

# Manage content in your media gallery in Brightspace

Last Modified on 05/02/2026 6:08 pm IDT

 This article is designated for all users.

## About

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

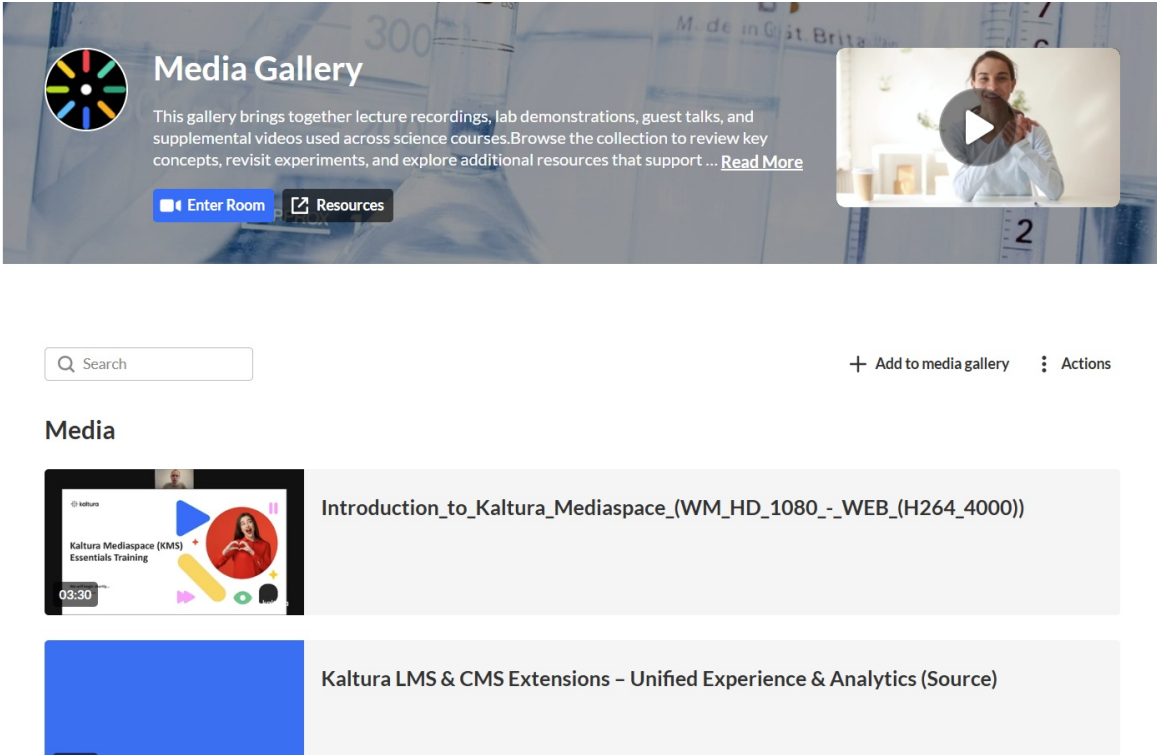


This feature requires the [Theming module](#) to be enabled, with the 'channeledit' feature set to 'Yes'.

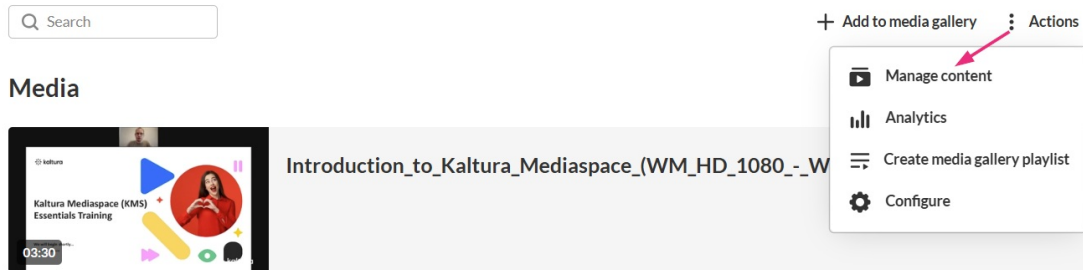
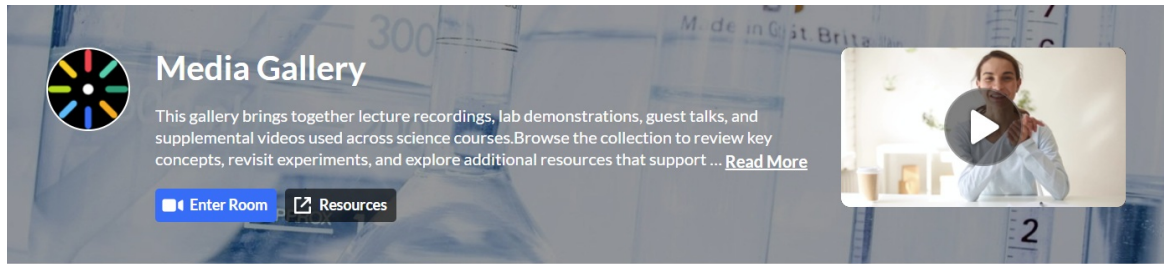
## Access the Manage Content page

