Moderate gallery content - Theming

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👥 **This article is designated for all users.**

About

You can review and approve or reject media before it becomes visible in your gallery from the **Content moderation** tab.

This tab is available when content moderation is enabled and shows media that's pending approval.

> ℹ️
> - The Theming module and the Categorymoderation module must be enabled.
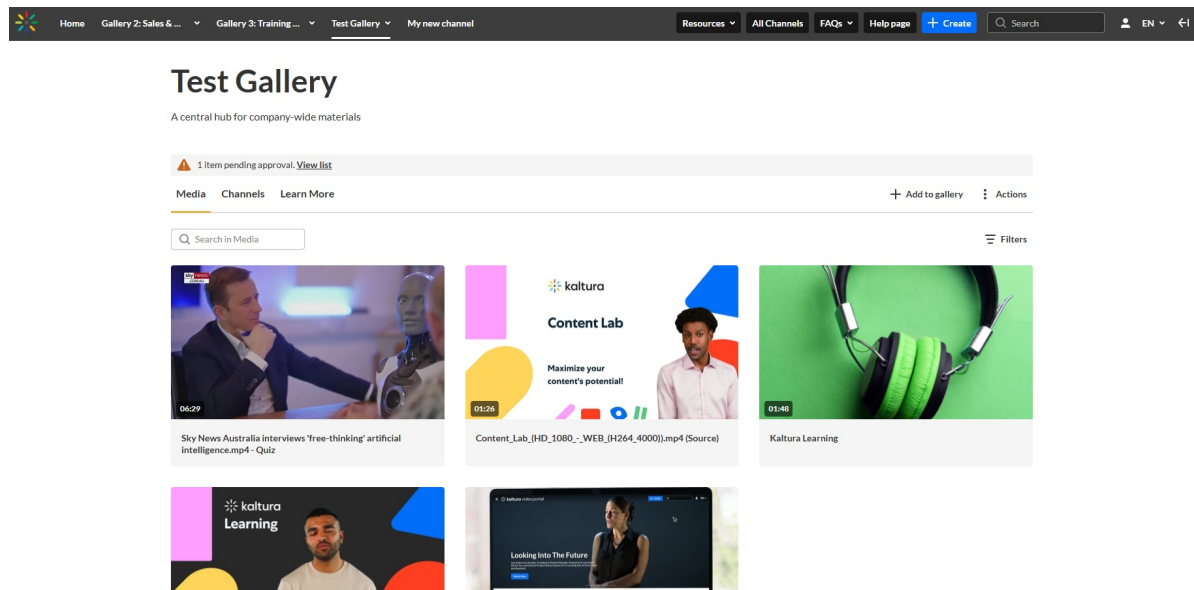> - To learn about gallery permissions, check out our article Gallery roles and permissions in Video Portal.

Access content moderation from a gallery notification
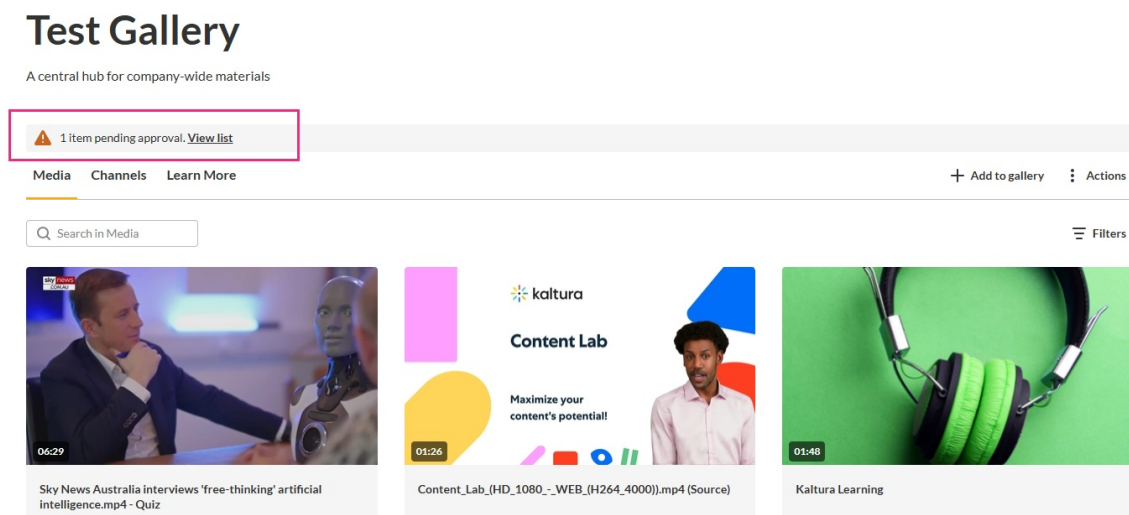
Available to gallery owners and moderators.

