

Add content to a Media Gallery from a shared repository in Brightspace (legacy)

Last Modified on 05/05/2026 9:23 am IDT

 This article is designated for all users.

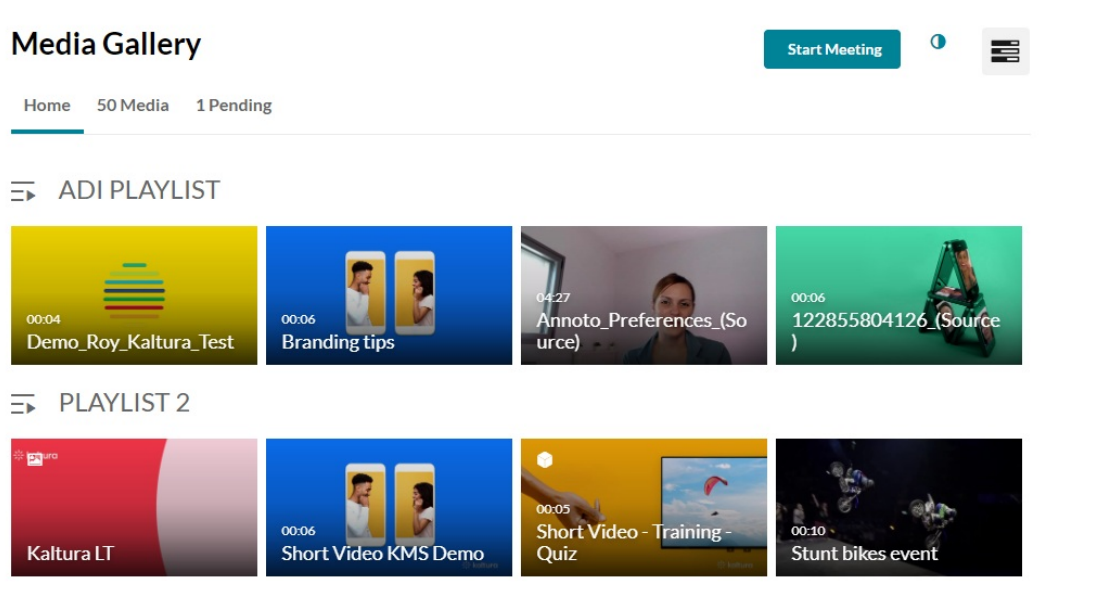
About

The **Shared Repository** is an institution-wide media library where educators can access and share media content. Any media added to this repository is visible to all educators, allowing for easy sharing of resources across courses.

Educators can browse, search, and filter media within the repository to find what they need. Once they find the right content, they can select and add it to their own course's Media Gallery or use media contributed by others. This process makes it simple to reuse valuable media across different courses.

Access the shared repository

1. Access the Media Gallery.



2. Click on the **Media** tab.

Media Gallery

[Start Meeting](#)[Home](#)[50 Media](#)[2 Pending](#)

Search this gallery

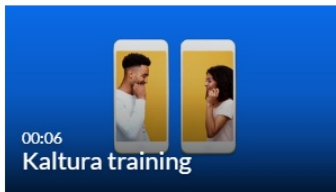
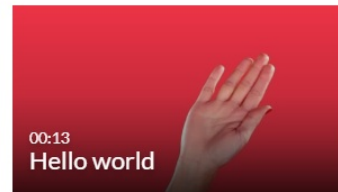


Filters >

[+ Add Media](#)

Search In: All Fields ▾

Sort By: Creation Date - Descending ▾



The Media page displays.

3. Click **+ Add Media**.

Media Gallery

[Start Meeting](#)[Home](#)[50 Media](#)[2 Pending](#)

Search this gallery

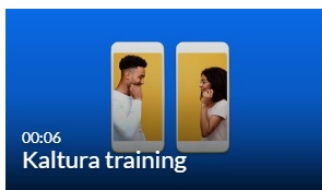
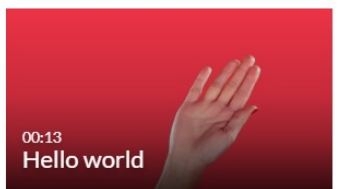
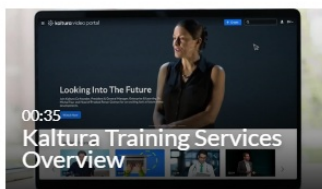


Filters >

[+ Add Media](#)

Search In: All Fields ▾

Sort By: Creation Date - Descending ▾



The Add Media page displays.

