Shared Repository setup in Brightspace

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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 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.
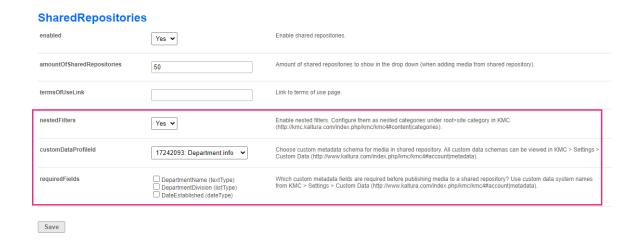
Setup

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

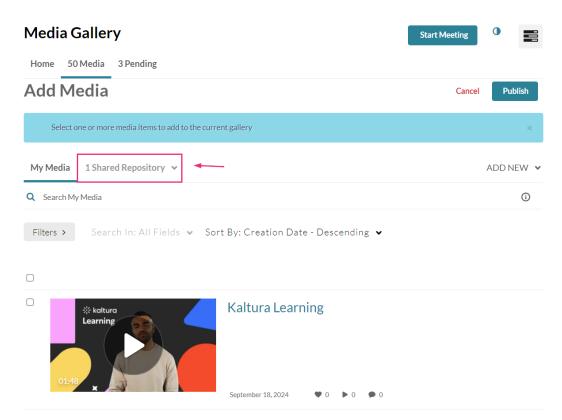|		
enabled	Yes ▾	Enable the Hosted module.
enableLike	Yes ▾	Enable the 'Like' feature for entries.
allowEditPublished	Yes ▾	Enable editing of published entries
allowDeletePublished	Yes ▾	Enable deletion of published entries
AllowUnpublishPublished	Yes ▾	Enable unpublishing of published entries
enableEntryDelete	Yes ▾	Enable deleting media
enableViews	Yes ▾	Enable showing number of views per entry.
showPageTitles	Yes ▾	Show page titles
expandButton	Auto ▾	Player expand button. *Auto* is on only if there are modules providing an entry sidebar.
manPublish	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	lti ▾	
sharedRepositoryCategoryId	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	Yes ▾	Enable shared repositories.
amountOfSharedRepositories	50	Amount of shared repositories to show in the drop down (when adding media from shared repository).
termsOfUseLink		Link to terms of use page.
nestedFilters	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	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	☐ DepartmentName (textType) ☐ DepartmentDivision (listType) ☐ 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).

Save

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

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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☐   ▶   **Kaltura Learning**

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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'.