Kaltura – Media Gallery

What is Media Gallery? – Where you can find your course media.

To access Media Gallery, go to one of your courses and click on Media Gallery from the course navigation column.

Ways to display the media:

By default, users who can edit a course can manage the course Media Gallery. As the manager, you can perform actions that other users enrolled to the course (like students) cannot.

These actions include:

- Configuring settings like the description of the Media Gallery
- Moderating the content added to the Media Gallery
- Removing content from the Media Gallery
- Accessing the Media Gallery Analytics page

All users enrolled in the course can:

- View approved content
• Browse and search the Media Gallery

Settings drop down menu  
(Located on the upper right hand corner of the page)

![Settings drop down menu](image)

Edit Media Gallery

Details tab:

- (Optional) Enter a description and tags for the Media Gallery for the course.
- Select:
  - Moderate content (Media will not appear in Media Gallery until approved by the faculty) – Determines whether content should be moderated. If moderation is disabled, everyone, including students, can publish content to the gallery.
  - Enable comments in Media Gallery – Determines whether comments should be enabled in the gallery.
  - Click Save.
Playlists tab: The Course Playlist feature allows Media Gallery Managers to curate, organize and improve displayed featured content in their course’s Media Gallery. Course playlists were formerly referred to as collections.

Media Gallery managers can create a collection of media assets that can be presented throughout the application as a unified playlist.

The advantages of creating course playlists are that you can create ordered entries to determine what will be viewed and even repeat the same entry in a specific location (by adding the same entry to the Course Playlist). In addition, Course Playlists are organic elements that can be shared (embedded) as-is.

For more information about course playlists see Course Playlist Feature - User Guide.

Analytics

Teachers can access the Media Gallery Analytics page to view different engagement reports for students enrolled in a course. *Analytics may take up to 24 hrs.

Types of Media Analytics Report:

- **Media Analytics Report** – The media analytics report lists all the content available in the course Media Gallery. For each media entry, the number of plays is displayed, total view time, average view time and the average drop-off rate.

- **Engagement Analytics Report** – The engagement analytics report lists all the users enrolled to the course that have viewed at least one video from the Media Gallery. For each user, the total view time, average view time and average drop off-rate are presented.

- **Contribution Analytics Report** – The contribution analytics report lists all the users that contributed content to the Media Gallery.