

Global search in Brightspace - Theming

Last Modified on 06/14/2025 6:58 pm IDT

 This article is designated for all users.

About

Easily find what you're looking for with accurate results, and refine your search using intuitive filters. The global search function is designed to help you explore content efficiently and uncover relevant information.



The global search page is set up by your administrator through the [Search module](#) and the **globalsearch** feature in the [Theming](#) module.

Perform a search

1. Access the My Media page.


My Media

My Calendar My analytics [+ Create](#)

Search My-Media

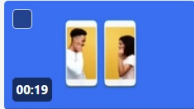
[Filters](#)

715 Results found




My stitched video
My stitched video
VOD • Owner • 3 Plays • Private

Explore




Learning video
VOD • Owner • 22 Plays • Published

Explore




Kaltura Learning
VOD • Owner • 5 Plays • Published

Explore



Kaltura_Events_Teaser_(WM_HD_1080_-_WEB_(H264_4000)) (Source).mp4
VOD • Owner • 0 Plays • Published

Explore



Kaltura Training Services Overview
Description

2. On the My Media page, enter your keyword(s) in the search field.

As you type, you will see your search history. If you hover, you'll see an 'x', which you can click to remove the search from your 'previous searches'.

My Media

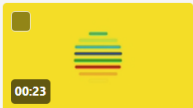
My Calendar My analytics [+ Create](#)

training

training x

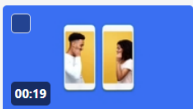
training videos x

715 Results found



My stitched video
My stitched video
VOD • Owner • 3 Plays • Private

Explore



Learning video
VOD • Owner • 22 Plays • Published

Explore

3. Press **Enter** on your keyboard to activate the search.

The total number of results displays at the top left of the page.

My Media

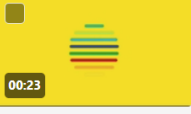
My Calendar

My analytics

+

Create

☐ 448 Results found

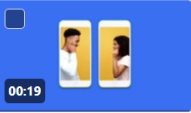


My stitched video

My stitched video

VOD • Owner • 3 Plays • Private

Explore




Learning video

Learning video

VOD • Owner • 22 Plays • Published

Explore

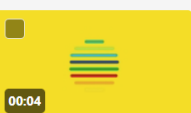


Kaltura Training Services Overview

Description

VOD • Co-Publisher, Co-Editor, Co-Viewer • 66 Plays • Published

Explore




Kaltura Training Services Overview

This is a description.

VOD • Owner • 37 Plays • Published

Explore



Kaltura training


After conducting a search, you can access advanced search options for specific fields by clicking the gear icon.



The gear icon will not be visible unless a search term is entered.

My Media

My Calendar My analytics [+ Create](#)



All Fields ✓

Name

Description

Tags

Chapters/Slides

Captions

Quiz

Comments

00:19

My stitched video

My stitched video

VOD • Owner • 4 Plays • Private

Explore

Learning video

VOD • Owner • 22 Plays • Published

Explore

00:35

Kaltura Training Services Overview

Description

VOD • Co-Publisher, Co-Editor, Co-Viewer • 66 Plays • Published

Explore

00:04

Kaltura Training Services Overview


This is a description.

VOD • Owner • 37 Plays • Published

Explore

The gear icon opens a drop-down menu with filters allowing you to search for the term in one of these specific fields:

- **All fields**
- **Name**
- **Description**
- **Tags**
- **Chapters / Slides**
- **Captions**
- **Quiz** (results from quiz questions and answers)
- **OCR** (Optical Character Recognition - detects and extracts text from on-screen elements such as slides, images, etc.)
- **Comments**



Please note **Playlists** are not currently searchable.

Filters

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4

Click **Filters** at the top right of the page to display a list of filters.

My Media

[My Calendar](#)
[My analytics](#)

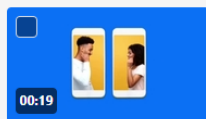
[+ Create](#)


