

# My Media

Last Modified on 12/09/2022 4:32 pm IST

 This article is designated for all users.


## Overview

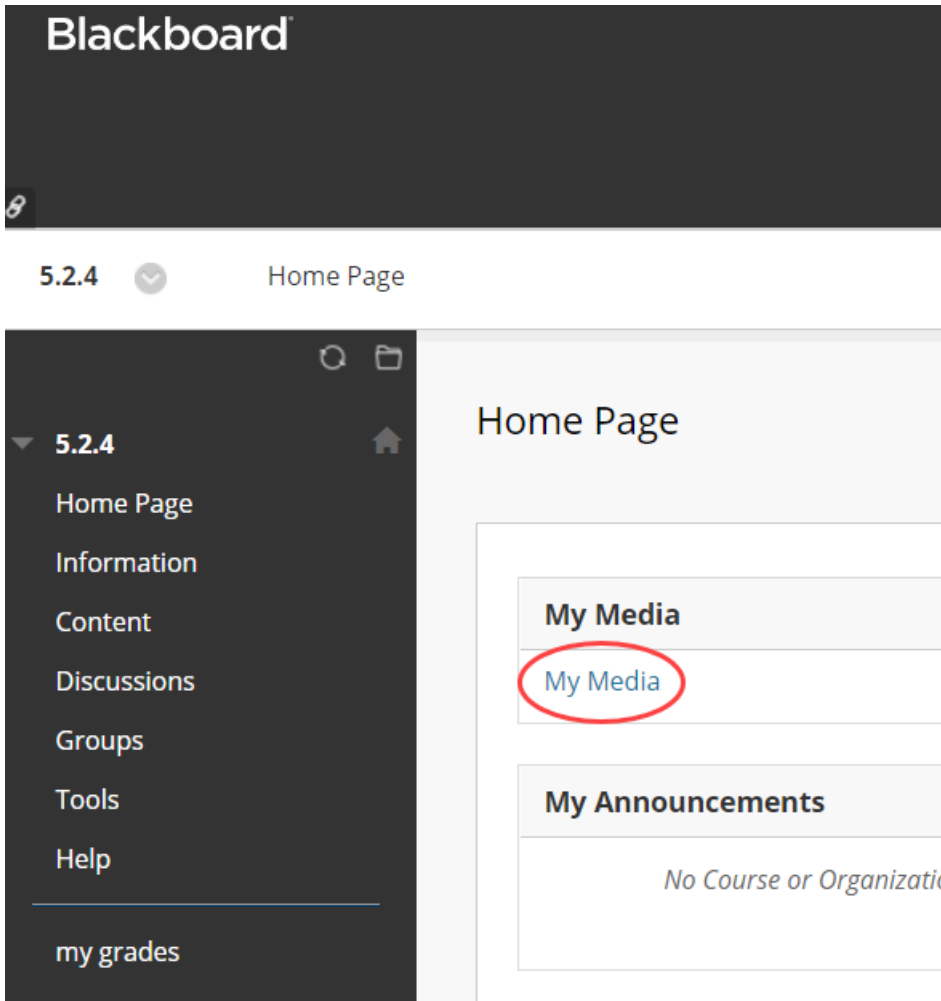
**My Media** is the user's personal repository allowing users to create, view, search and manage private media content. Thus, My Media is the media repository of a single user. Media items in the My Media repository may be published, shared, and embedded within the course pages and [Media Gallery](#) based on the user's entitlements.

This article describes how to work in My Media in Blackboard Learn.

