

Approving Student-Submitted Videos in the Course Media Gallery

Reviewed May 2025

It is strongly recommended when setting up your course Media Gallery, be sure to select the option to “*moderate content*,” which will require all content submitted to be approved by the course instructor before it is visible to other students in the class.

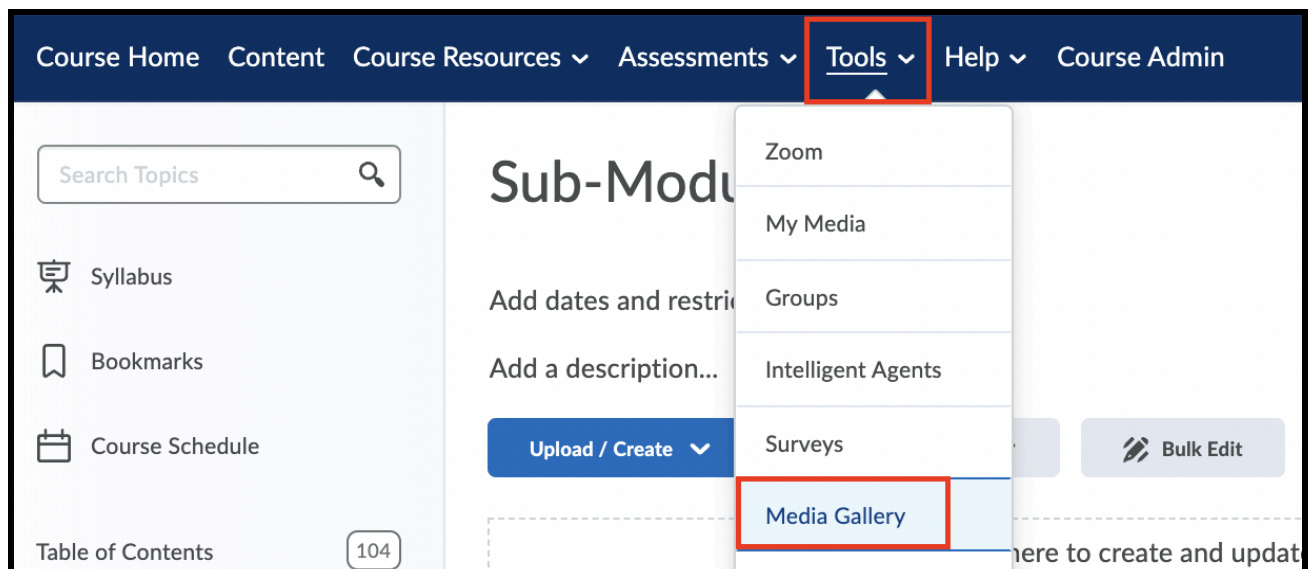
Students who have submitted videos to a course media gallery will not be able to see their video until it has been approved by an instructor in the course. All images in this tutorial are screenshots of the preceding step(s).

Step 1: Open Brightspace Course

Log in to your Brightspace course.

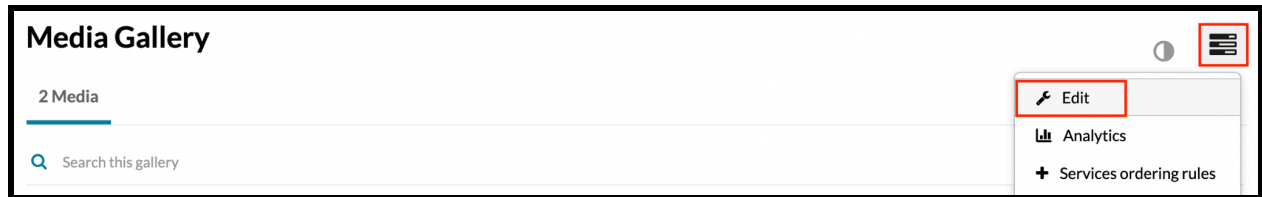
Step 2: Access Media Gallery

Access the Media Gallery in a Brightspace course via the “**Tools**” tab on the course navbar.



