

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.

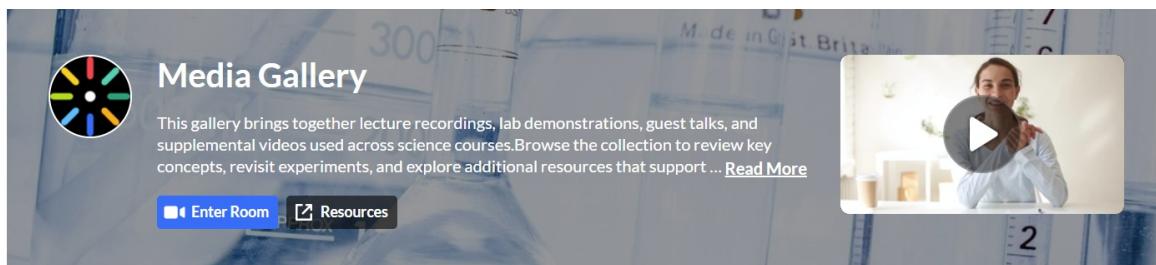


The instructions below are for [Theming](#) users.

Access the Manage Content page

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

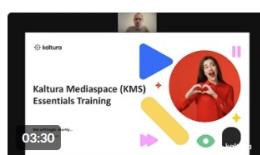
The media gallery displays.



 Search

 Add to media gallery  Actions

Media



Introduction_to_Kaltura_Mediaspace_(WM_HD_1080_-_WEB_(H264_4000))



Kaltura LMS & CMS Extensions – Unified Experience & Analytics (Source)

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



Media Gallery

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](#)

[Enter Room](#) [Resources](#)



Search

Media

[Introduction_to_Kaltura_Mediaspace_\(WM_HD_1080_-_W\)](#)

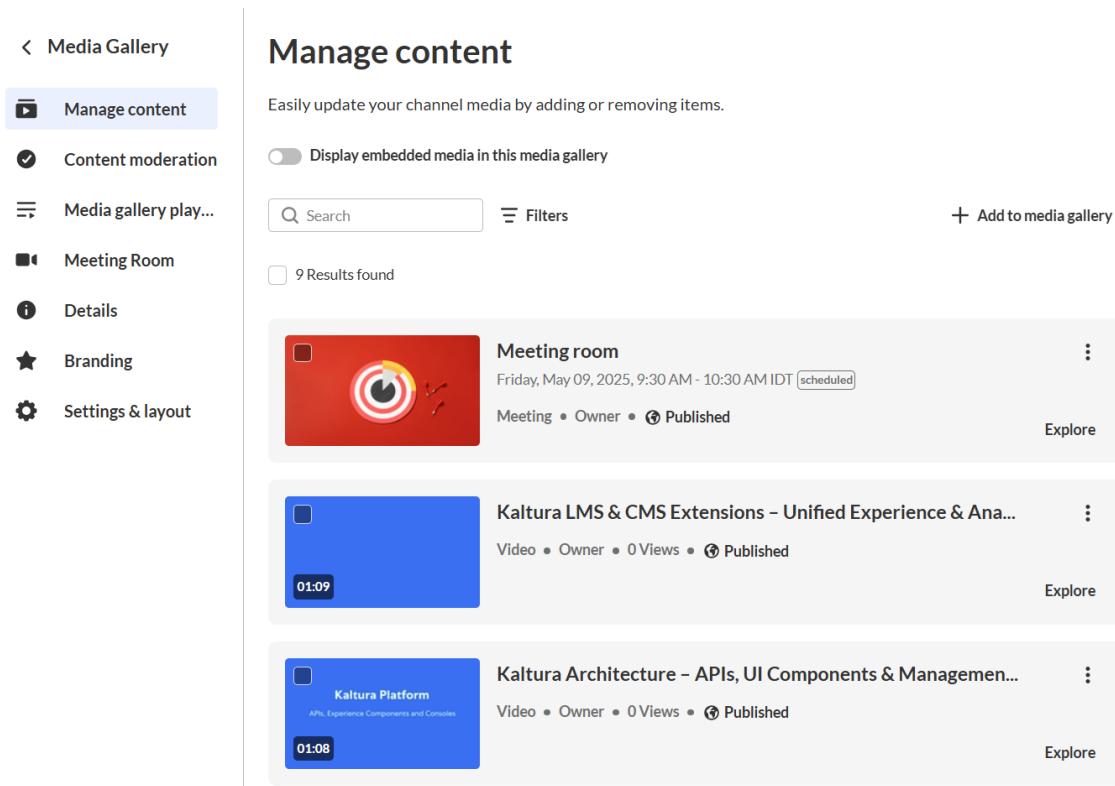
Manage content

Analytics

Create media gallery playlist

Configure

The 'Manage content' page displays.