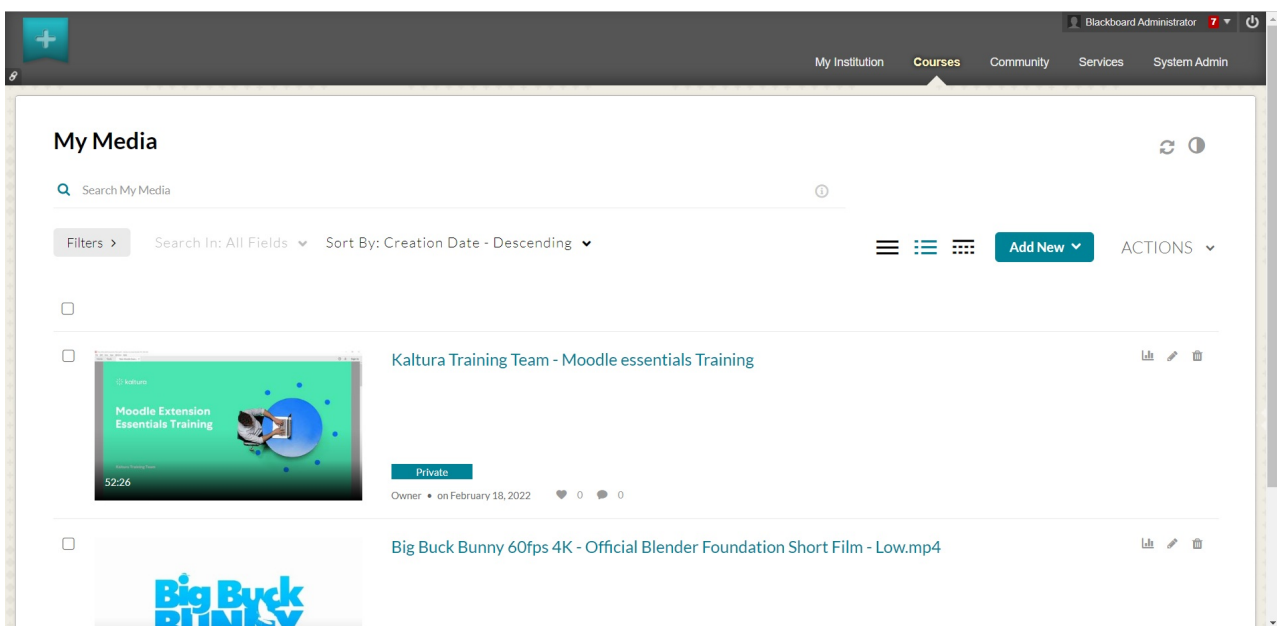
## Access My Media

Select My Media on your Blackboard Learn instance. The My Media menu item is located on the navigation bar within your course.

 The My Media link is typically located on the course navigation panel, as seen in our example. However, depending on your account setup, you may access My Media differently. See your Kaltura Administrator for further information.



My Media displays. If you have uploaded media, or if you have been added as a collaborator on media, media is shown on this page. If you have not uploaded any media, see [My Media - Upload/Add Media](#) for instructions on doing so.



**⚠** If you cannot access My Media content/actions, ask your KAF administrator to give you the required permission.

## Set the My Media Display




Content in My Media may be displayed in one of three ways - Grid, Detailed, or Collapsed view. You may change this display by clicking one of the three buttons below:









### Grid View

**My Media** ↻ ⓘ

🔍 Search My Media ⓘ




Filters > Search In: All Fields ▾ Sort By: Creation Date - Descending ▾ 



 Add New ▾ ACTIONS ▾


<input type="checkbox"/>	TITLE	TAGS	PLAYS	UPDATED AT	PUBLISHED IN	ACTIONS
<input type="checkbox"/>	HD1080		2	December 24th, 2020		  
<input type="checkbox"/>	Kaltura Capture recording - Decembe...		0	December 23rd, 2020	KAF_Global_Channel	  

### Detailed View




**My Media** ↻ ⓘ

🔍 Search My Media ⓘ

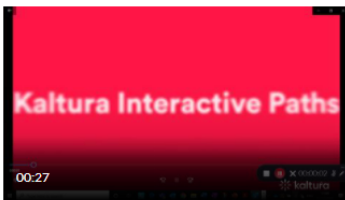

Filters > Search In: All Fields ▾ Sort By: Creation Date - Descending ▾ 



 Add New ▾ ACTIONS ▾




05:34




**HD1080**   

Private



Owner • on December 24th, 2020  0  0



00:27

**Kaltura Capture recording - December 21st 2020, 11:09:23 am**   

Published

Owner • on December 21st, 2020  0  0

## Collapsed View

### My Media



Search My Media



Filters >

Search In: All Fields

Sort By: Creation Date - Descending



Add New

ACTIONS



HD1080



Kaltura Capture recording - December 21st 2020, 11:09:23 am



Collapsed view

## Manage Media

To learn more about managing your media, please see [Manage Media](#).