

# Global search in Canvas - Theming

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 This article is designated for all users.

## About

Easily find what you're looking for with accurate results, and refine your search using intuitive filters. The global search function is designed to help you explore content efficiently and uncover relevant information.





The global search page is set up by your administrator through the [Search](#) module and the **globalsearch** feature in the [Theming](#) module.

## Perform a search

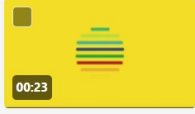

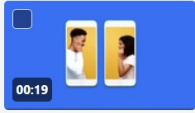



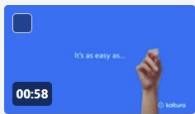


1. Access the [My Media](#) page.

## My Media

 My Calendar  My analytics  [+ Create](#)

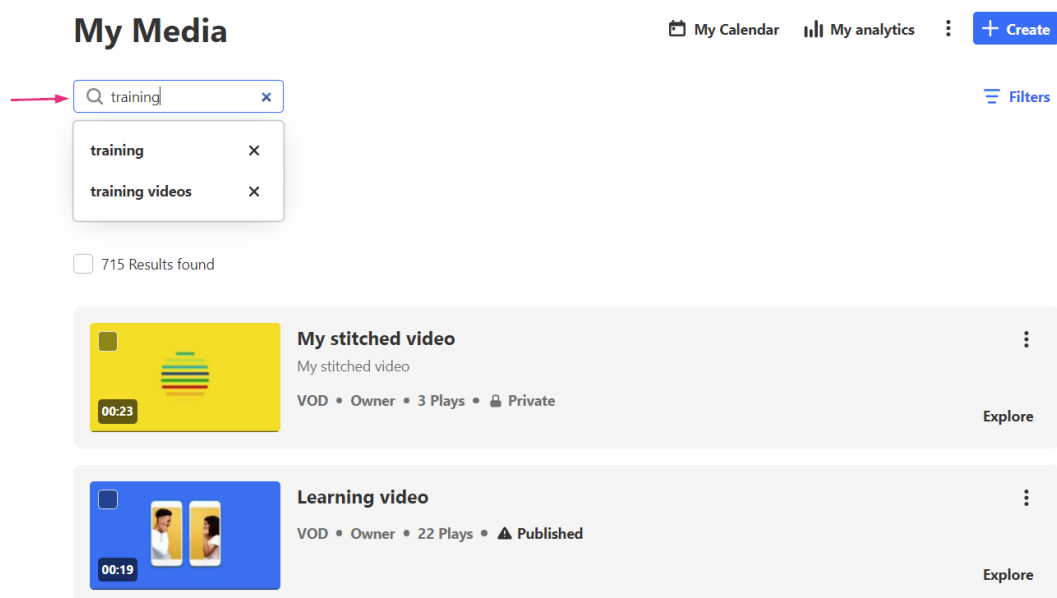
 Filters

715 Results found

-  **My stitched video**  
My stitched video  
VOD • Owner • 3 Plays •  Private Explore
-  **Learning video**  
VOD • Owner • 22 Plays •  Published Explore
-  **Kaltura Learning**  
VOD • Owner • 5 Plays •  Published Explore
-  **Kaltura\_Events\_Teaser\_(WM\_HD\_1080\_-\_WEB\_(H264\_4000)) (Source).mp4**  
VOD • Owner • 0 Plays •  Published Explore
-  **Kaltura Training Services Overview**  
Description Explore

