

Edit a gallery in your video portal - Theming

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 This article is designated for all users.

About

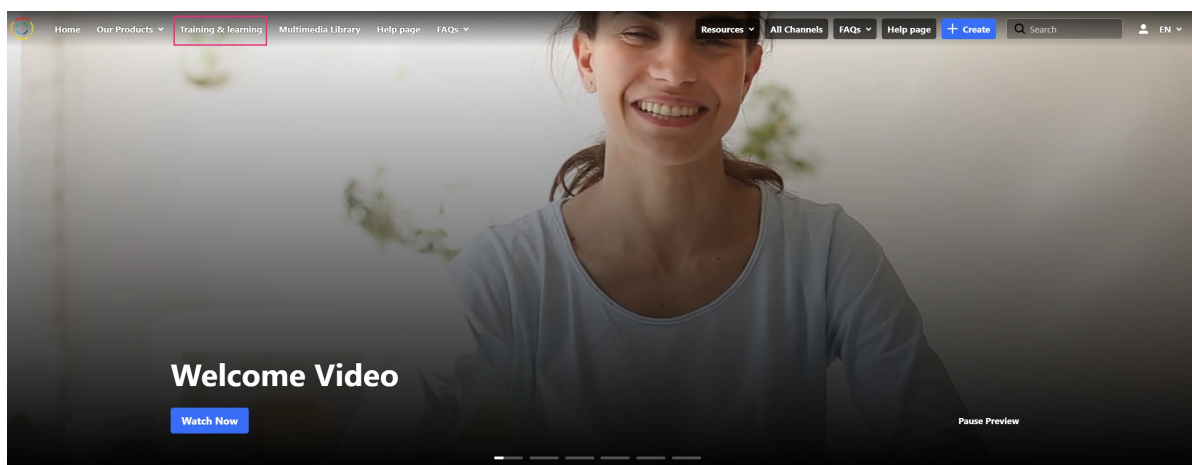
Gallery owners and managers can edit the gallery's details, theme, and user permissions. To learn more about how galleries work in Kaltura's Video Portal, visit [Introduction to galleries in video portal](#).



If you can't access your gallery's edit page, contact your administrator to request the required permissions.

