

## Add My Media to the My Institution Tab

Last Modified on 06/23/2020 3:52 pm IDT

1. Login to Blackboard Learn as a system administrator.
2. Go to System Admin > Communities > Tabs and Modules > Modules > My Media.
3. Click on the arrow near My Media and select Edit Properties.
4. Under the Availability section set the following:
  - a. System Availability: Yes
  - b. Available to: Choose either 'Everyone' or specify Specific Roles.

**AVAILABILITY**

System Availability  Yes  No

Available for Use on a Course Module Page  Yes  No

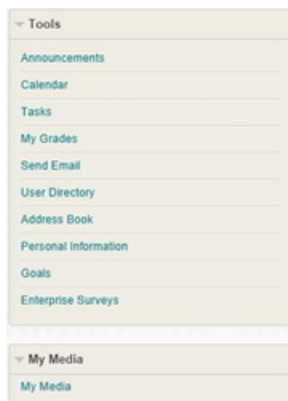
Available for Use on an Organization Module Page  Yes  No

Available for Users to Select from Module List  Yes  No

Available to  Everyone  Specific Roles

Items to Select	Selected Items
<ul style="list-style-type: none"> <li>Alumni</li> <li>Faculty</li> <li>Guest</li> <li>Observer</li> <li>Other</li> <li>Prospective Student</li> <li>Role 10</li> </ul>	<div style="border: 1px solid #ccc; height: 40px;"></div>
<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>	<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>

5. Click 'Submit'. The My Media link appears in the My Institution Tab.



**⚠** Please refer to the Kaltura Video Building Block 5 for Blackboard Learn 9.x Setup Guide for further instructions on roles and permissions when accessing My Media.