

## Remove media from a media gallery in Sakai

Last Modified on 06/12/2025 7:26 pm IDT

 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.

### 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.

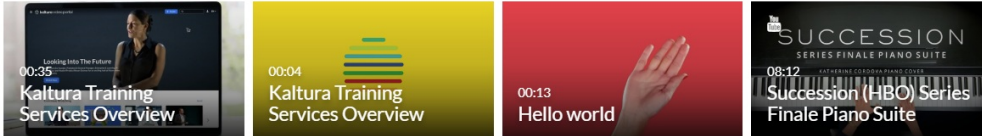
Your additional media will be presented once it is ready and approved. Refresh Now

## Media Gallery

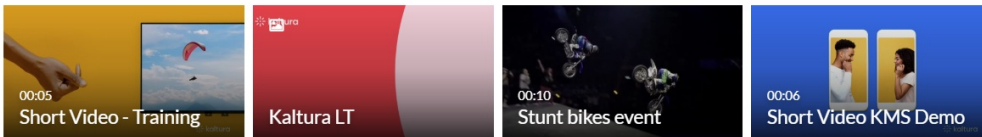
Start Meeting

Home 47 Media 9 Pending

### MY PLAYLIST 312809



### DEMO 7/11/23



### TRAINING PLAYLIST



### MY PLAYLIST



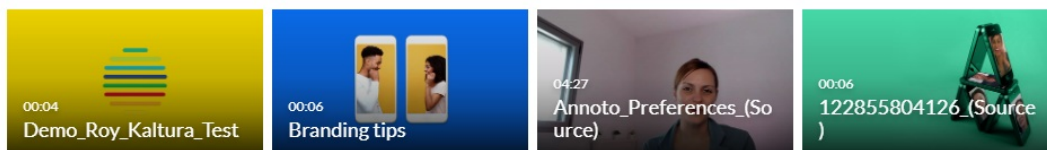
2. In the Media Gallery, click on the **Media** tab.

## Media Gallery

Start Meeting

Home **50 Media**

### ADI PLAYLIST



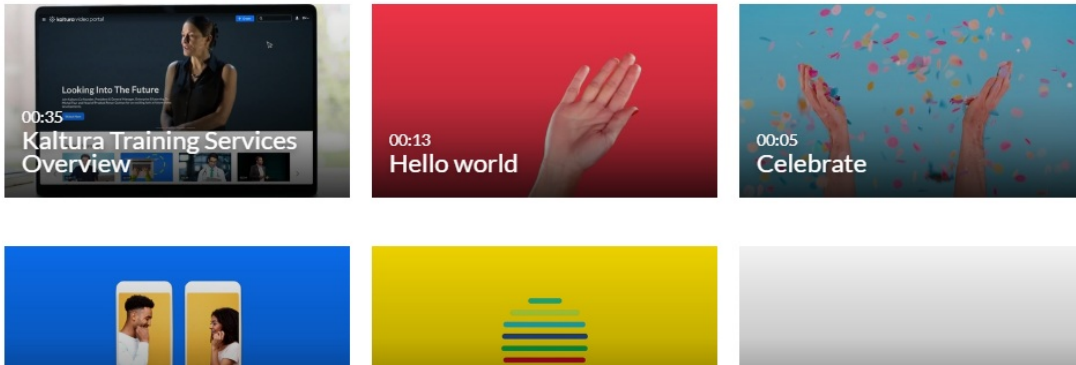
### PLAYLIST 2

The media page displays.

## Media Gallery

[Start Meeting](#)[Home](#) [49 Media](#)[Filters >](#)[+ Add Media](#)

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

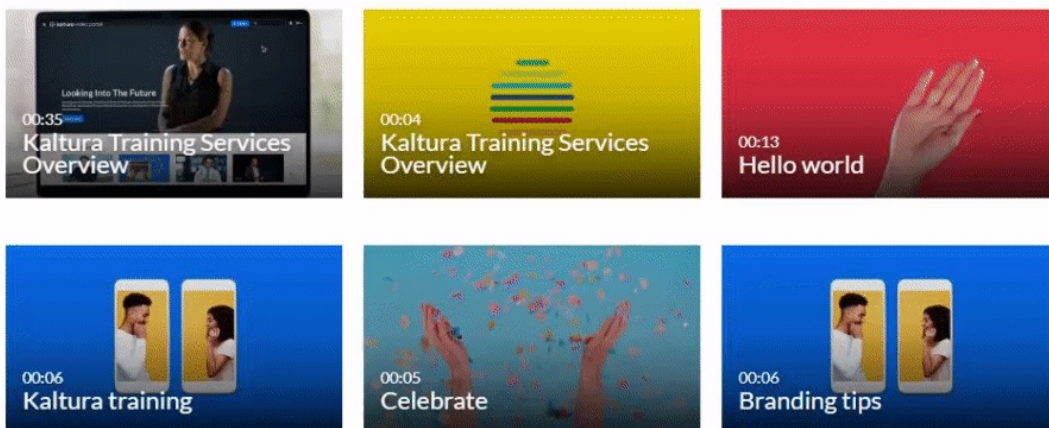


3. Hover on the lower right side of the media item you want to delete, and click the **three dots** that appear.

## Media Gallery

[Start Meeting](#)[Home](#) [51 Media](#)[Filters >](#)[+ Add Media](#)

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



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?*

### Remove Media

Are you sure you want to remove this item from the media gallery?

Cancel

**Remove**

#### 5. Click **Remove**.

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

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