

## Create a shared repository in Video Portal

Last Modified on 04/18/2026 6:44 pm IDT

 This article is designated for all users.

### About

You can create a **shared repository** - a type of **channel** - where members can browse and use published media for distribution across other channels and categories.

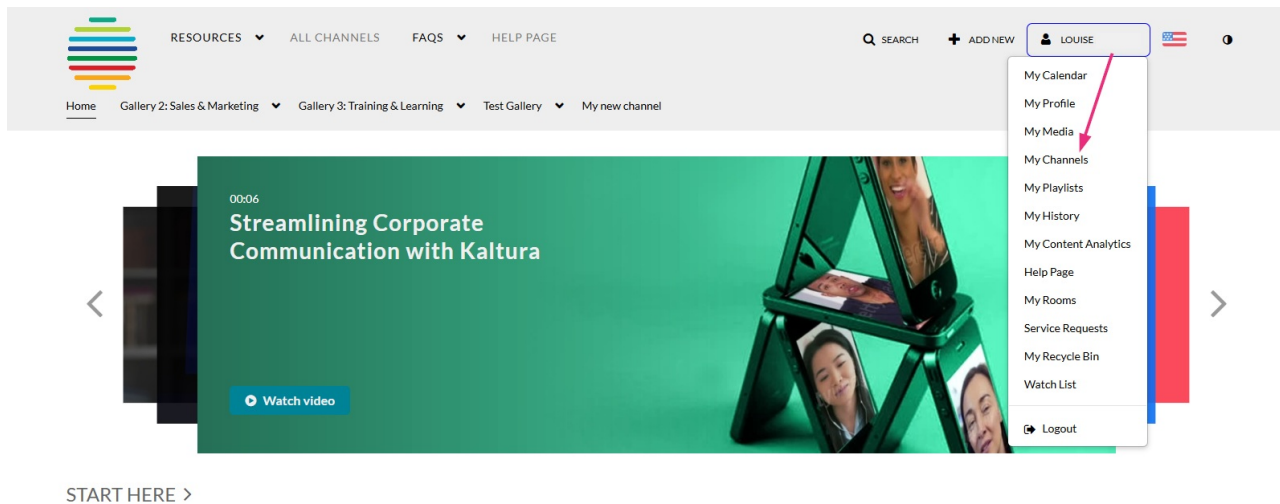
Members contribute and reuse content based on permissions. This feature benefits educational institutions and enterprises, enabling shared media usage and distribution.



- The [ShareRepositories module](#) must be enabled to use this feature.
- This feature is not currently functional with [Theming](#).


### Access My Channels

Choose [My Channels](#) from the user menu.

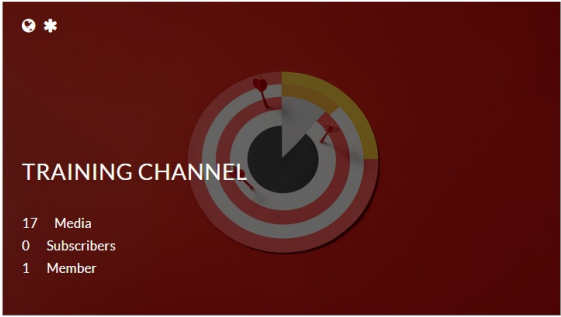


The My Channels page displays.

## My Channels

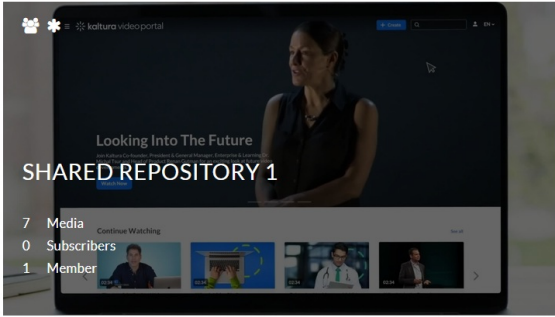
Search For Channels 

Filters > Sort By: Media Count ▾ [+ Create Channel](#)



**TRAINING CHANNEL**

17 Media  
0 Subscribers  
1 Member

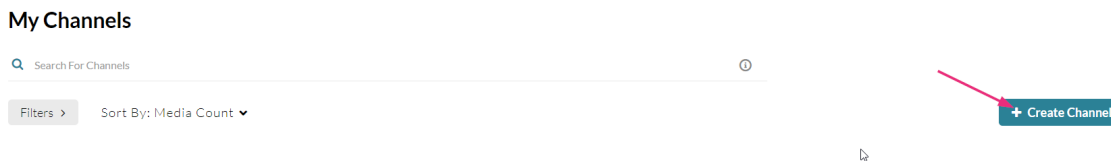


**SHARED REPOSITORY 1**

7 Media  
0 Subscribers  
1 Member

## Create a shared repository

1. On the far right of the My Channels page, click **+Create Channel**.









The **Create a New Channel** page displays.

