

## Add media to a media gallery in Brightspace (legacy)

Last Modified on 05/05/2026 9:17 am 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.

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

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

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

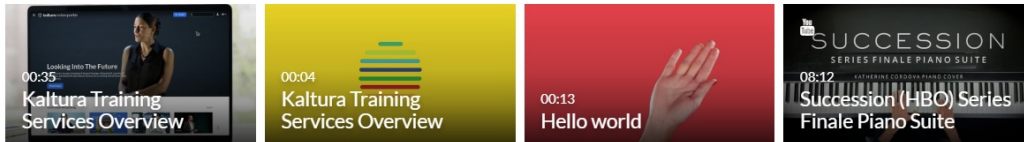
Your additional media will be presented once it is ready and approved. Refresh Now

## Media Gallery

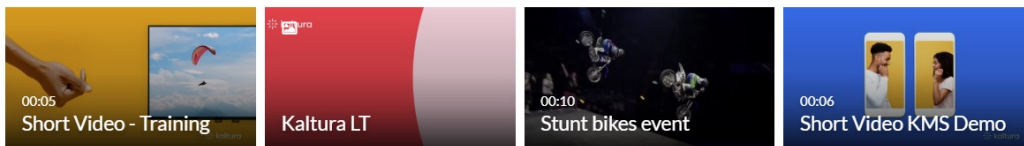
Start Meeting

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.

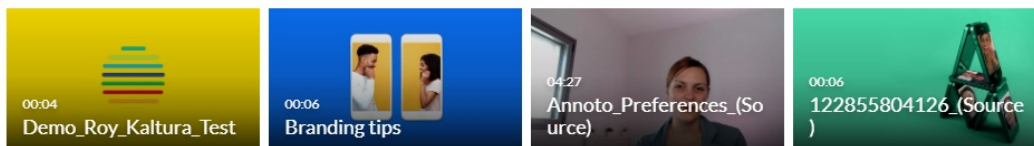
## Media Gallery

Start Meeting

Home

50 Media

### ADI PLAYLIST



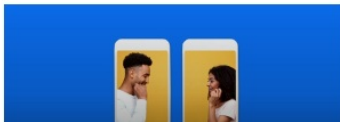
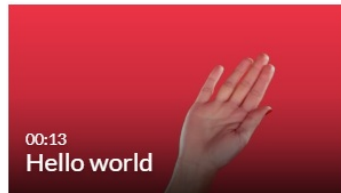
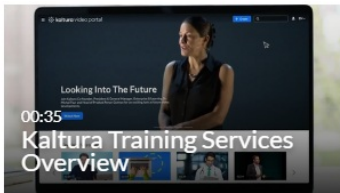
### PLAYLIST 2

2. The Media page displays.

## Media Gallery

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

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

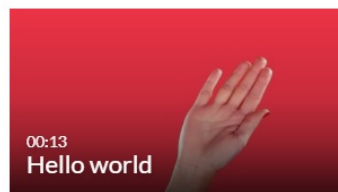


### 3. Click **+Add Media**.

## Media Gallery

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

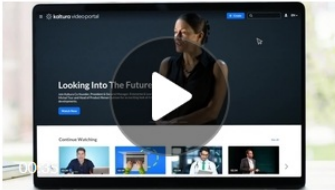

Select one or more media items to add to the current gallery

My Media 1 Shared Repository

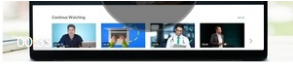

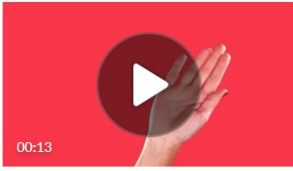
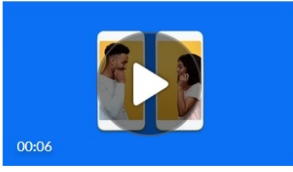
ADD NEW

Search My Media

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

- 
-  **Kaltura Training Services Overview**  
tags  
0 6
-  **Kaltura Training Services Overview**

4. 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).

-  **Kaltura Training Services Overview**  
tags  
0 6
-  **Kaltura Training Services Overview**  
tags  
July 16, 2024 0 0
-  **Hello world**  
0 2
-  **Kaltura training**  
tags  
July 16, 2024 0 0

5. Click **Publish**.

## Media Gallery

Start Meeting



Home 49 Media

## Add Media

Cancel

Publish

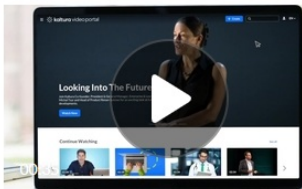
Select one or more media items to add to the current gallery

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

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

All media was published successfully.