[Media 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

Meeting room	Meeting room	Meeting room
	Meeting room	Meeting room
	Friday, May 09, 2025, 9:30 AM - 10:30 AM IDT (scheduled)	Meeting room
	Meeting • Owner • 0 Published	Meeting room
	Explore	Explore
	Kaltura LMS & CMS Extensions – Unified Experience & Ana...	Kaltura LMS & CMS Extensions – Unified Experience & Ana...
	Video • Owner • 0 Views • Published	Video • Owner • 0 Views • Published
	Explore	Explore
	Kaltura Architecture – APIs, UI Components & Managemen...	Kaltura Architecture – APIs, UI Components & Managemen...
	Video • Owner • 0 Views • Published	Video • Owner • 0 Views • Published
	Explore	Explore

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 Friday, May 09, 2025, 9:30 AM - 10:30 AM IDT scheduled	<input type="button"/> ⋮
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The media selection window displays.

Select media

Search

Filters

Upload

Express Capture

YouTube

Some media items are already published to this location.

Name



channel-header-media-318486652

1:1



Introduction_to_Kaltura_Mediaspace_(WM_HD_1080_-_WEB_(H264_4000))

1:0



Kaltura LMS & CMS Extensions - Unified Experience & Analytics (Source)

1:1



Kaltura Architecture - APIs, UI Components & Management Tools (Source)

1:j



Why innovation is all about people rather than bright ideas _ Alexandre Janssen _ TEDxFryslân

1:0



Kaltura's Theming design system (Source)

1:1

Select

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

Manage content

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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)

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.

Select media

	Media Preview	Media Name	File ID	Type	Category	Date
<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_slafl205s	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

Search Filters

Some media items are already published to this location.

<input type="checkbox"/> Name	<input type="checkbox"/> Preview	Actions
<input type="checkbox"/> channel-header-media-318486652	 00:10	<input type="button" value="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.

Search Filters

5 Results found

 06:29	Sky News Australia interviews 'free-thinking' artificial intelligence.mp4 - Quiz	<input type="button" value="More options"/> <input type="button" value="Remove from gallery"/>
 01:26	Content_Lab_(HD_1080_-,WEB_(H264_4000)).mp4 (Source)	<input type="button" value="More options"/> <input type="button" value="Explore"/>
 00:35	Kaltura Training Services Overview	<input type="button" value="More options"/> <input type="button" value="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

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Display embedded media in this media gallery

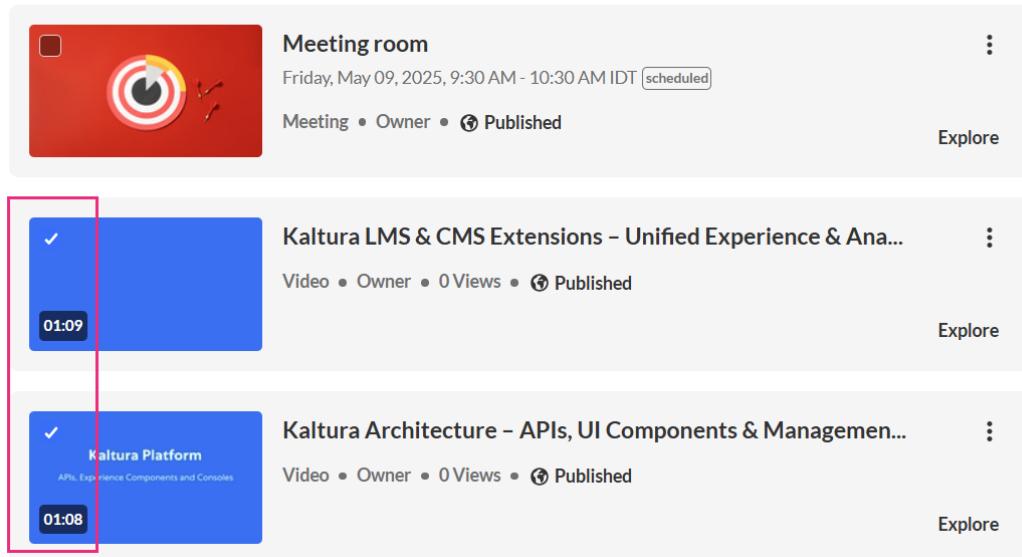
Search

Filters

9 Results found • 2 Selected

Add to media gallery

Remove from channel



The screenshot shows a list of media items in a Kaltura channel. The first item is a meeting room scheduled for May 9, 2025. The second and third items are videos: 'Kaltura LMS & CMS Extensions' and 'Kaltura Architecture'. Each item has a preview thumbnail, duration (01:09 and 01:08), and details (Video, Owner, 0 Views, Published). To the right of each item are three vertical dots and an 'Explore' button. A red box highlights the first two items, and a red arrow points from the 'Remove from channel' button at the top to the second item in the list.

Item	Details	Actions
Meeting room	Friday, May 09, 2025, 9:30 AM - 10:30 AM IDT [scheduled]	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.