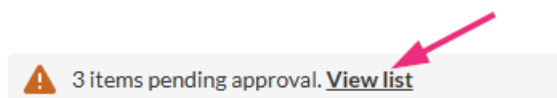1. From the top navigation bar, select the gallery.
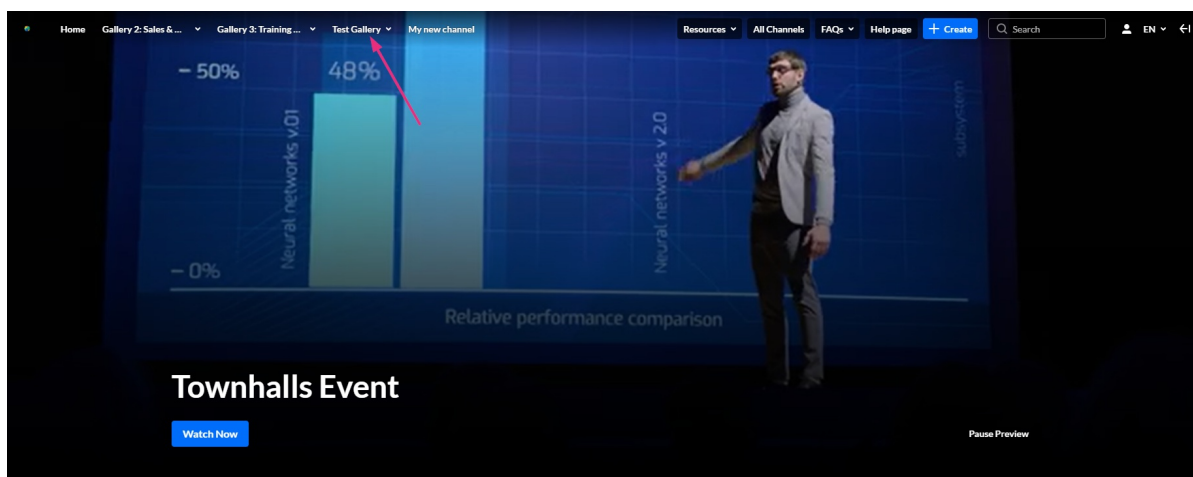
The gallery page opens.

If there is pending media, a notification displays under the gallery name: *[x] items pending approval. View list.*
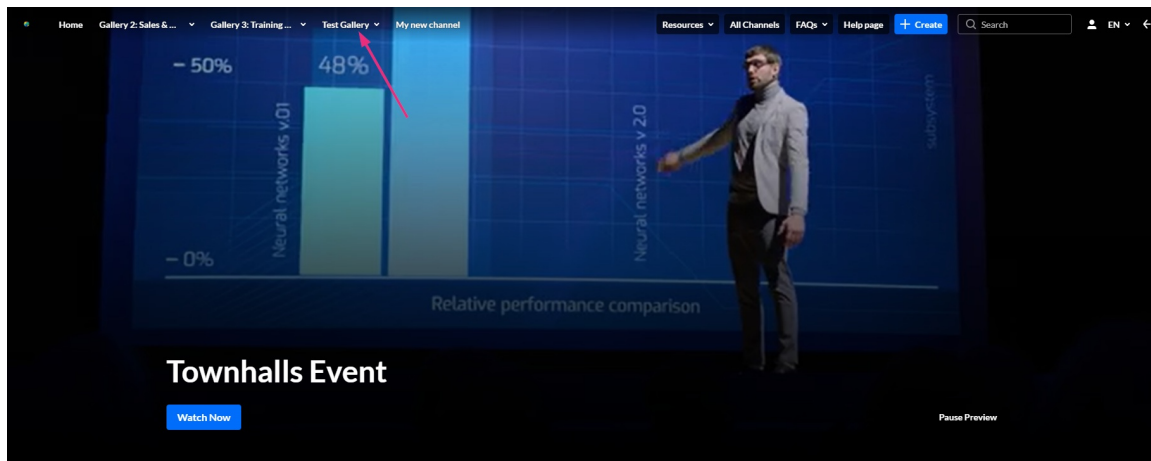

