

# Add media to a Media Gallery in Sakai

Last Modified on 06/12/2025 7:16 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, 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.

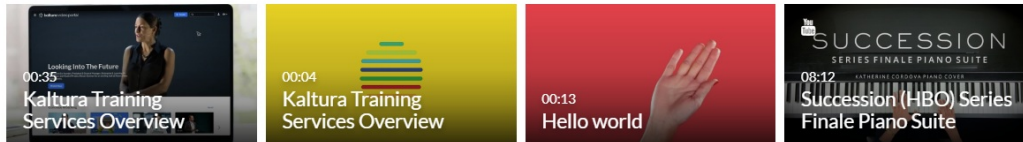
Your additional media will be presented once it is ready and approved. Refresh Now

## Media Gallery

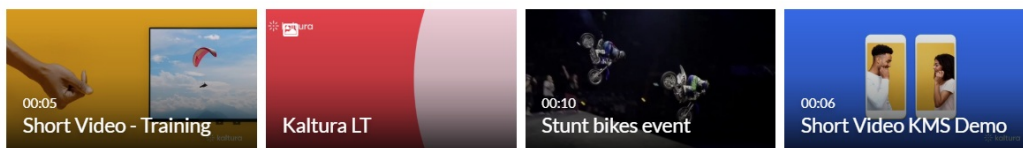
Start Meeting

Home 47 Media 9 Pending

### MY PLAYLIST 312809



### DEMO 7/11/23



### TRAINING PLAYLIST



### MY PLAYLIST



## Add content from existing uploads

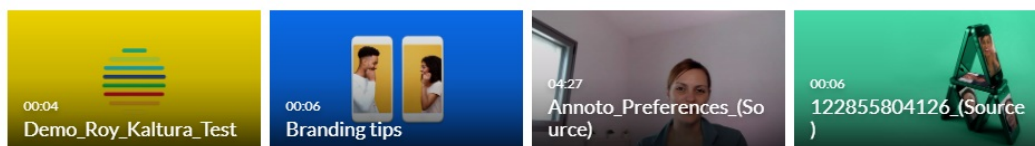
1. In the Media Gallery, click on the **Media** tab.

## Media Gallery

Start Meeting

Home 50 Media

### ADI PLAYLIST



### PLAYLIST 2

2. The Media page displays.

## Media Gallery

[Start Meeting](#)

1

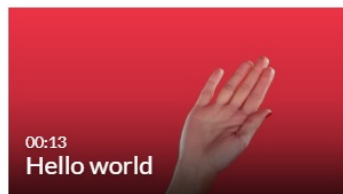
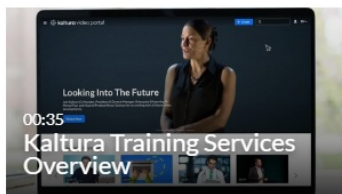

[Home](#) [49 Media](#)


i

Filters &gt;


[+ Add Media](#)

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



### 3. Click **+Add Media**.

## Media Gallery

[Start Meeting](#)

1

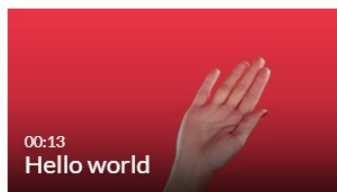

[Home](#) [49 Media](#)


i

Filters &gt;


[+ Add Media](#)

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



The Add Media page displays.

## Media Gallery

[Start Meeting](#)

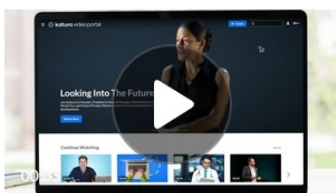
[Home](#) [49 Media](#)

### Add Media

[Cancel](#)
[Publish](#)

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


[My Media](#) [1 Shared Repository](#)
[ADD NEW](#)
 Search My Media

[Filters](#)
[Search In: All Fields](#)
[Sort By: Creation Date - Descending](#)


Kaltura Training Services Overview

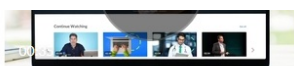
[tags](#)

