

My Media

Last Modified on 12/09/2022 5:02 pm IST

 This article is designated for all users.


Overview

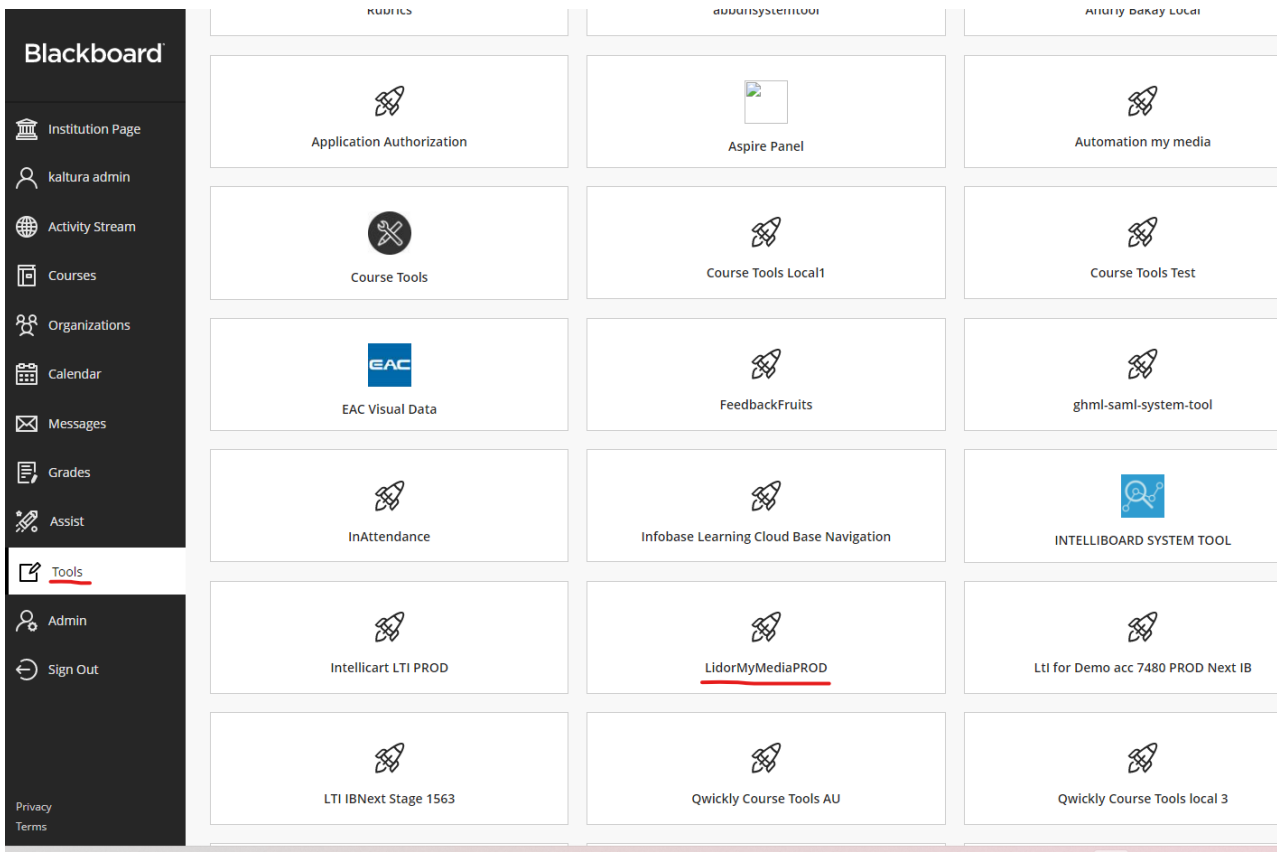
My Media is the user's personal repository allowing users to create, view, search and manage private media content. Thus, My Media is the media repository of a single user. Media items in the My Media repository may be published, shared, and embedded within the course pages and [Media Gallery](#) based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

