

Manage content in your media gallery in Sakai

Last Modified on 05/04/2026 11:14 am 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.

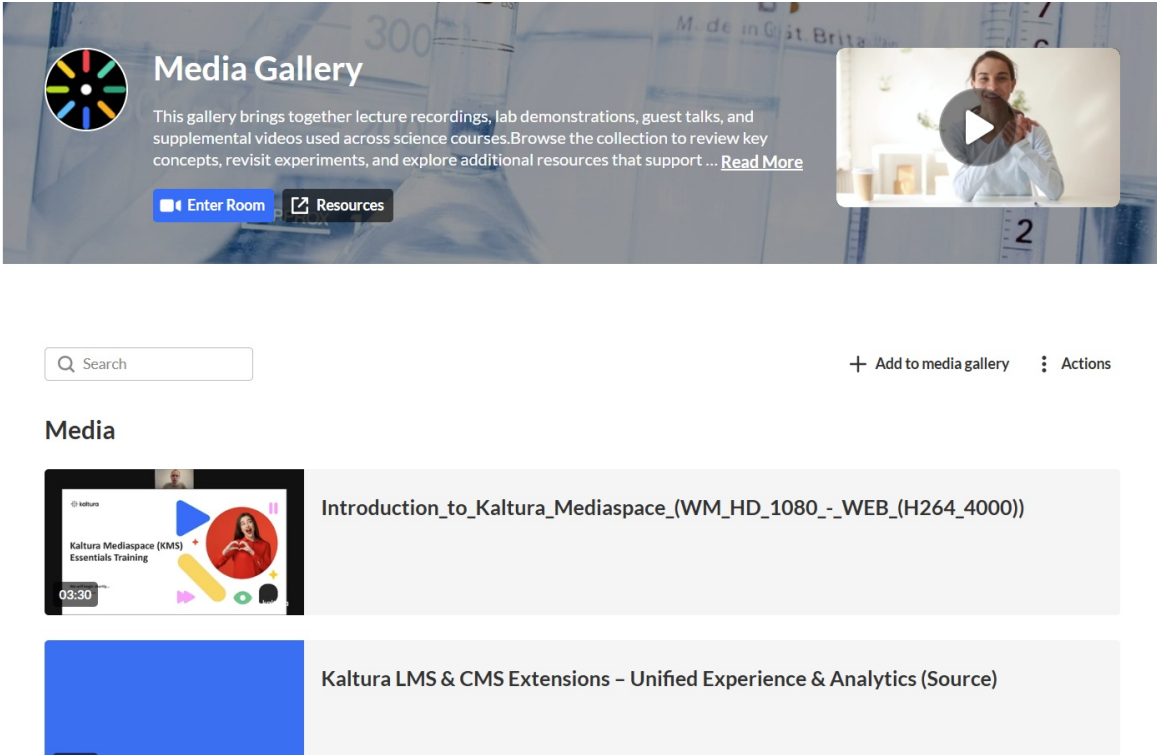


This feature requires the [Theming module](#) to be enabled, with the 'channeledit' feature set to 'Yes'.

Access the Manage Content page

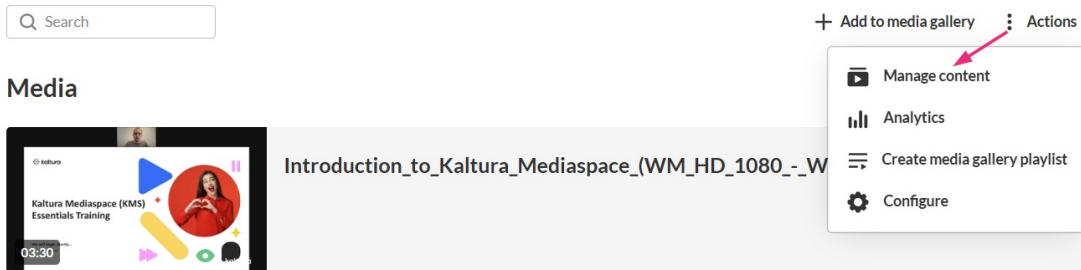
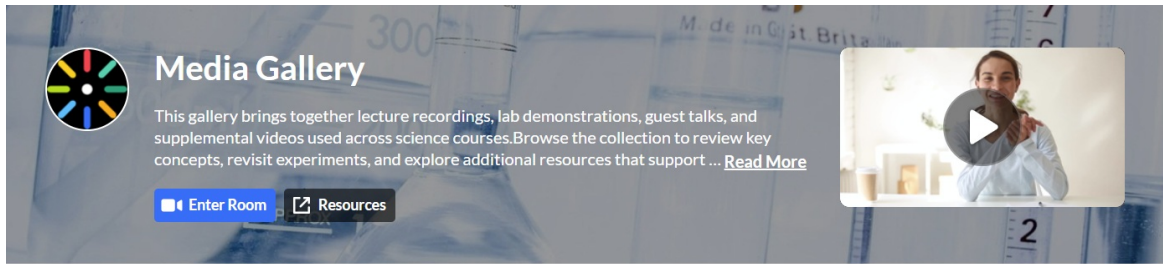
1. Open your course, and click on **Media Gallery**.

