# Manage content in your media gallery in Brightspace

Content updated: 01/17/2026

This article is designated for all users.

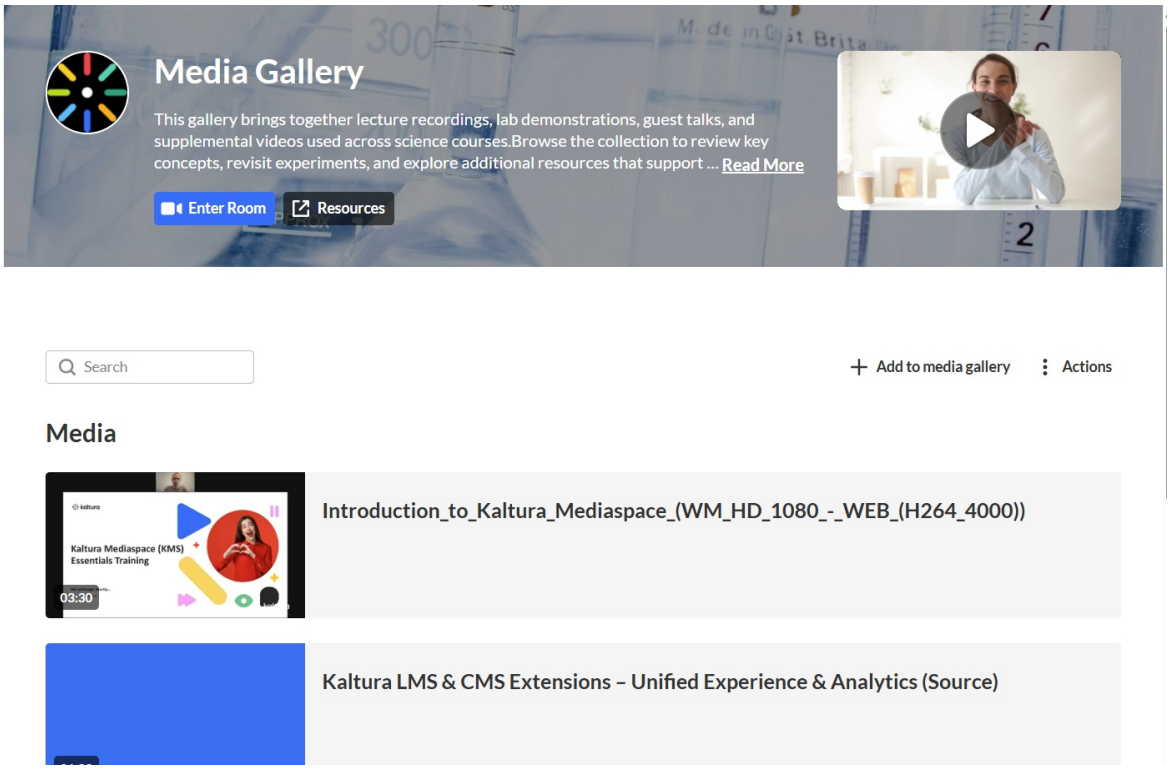
## About

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**.