1. Open your course, and click on **Media Gallery**.

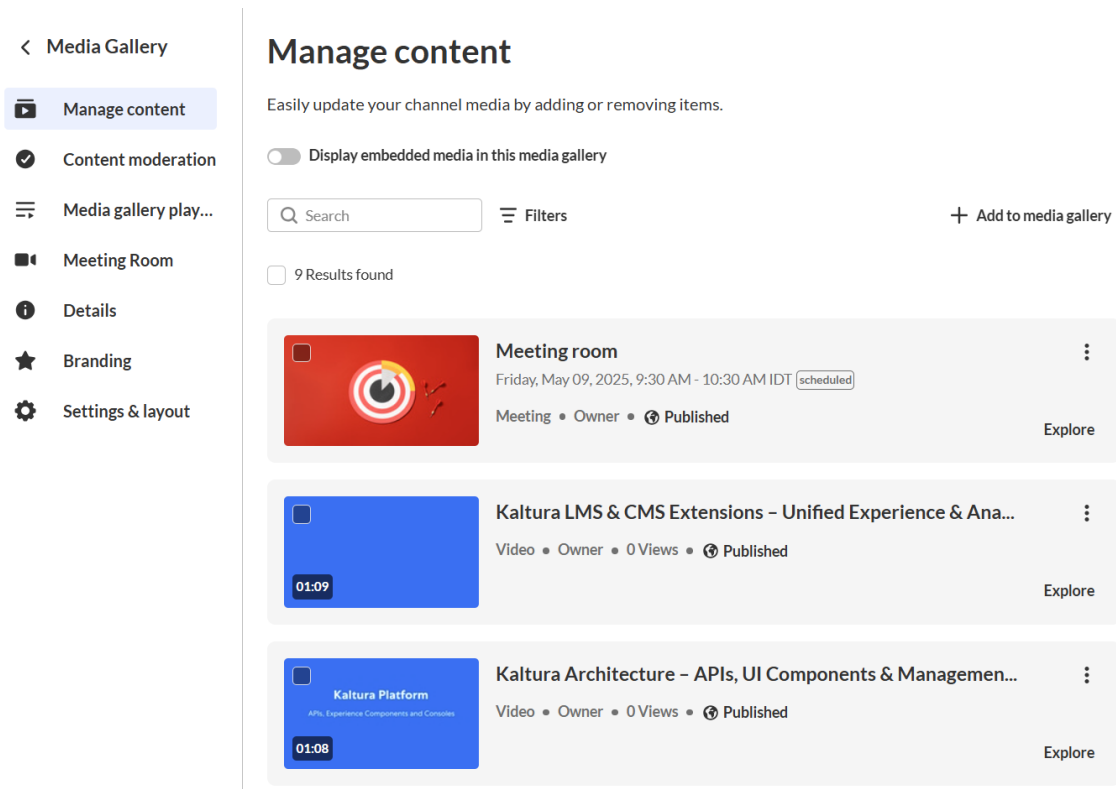
The media gallery displays.



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



The 'Manage content' page displays.



## Add media to the gallery

Add existing media


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

## Manage content


Easily update your channel media by adding or removing items.

Display embedded media in this media gallery

≡ Filters

 + Add to media gallery

9 Results found



**Meeting room**  
 Friday, May 09, 2025, 9:30 AM - 10:30 AM IDT scheduled







⋮

The media selection window displays.

## Select media

≡ Filters 📤 Upload 📺 Express Capture ▶ YouTube

ℹ Some media items are already published to this location.

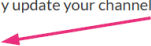
<input type="checkbox"/>	Name	
<input type="checkbox"/>	 channel-header-media-318486652	1_
<input checked="" type="checkbox"/>	 Introduction_to_Kaltura_Mediaspace_(WM_HD_1080_-_WEB_(H264_4000))	1_
<input checked="" type="checkbox"/>	 Kaltura LMS & CMS Extensions - Unified Experience & Analytics (Source)	1_
<input checked="" type="checkbox"/>	 Kaltura Architecture - APIs, UI Components & Management Tools (Source)	1_
<input checked="" type="checkbox"/>	 Why innovation is all about people rather than bright ideas _Alexandre Janssen _TEDxFryslân	1_
<input checked="" type="checkbox"/>	 Kaltura's Theming design system (Source)	1_

Cancel Select

To include embedded media from your course, turn on **Display embedded media in this gallery**.

## Manage content

Easily update your channel media by adding or removing items.

  Display embedded media in this media gallery

≡ Filters

+ Add to media gallery

9 Results found

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

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

## Manage content

Easily update your channel media by adding or removing items.

