Import other media galleries in Moodle - Theming

Last Modified on 06/14/2025 7:28 pm 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.

> ℹ️ The instructions below are for Theming users. If you don't have Theming enabled on your account, please refer to our article 'Import other Media Galleries'.

> ℹ️ This feature requires the Importchannel module to be enabled by your administrator.
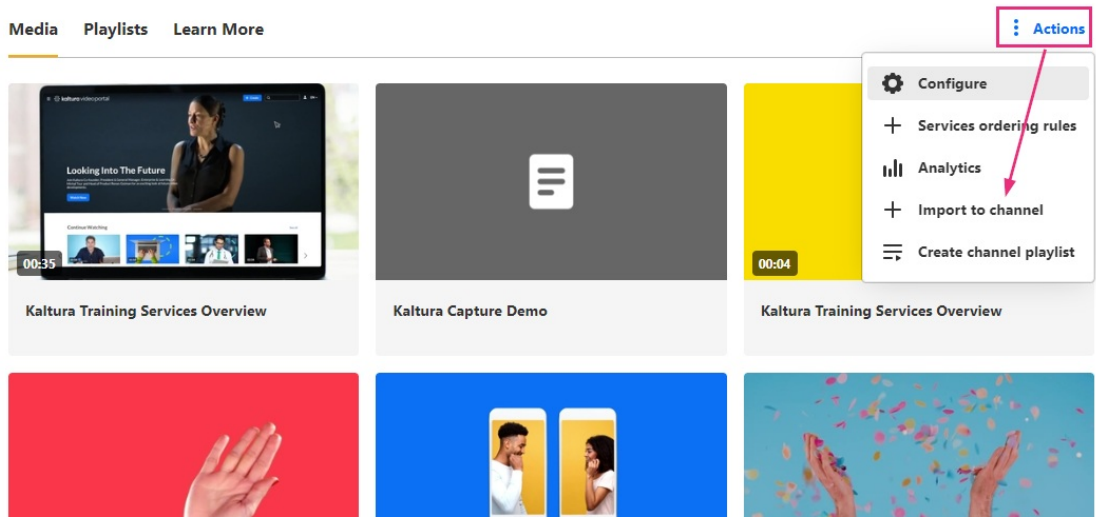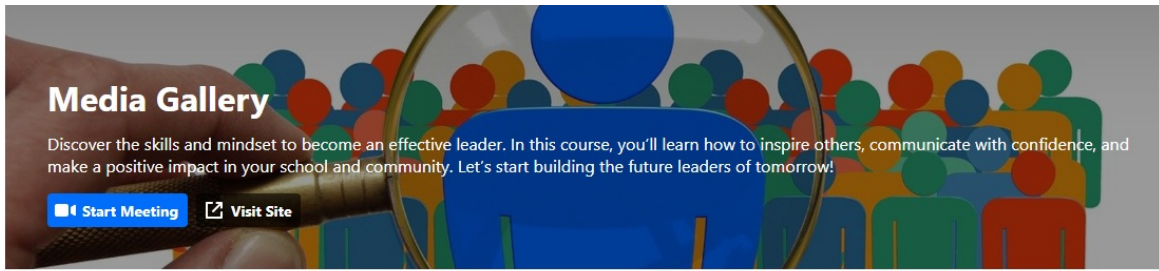
Import

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

   > ℹ️ 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.

3. Choose a gallery from the list.
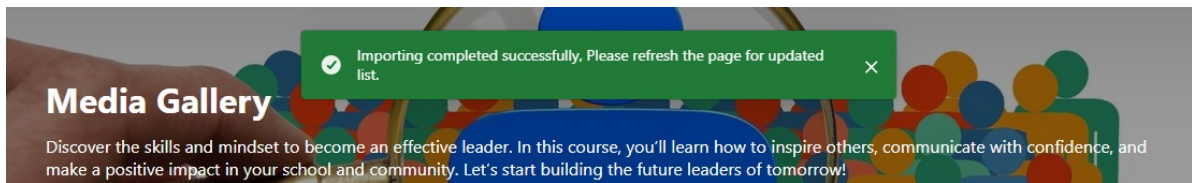
4. Click **Import**.

⚠️

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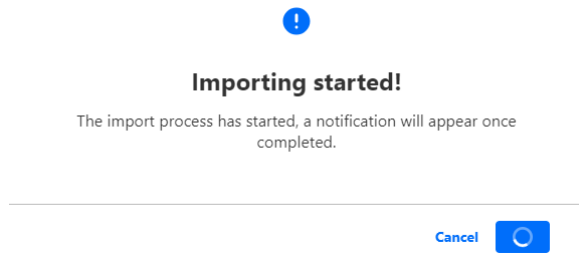
When importing has finished, a success message displays: *Importing completed successfully. Please refresh the pagefor updated list.*

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