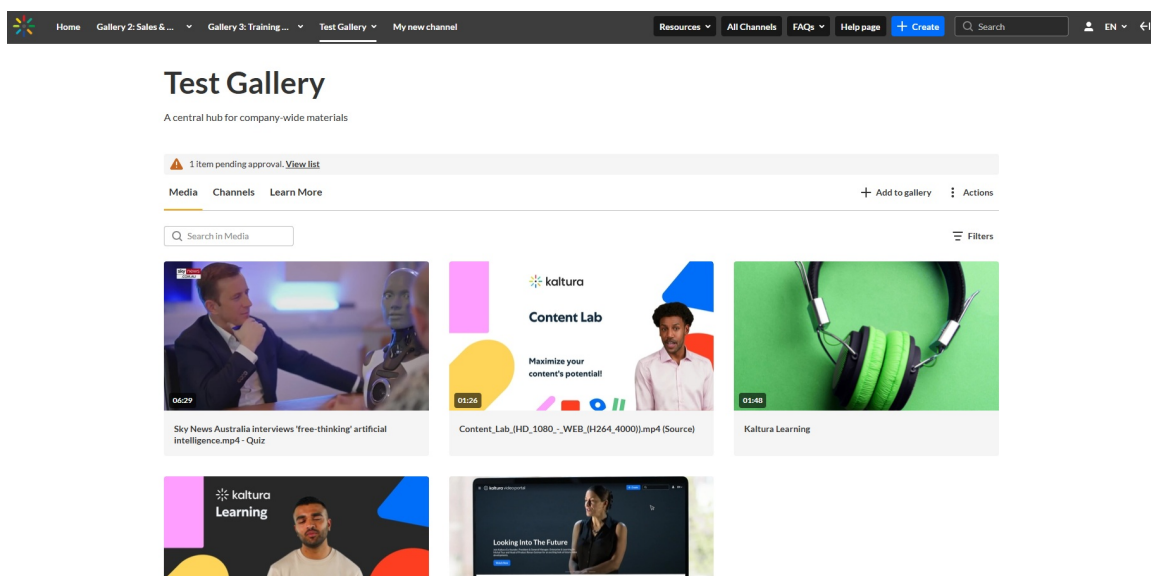2. Click the link to navigate to moderation page.

Access content moderation from the Content moderation tab

Available to gallery owners.

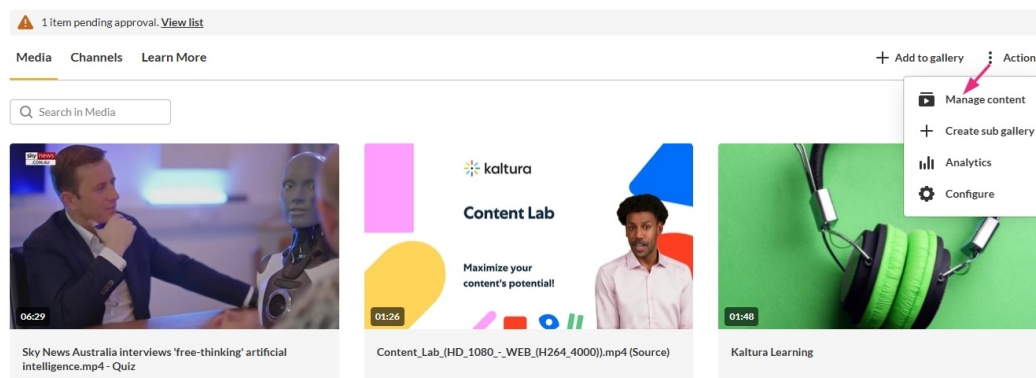1. From the top navigation bar, select the gallery.

