

Moderate media gallery content in Sakai

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 This article is designated for faculty members.

About

Media Gallery managers and moderators can approve or reject content when moderation is required before media is displayed.

Access pending media

1. Access your course, then on the left menu bar, 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 with the **Home** tab open by default.

Media Gallery

[Start Meeting](#)



[Home](#) 51 Media 8 Pending

» MY PLAYLIST 312809



» DEMO 7/11/23



» TRAINING PLAYLIST





2. In the Media Gallery, click on the **Pending** tab.

Media Gallery

Start Meeting

Home 50 Media **1 Pending**

→ ADI PLAYLIST

!
If there are no media items pending moderation, the Pending tab is not displayed.

The Pending page displays.

Media Gallery

Start Meeting

Home 50 Media **1 Pending**

Search in Pending

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

 Clip of Kaltura Training: Introduction Video  
This video is a clip to introduce myself to the class.
From Customer Training March 07, 2022

Search

You can use the search field and filters to find specific items. Your results will appear, allowing you to approve or reject as needed.

Media Gallery

[Start Meeting](#)

[Home](#) [50 Media](#) [1 Pending](#)
[Search in Pending](#)

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

You can click on the play button or title of the media to view it.

Approve or reject

Media Gallery

[Start Meeting](#)

[Home](#) [50 Media](#) [1 Pending](#)
[Search in Pending](#)

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


Clip of Kaltura Training: Introduction Video

This video is a clip to introduce myself to the class.

[Approve](#)
[Reject](#)

From Customer Training March 07, 2022

[Load More](#)

Click **Approve** (green) to the right of the media you want to approve or reject. A confirmation message displays: *Are you sure you want to approve [media title]*.

Are you sure you want to approve Learning video?

[Cancel](#)
[Approve](#)

Click **Reject** (red) to the right of the media you want to reject. A confirmation message



displays: *Are you sure you want to reject [media title].*

Are you sure you want to reject Learning video?

Cancel **Reject**

Approved content will be added to the Media Gallery immediately. Rejected media will not be added to the Media Gallery.

Bulk approve or reject

You can perform bulk actions to approve or reject them simultaneously. Simply select the media items by clicking the checkboxes on the thumbnails and then click

Approve or **Reject** at the top of the page.

Media Gallery

Home 50 Media 1 Pending

Search in Pending

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

Approve **Reject**

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Approved content is displayed in the Media Gallery for all users enrolled in the course.