The media gallery displays.

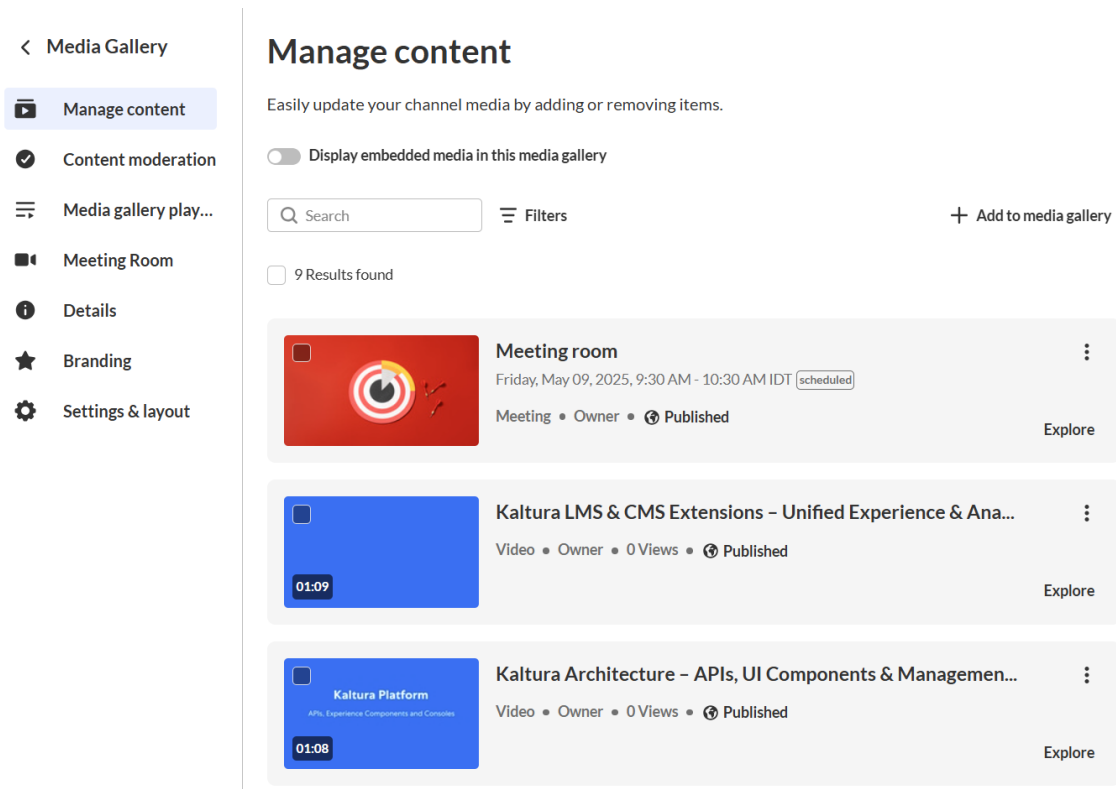


The screenshot shows the Media Gallery interface. At the top, there is a header with the Kaltura logo, the title "Media Gallery", and a description: "This gallery brings together lecture recordings, lab demonstrations, guest talks, and supplemental videos used across science courses. Browse the collection to review key concepts, revisit experiments, and explore additional resources that support ... [Read More](#)". Below the description are two buttons: "Enter Room" and "Resources". To the right is a video thumbnail showing a man speaking. Below the header is a search bar with the text "Search" and a magnifying glass icon. To the right of the search bar are two icons: a plus sign and the text "Add to media gallery", and a vertical ellipsis icon and the text "Actions". Below the search bar is the section "Media". There are two media items listed. The first item has a thumbnail showing a video player interface with the text "Kaltura Mediaspace (KMS) Essentials Training" and a duration of "03:30". The title of this item is "Introduction_to_Kaltura_Mediaspace_(WM_HD_1080_-_WEB_(H264_4000))". The second item has a blue thumbnail and the title "Kaltura LMS & CMS Extensions - Unified Experience & Analytics (Source)".

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

9 Results found









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

The media selection window displays.