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

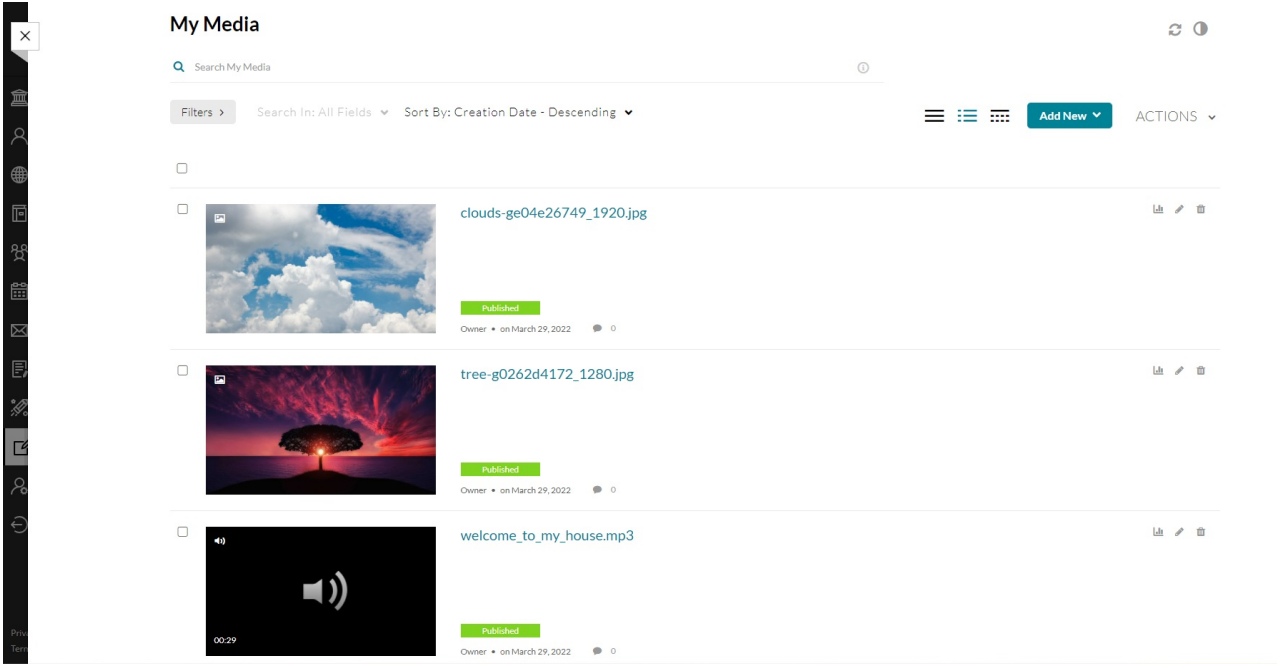
Access My Media

On the left menu bar, click on **Tools**, then click on the My Media name that you configured in the LTI configuration phase.

 The My Media link is typically located on the left menu bar, 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.



The screenshot shows the 'My Media' interface with a search bar, filters, and a list of three media items:

- clouds-ge04e26749_1920.jpg**: Published on March 29, 2022.
- tree-g0262d4172_1280.jpg**: Published on March 29, 2022.
- welcome_to_my_house.mp3**: Published on March 29, 2022.

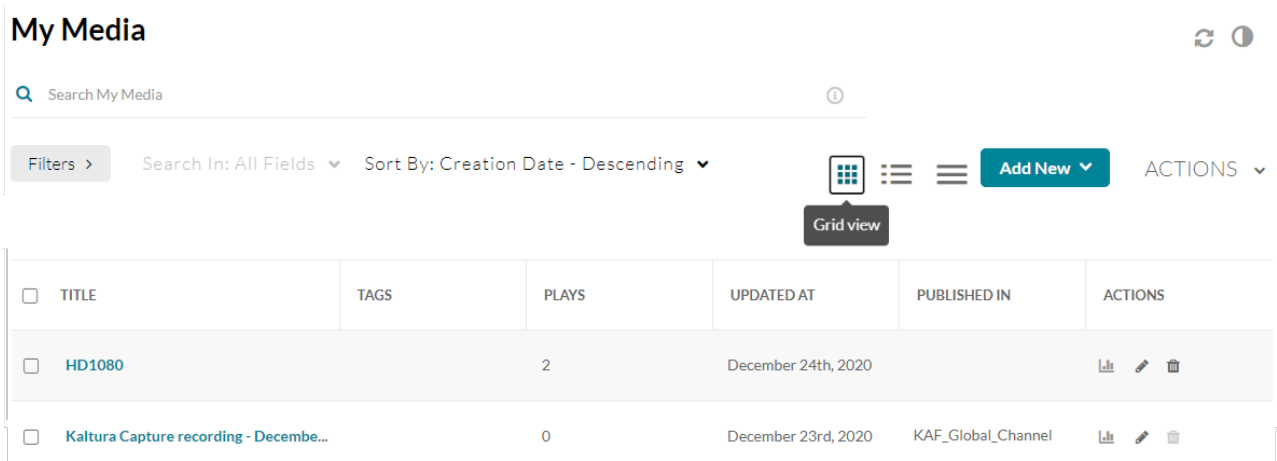
! If you cannot access My Media content/actions, ask your KAF administrator to give you the required permission.

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



The screenshot shows the 'My Media' interface in Grid View, displaying a table of media items:

TITLE	TAGS	PLAYS	UPDATED AT	PUBLISHED IN	ACTIONS
HD1080		2	December 24th, 2020		
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



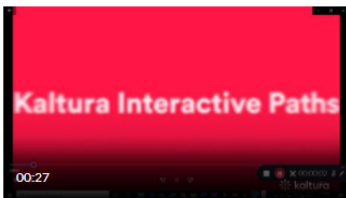
HD1080



Private

Owner • on December 24th, 2020

0 0



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



Manage Media

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