0 6

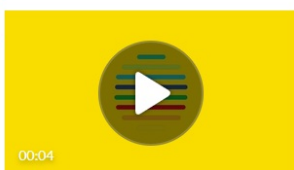


Kaltura Training Services Overview

- 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](#)

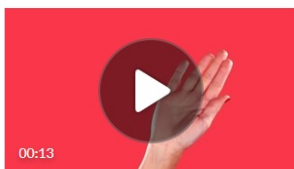
0 6



Kaltura Training Services Overview

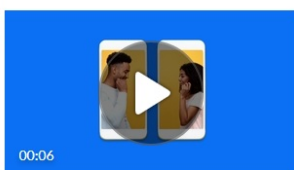
[tags](#)

July 16, 2024 0 0



Hello world

0 2



Kaltura training

July 16, 2024 0 0

5. Click **Publish**.

## Media Gallery

Home 49 Media

### Add Media

Cancel

**Publish**

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

My Media 1 Shared Repository

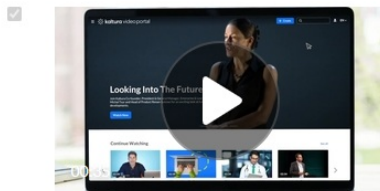
ADD NEW

Search My Media

Filters

Search In: All Fields

Sort By: Creation Date - Descending



Kaltura Training Services Overview

tags

0 6



Kaltura Training Services Overview

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

All media was published successfully.

## Media Gallery

Home 49 Media

Search this gallery

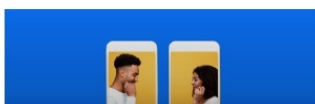
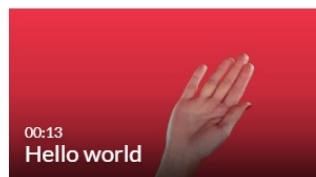
Filters