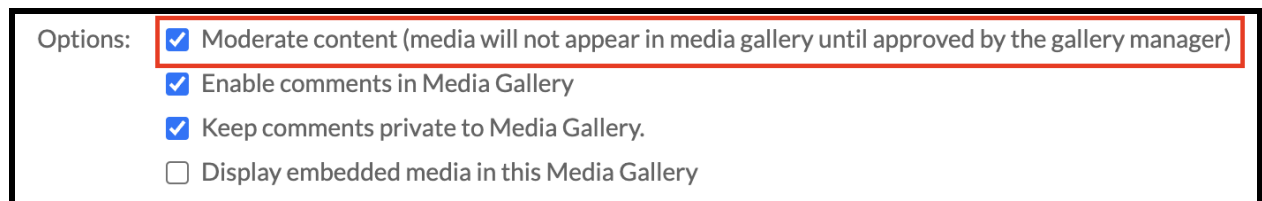
Step 3: Access Channel Actions

Click the “**Channel Actions**” icon in the upper right corner, then select “**Edit**”.



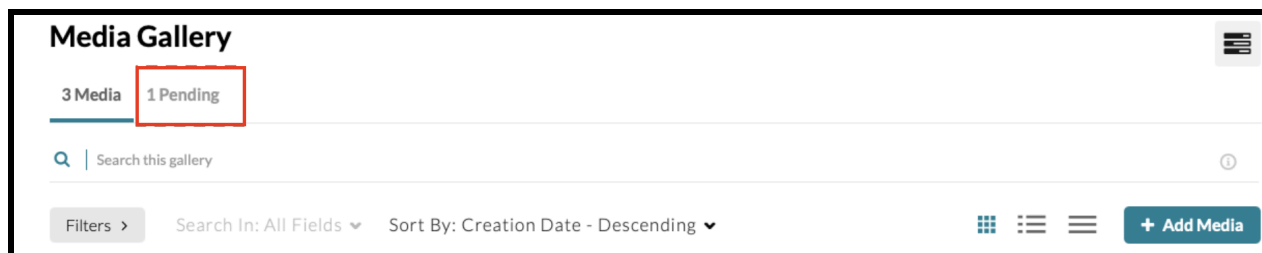
Step 4: Moderate Content Option

Under the Details tab, be sure to click “**Moderate Content.**”



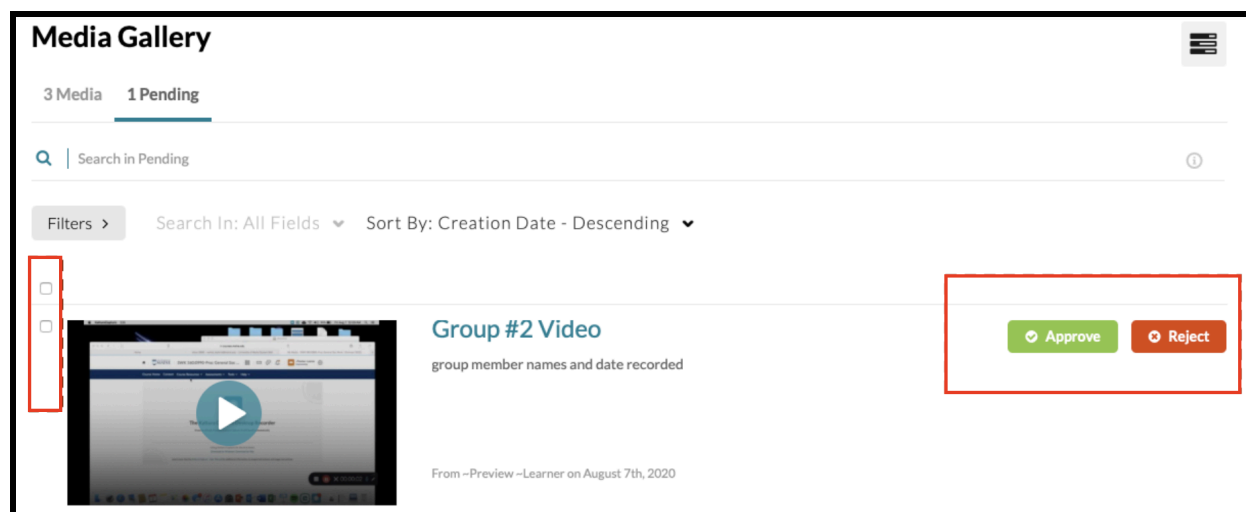
Step 5: View Pending Videos

Once students start submitting videos, identify videos marked as “**# Pending**” requiring review.



Step 6: Approve or Reject Videos

Select the videos, preview them, and “**approve**” or “**reject**” them for publication to the course Media Gallery, making them visible to other students in your course.



Step 7: Media Gallery Approved Videos

Once approved, the media will appear in the course Media Gallery.