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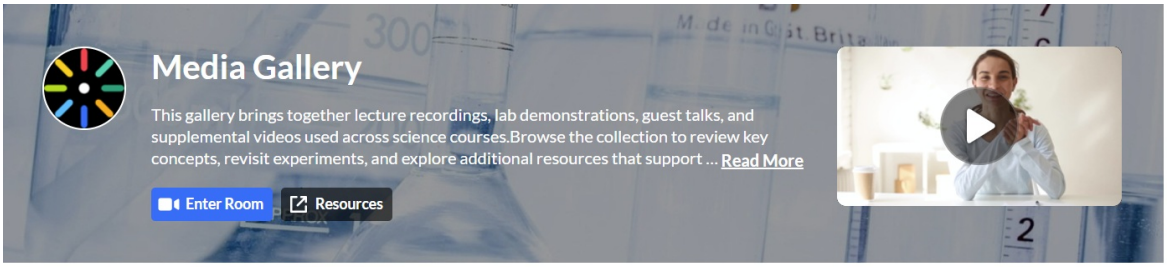
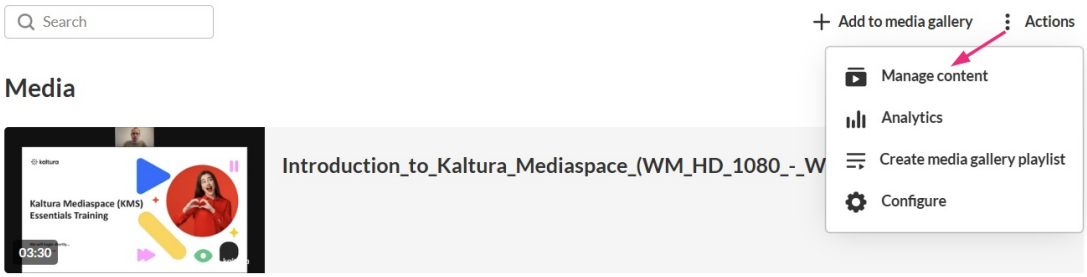
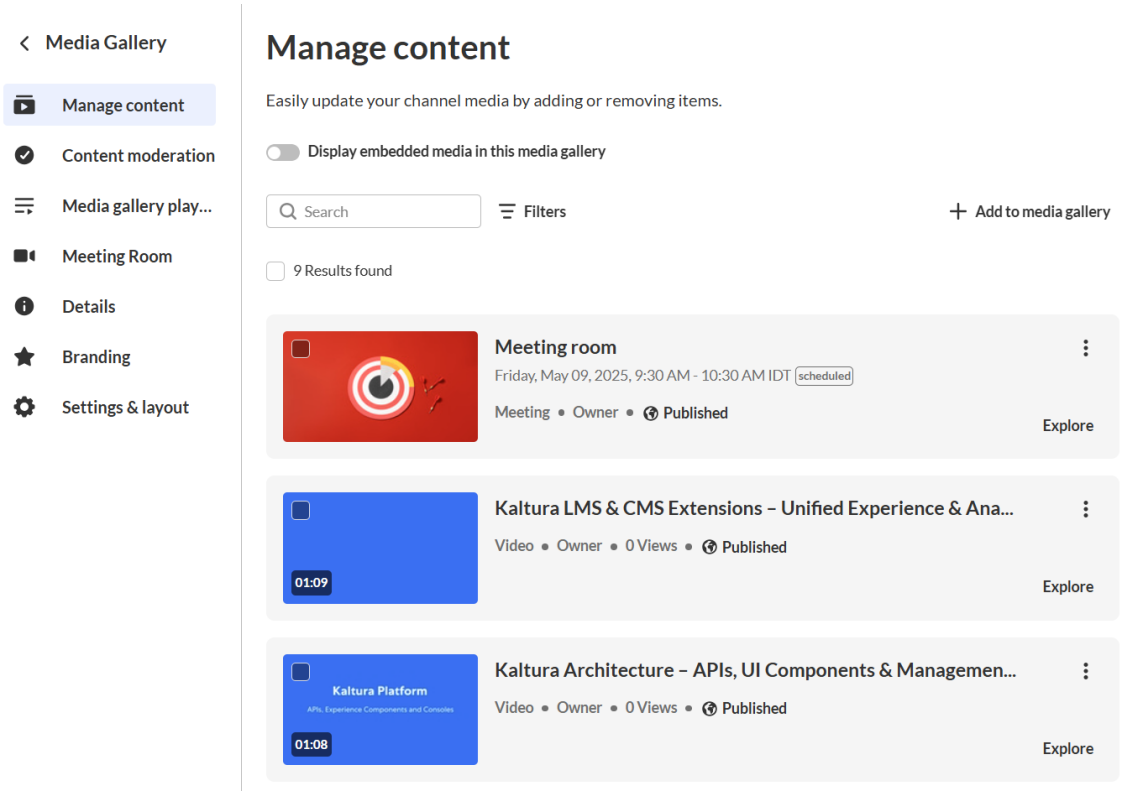



The 'Manage content' page displays.