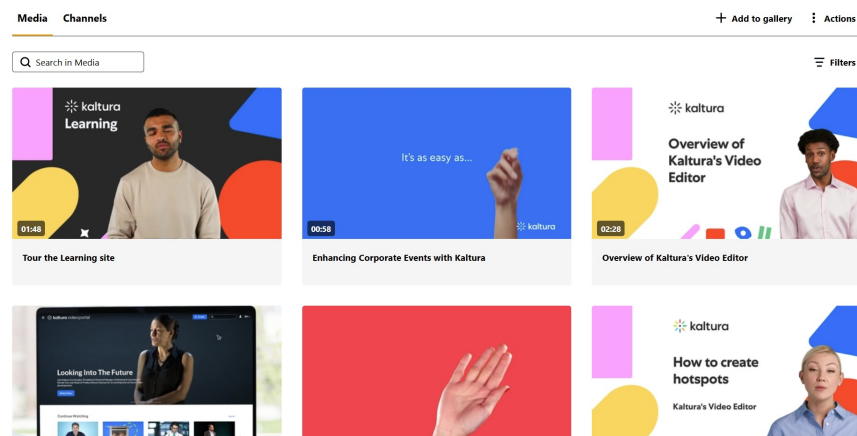
Access the gallery configuration

1. In your Video Portal, select the gallery you want to manage from the navigation bar.



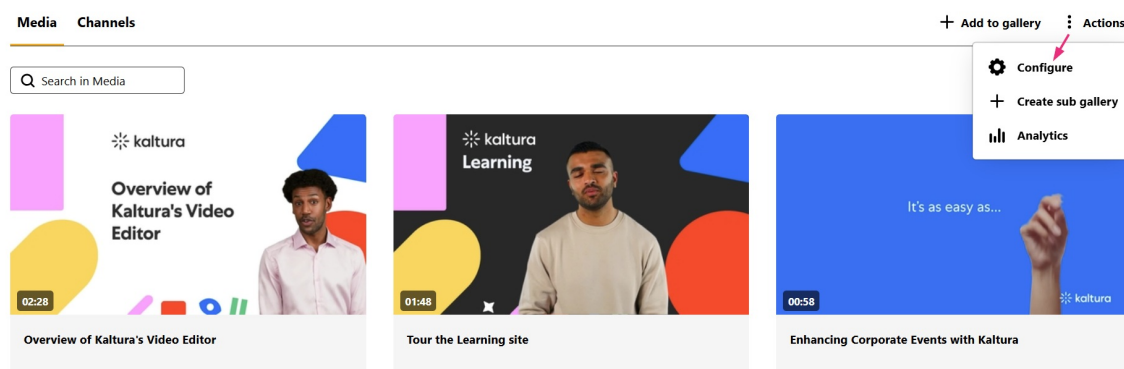
The gallery page displays.

Training & learning



- On the gallery page, click the **Actions** menu at the far right and choose **Configure**.

Training & learning



The edit page opens on the **Details** tab by default.

Edit Training & learning

Details **Advanced Settings** **Theme** **Users**

Name: (Required)

Description: **Black** ▼ **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Welcome to the Training & Learning gallery - your central hub for onboarding videos, skills development, and professional growth. Browse content by topic, department, or role, and explore courses, tutorials, and recorded workshops designed to support continuous learning across the organization.

Tags:

Reference ID:

Privacy

- Privacy: ☒ **Open** - Anyone can view content (including anonymous users) but only admin role users and category members can contribute content.
- ☐ **Restricted** - All logged in users can view content but only Category members can contribute content.
- ☐ **Private** - Only Category members can view and contribute content.
- Note:** Sub categories under a private category will be visible only to members of those sub categories

You can configure your gallery using the following tabs:

Details tab

- **Name** – displays on the navigation bar and was created when the gallery was created. You can rename the gallery here.
- **Description** – add a summary of the gallery content which will display on the gallery page
- **Tags** – enter descriptive tags to help with search
- **Reference ID** - (Optional) used for integrations with external systems

Privacy

- **Open** - anyone can view content (including anonymous users) but only administrators and gallery members can contribute
- **Restricted** - all logged-in users can view content but only gallery members can contribute
- **Private** - only gallery members can view and contribute content. (Sub-galleries under a private category will be visible only to members of those sub-galleries.)

Options (optional)

- Options:
- ☒ Enable comments in category
 - ☐ Keep comments private to category.
 - ☒ Enable Embed Grab
 - ☐ Moderate content (Media will not appear in category until approved by category manager)

- **Enable comments in gallery**
- **Keep comments private to gallery**
- **Enable embed grab** - allows users to grab an embed of an entry in the context of a gallery
- **Moderate content** - media will not appear in gallery until approved by manager

Scroll down and click **Save** when done.

Advanced Settings tab

In the Advanced Settings tab, you can control which tabs appear on the gallery page and choose which one loads first. These settings let you tailor the gallery layout to match your content and audience.

Edit Training & learning

Details	Advanced Settings	Theme	Users
Sections	Select which sections to display on the gallery page. <small>Note: The Media and Channels sections will be automatically hidden if they contain no content.</small> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Media <input checked="" type="checkbox"/> Channels <input checked="" type="checkbox"/> Learn More 		
Default Tab	Choose which tab should load first on the gallery page. <small>Note: If the selected default tab has no content, the system will automatically switch to the next available tab in the selected sections.</small> <ul style="list-style-type: none"> <input checked="" type="radio"/> Media <input type="radio"/> Channels <input type="radio"/> Learn More 		
<div>Save</div>			

- **Sections** - select the tabs to display on the gallery page: **Media**, **Channels**, and **Learn More** ('Media' and 'Channels' are hidden automatically if they don't contain content)
- **Default tab** - choose which tab users see first when they open the gallery (if the selected tab is empty, the system automatically switches to the next available tab)

Theme tab

Use the Theme tab to set how the gallery looks and behaves.