Media Gallery

Start Meeting  

Home 50 Media 2 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 

 **Kaltura Training Services Overview**
tags  0  6

 **Kaltura Training Services Overview**

4. Click on the **Shared Repository** tab and select the desired shared repository from the drop-down list (in the example below, there's only one in the list).

 Your administrator must enable the Shared Repository feature in your account for the **Shared Repository** tab to be visible.


Media Gallery


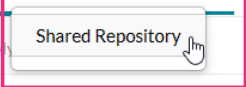
Start Meeting  

Add Media



Cancel Publish

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

My Media **1 Shared Repository** 

 Search My 

ADD NEW 

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

The content of the shared repository displays.

Media Gallery

[Start Meeting](#)  

Add Media

[Cancel](#) [Publish](#)

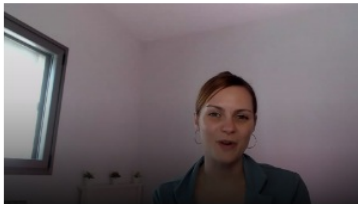
Select one or more media items to add to the current gallery ×

My Media **Shared Repository** ▾

[ADD NEW](#) ▾

 Search Repository 

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



Annoto_Preferences_(Source)

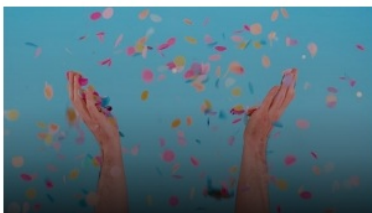
November 14, 2023  0  0 



349636227218_(Source)

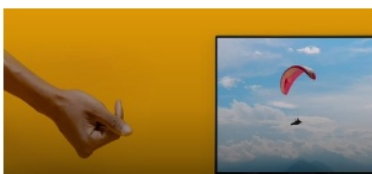
Add content to the Media Gallery

1. Select the checkbox next to the items you would like to add to the Media Gallery.



349636227218_(Source)

[kaltura](#)
October 19, 2023  0  0



567816939548_(Source)

You can also search for items by typing a keyword into the search field or using the filters.

Add Media

Cancel **Publish**

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

My Media **Shared Repository** ▼ ADD NEW ▼

ⓘ

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

2. After you have selected the desired content, click **Publish at the top right** to add the item to the Media Gallery.

Media Gallery Start Meeting 1 ☰

Home **50 Media** 2 Pending

Add Media


Cancel **Publish**

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

My Media **Shared Repository** ▼ ADD NEW ▼

ⓘ

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

 **Kaltura Training Services Overview**

A success message displays: *All media was published successfully.*

All media was published successfully. ✕

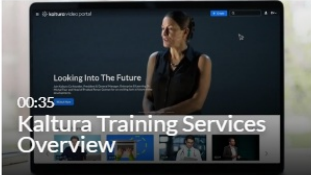
Media Gallery

[Home](#) [48 Media](#) [2 Pending](#)


🔍 Search this gallery ℹ️

Filters > 📊 ☰ ☰ [+ Add Media](#)


Search In: All Fields ▾ Sort By: Creation Date - Descending ▾



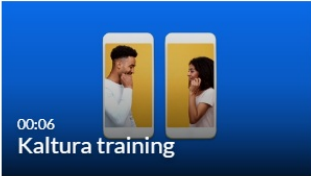
00:35
Looking Into The Future
Kaltura Training Services Overview




00:04
Kaltura Training Services Overview



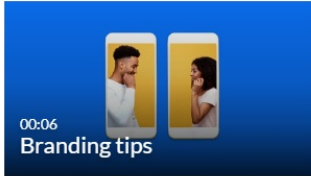
00:13
Hello world



00:06
Kaltura training



00:05
Celebrate



00:06
Branding tips

The item is now in your Media Gallery.
