

Manage content in your gallery in Content Hubs

Last Modified on 04/18/2026 5:49 pm IDT

 This article is designated for all users.

About

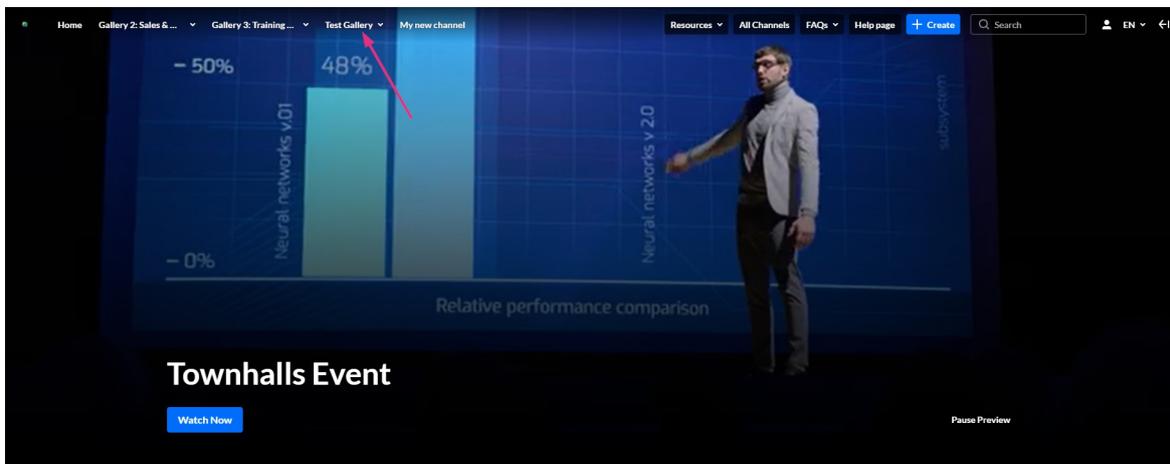
Use the **Manage content** function to control the media that appears in your gallery. From this page, you can add media, remove media, organize content, and perform bulk actions - all from a single, media-focused view.



This feature requires the [Theming module](#) to be enabled, with the 'galleryedit' feature set to 'Yes'.

Access the Manage Content page

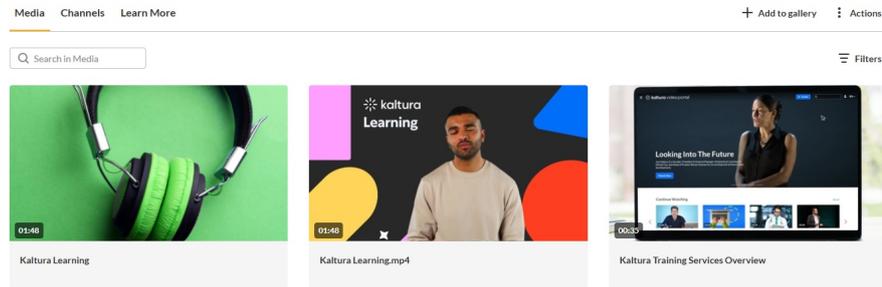
1. In your Video Portal, select the gallery you want to manage from the navigation bar.



The gallery page displays.

Test Gallery

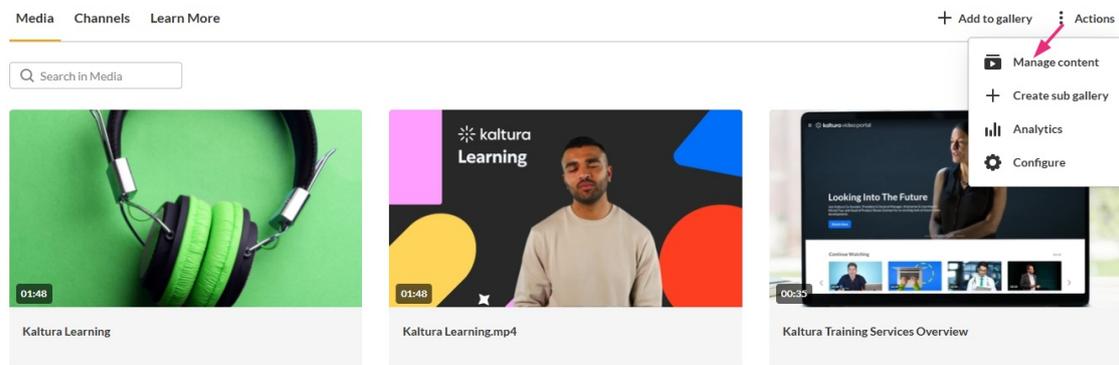
A central hub for company-wide materials



