Remove media from a media gallery in Sakai (legacy)

Content updated: 06/12/2025

This article is designated for faculty members.

About

The Media Gallery is a shared space within your course where you can organize and display multimedia content, such as video lectures, tutorials, or recorded sessions.

If you no longer want a video to be visible in the course Media Gallery, you can remove it from the gallery. The video will not be deleted, just removed from this specific course. It will still be available in:

- course content if it was embedded there separately.
- your **My Media** if you're the owner or a collaborator.

This article walks you through how to remove media from the Media Gallery.

If you can’t access some of the options described here, contact your KAF administrator for the appropriate permissions.

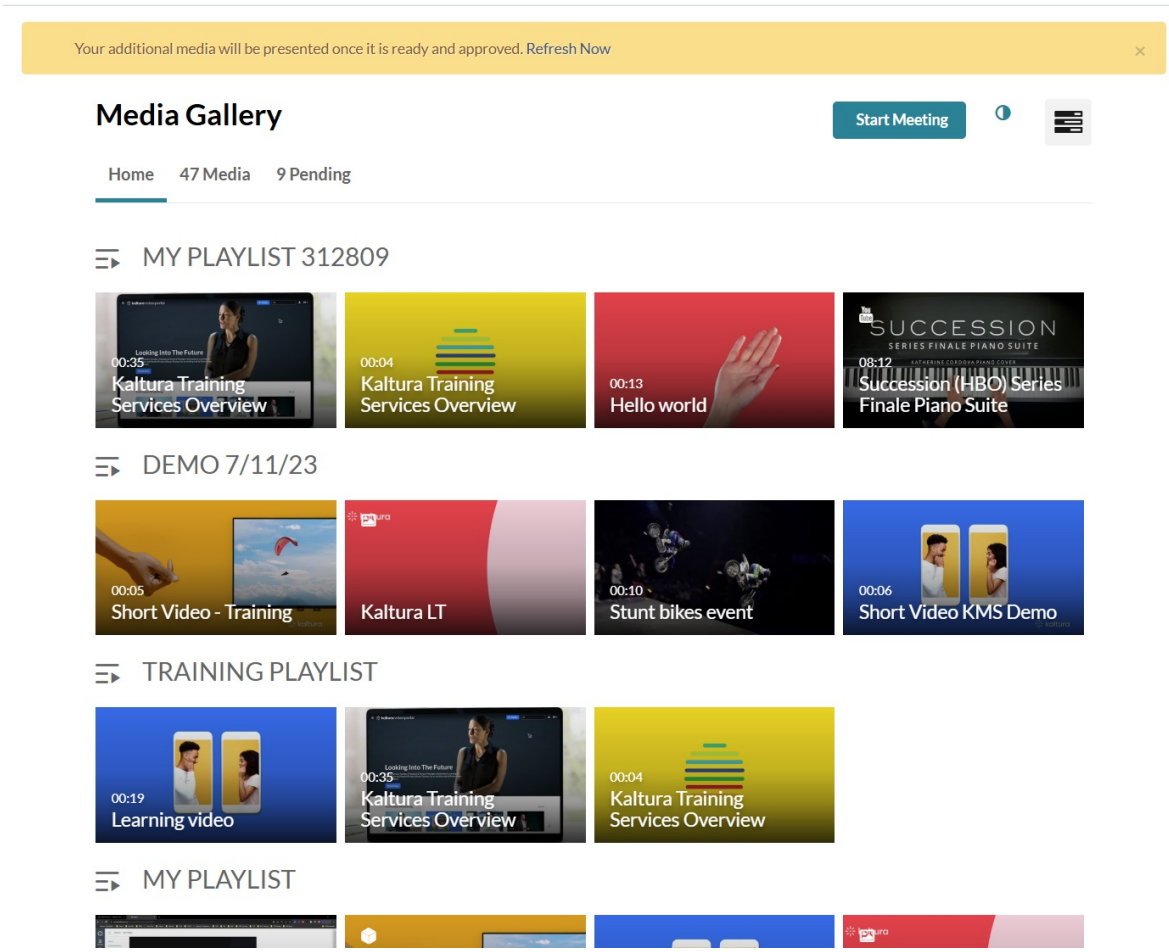
These instructions apply to the legacy **LMS Video** integration. If you’re using LMS Video with Theming, please refer to the LMS Rich Media Extensions category.

