

## My Media

Last Modified on 12/09/2022 5:33 pm IST

 This article is designated for all users.


### Overview

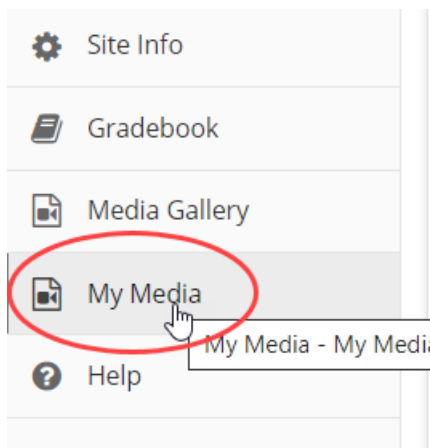
**My Media** is the user's personal repository allowing users to create, view, search and manage private media content. Thus, My Media is the media repository of a single user. Media items in the My Media repository may be published, shared, and embedded within the course pages and [Media Gallery](#)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

This article describes how to work in My Media in Sakai.

### Access My Media

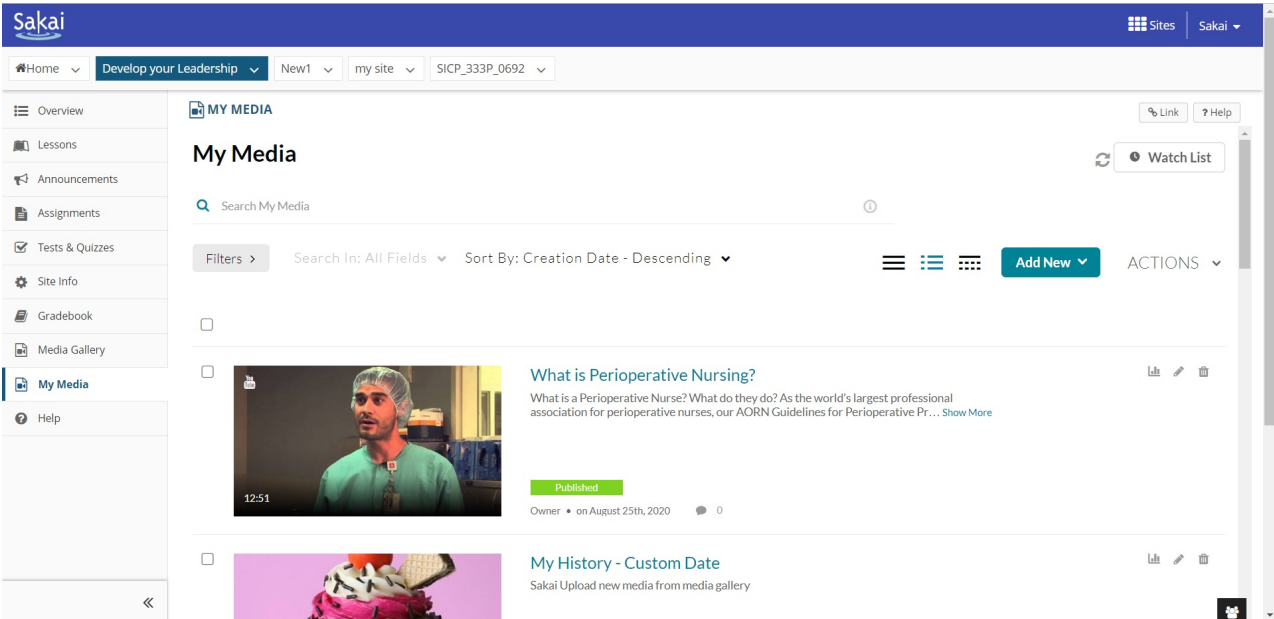
Select My Media on your Sakai instance. The My Media menu item is located on the navigation bar within your course.

 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. Media is displayed on this page if you have uploaded it or were added as a media collaborator.

If you have not uploaded any media yet, see [Add Media](#) for instructions on doing so.



The screenshot shows the Sakai My Media interface. The top navigation bar includes 'Sakai', 'Sites', and 'Sakai'. Below it are dropdown menus for 'Home', 'Develop your Leadership', 'New1', 'my site', and 'SICP\_333P\_0692'. The left sidebar contains a menu with items like Overview, Lessons, Announcements, Assignments, Tests & Quizzes, Site Info, Gradebook, Media Gallery, My Media, and Help. The main content area is titled 'MY MEDIA' and 'My Media'. It features a search bar, filters, and sorting options. Two media items are visible: a video titled 'What is Perioperative Nursing?' and a document titled 'My History - Custom Date'.

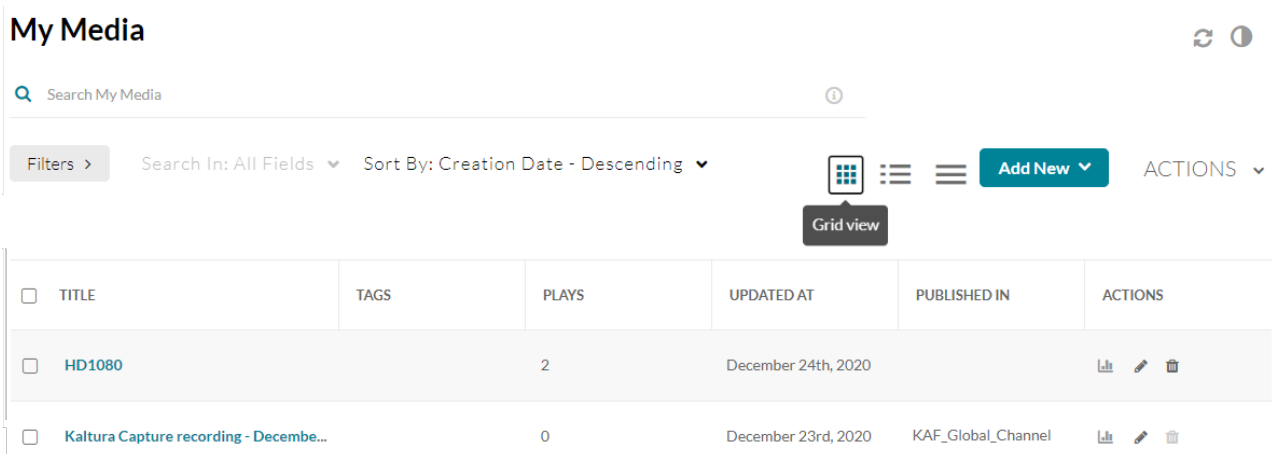
 If you cannot access My Media content/actions, ask your KAF administrator to give you the required permission.

## 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 Sakai My Media interface in Grid View. The top navigation bar and sidebar are the same as in the previous screenshot. The main content area is titled 'My Media'. It features a search bar, filters, and sorting options. A table displays the media items in a grid view. The table has columns for Title, Tags, Plays, Updated At, Published In, and Actions.

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

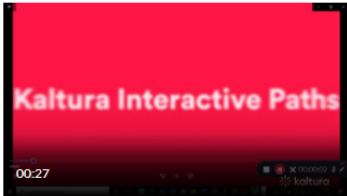
Add New ACTIONS

Detailed view

- 

**HD1080**

Private

Owner • on December 24th, 2020
- 

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

Published

Owner • on December 21st, 2020

## Collapsed View

### My Media



Search My Media

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

Add New ACTIONS

Collapsed view

- [HD1080](#)
- [Kaltura Capture recording - December 21st 2020, 11:09:23 am](#)

## Manage Media

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

[template("cat-subscribe")]