

Edit a media gallery's settings in Moodle

Last Modified on 05/04/2026 10:55 am IDT

 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.



If you can't access some of the options described here, contact your administrator for the appropriate permissions.

Access the media gallery edit page

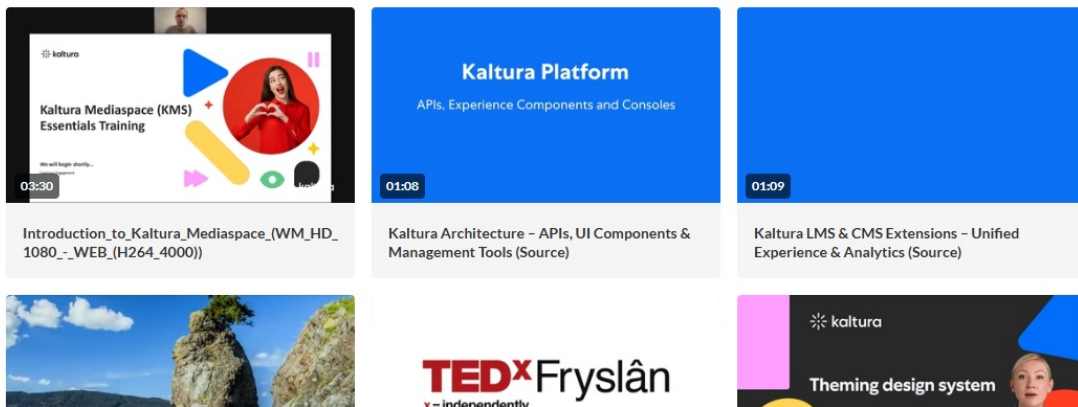
1. Open your course, and click on **Media Gallery**.
The media gallery displays.



Media Sessions Playlists + Add to media gallery ⋮ Actions

🔍 Search in Media

☰ Filters

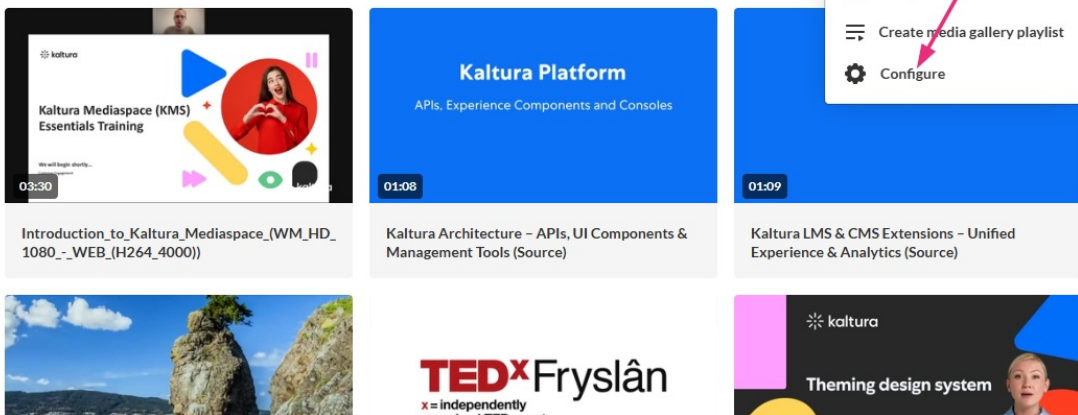
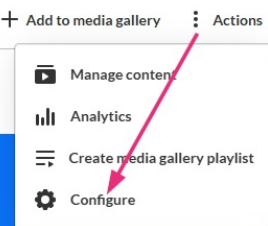


2. Click the **Actions** menu at the top right and select **Configure**.

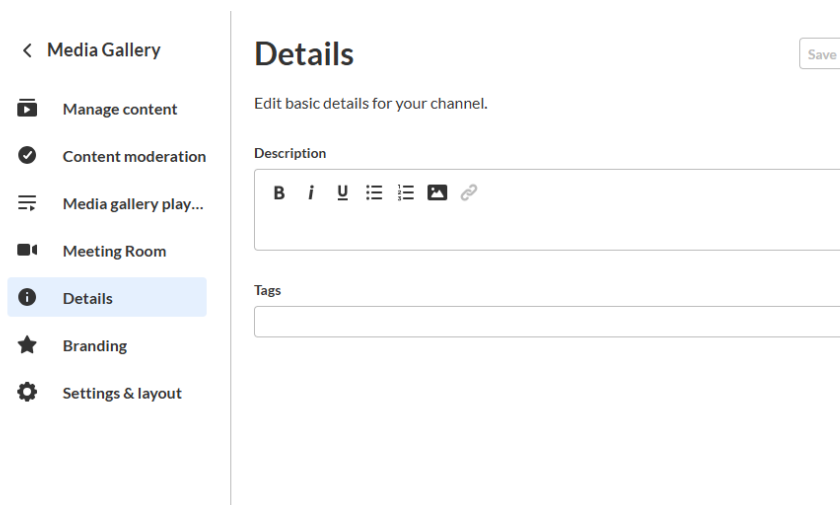


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The 'Details' page displays by default.



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**.