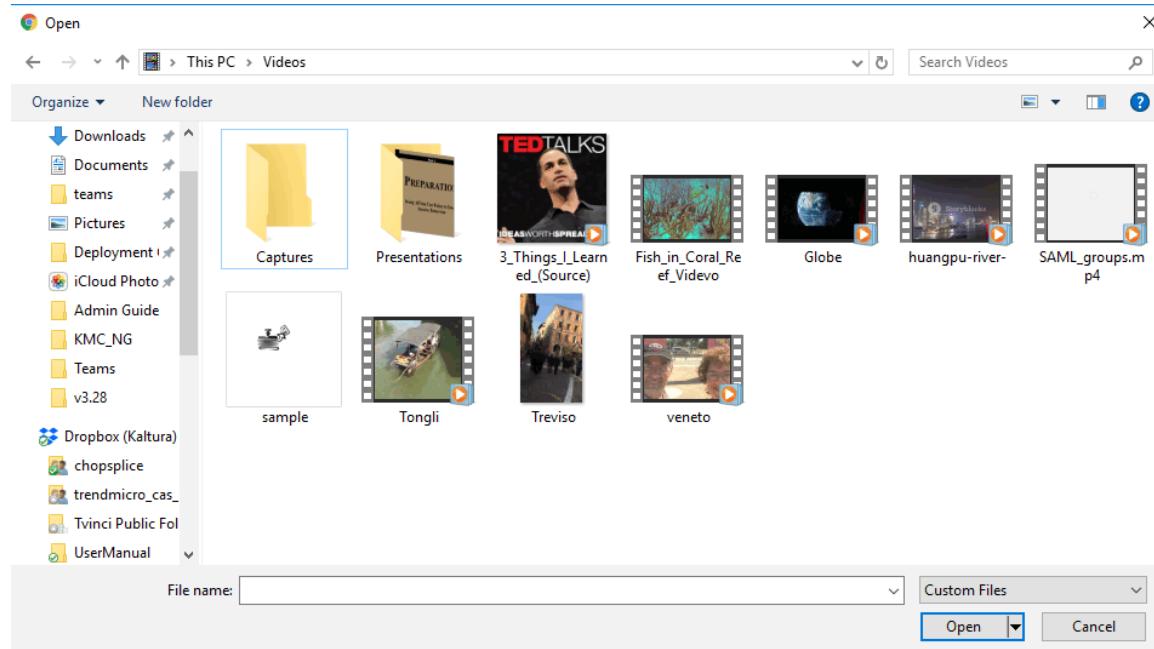
or

Choose a file to upload

All common video, audio and image formats in all resolutions are accepted.

Back

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



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.

Upload Media

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name:
(Required)

Description:

[Black](#)
[Bold](#)
[Italic](#)
[Underline](#)
[List](#)
[List](#)
[List](#)
[Image](#)

Enter Description...

Tags:

⊕ Click to add required metadata for shared repository

Publishing Schedule:

Always
 Specific Time Frame
 (The time range in which this media will be visible to users in published channels/categories)

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to

Other ways to add media



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.