The gallery page opens.

2. Click the **Actions** menu at the far right and select **Manage content.**
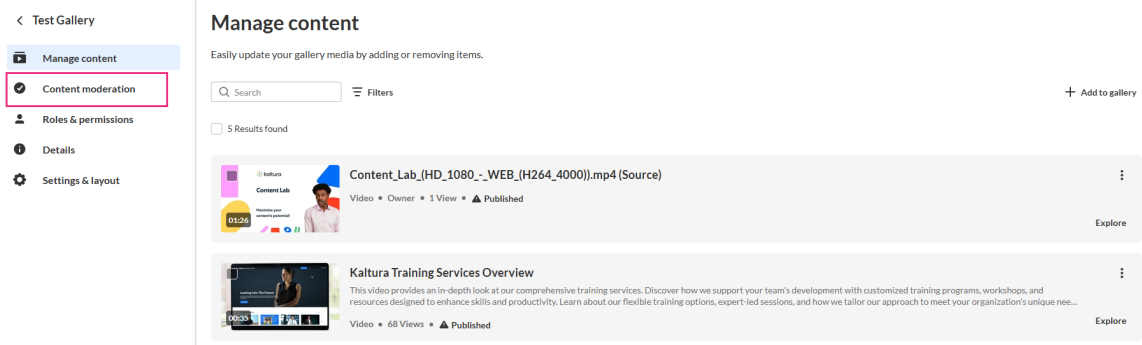

The 'Manage content' page opens.

3. In the left navigation panel, click **Content moderation**.

The 'Content Moderation' page opens.

If content moderation hasn't been enabled yet, use the toggle at the top of the page to enable it. Once enabled, new media submitted to the gallery will require approval before becoming visible.

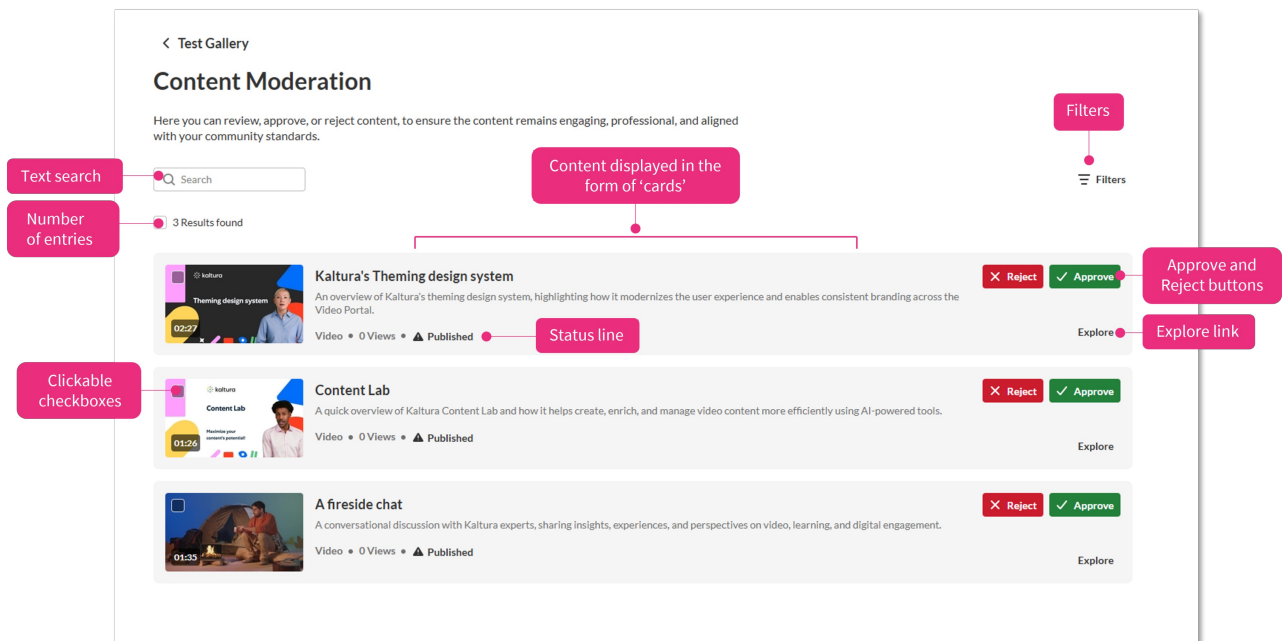# Features of the Content Moderation page