2. On the My Media page, enter your keyword(s) in the search field.

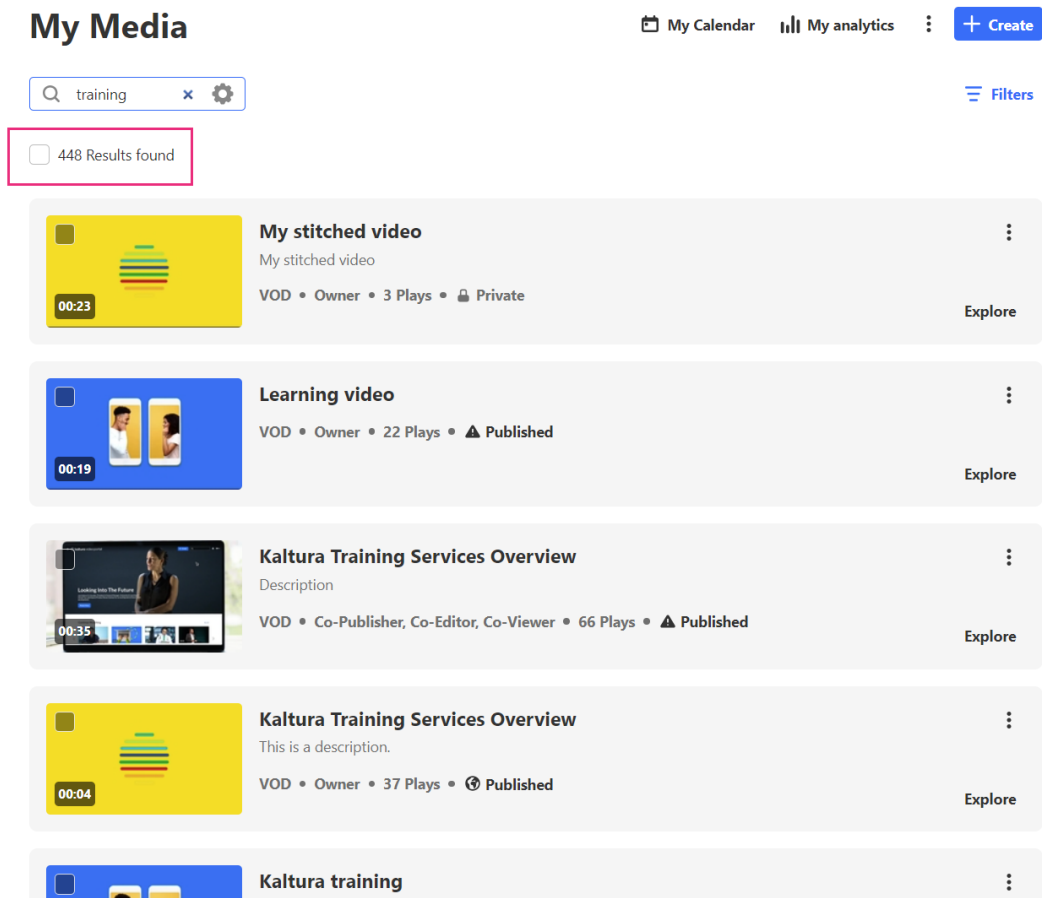
As you type, you will see your search history. If you hover, you'll see an 'x', which you can click to remove the search from your 'previous searches'.



The screenshot shows the 'My Media' page with the search bar containing the text 'training'. A dropdown menu is open below the search bar, listing 'training' and 'training videos', each with a small 'x' icon to its right. A red arrow points to the search bar. The rest of the page content is identical to the previous screenshot.

3. Press **Enter** on your keyboard to activate the search.

The total number of results displays at the top left of the page.



The screenshot shows the 'My Media' dashboard. At the top, there are navigation links for 'My Calendar', 'My analytics', and a '+ Create' button. Below these is a search bar containing the text 'training' with a clear 'x' icon and a gear icon for advanced search options. To the right of the search bar is a 'Filters' button. Below the search bar, a box indicates '448 Results found'. The main area displays a list of video items:

- My stitched video**: My stitched video, VOD • Owner • 3 Plays • Private, Explore
- Learning video**: VOD • Owner • 22 Plays • Published, Explore
- Kaltura Training Services Overview**: Description, VOD • Co-Publisher, Co-Editor, Co-Viewer • 66 Plays • Published, Explore
- Kaltura Training Services Overview**: This is a description., VOD • Owner • 37 Plays • Published, Explore
- Kaltura training**: (Thumbnail visible)