## Media Gallery

Start Meeting



Home 49 Media

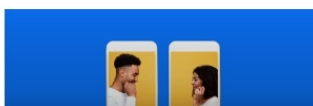
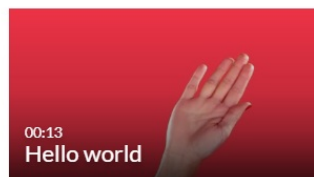
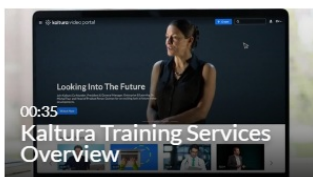
Search this gallery

Filters



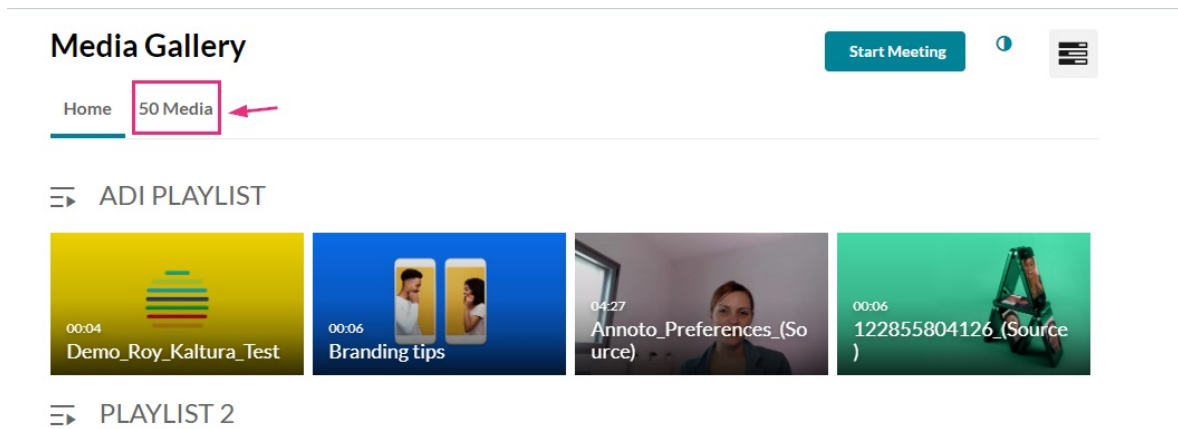
+ Add Media

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

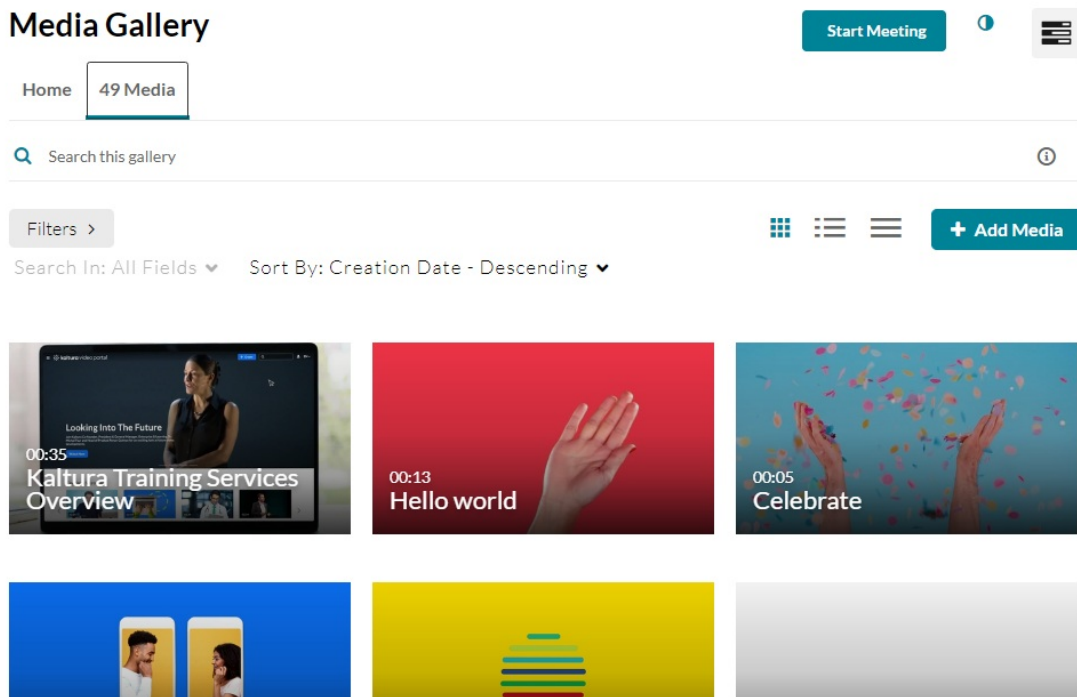


## Upload and add new content

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



The Media page displays.



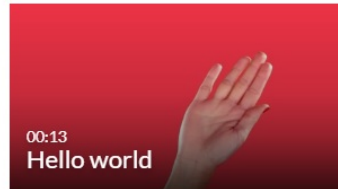
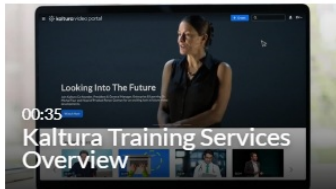
2. Click **+Add Media**.

## Media Gallery

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

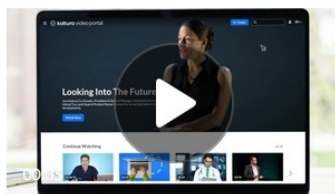
[My Media](#)

1 Shared Repository ▾

[ADD NEW ▾](#)[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.