The Content Moderation page displays all pending media in a clear, card-based layout, making it easy to review and take action quickly.

Each card shows key details at a glance, such as media type, status, and publisher, and lets you approve or reject content directly from the list.

Built-in search, filters, bulk actions, and the **Explore** panel help moderators efficiently manage large volumes of content without leaving the page.

Moderate gallery content

Filter pending content

Use filters to narrow the moderation list and focus on the content you want to review. Filters are especially useful when moderating large volumes of media.

1. Click **Filters**.
2. Select one or more filter options.

Filters

Clear all filters

Sort by ⌄

Media Type ⌃

- ☐ All media
- ☑ Video
- ☑ Quiz
- ☐ Audio
- ☑ Room
- ☐ Image
- ☐ Webcasting events
- ☐ Interactive video

Ownership ⌄

Webcast ⌄

Captions ⌄

Close

The moderation list updates automatically based on your selection.

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>
> The available filters depend on how your site is configured. They are configured by your administrator in the Search module.

Review media before approving or rejecting

To review media in detail before making a moderation decision, open it in the **Explore** panel by clicking the **Explore** link.

When reviewing videos in the **Explore** panel, the video player will load automatically. You can approve or reject the content while remaining on the same page.

The Explore panel displays the following information:

- **Media thumbnail**
- **Approve / Reject buttons**
- **Media name**
- **Name of publisher**
- **Creation date**
- **Media type**
- **Number of views**
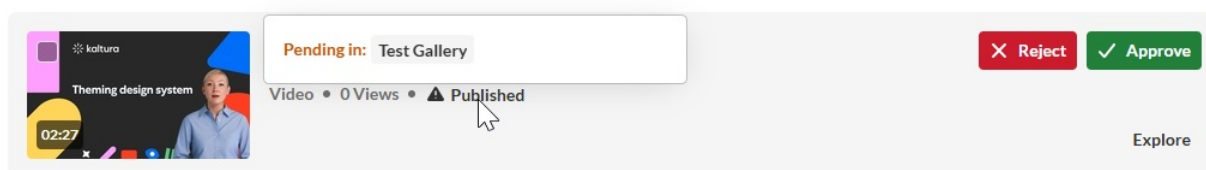- **Number of likes**

To see where the media is already published, click the **Published icon** in the status line. This helps you understand how approving or rejecting the media may affect other locations.

Search moderated content

Use the search function to quickly find specific media in the moderation list, especially when reviewing large volumes of content.

To search, type a keyword into the search field and press 'enter'. If no results are found, a message displays indicating no matches.
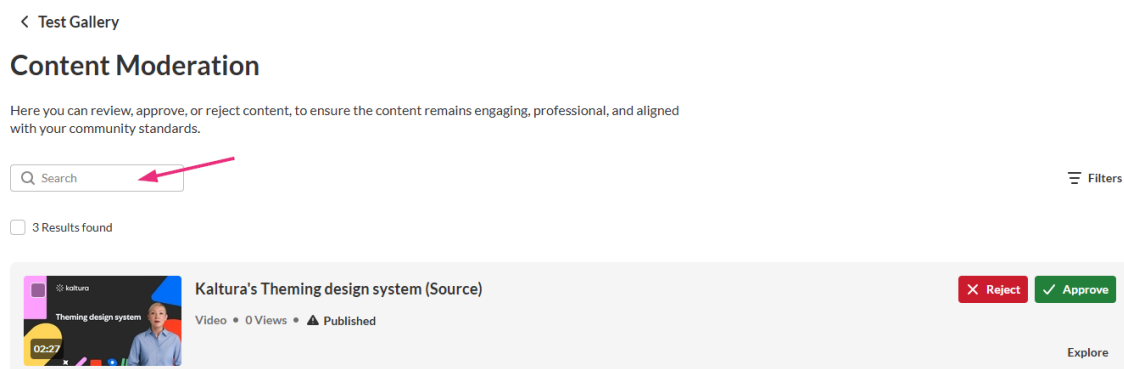
Approve or reject media