Display embedded media in this media gallery







+ Add to media gallery

9 Results found

2. Check the boxes next to the items you want to add to the media 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**

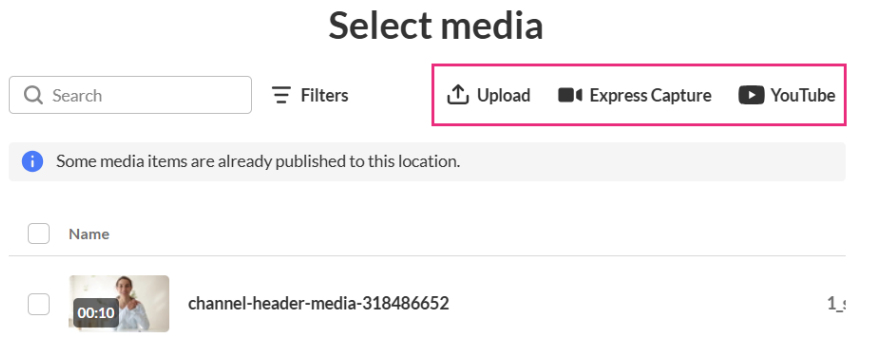
The selected media is added to the channel and appears in the list.

## 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.

- **YouTube** - Link to a YouTube video. Visit our article [Add a YouTube video](#) for guidance.



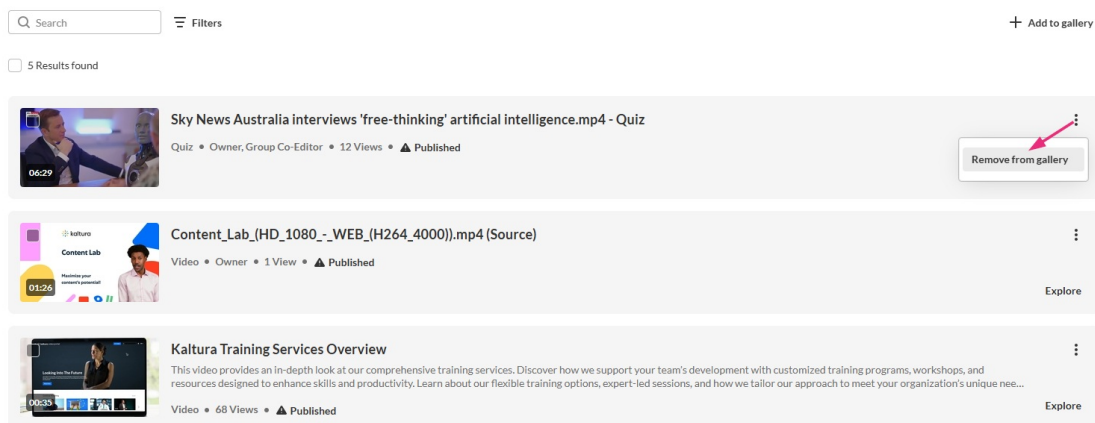
## Remove media from a gallery

### Remove a single item

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

### Manage content

Easily update your gallery media by adding or removing items.



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

2. Click **Remove** to continue.

### Remove multiple items


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

## Manage content


Easily update your channel media by adding or removing items.

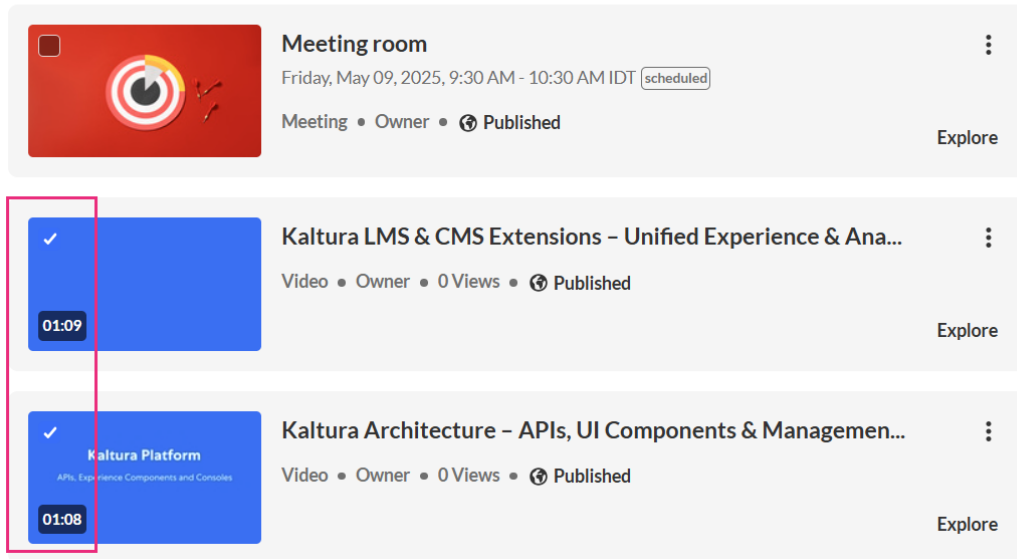
Display embedded media in this media gallery


 Filters

 Add to media gallery


9 Results found • 2 Selected


 Remove from channel





**Meeting room** 


Friday, May 09, 2025, 9:30 AM - 10:30 AM IDT scheduled

Meeting • Owner •  Published Explore

**Kaltura LMS & CMS Extensions - Unified Experience & Ana...** 

Video • Owner • 0 Views •  Published Explore

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Video • Owner • 0 Views •  Published Explore

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

3. Click **Remove** to continue.



### Good to know

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