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First tab:

Site default ▼

Select which tab should show first in the gallery.

Gallery Player Set:

Site Default Players ▼

Select the set of players you would like to use as the default for media in this gallery.

Theme Preference:

Category theme precede Entr ▼

Choose which theme should take precedence in case where a themed entry is published to this gallery.

Submit

- **First tab** - Choose which tab should open first when users access the gallery. You can either select a specific tab or choose Site default, which follows the platform-wide setting if one exists. If a default tab is also set in the 'Advanced Settings' tab, that will take precedence unless this is explicitly changed here.



The [Channelcategories module](#) must first be enabled by the administrator.



Learn how to add channels to your gallery in our article [Add a channel to a category](#).

- **Gallery Player Set** - This setting controls how media in the gallery is played back. A player set includes a list of players, each assigned to a different media type (video, audio, image, etc.). If a media type doesn't have a specific player assigned, the default is used.



The player sets must first be configured in the [Categorytheme module](#) by the administrator.

- **Theme Preference** - Choose which theme should take precedence when a themed entry is published in this gallery.

Click **Submit** to save your changes.

Users tab

Manage who has access to the gallery and what they can do.

Details Advanced Settings Theme **Users**

View All Permissions ▾ 1 User 🔍 📄 + Add Users

User/Group Name	User/Group ID	Permission	Actions
Louise Smith	louise.szmolsz@kaltura.com	Manager	You, Owner

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The user list is pulled from the KMC and managed by your administrator.

The total number of users is displayed. If you have a long list of users, you can use the **filter** to search for users by permission.

Details Advanced Settings Theme **Users**

View All Permissions ▾ 1 User 🔍 📄 + Add Users

✓ All Permissions

Manager

Contributor

Moderator

Member

User/Group Name	User/Group ID	Permission	Actions
	louise.szmolsz@kaltura.com	Manager	You, Owner

Add users

1. Click the **+Add Users** button.

The 'Add Users' window displays.

Add Users

Type user or group name 🔍

Select permissions:

☒ Member
 ☐ Contributor
 ☐ Moderator
 ☐ Manager

Cancel
Add

2. Type in the user name.

3. Select permission from the following options:

- Member
- Contributor
- Moderator
- Manager

4. Click **Add**.

For guidance on permission types, see [Understanding galleries roles and permissions](#).

Edit a user's permission

1. Click the pencil icon in the **Actions** column next to the user.

A drop-down list appears in the **Permission** column.

2. Choose the permission type from the drop-down list.

3. Click the **save icon** to save your changes.

View All Permissions ▾ 3 Users

+ Add Users

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	
Tal Binder	tal.binder@kaltura.com	Contributor	
Louise	louise.szmoisz@kaltura.com	Manager	You, Owner

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Delete a user

1. In the list, locate the user you want to delete.

2. In the same row, go to the **Actions** column and click the **remove icon** (X).

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	
Tal Binder	tal.binder@kaltura.com	Moderator	

The user is removed.

Set a user as owner

1. Locate the user you want to assign ownership to on the list.

2. In the same row, go to the **Actions** column and click the **key icon**.

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	  
Tal Binder	tal.binder@kaltura.com	Moderator	  
Louise	louise.szmoisz@kaltura.com	Manager	You, Owner

If there is already an owner assigned, a warning message will display: *Only one owner can be assigned. This change will make the selected user/group the new owner and you will be set as a manager for this category. Would you like to proceed?*

3. Click **Yes** to proceed.




Download a list of users

Click the **download icon** to export the user list as a CSV file.

Edit Outdoor Activities

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▼
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User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	