For each media item, you can take action directly from the list or from the 'Explore' panel.
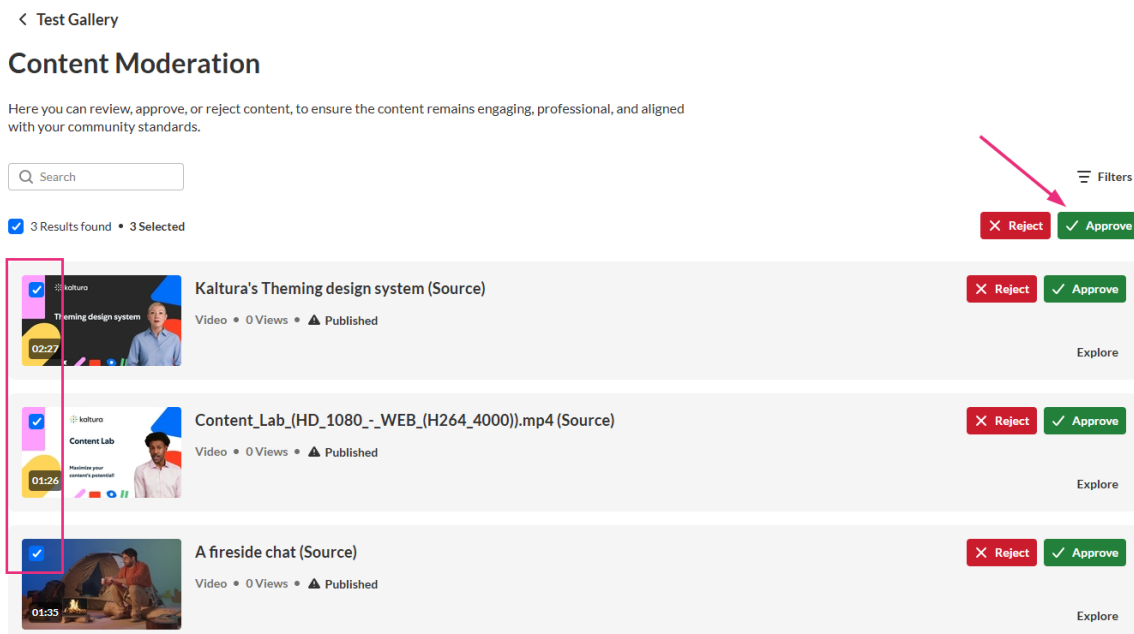
- Click **Approve** (green) to publish the media. Approved content will be added to the gallery immediately.
  If enabled by the admin, a confirmation box will appear after clicking approve or reject, asking for final confirmation before the action is taken: *Are you sure you want to reject/approve [media title]?*
- Click **Reject** (red) to prevent the media from being added to the gallery.

After approving or rejecting media, a confirmation message displays: Media *was [approved/rejected].*

Bulk approve or reject media

You can approve or reject multiple media items at the same time.

1. Select one or more media items using the checkboxes.
2. Click **Approve** or **Reject** at the top of the page.

A confirmation message displays: *Are you sure you want to approve [number] media?*

3. Click **Approve**.

After bulk moderation, a success message confirms: *[number] media approved & [number] media rejected.*

> ℹ️ Approved and rejected content will be removed from the moderation page. If multiple pages are present, content cards will reload automatically.