

Shared Repository setup in Canvas

Last Modified on 06/13/2025 3:34 pm IDT



This article is designated for administrators.

About

The Shared Repository (also known as the Faculty Repository) is an institution-wide media library where educators can store and access media content shared by other faculty members. Typically, there is one shared repository per KAF instance, and educators can populate it with curriculum and library content. Any media added to this repository is visible to all educators, allowing for easy sharing and distribution across courses.

Members can contribute and reuse content based on their permissions. The repository supports search and filters, enabling users to effectively browse, search, watch, and select the media they need. Once found, members can easily add content from the repository to their course's Media Gallery or use media contributed by others.

This feature enhances collaboration and resource-sharing within educational institutions, making media accessible and reusable across the platform.

Watch the video tutorial or follow the steps below to set up the Shared Repository.

Setup

Hosted module

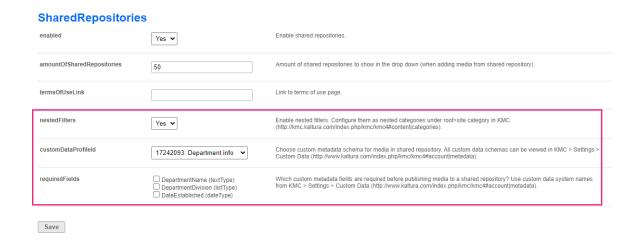
The Hosted module is pre-configured by your Kaltura representative, so there's no need for you to set it up manually. The only thing you need to check is that the sharedRepositoryCategoryId field is enabled. This ensures the shared repository is integrated with your KAF environment.



Hosted enabled Yes 🕶 enableLike Enable the 'Like' feature for entries. Yes 🕶 allowEditPublished Enable editing of published entries Yes 🕶 allowDeletePublished Enable deletion of published entries Yes 🕶 AllowUnpublishPublished Enable unpublishing of published entries Yes 🕶 enableEntryDelete Yes 🕶 enableViews Enable showing number of views per entry Yes 🕶 showPageTitles Show page titles Yes 🕶 expandButton Auto 🕶 manPublish Enable publish to a list of categories - from the menu, media, and upload. Disable this if you do not have access to the list of categories Yes 🕶 authMethod sharedRepositoryCategoryId Shared repository category ID. Click here to disable Shared Repositories 245739742

SharedRepositories module

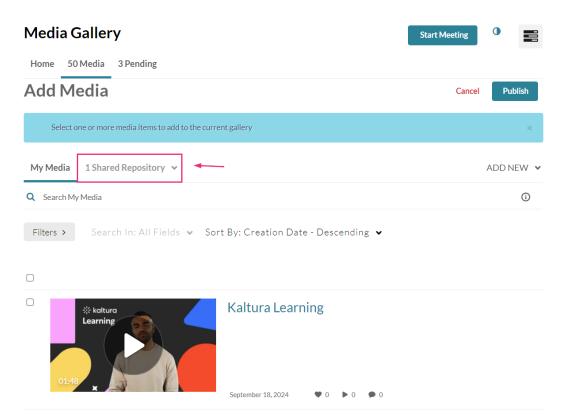
The SharedRepositories module is automatically enabled once the sharedRepositoryCategoryId field in the Hosted module is activated. Afterward, you only need to configure the nested filters, custom data profile and required fields to tailor the shared repository to your institution's needs.



Access via Media Gallery

Once the Shared Repository is set up, it's automatically added to the Media Gallery. Educators can find it under the **Shared Repository** tab on the **Add Media** page (after clicking 'Add Media'). From there, they can easily access the repository and add content to their course galleries.





Add content

For detailed guidance on adding content to the shared repository, visit our article 'Add content to a shared repository'.