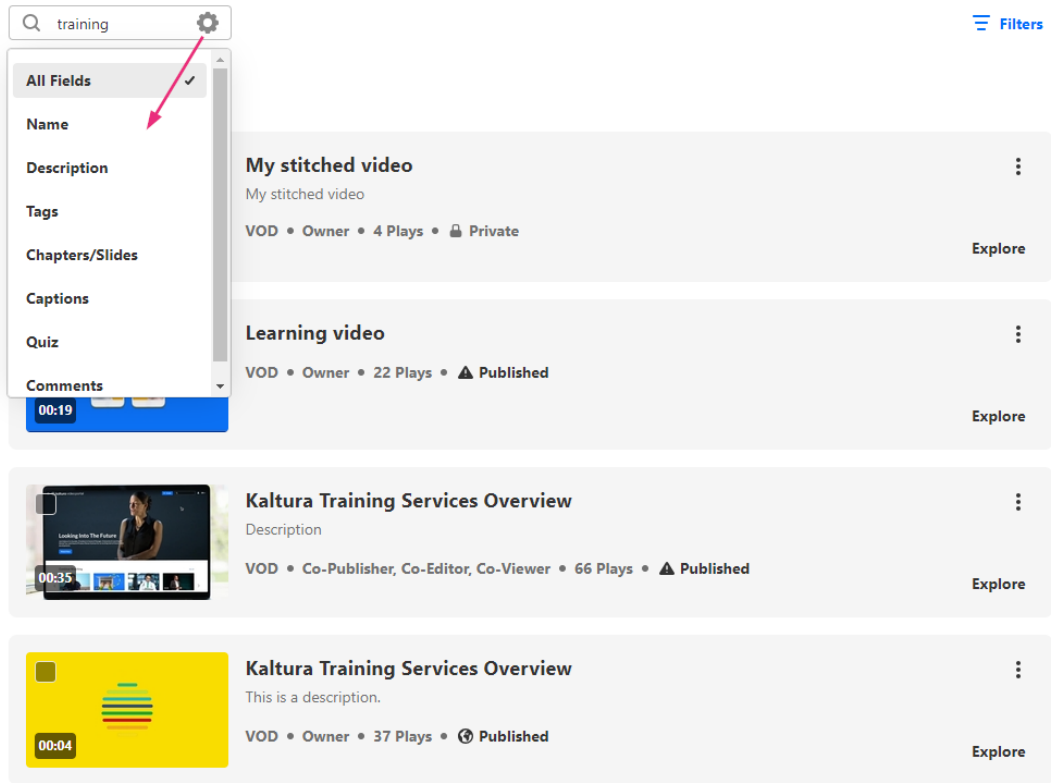
After conducting a search, you can access advanced search options for specific fields by clicking the gear icon.



The gear icon will not be visible unless a search term is entered.

## My Media

My Calendar My analytics [+ Create](#)



The screenshot shows the 'My Media' page with a search bar containing 'training'. A gear icon next to the search bar opens a filter menu with the following options: All Fields (checked), Name, Description, Tags, Chapters/Slides, Captions, Quiz, and Comments. Below the menu, three video items are listed:

- My stitched video**: My stitched video, VOD • Owner • 4 Plays • Private, Explore
- Learning video**: VOD • Owner • 22 Plays • Published, Explore
- Kaltura Training Services Overview**: Description, VOD • Co-Publisher, Co-Editor, Co-Viewer • 66 Plays • Published, Explore
- Kaltura Training Services Overview**: This is a description., VOD • Owner • 37 Plays • Published, Explore

The gear icon opens a drop-down menu with filters allowing you to search for the term in one of these specific fields:

- **All fields**
- **Name**
- **Description**
- **Tags**
- **Chapters / Slides**
- **Captions**
- **Quiz** (results from quiz questions and answers)
- **OCR** (Optical Character Recognition - detects and extracts text from on-screen elements such as slides, images, etc.)
- **Comments**






Please note **Playlists** are not currently searchable.

## Filters

Click **Filters** at the top right of the page to display a list of filters.


## My Media

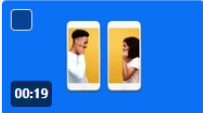
 My Calendar  My analytics  [+ Create](#)



