# Manage content in your media gallery in Sakai - Theming

Last Modified on 01/17/2026 1:14 pm IST

👥 **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.

> ℹ️
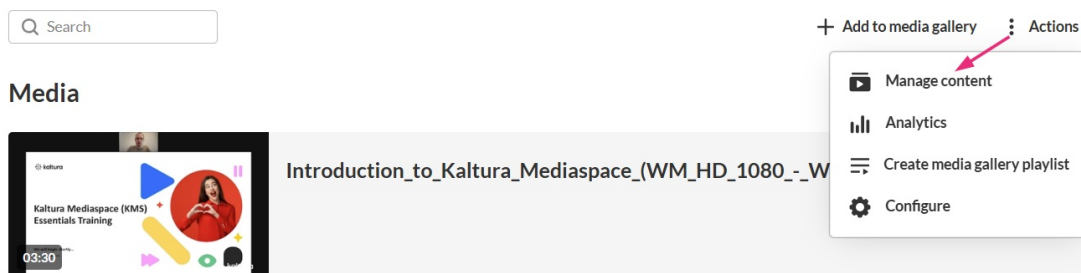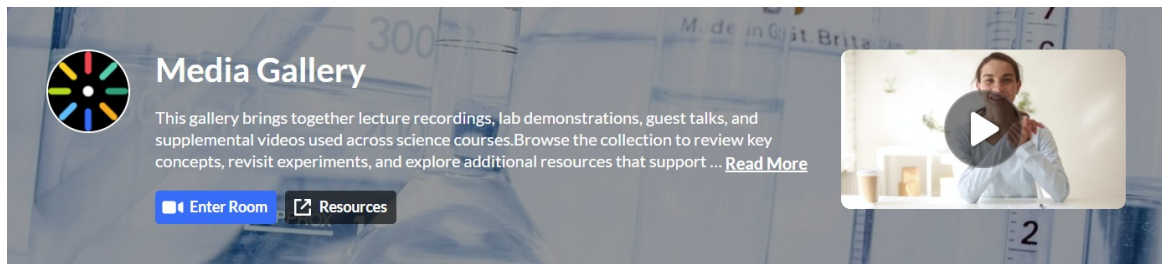> The instructions below are for Theming users.

