Edit a media gallery's details in Canvas

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This article is designated for faculty members.

About

The media gallery is a centralized space in your course for organizing and sharing multimedia content, such as video lectures, recordings, and student submissions.

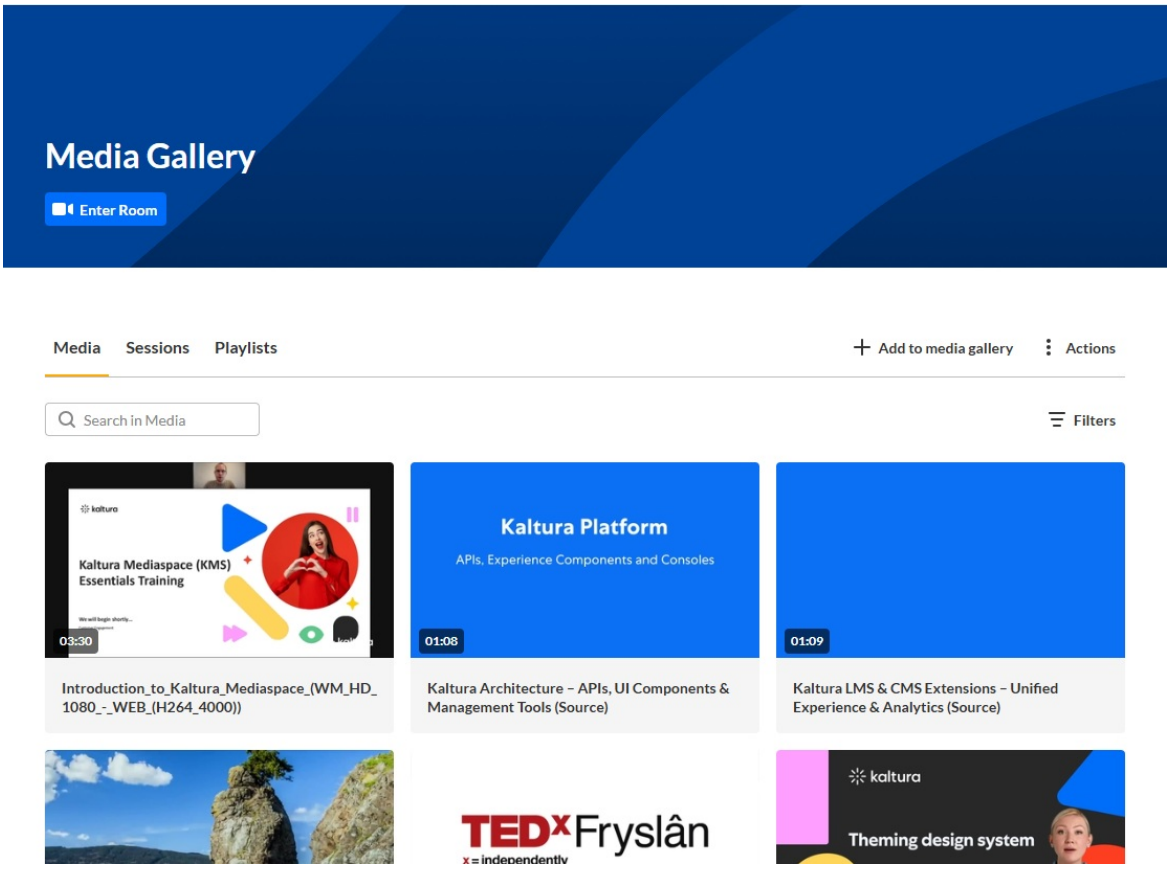
From the **Configure** option on the media gallery page, instructors and gallery managers can control gallery details, moderation behavior, and how content is displayed to students.

- This feature requires the Theming module to be enabled with the 'coursemediagalleryedit' feature set to 'Yes'.
- If you can't access some of the options described here, contact your administrator for the appropriate permissions.