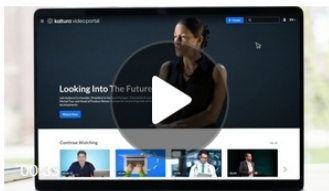
## Media Gallery

[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](#)

♥ 0    💬 6

**ADD NEW**

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

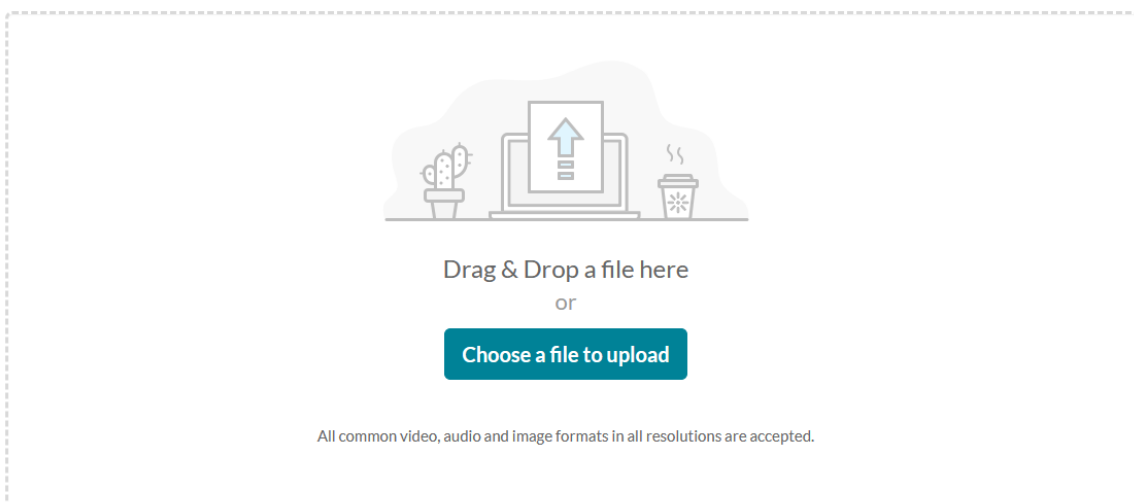
To upload a new file

1. Select **Media Upload**.

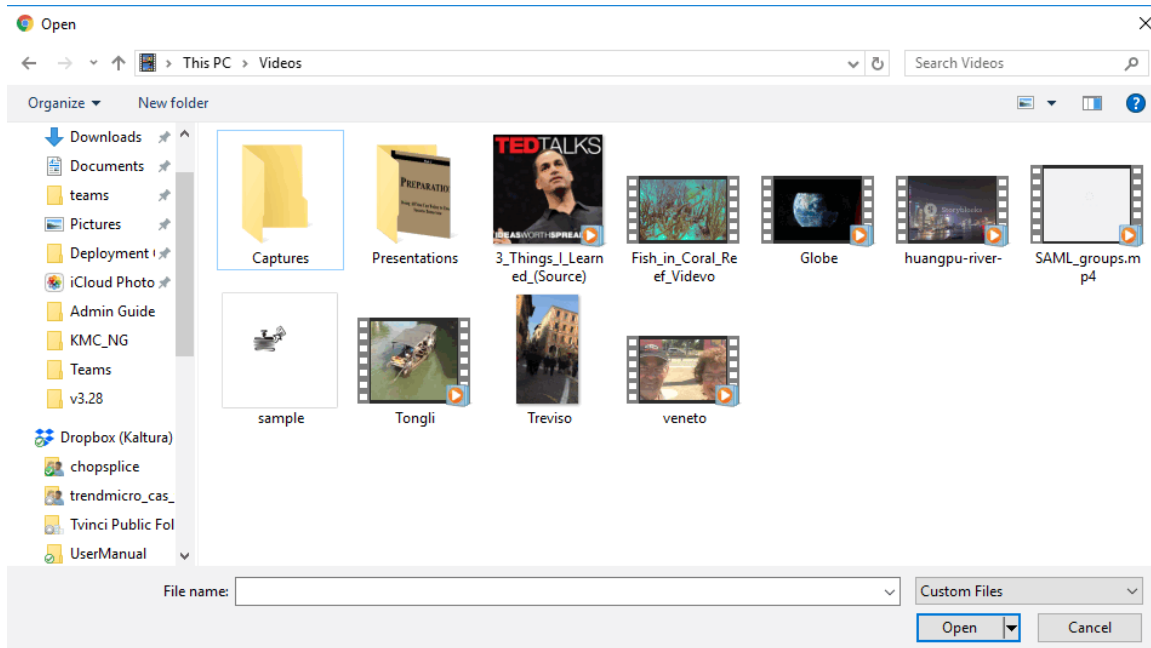
The **Upload Media** page displays.

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

### Upload Media

[Back](#)

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



4. 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:

Description: Black Bold *Italic* Underline ☰ ☰ ☰ ☰ 🔗 🖼️

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.