

# Import other media galleries in Sakai

Last Modified on 05/04/2026 11:13 am IDT

 This article is designated for faculty members.

## About

Media Gallery managers can import other galleries they manage, which is helpful for faculty who want to transfer media from an old gallery to a new one each semester.



This feature requires the [Importchannel module](#) to be enabled.

## Import

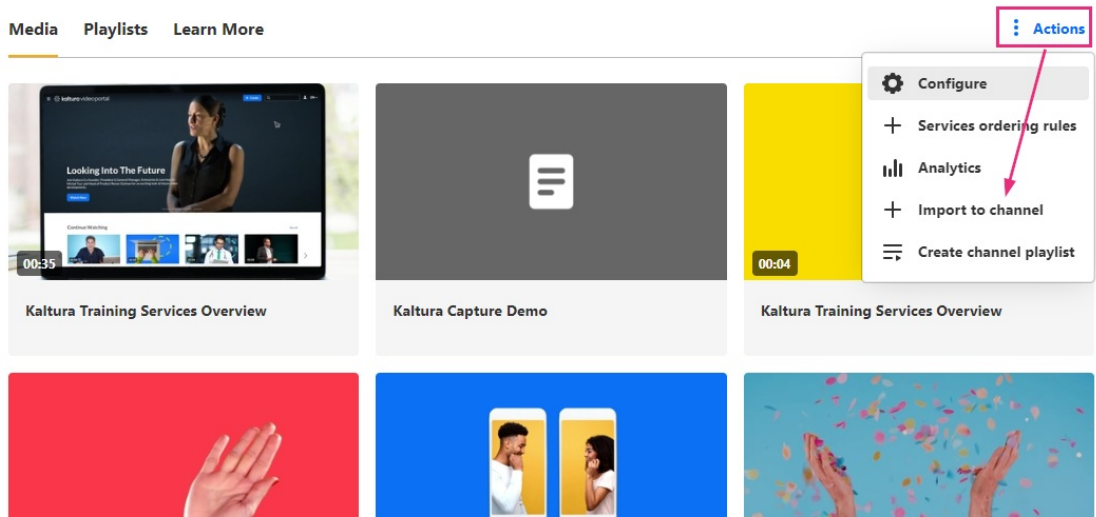
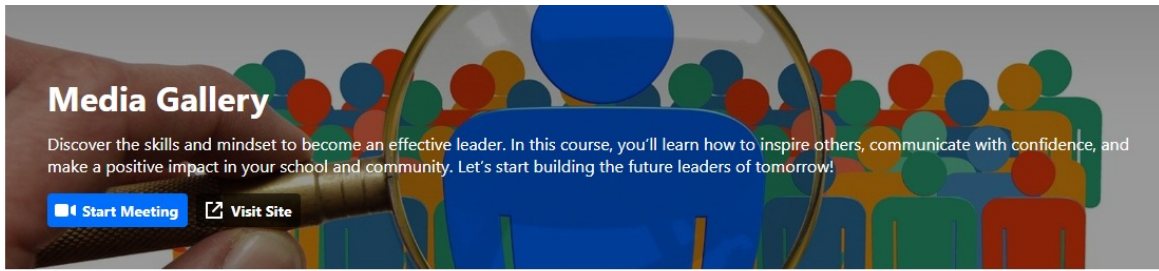
1. Access your course, then click on **Media Gallery**.



Depending on your account setup, you might access the Media Gallery differently. See your Kaltura Administrator for further information.

The Media Gallery displays.

2. Click the **Actions** menu on the far right and select **Import to channel**.



A list of all the media galleries you manage displays.

### Select the channel you want to import

- Shared Repository
- Kaltura Certification Program
- LS

Cancel Import

3. Choose a gallery from the list.

4. Click **Import**.

Select the media gallery you want to import entries from

- Shared Repository
- Kaltura Certification Program
- LS

Cancel **Import**



The **Import** feature supports the ability to import playlists only if there are **10 or fewer** playlists in the channel.

A confirmation message displays: *Importing started!*

When importing has finished, a success message displays: *Importing completed successfully. Please refresh the page for updated list.*

5. Click the refresh symbol at the top of your page to refresh the page.