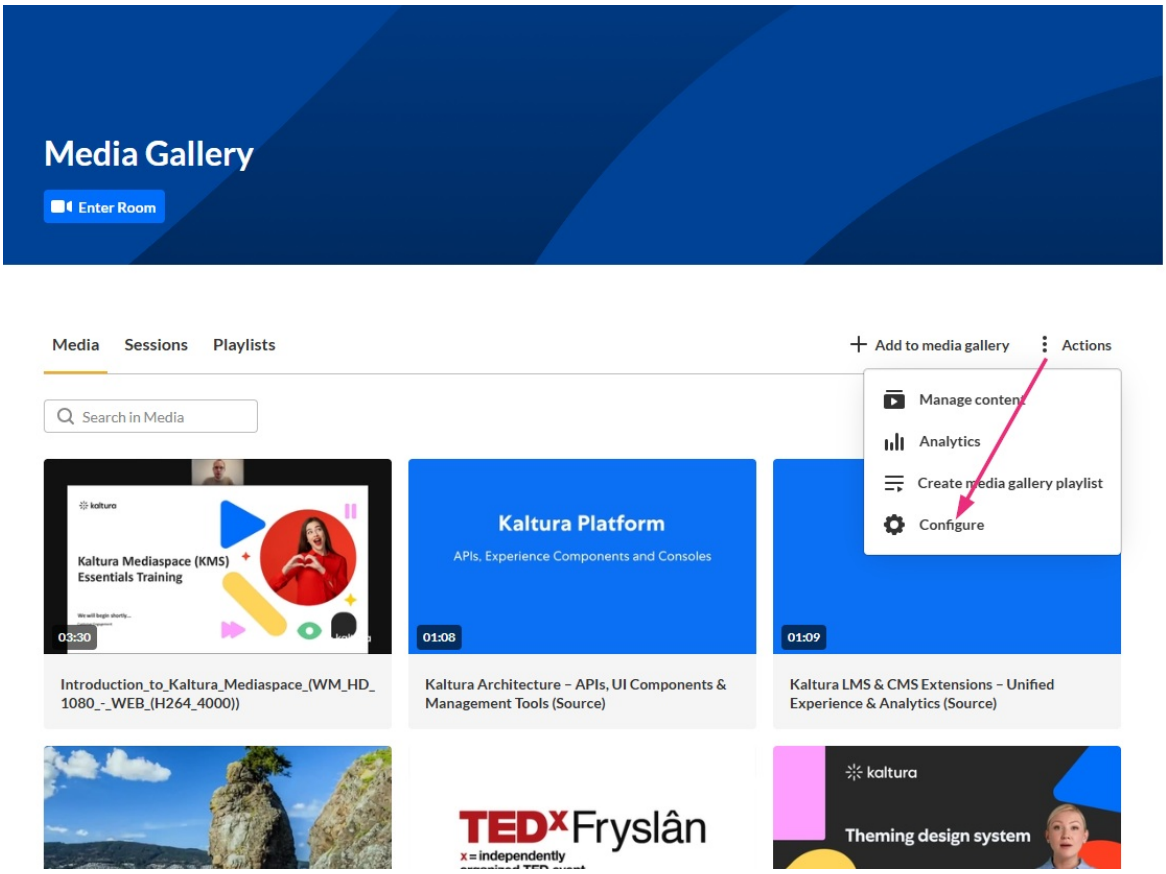
Access the media gallery edit page

1. Open your course, and click on **Media Gallery**.
   The media gallery displays.

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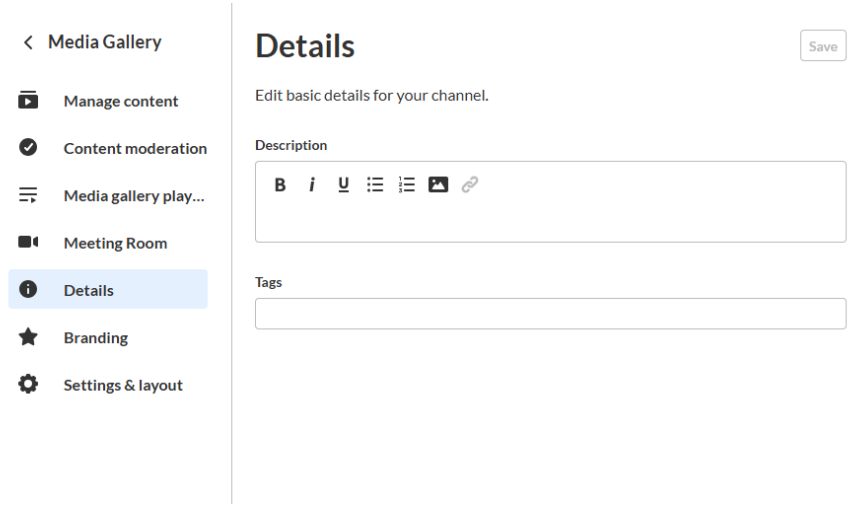


2. Click the **Actions** menu at the top right and select **Configure**.



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The 'Details' page displays by default.



Edit media gallery details

1. You can add or update the following:

- **Description** – add or update the description using the rich-text editor
- **Tags** – add tags to help users find the media gallery through search

2. Click **Save**.

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