


Add content to a shared repository in Blackboard Ultra

Last Modified on 12/18/2024 1:10 pm IST

 This article is designated for all users.

About

The **Shared Repository** is an institution-wide media library where educators can contribute media for others to access and share. To add content, simply select the media you want to publish and ensure you fill in the metadata and apply relevant filters to keep things organized. Once your media is published, it becomes visible to authorized users, who can easily search or browse the repository to find and use your content.

 Your administrator must enable shared repositories in your account for this to work.

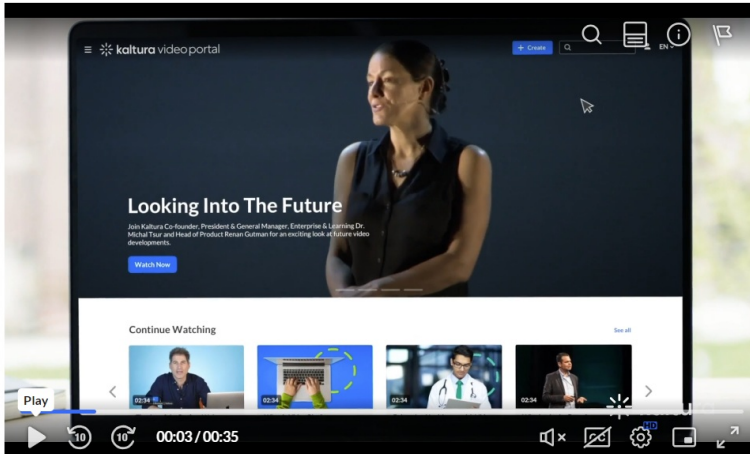
Add content

1. Access the [edit media page](#) for the desired media item.

The edit media page displays with the **Details** tab open by default.

[← Back to Media Page](#)

Kaltura Training Services Overview



Basic Info

Creator: Customer Training

Owner: Louise Szmoisz

Media Entry ID: 1_mu12o0uf

Media Type: Video

Publish Status: Published

Creation date:

August 16, 2024 8:47 AM GMT

Update date:

September 12, 2024 7:36 AM GMT

Media asset update date:

August 16, 2024 8:48 AM GMT

[Launch Editor](#)

[Details](#) [Languages](#) [Publish](#) [Options](#) [Thumbnails](#) [Downloads](#) [Captions](#) [Attachments](#) [Timeline](#) [Replace Media](#)

Name: (Required)

Description: **Black** **Bold** *Italic* Underline      

2. On the Details page, click **Click to add required metadata for shared repository**.

[Details](#) [Languages](#) [Publish](#) [Options](#) [Thumbnails](#) [Downloads](#) [Captions](#) [Attachments](#) [Timeline](#) [Replace Media](#)

Name: (Required)

Description: **Black** **Bold** *Italic* Underline      

Tags:

 [Click to add required metadata for shared repository](#)

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

[Save](#)

[Go To Media](#)

Additional fields display.

[Click to add required metadata for shared repository](#)

Department Name:

Department Division:

Date Established:

Assign the media to one or more filters:

* Required for Shared Repository

- Mathematics
- Biology
- Marketing
- Social Science
- Economics
- Undergraduate Nursing
- Bio
 - bIO 2
 - Psychology
 - Test

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

3. Complete the relevant **metadata** field(s).

[Click to add required metadata for shared repository](#)

Department Name:

Department Division:

Date Established:

Assign the media to one or more filters:

* Required for Shared Repository

- Mathematics
- Biology
- Marketing
- Social Science
- Economics
- Undergraduate Nursing
- Bio
 - bIO 2
 - Psychology
 - Test

4. Assign the media to one or more **filters**.

Click to add required metadata for shared repository

Department Name:

Department Division:

Date Established:

Assign the media to one or more filters:

* Required for Shared Repository

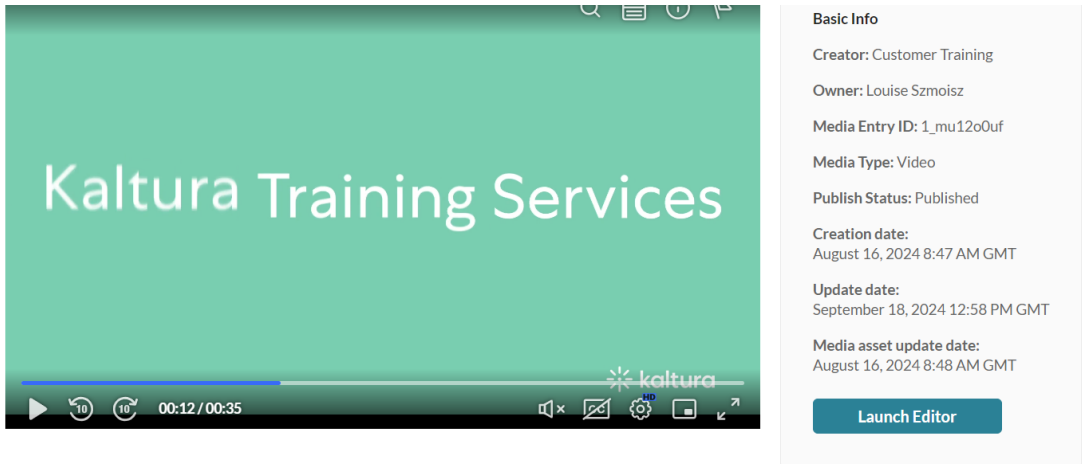
- Mathematics
- Biology
- Marketing
- Social Science
- Economics
- Undergraduate Nursing
- Bio
 - bIO 2
 - Psychology
 - Test

✔ **Custom metadata** adds fields for details, while **filters** help organize content, making it easier to search and filter. For more information on custom metadata and filters, and how to set them up, check out these articles: [Create a custom data schema](#) and [Create nested filters](#).