### Create a New Channel

This is the Terms of Use message.

Name:  Name is a required field

Description: Black ▾ Bold *Italic* Underline      

Enter Description...

Tags:

Privacy:  **Open** - All logged in users can view and contribute content (contribution is not allowed for viewer-role users).  
 **Restricted** - All logged in users can view content and only channel members can contribute content.  
 **Private** - Only channel members can view and contribute content.  
 **Shared Repository** - Only channel members can view and contribute content; Content may be published to other channels, according to publishing entitlements.  
 **Public, Restricted** - Anyone can view content (including anonymous not logged-in users). Only channel members can contribute content according to their publishing entitlements.  
 **Public, Open** - Anyone can view content (including anonymous not logged-in users) and all logged in users can contribute content.

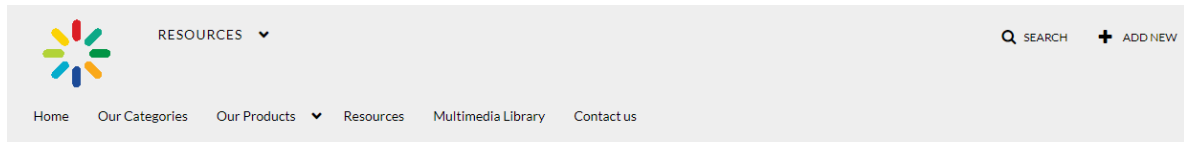
Options:  Enable comments in channel  
 Keep comments private to channel.  
 Force media published only to this channel to always be played in the context of the channel  
 Enable subscription to channel

2. Configure the details for your new shared repository:

**Name** – Enter the name for the shared repository (60 characters limit).

**Description** – Enter a summary of the shared repository to display on the My Channels page.

**Tags** – Enter a descriptive tag(s) to use in searches.



## Create a New Channel

This is the Terms of Use message.

Name:  (Required)

Description: **Black** **Bold** *Italic* Underline [List icons] [Link icon] [Image icon]

Tags:

### Privacy - Select **Shared Repository**.

**i** Only channel members can view and contribute content. Content can be published to other channels according to publishing entitlements.

- Privacy:
- Open** - All logged in users can view and contribute content (contribution is not allowed for viewer-role users).
  - Restricted** - All logged in users can view content and only channel members can contribute content.
  - Private** - Only channel members can view and contribute content.
  - Shared Repository** - Only channel members can view and contribute content; Content may be published to other channels, according to publishing entitlements.
  - Public, Restricted** - Anyone can view content (including anonymous not logged-in users). Only channel members can contribute content according to their publishing entitlements.
  - Public, Open** - Anyone can view content (including anonymous not logged-in users) and all logged in users can contribute content.

### Options - Choose the **Options** settings for the shared repository.

- Options:
- Enable comments in channel
  - Keep comments private to channel.
  - Force scheduled media in this channel to be played in the context of the channel
  - Enable subscription to channel (link to subscribe <https://4834032.mediaspace.kaltura.com/channel/Training+channel/336930422/subscribe>)
  - Enable Newrow Live Room

- **Moderate content** - Select this option if you want to approve media before it gets published. (Media won't appear in the channel until the channel manager approves.)
- **Enable comments in channels** - If enabled, Comments are displayed when the media item is accessed through a channel. To manage comments made via the media page, see [Disable comments and Close Discussion](#).

- **Keep comments private to channel** - Select this option to keep comments private to the channel
- **Force scheduled media in this channel to be played in the context of the channel** - If media is in only one channel on the site, it will automatically gain that channel's context, even if accessed through a direct link or search. Example: If a user goes to a media entry URL such as “base\_URL/media/t/1\_abcdefghij”, and that media is only in one channel on the site, the URL will change to include the channel context: “base\_URL/media/t/1\_abcdefghij/12345678”.
- **Enable subscription to channel** - This option lets users subscribe to your channel and get an email notification for new items. The link to subscribe is provided: <https://4834032.mediaspace.kaltura.com/channel/Training+channel/336930422/subscribe>)
- **Enable Newrow Live Room** - Select this option to enable [Kaltura Meetings](#).

**Categories** - Depending on your entitlements, choose the galleries that this shared repository will be associated with, for example, these are the gallery options of this video portal site.

Categories: Assign the channel to one or more categories:

- Learning Assets
- Video Tips
- Video Tools
  - Tutorials
    - CaptureSpace Lite
    - Interactive Video Quizzing
    - MediaSpace
    - Video Player
- Video Use Cases

3. Click **Save**.

A success message displays: *The information was saved successfully.*



To learn how to add users to a shared repository, see our article [Manage a channel](#).