## Add media to the gallery

### Add existing media

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

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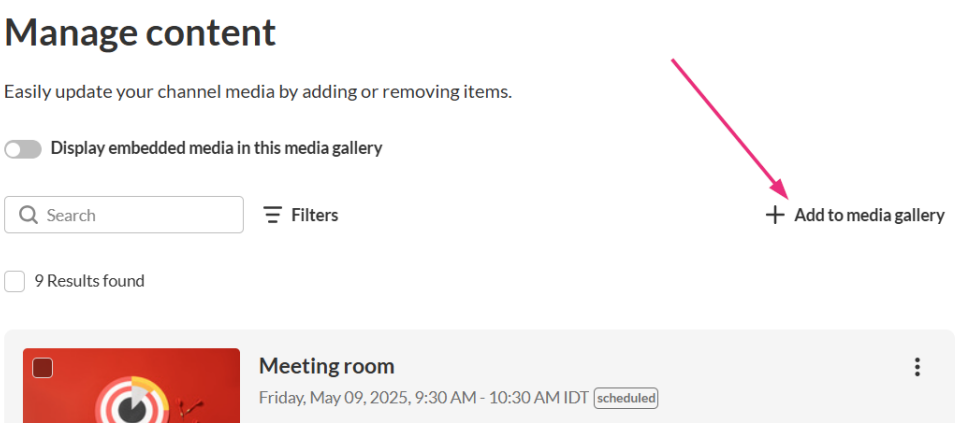
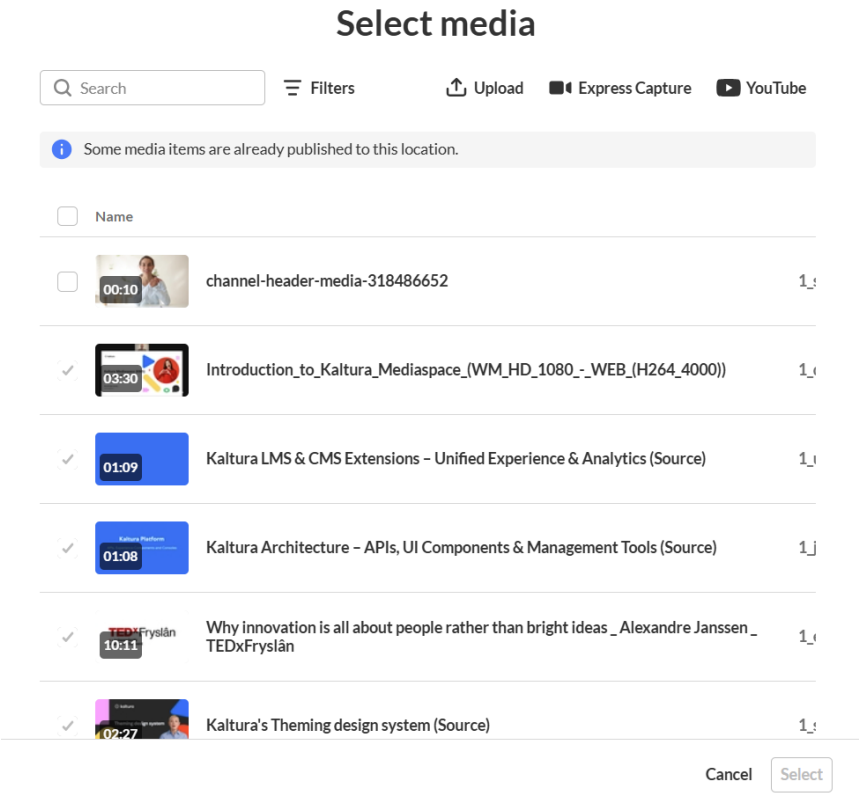
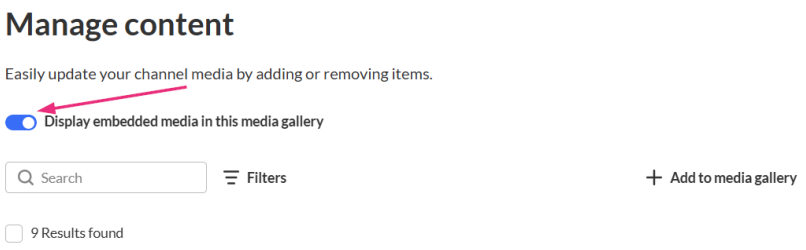



The media selection window displays.