5. Click **Save**.

Publish the content

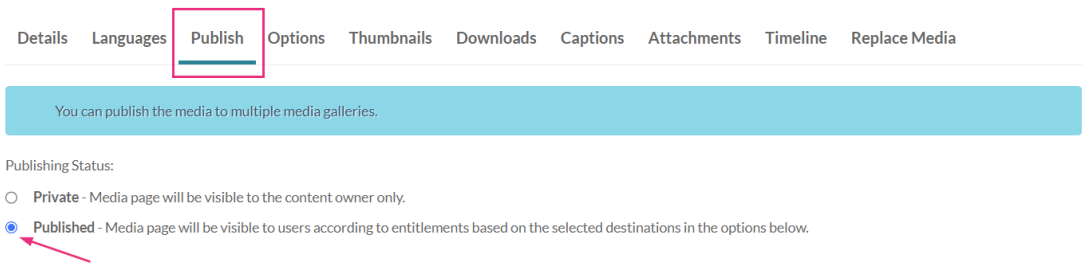
1. On the [edit media page](#), click the **Publish** tab.
2. Under **Publishing Status**, click **Published**.



The screenshot shows a video player with a green background and the text "Kaltura Training Services". The video player controls at the bottom show a play button, a progress bar at 00:12 / 00:35, and various icons for volume, captions, settings, and full screen. To the right of the video player is a "Basic Info" sidebar with the following details:

- Creator: Customer Training
- Owner: Louise Szmoisz
- Media Entry ID: 1_mu12o0uf
- Media Type: Video
- Publish Status: Published
- Creation date: August 16, 2024 8:47 AM GMT
- Update date: September 18, 2024 12:58 PM GMT
- Media asset update date: August 16, 2024 8:48 AM GMT

Below the sidebar is a blue button labeled "Launch Editor".

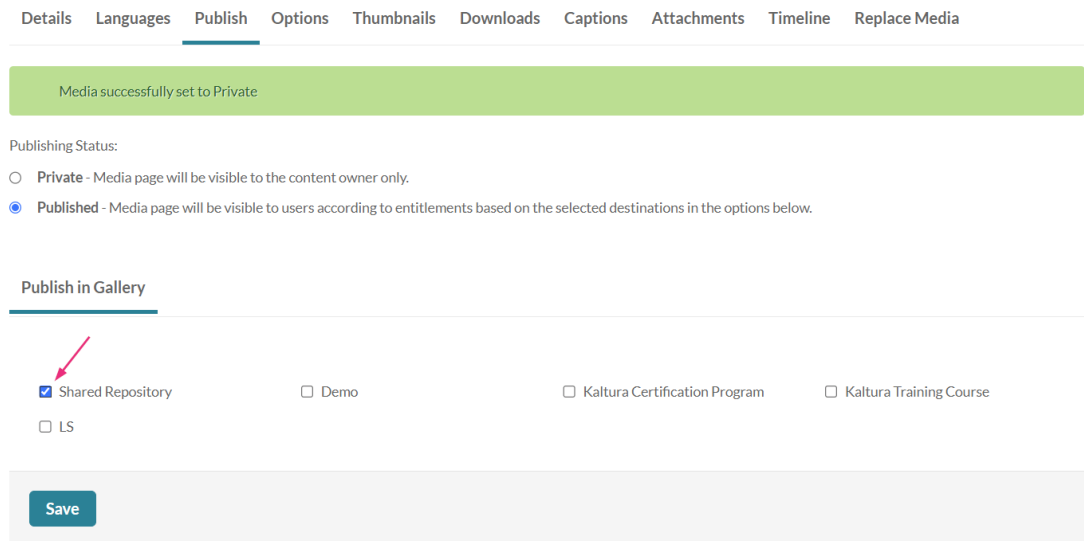


The screenshot shows the "Publish" tab selected in the Kaltura interface. The "Publish" tab is highlighted with a red box. Below the tabs is a blue notification bar that says "You can publish the media to multiple media galleries." Underneath, the "Publishing Status" section shows two radio button options:

- Private - Media page will be visible to the content owner only.
- Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

A red arrow points to the "Published" radio button.

3. Scroll down to the **Publish in Gallery** tab.
4. Click the checkbox next to the desired shared repository.



The screenshot shows the "Publish in Gallery" section in the Kaltura interface. The "Publish in Gallery" tab is selected. Above the section is a green notification bar that says "Media successfully set to Private". Below the notification bar, the "Publishing Status" section shows two radio button options:

- Private - Media page will be visible to the content owner only.
- Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

Below the "Publishing Status" section is the "Publish in Gallery" section. It contains several checkboxes:

- Shared Repository
- Demo
- Kaltura Certification Program
- Kaltura Training Course
- LS

A red arrow points to the "Shared Repository" checkbox. At the bottom of the section is a blue button labeled "Save".

5. Click **Save**.

The media is now in the shared repository and can be shared by allowed members.

Publish in Gallery

Shared Repository

Demo

LS

Published in Kaltura Training:

1 Media Gallery:

Shared Repository



Save