[Filters](#)
☐ 448 Results found


My stitched video

My stitched video

VOD • Owner • 4 Plays • Private

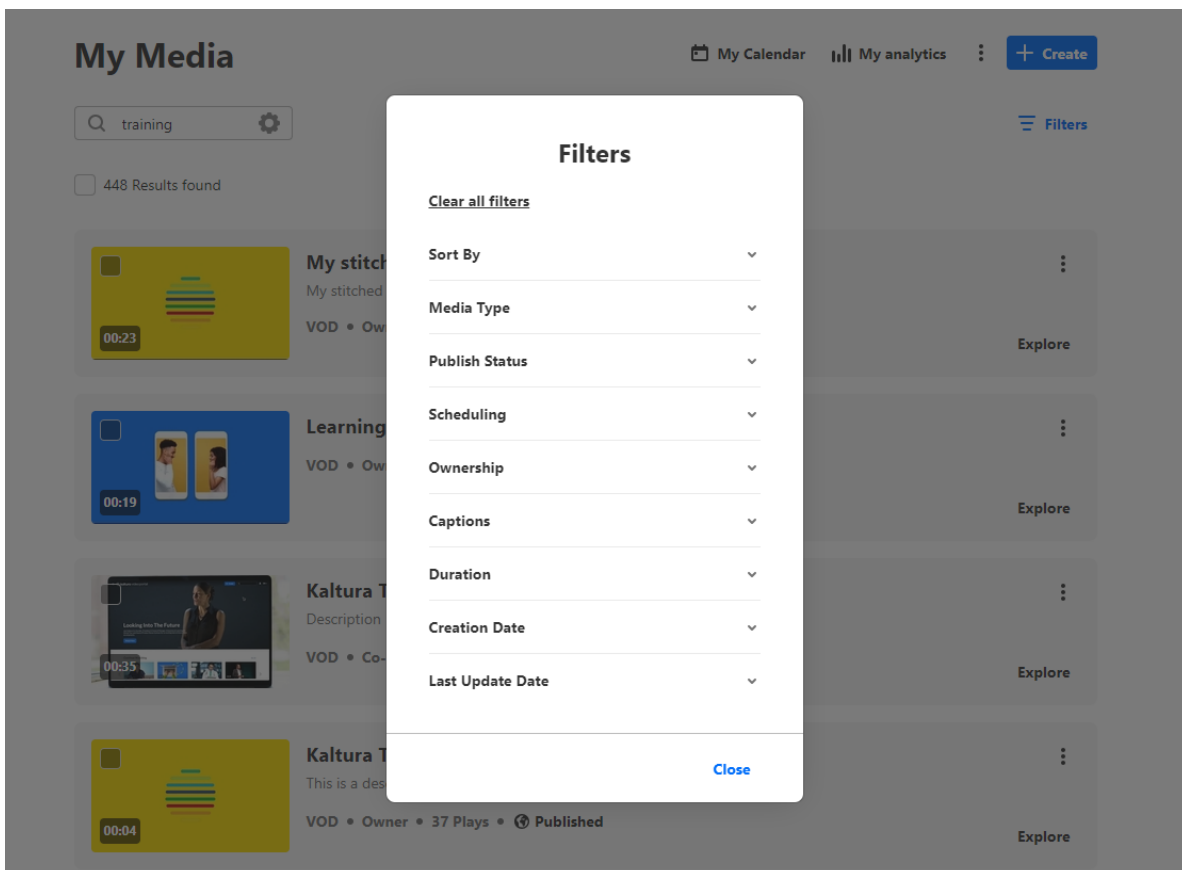
[Explore](#)


Learning video

VOD • Owner • 22 Plays • Published


[Explore](#)

Use the filters to filter, sort, and adjust your search. If a filter is not relevant, it will be grayed out.



My Media

[My Calendar](#) [My analytics](#) [+ Create](#)



[Filters](#)

☐ 448 Results found

Filters

[Clear all filters](#)

- Sort By
- Media Type
- Publish Status
- Scheduling
- Ownership
- Captions
- Duration
- Creation Date
- Last Update Date

[Close](#)

Sort By

You can sort results using the **Sort by** feature.

Filters

[Clear all filters](#)

Sort By

- ☐ Relevance
- ☒ Creation Date - Descending
- ☐ Creation Date - Ascending
- ☐ Update Date - Ascending
- ☐ Update Date - Descending
- ☐ Alphabetically - A to Z
- ☐ Alphabetically - Z to A
- ☐ Views
- ☐ Plays
- ☐ Likes
- ☐ Comments
- ☐ Scheduling Ascending
- ☐ Scheduling Descending

Available sorts:

- **Relevance** - scored according to how well search results match the query and its context
- **Creation Date**
- **Update Date**
- **Alphabetically**
- **Views**
- **Plays**
- **Likes**
- **Comments**
- **Scheduling**

Media type

Filters

Media Type

- ☒ All Media
- ☐ Video
- ☐ Quiz
- ☐ Audio
- ☐ Document
- ☐ Draft
- ☐ Image
- ☐ Live Events
- ☐ Room
- ☐ Interactive Video

Media type filters:



Please note that the filtering options below may vary depending on what has been configured on your account.

- **All media**
- **Video**
- **Quiz**
- **Audio**
- **Document**
- **Draft**
- **Image**
- **Live events**
- **Room**
- **Interactive video**

More filters

Publish Status	▼
Scheduling	▼
Ownership	▼
Captions	▼
Duration	▼
Creation Date	▼
Last Update Date	▼

- **Publish status** – All statuses / Private / Published / Pending / Rejected
- **Scheduling** - All availabilities / Future scheduling / Available now / Past scheduling
- **Ownership** – Any Owner / Media I or my group owns / Media my group owns / Media I can edit / Media I can view / Media I can publish
- **Captions** - All captions / Available / Not available
- **Duration** – Any duration / 00:00-10:00 min / 10:00-30:00 min / 30:00-60:00 min / Custom
- **Creation Date** – Any date / Last 7 days / Last 30 days / Custom
- **Last update date** - Any date / Last 7 days / Last 30 days / custom



Expand your filtering options by configuring custom metadata.

Click **Clear all filters** to reset all filters and sorting back to the defaults. If no filters were used, the button will be grayed out.

Filters

[Clear all filters](#) ←

Sort By

Media Type


- ☐ All Media
- ☒ Video
- ☐ Quiz
- ☐ Audio
- ☐ Document

Explore

Click **Explore to view** additional information about the entry, such as Owner, Creation date, Views and Likes. Click **Go to Media** to navigate directly to the entry. Click **X Close** at the top of the side bar to collapse the results.

My Media

☐ 505 Results found




Demo_Roy_Kaltura_Test_(Source)

VOD • Owner • 7 Plays • Private

00:04

⋮

Explore




Demo_(Source)

VOD • Owner • 4 Plays • Private

00:13

⋮

Explore




Demo_(Source)

VOD • Owner • 0 Plays • Private

00:13

⋮

Explore



Demo_Roy_Kaltura_Test_(Source)

VOD • Owner • 2 Plays • Private

00:04

⋮

Explore