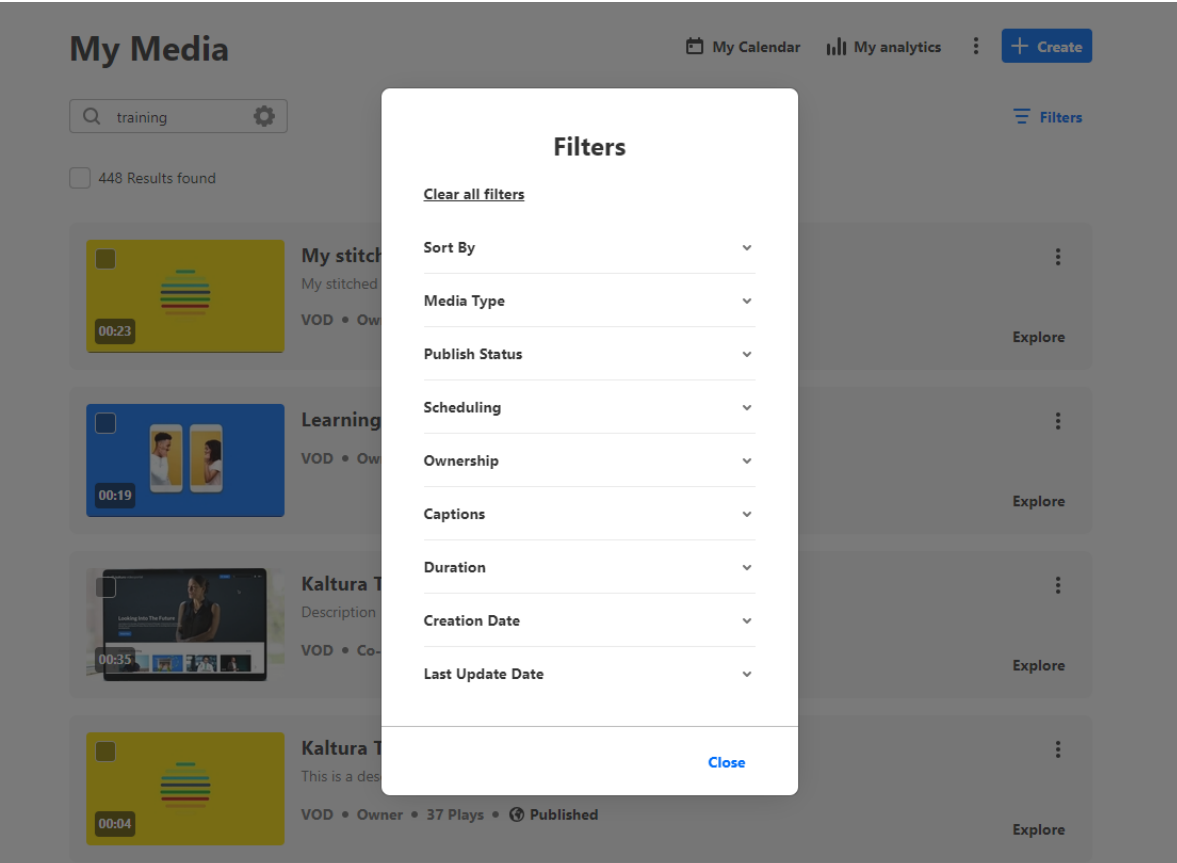
 **Filters**

448 Results found

 **My stitched video**  
My stitched video  
VOD • Owner • 4 Plays • Private Explore

 **Learning video**  
VOD • Owner • 22 Plays • Published Explore

Use the filters to filter, sort, and adjust your search. If a filter is not relevant, it will be grayed out.



The screenshot shows the 'My Media' interface with a search for 'training' and 448 results. A 'Filters' modal is open, listing the following filter categories: Clear all filters, Sort By, Media Type, Publish Status, Scheduling, Ownership, Captions, Duration, Creation Date, and Last Update Date. Each category has a dropdown arrow. The modal also includes a 'Close' button at the bottom right.

## Sort By

You can sort results using the **Sort by** feature.

## Filters

Clear all filters

### Sort By ^

- Relevance
- Creation Date - Descending
- Creation Date - Ascending
- Update Date - Ascending
- Update Date - Descending
- Alphabetically - A to Z
- Alphabetically - Z to A
- Views
- Plays
- Likes
- Comments
- Scheduling Ascending
- Scheduling Descending

Available sorts:

- **Relevance** - scored according to how well search results match the query and its context
- **Creation Date**
- **Update Date**
- **Alphabetically**
- **Views**
- **Plays**
- **Likes**
- **Comments**
- **Scheduling**

Media type

## Filters

### Media Type ^

- All Media
- Video
- Quiz
- Audio
- Document
- Draft
- Image
- Live Events
- Room
- Interactive Video

Media type filters:



Please note that the filtering options below may vary depending on what has been configured on your account.

- **All media**
- **Video**
- **Quiz**
- **Audio**
- **Document**
- **Draft**
- **Image**
- **Live events**
- **Room**
- **Interactive video**

More filters

<b>Publish Status</b>	▼
<b>Scheduling</b>	▼
<b>Ownership</b>	▼
<b>Captions</b>	▼
<b>Duration</b>	▼
<b>Creation Date</b>	▼
<b>Last Update Date</b>	▼

- **Publish status** – All statuses / Private / Published / Pending / Rejected
- **Scheduling** – All availabilities / Future scheduling / Available now / Past scheduling
- **Ownership** – Any Owner / Media I or my group owns / Media my group owns / Media I can edit / Media I can view / Media I can publish
- **Captions** – All captions / Available / Not available
- **Duration** – Any duration / 00:00-10:00 min / 10:00-30:00 min / 30:00-60:00 min / Custom
- **Creation Date** – Any date / Last 7 days / Last 30 days / Custom
- **Last update date** – Any date / Last 7 days / Last 30 days / custom



Expand your filtering options by configuring custom metadata.

Click **Clear all filters** to reset all filters and sorting back to the defaults. If no filters were used, the button will be grayed out.