Search In: All Fields

Sort By: Creation Date - Descending

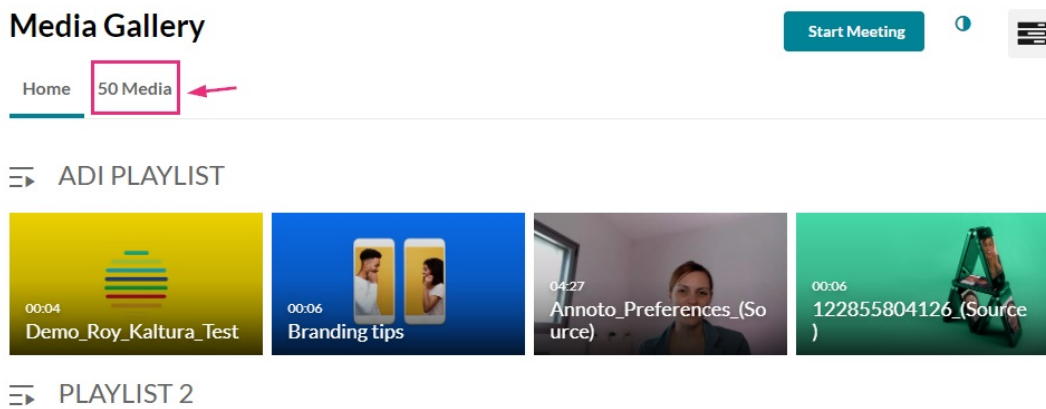


+ Add Media

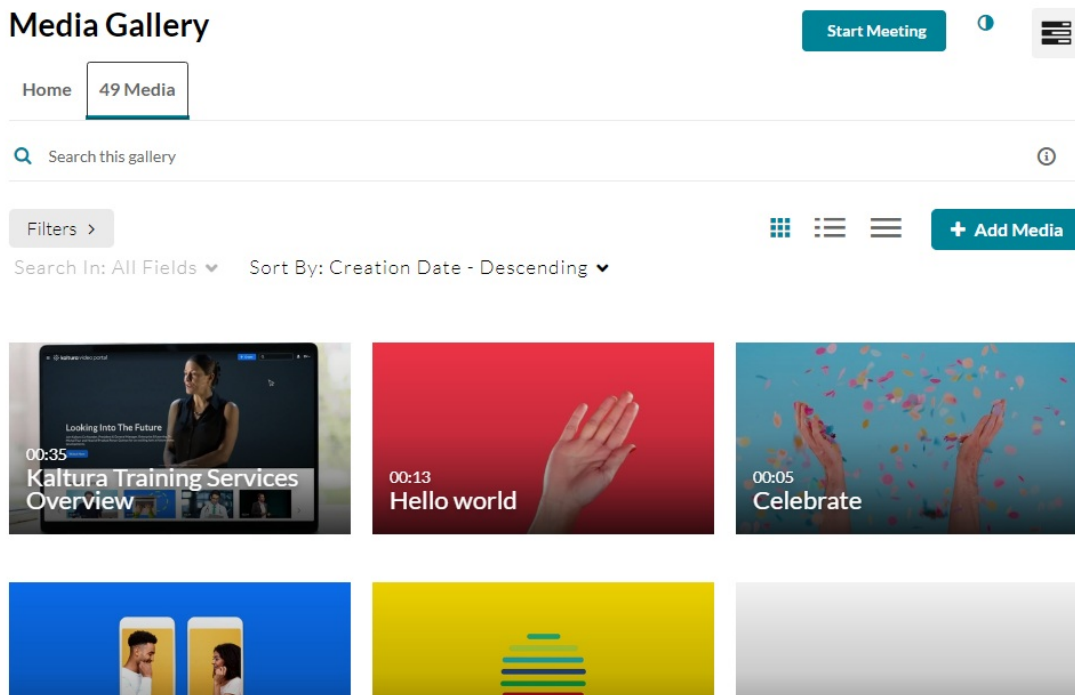


## Upload and add new content

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



The Media page displays.



2. Click **+Add Media**.

## Media Gallery

[Start Meeting](#)

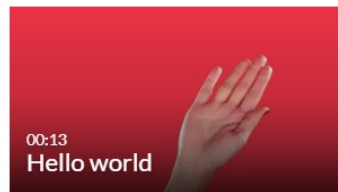
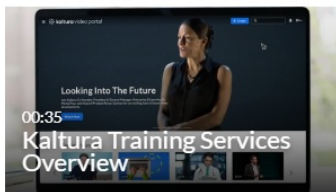
[Home](#)
[49 Media](#)
 Search this gallery

[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](#)

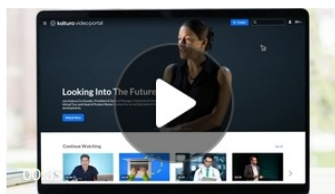
Select one or more media items to add to the current gallery


[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

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Kaltura Training Services Overview

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



## Media Gallery

[Start Meeting](#)

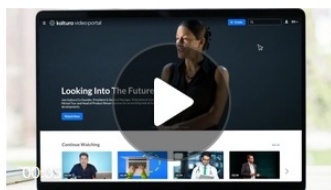
[Home](#) [49 Media](#)

### Add Media

[Cancel](#)
[Publish](#)

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

[My Media](#) [1 Shared Repository](#)

[Filters](#)
[Search In: All Fields](#)
[Sort By: Creation Date - Descending](#)


**Kaltura Training Services Overview**

tags

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[ADD NEW](#)

- Media Upload
- Express Capture
- YouTube
- Meeting Room
- Live Event
- Draft Entry
- Video Quiz
- Import from OneDrive