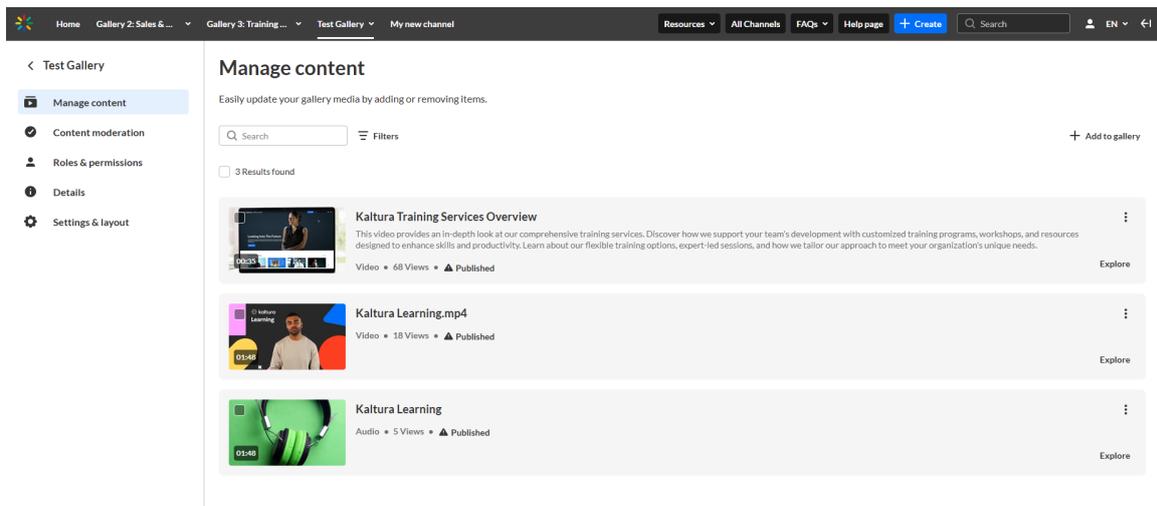
2. At the far right, click the **Actions** menu and select **Manage content**.

Test Gallery

A central hub for company-wide materials



The 'Manage content' page opens with all media currently associated with the gallery.

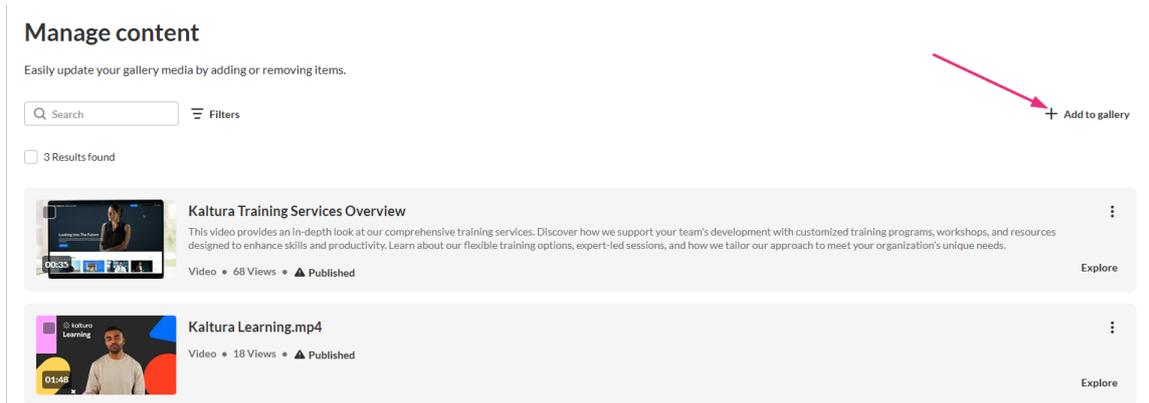


The number of entries displayed on the page is determined by the [Gallery module](#) configuration.