### Filters

[Clear all filters](#) ←

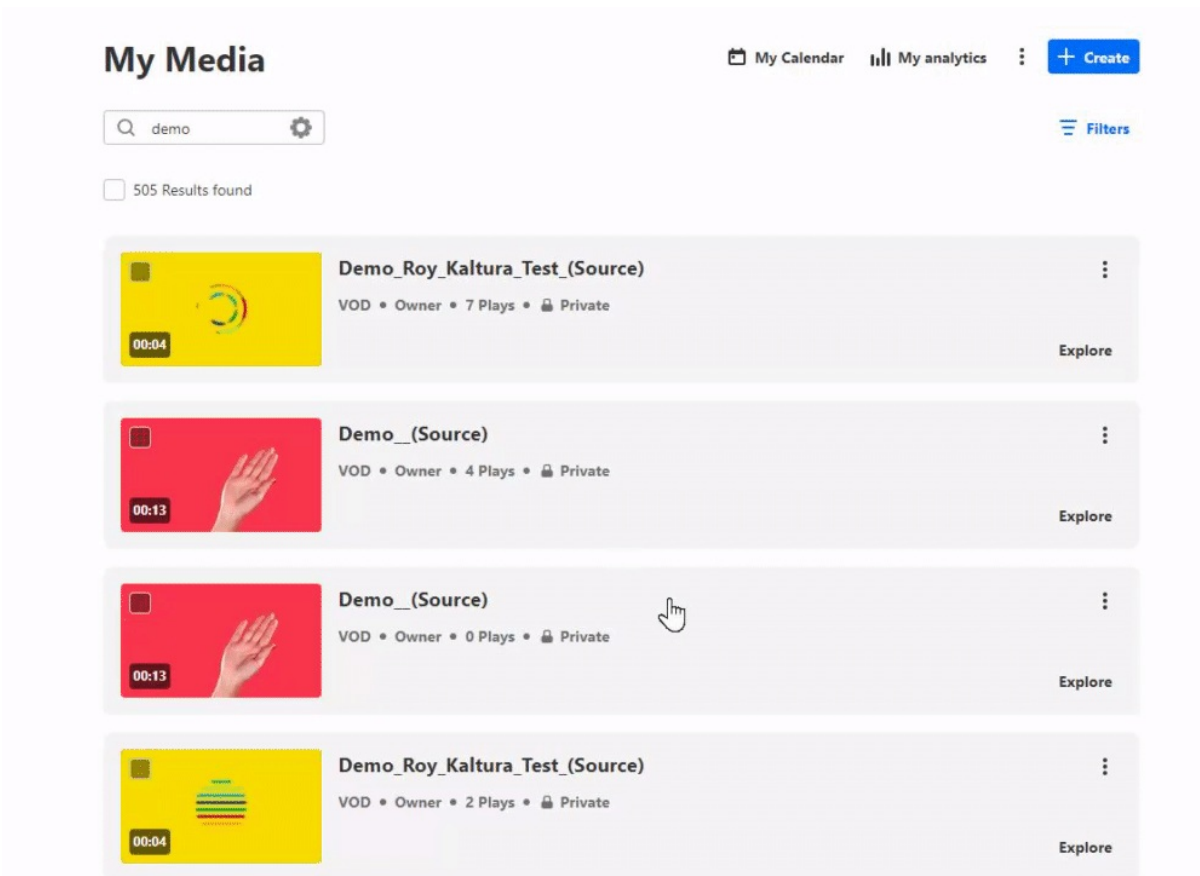
Sort By

Media Type

- All Media
- Video
- Quiz
- Audio
- Document

## Explore

Click **Explore to view** additional information about the entry, such as Owner, Creation date, Views and Likes. Click **Go to Media** to navigate directly to the entry. Click **X Close** at the top of the side bar to collapse the results.



The screenshot shows the 'My Media' dashboard. At the top, there are navigation links for 'My Calendar', 'My analytics', and a '+ Create' button. A search bar contains the text 'demo' and a settings gear icon. Below the search bar, it indicates '505 Results found'. The main content area displays a list of video entries. Each entry consists of a thumbnail, a title, metadata (VOD, Owner, Plays, Private), and an 'Explore' button. The entries are:

- Demo\_Roy\_Kaltura\_Test\_(Source)**: VOD • Owner • 7 Plays • Private. Explore
- Demo\_(Source)**: VOD • Owner • 4 Plays • Private. Explore
- Demo\_(Source)**: VOD • Owner • 0 Plays • Private. Explore
- Demo\_Roy\_Kaltura\_Test\_(Source)**: VOD • Owner • 2 Plays • Private. Explore