

Set up a Shared Repository in Canvas (legacy)

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 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 LMS 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	<input type="button" value="Yes"/>	Enable the Hosted module.
enableLike	<input type="button" value="Yes"/>	Enable the 'Like' feature for entries.
allowEditPublished	<input type="button" value="Yes"/>	Enable editing of published entries
allowDeletePublished	<input type="button" value="Yes"/>	Enable deletion of published entries
AllowUnpublishPublished	<input type="button" value="Yes"/>	Enable unpublishing of published entries
enableEntryDelete	<input type="button" value="Yes"/>	Enable deleting media
enableViews	<input type="button" value="Yes"/>	Enable showing number of views per entry.
showPageTitles	<input type="button" value="Yes"/>	Show page titles
expandButton	<input type="button" value="Auto"/>	Player expand button. <i>Auto</i> is on only if there are modules providing an entry sidebar.
manPublish	<input type="button" value="Yes"/>	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.
authMethod	<input type="button" value="Iti"/>	
sharedRepositoryCategoryId	<input type="text" value="245739742"/>	Shared repository category ID. Click here to disable Shared Repositories.

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.

SharedRepositories

enabled	<input type="button" value="Yes"/>	Enable shared repositories.
amountOfSharedRepositories	<input type="text" value="50"/>	Amount of shared repositories to show in the drop down (when adding media from shared repository).
termsOfUseLink	<input type="text"/>	Link to terms of use page.
nestedFilters	<input type="button" value="Yes"/>	Enable nested filters. Configure them as nested categories under root-site category in KMC (http://kmc.kaltura.com/index.php/kmc/kmc4#content categories).
customDataProfileId	<input type="button" value="17242093: Department info"/>	Choose custom metadata schema for media in shared repository. All custom data schemas can be viewed in KMC > Settings > Custom Data (http://www.kaltura.com/index.php/kmc/kmc4#account metadata).
requiredFields	<input type="checkbox"/> DepartmentName (textType) <input type="checkbox"/> DepartmentDivision (listType) <input type="checkbox"/> DateEstablished (dateType)	Which custom metadata fields are required before publishing media to a shared repository? Use custom data system names from KMC > Settings > Custom Data (http://www.kaltura.com/index.php/kmc/kmc4#account metadata).

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.

Media Gallery

Start Meeting



Home 50 Media 3 Pending

Add Media

Cancel

Publish

Select one or more media items to add to the current gallery

My Media 1 Shared Repository

ADD NEW

Search My Media

Filters

Search In: All Fields

Sort By: Creation Date - Descending



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Add content

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