


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

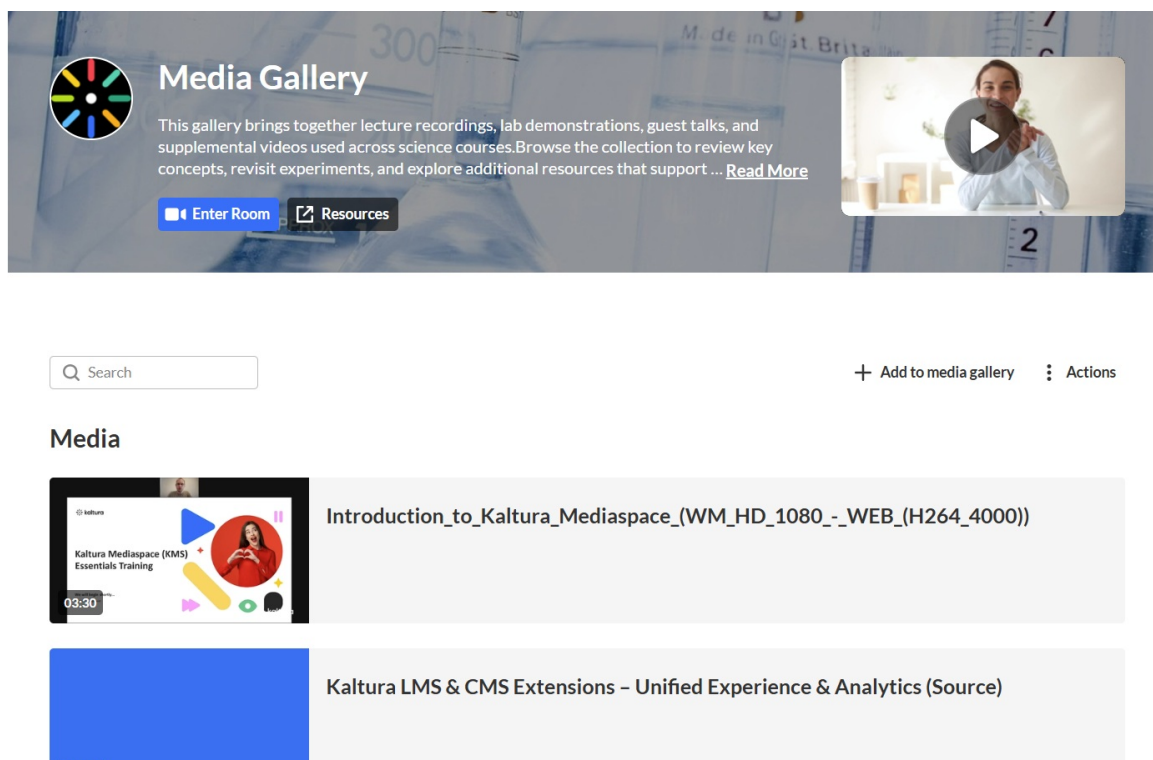
Use the **Manage content** function to control the media that appears in your media gallery. From this page, you can add media, remove media, organize content, and perform bulk actions - all from a single, media-focused view.

 The instructions below are for **Theming** users.

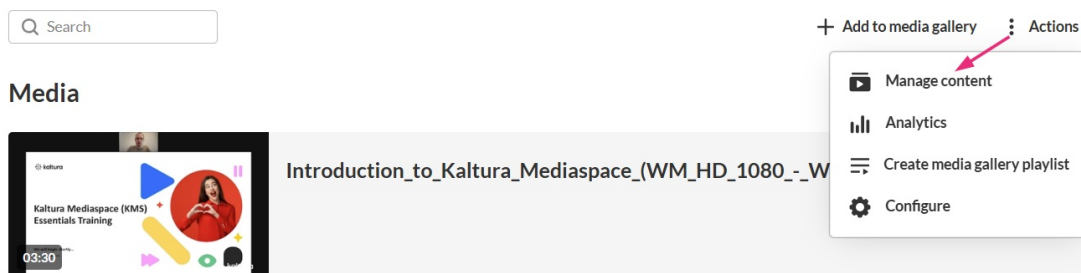
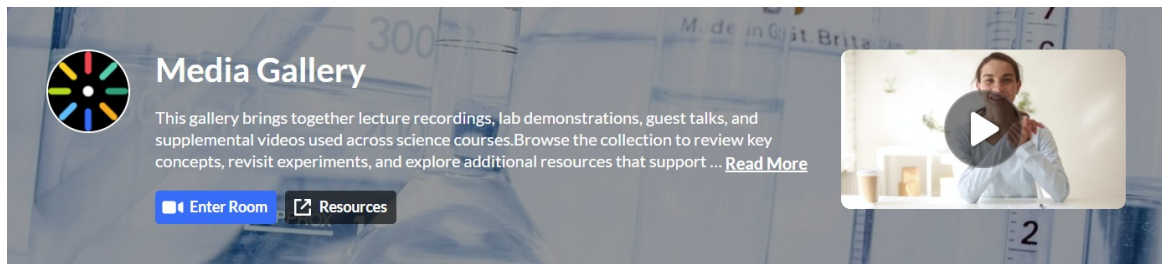
Access the Manage Content page