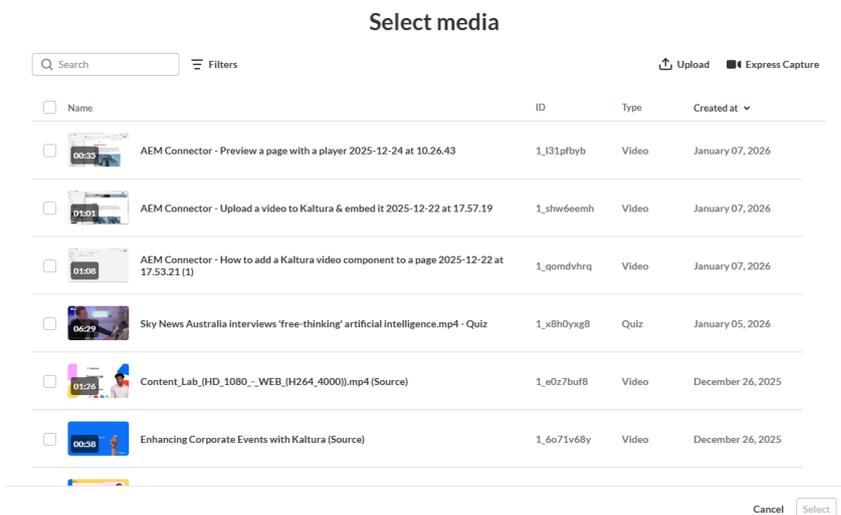
Add media to the gallery

Add existing media

1. Click **Add to gallery** at the far right.



The media selection window displays.



You can use the tools at the top of the 'Select media' page to manage large galleries:

- **Search** by media name
- **Filter** by media type (including sessions)

Select media

Filters

[Upload](#) [Express Capture](#)

<input type="checkbox"/>	Name	ID	Type	Created at
<input type="checkbox"/>	 Live webcast test a_studio	1_7qf3svba	Meeting	September 30, 2025
<input type="checkbox"/>	 Virtually live!	1_eowff87f	Meeting	September 25, 2025

- 2. Check the boxes next to the items you want to add to the gallery.
- 3. Click **Select** at the bottom right.

Select media

<input type="checkbox"/>	 Test by Tal	1_3una7bm6	Meeting	November 08, 2023
<input checked="" type="checkbox"/>	 Chemistry tutorial	1_kq03b4t8	Video	November 07, 2023
<input checked="" type="checkbox"/>	 How to create a media playlist.mp4	1_4w6x46tz	Video	November 07, 2023
<input type="checkbox"/>	 This is a test	1_xl02fdgt	Meeting	November 07, 2023
<input type="checkbox"/>	 My new event	1_vhew8hmc	Meeting	November 07, 2023
<input type="checkbox"/>	 test	1_slaf205s	Meeting	November 07, 2023

< 1 2 3 >

Cancel Select

The selected media is added to the gallery and appears in the list.

Add new media

Need to upload or record a new video? Use one of the options at the far right:

- **Upload** - Upload one or more files. Wait for uploads to finish before clicking **Save** and **Select**. Visit our article [Upload media](#) for guidance.
- **Express Capture** - Record directly from your webcam. Visit our article [Create a recording with Express Capture](#) for guidance.

Select media

<input type="checkbox"/>	Name	ID	Type	Created at
<input type="checkbox"/>	 Live webcast test a_studio	1_7qf3svba	Meeting	September 30, 2025
<input type="checkbox"/>	 Virtually live!	1_eowff67f	Meeting	September 25, 2025

Upload Express Capture

Remove media from a gallery

Remove a single item

1. Click the **three-dot menu** to the right of the item you want to remove, and select **Remove from gallery**. (Removing media from the gallery doesn't delete it from [My Media](#).)

Manage content

Easily update your gallery media by adding or removing items.

Filters
+ Add to gallery

5 Results found



Sky News Australia interviews 'free-thinking' artificial intelligence.mp4 - Quiz

Quiz • Owner, Group Co-Editor • 12 Views • Published

Remove from gallery



Content_Lab_(HD_1080_-_WEB_(H264_4000)).mp4 (Source)

Video • Owner • 1 View • Published

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Video • 68 Views • Published

Explore

A confirmation message displays: *Are you sure you want to remove these items from your gallery?*

2. Click **Remove** to continue.

Remove multiple items

1. Check the boxes next to the desired items.
2. Click **Remove from gallery** at the top right of the page

Manage content

Easily update your gallery media by adding or removing items.

Q Search Filters

5 Results found • 3 Selected

+ Add to gallery Remove from gallery

-  **Sky News Australia interviews 'free-thinking' artificial intelligence.mp4 - Quiz**
Quiz • Owner, Group Co-Editor • 12 Views • Published
Explore
-  **Content_Lab_(HD_1080_-_WEB_(H264_4000)).mp4 (Source)**
Video • Owner • 1 View • Published
Explore
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-  **Kaltura Learning.mp4**
Video • 18 Views • Published
Explore

A confirmation message displays: *Are you sure you want to remove these items from your gallery?*

3. Click **Remove** to continue.



Good to know

- Removing media from a gallery doesn't delete it from the system.
- Available actions depend on your role and admin configuration.