Access the Media Gallery

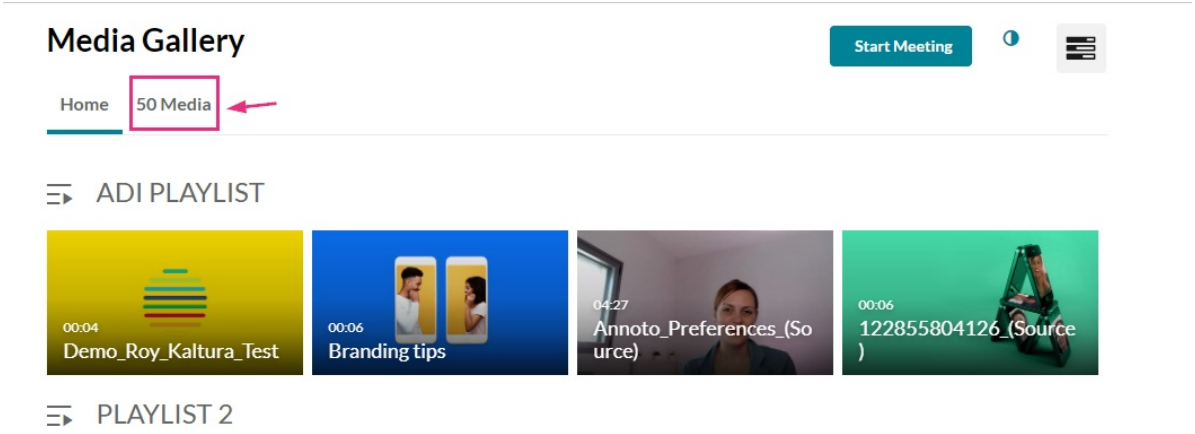
1. Access your course, then on the left menu bar, click on **Media Gallery**.