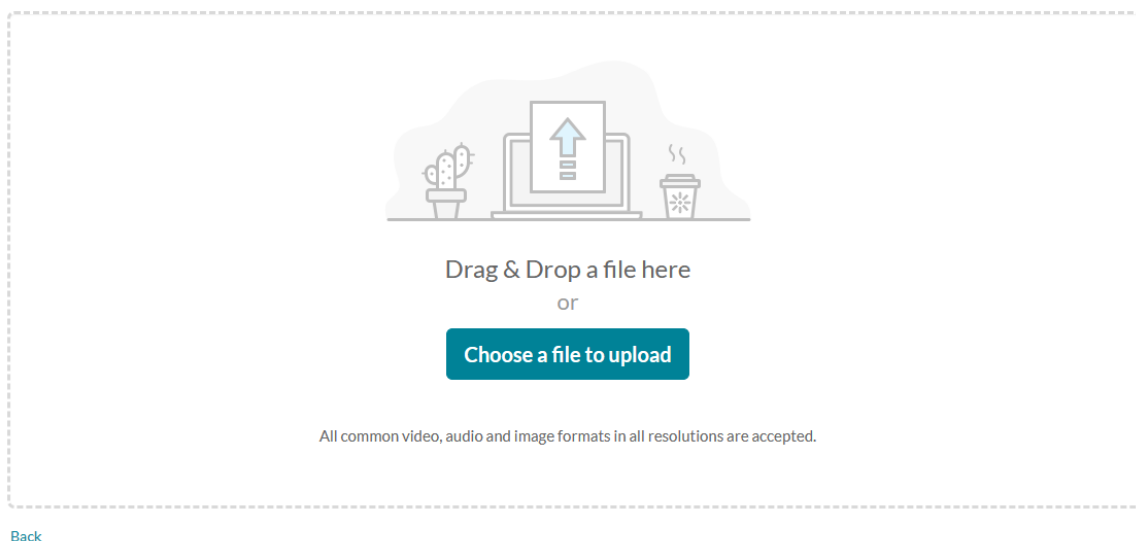
To upload a new file

1. Select **Media Upload**.

The **Upload Media** page displays.

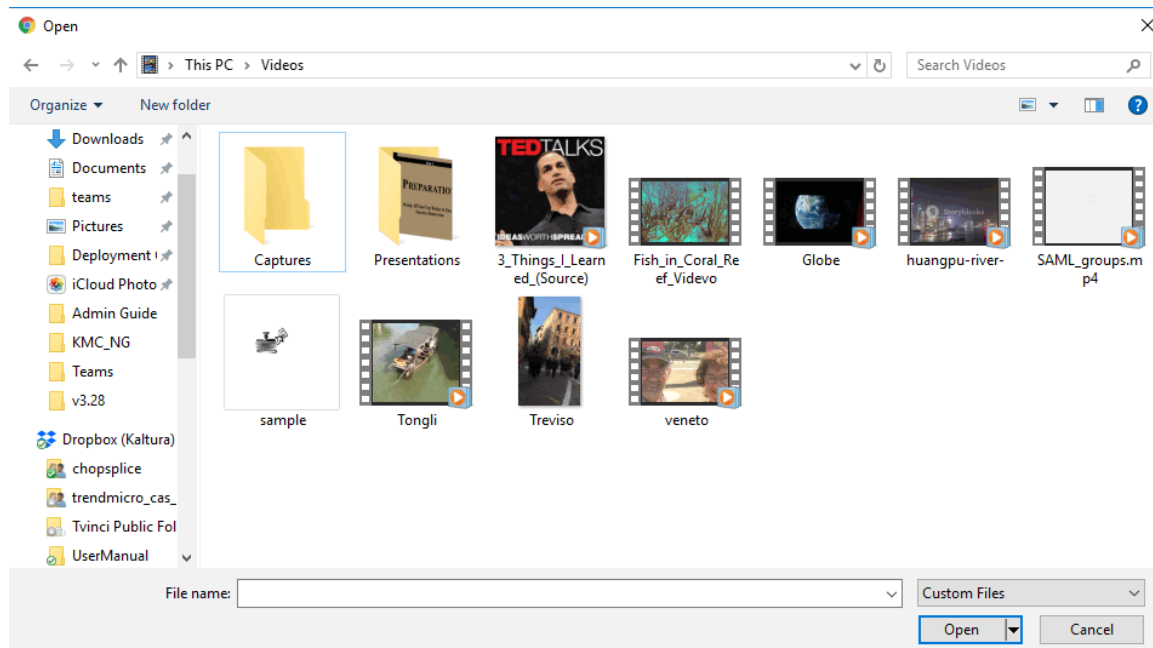
2. Drag and drop your file or select **Choose a file to upload**.

### Upload Media



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





- 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
☰
☰
☰
☰
🔗
🖼️

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.