Select media

Some media items are already published to this location.

| <input type="checkbox"/> | Name | |
|-------------------------------------|---|---------|
| <input type="checkbox"/> |  channel-header-media-318486652 | 1:00 |
| <input checked="" type="checkbox"/> |  Introduction_to_Kaltura_Mediaspace_(WM_HD_1080_-_WEB_(H264_4000)) | 1:03:30 |
| <input checked="" type="checkbox"/> |  Kaltura LMS & CMS Extensions - Unified Experience & Analytics (Source) | 1:01:09 |
| <input checked="" type="checkbox"/> |  Kaltura Architecture - APIs, UI Components & Management Tools (Source) | 1:01:08 |
| <input checked="" type="checkbox"/> |  Why innovation is all about people rather than bright ideas _ Alexandre Janssen _ TEDxFriesland | 1:10:11 |
| <input checked="" type="checkbox"/> |  Kaltura's Theming design system (Source) | 1:02:27 |

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

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**

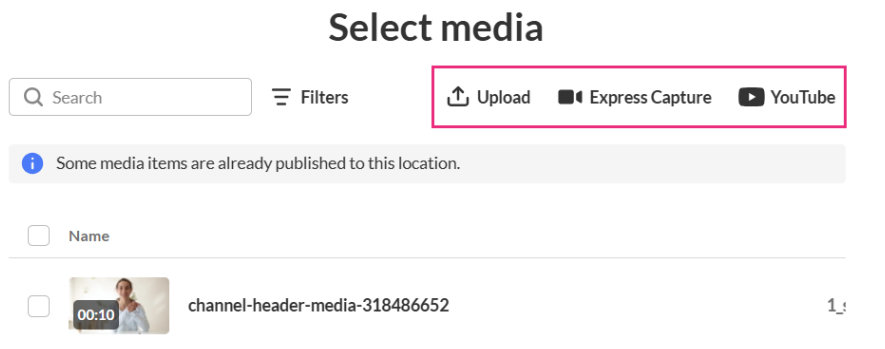
The selected media is added to the channel and appears in the list.

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.



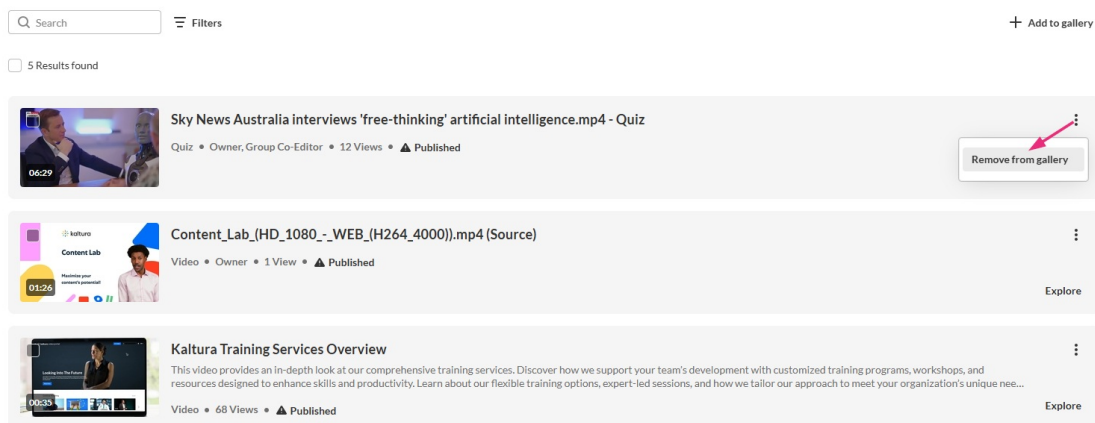
Remove media from a gallery

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.

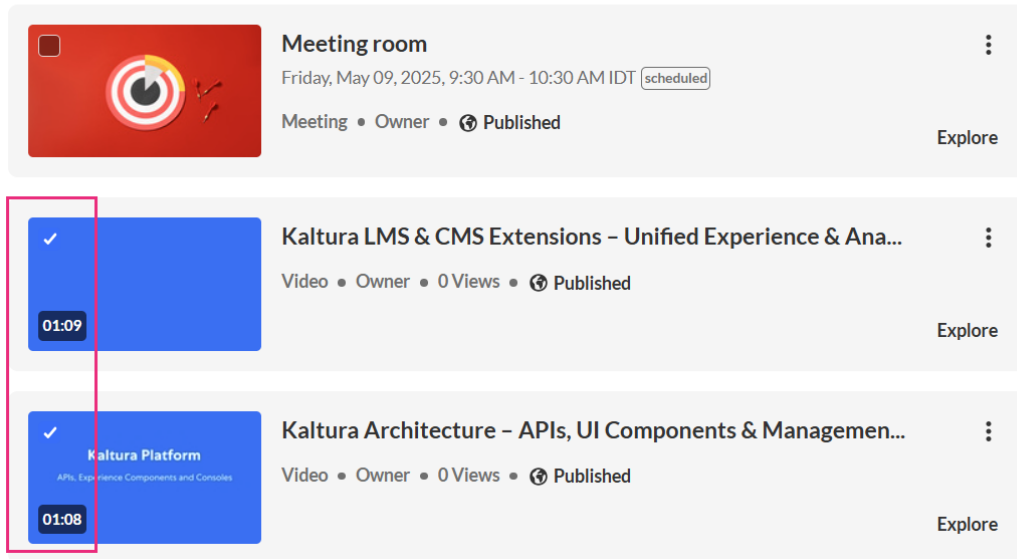
Display embedded media in this media gallery


 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

Kaltura Architecture - APIs, UI Components & Managemen...
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.