## Access the Manage Content page

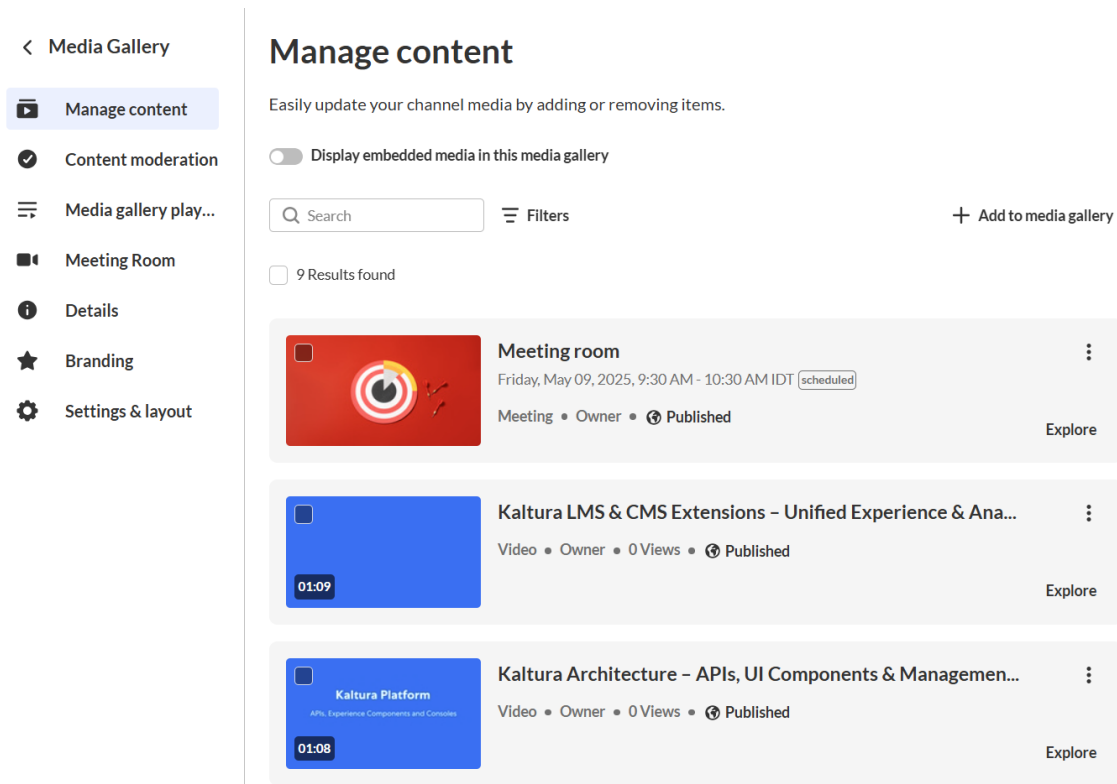1. Open your course, and click on **Media Gallery**.
   The media gallery displays.
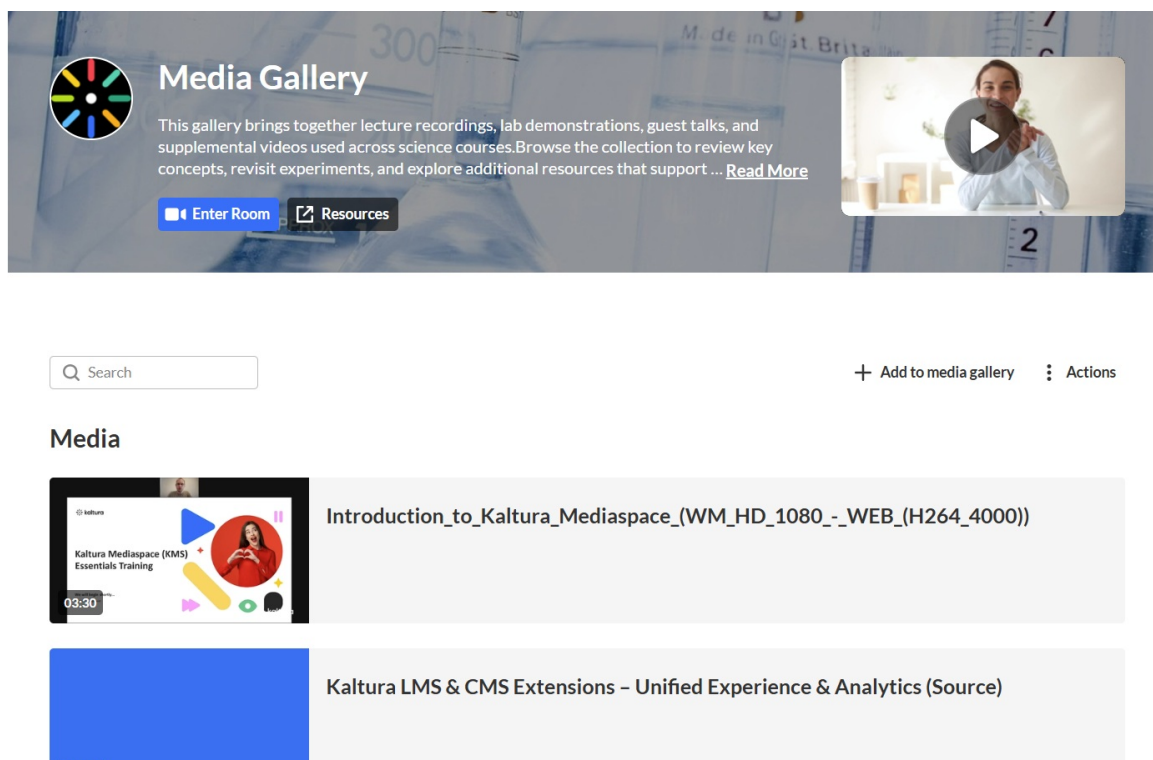


2. Click the **Actions** menu at the top right and select **Manage content**.

---

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

| 🔍 Search | ☰ Filters | | ➕ Add to media gallery |

☐ 9 Results found

| ![Meeting room thumbnail] | **Meeting room**<br>Friday, May 09, 2025, 9:30 AM - 10:30 AM IDT  scheduled | ⋮ |

The media selection window displays.

## Select media

| 🔍 Search | ☰ Filters | ⬆ Upload | 🎥 Express Capture | ▶ YouTube |

ⓘ Some media items are already published to this location.

| ☐ | Name | |
|---|---|---|
| ☐ | 00:10 | channel-header-media-318486652 | 1_ |
| ✓ | 03:30 | Introduction_to_Kaltura_Mediaspace_(WM_HD_1080_-_WEB_(H264_4000)) | 1_ |
| ✓ | 01:09 | Kaltura LMS & CMS Extensions – Unified Experience & Analytics (Source) | 1_ |
| ✓ | 01:08 | Kaltura Architecture – APIs, UI Components & Management Tools (Source) | 1_ |
| ✓ | 10:11 | Why innovation is all about people rather than bright ideas _ Alexandre Janssen _ TEDxFryslân | 1_ |
| ✓ | 02:27 | 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

| 🔍 Search | ☰ 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

| 🔍 Search | ☰ Filters | ➕ 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.



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.



Select media

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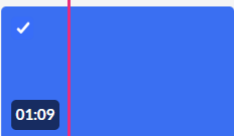
A confirmation message displays: *Are you sure you want to remove these items from your channel?*

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.