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

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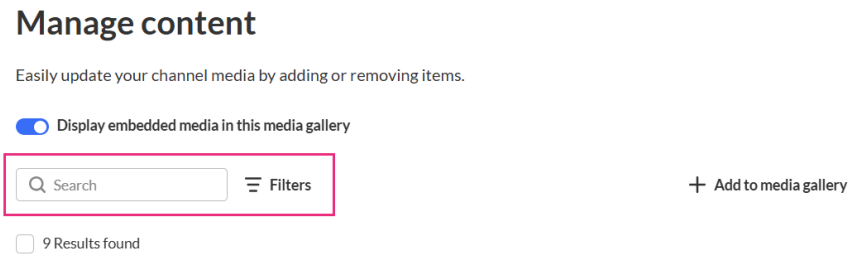
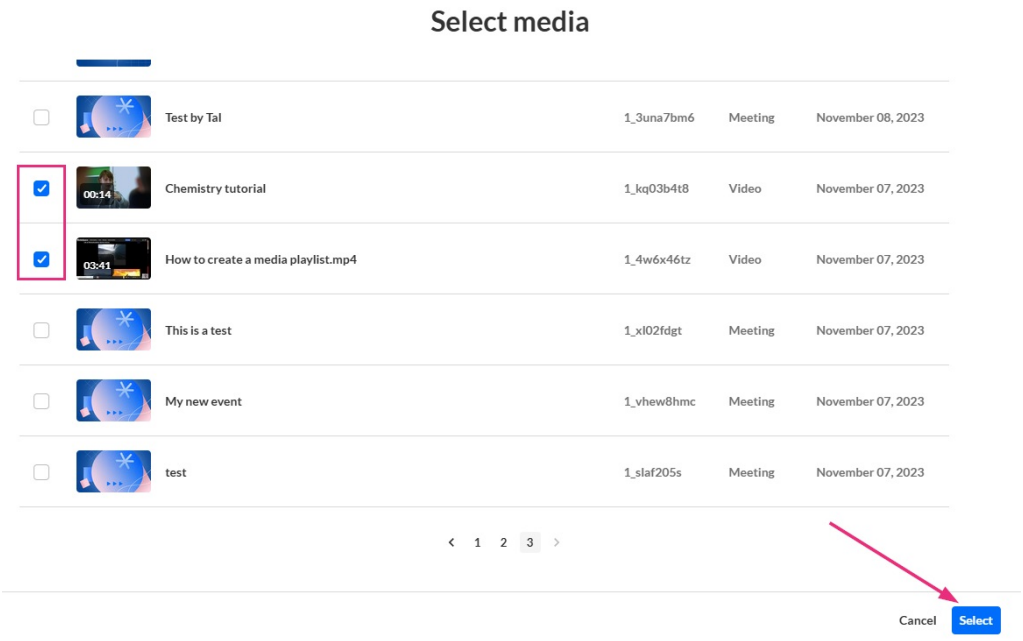
You can use the tools at the top of the media selection page to manage large galleries:

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




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

3. Click **Select** at the bottom right.




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.

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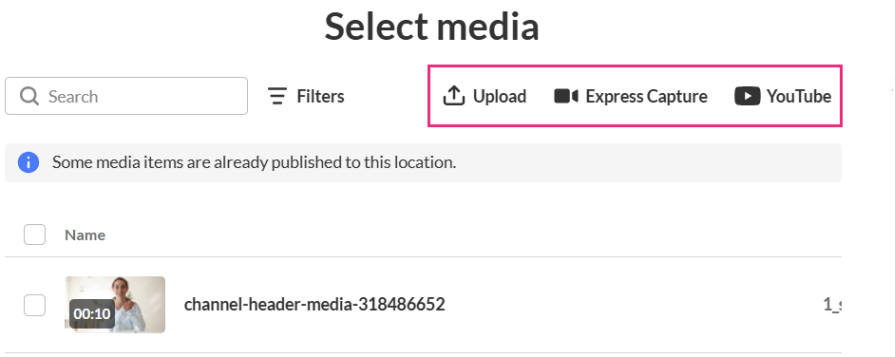
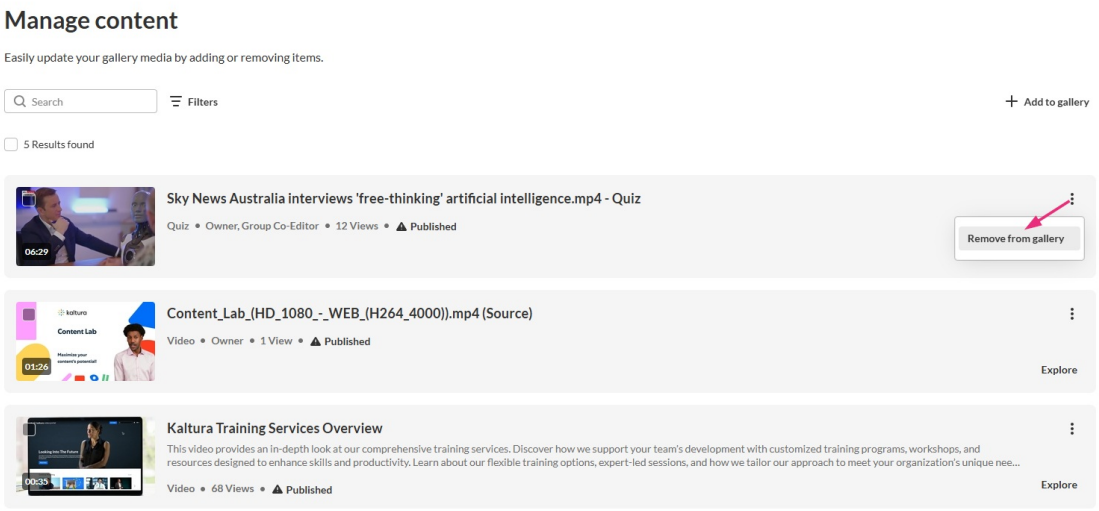
- **YouTube** - Link to a YouTube video. Visit our article Add a YouTube video for guidance.