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

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

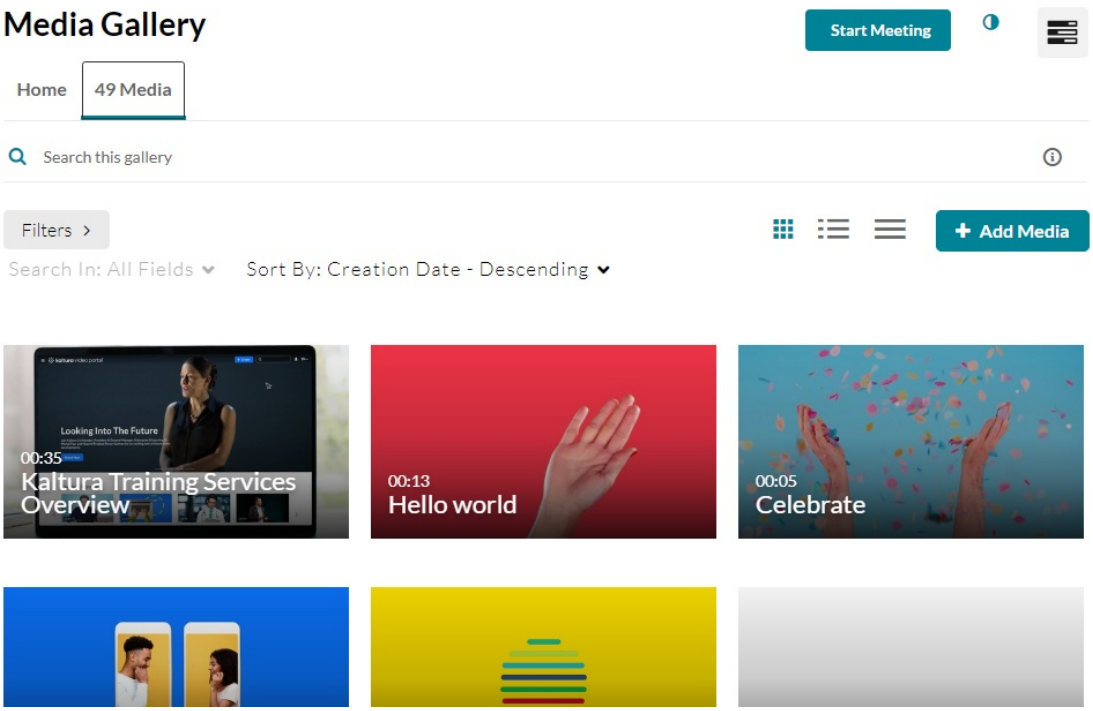


2. In the Media Gallery, click on the **Media** tab.

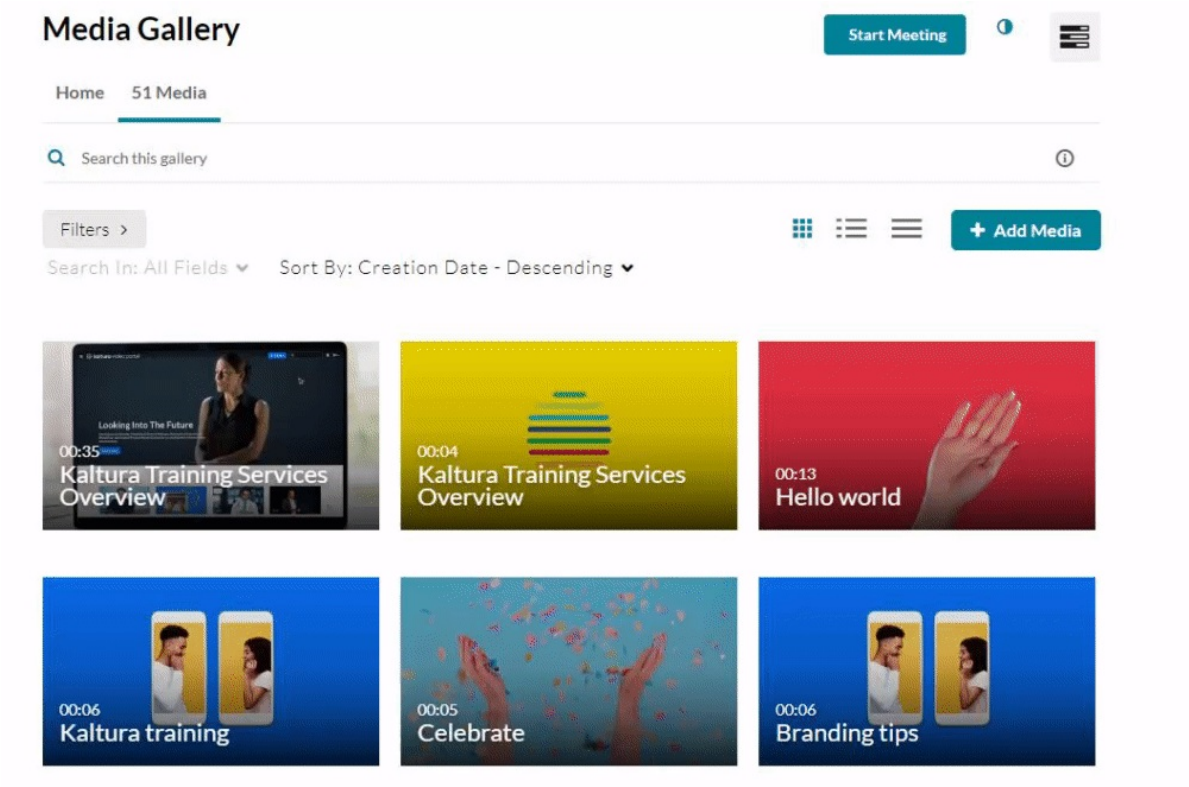


The media page displays.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



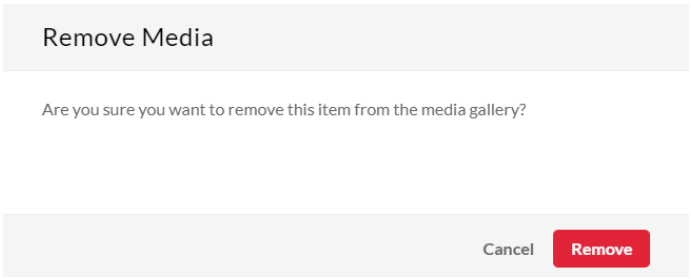
3. Hover on the lower right side of the media item you want to delete, and click the **three dots** that appear.



4. Click the 'remove from channel' button (**circle with an 'X' in the middle**)

   A confirmation message displays: *Are you sure you want to remove this item from the media gallery?*

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



5. Click **Remove**.

Students can now no longer see the video via the Kaltura Media Gallery in your course.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.