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

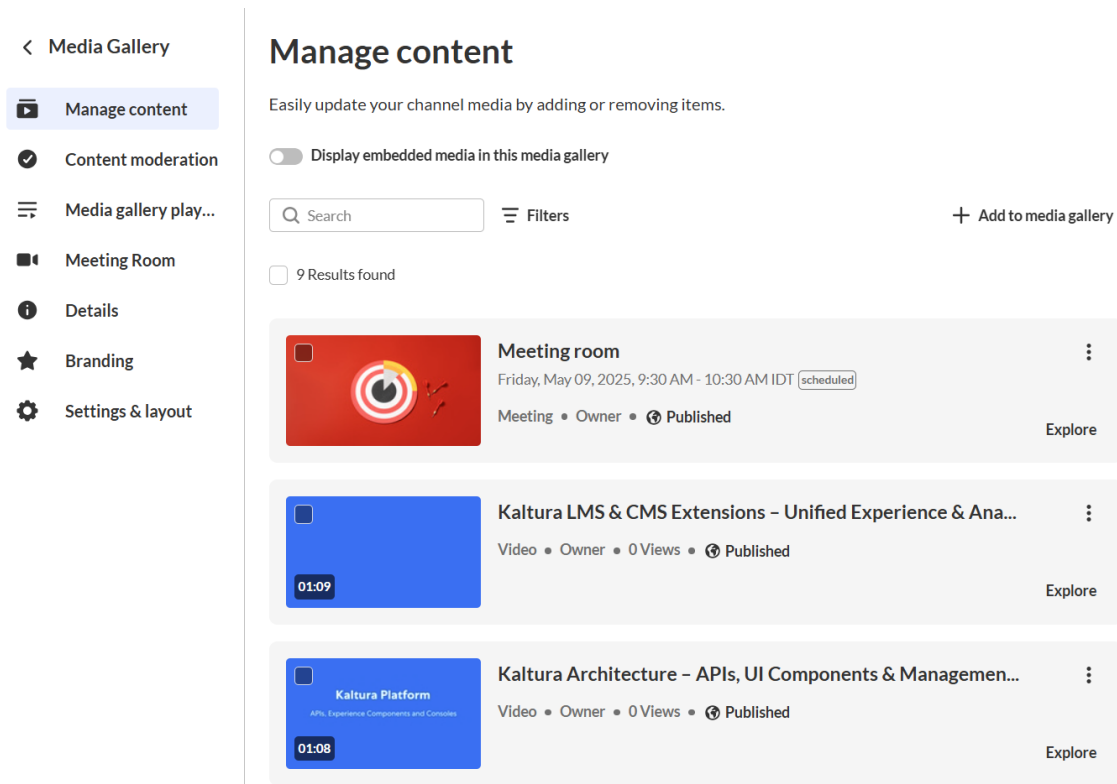
The media gallery displays.



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

≡ 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

Some media items are already published to this location.

☐ Name

<input type="checkbox"/>		channel-header-media-318486652	1_1
<input checked="" type="checkbox"/>		Introduction_to_Kaltura_Mediaspace_(WM_HD_1080_-_WEB_(H264_4000))	1_1
<input checked="" type="checkbox"/>		Kaltura LMS & CMS Extensions - Unified Experience & Analytics (Source)	1_1
<input checked="" type="checkbox"/>		Kaltura Architecture - APIs, UI Components & Management Tools (Source)	1_1
<input checked="" type="checkbox"/>		Why innovation is all about people rather than bright ideas _ Alexandre Janssen _ TEDxFrslán	1_1
<input checked="" type="checkbox"/>		Kaltura's Theming design system (Source)	1_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

 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.

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.

Select media

Filters

Upload
Express Capture
YouTube

Some media items are already published to this location.

<input type="checkbox"/>	Name	
<input type="checkbox"/>	 channel-header-media-318486652	1

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.

Filters
+ Add to gallery

☐ 5 Results found

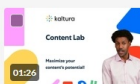


Sky News Australia interviews 'free-thinking' artificial intelligence.mp4 - Quiz

Quiz • Owner, Group Co-Editor • 12 Views • Published

⋮

Remove from gallery




Content_Lab_(HD_1080_-_WEB_(H264_4000)).mp4 (Source)

Video • Owner • 1 View • Published

⋮

Explore



Kaltura Training Services Overview

This video provides an in-depth look at our comprehensive training services. Discover how we support your team's development with customized training programs, workshops, and resources designed to enhance skills and productivity. Learn about our flexible training options, expert-led sessions, and how we tailor our approach to meet your organization's unique nee...

Video • 68 Views • Published

⋮

Explore

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

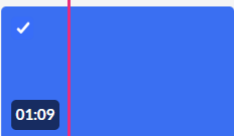


Meeting room

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 Platform

APIs, Experience Components and Consoles

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.