## 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.)




   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

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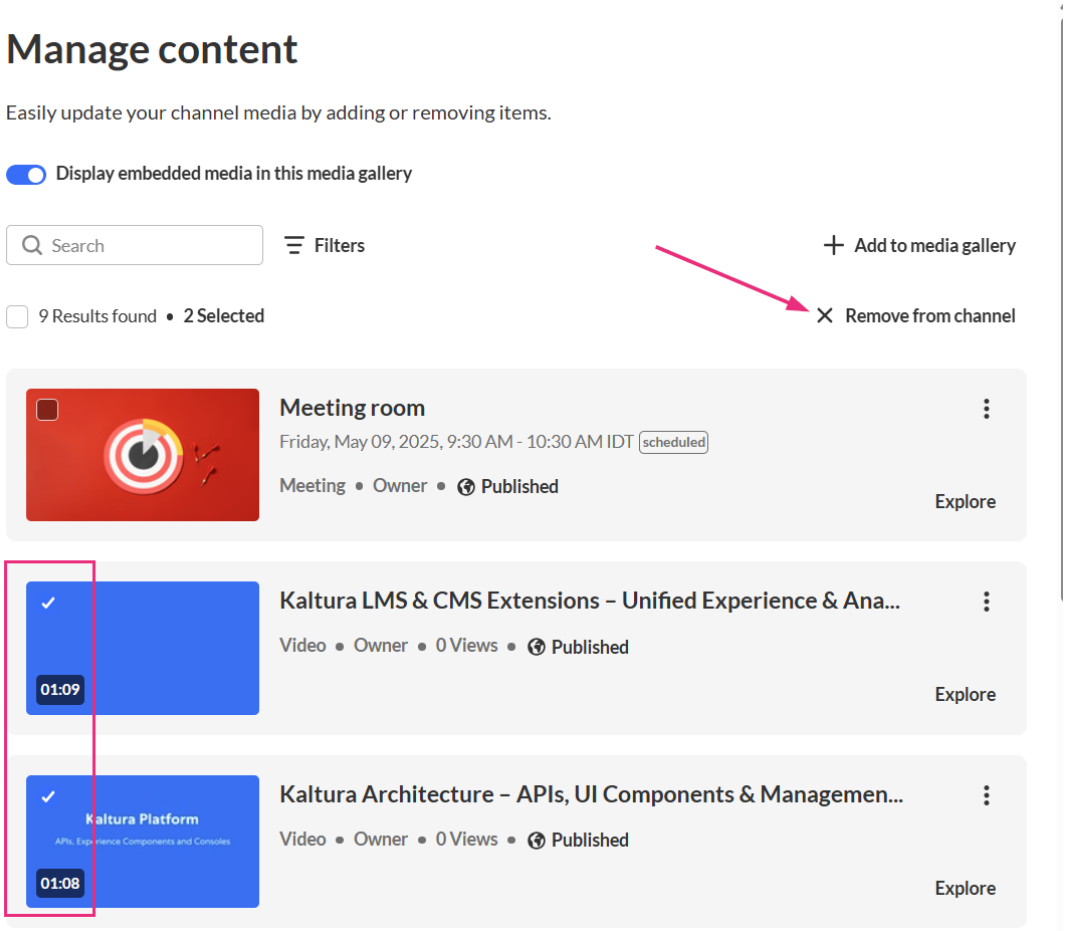


A confirmation message displays: *Are you sure you want to remove these items from your channel?*

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.

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