

# Global search in Canvas - Theming

Last Modified on 06/10/2025 6:24 pm IDT

 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




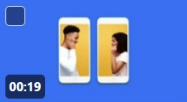





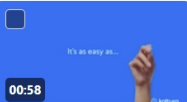




1. Access the My Media page.

### My Media

 My Calendar  My analytics  [+ Create](#)

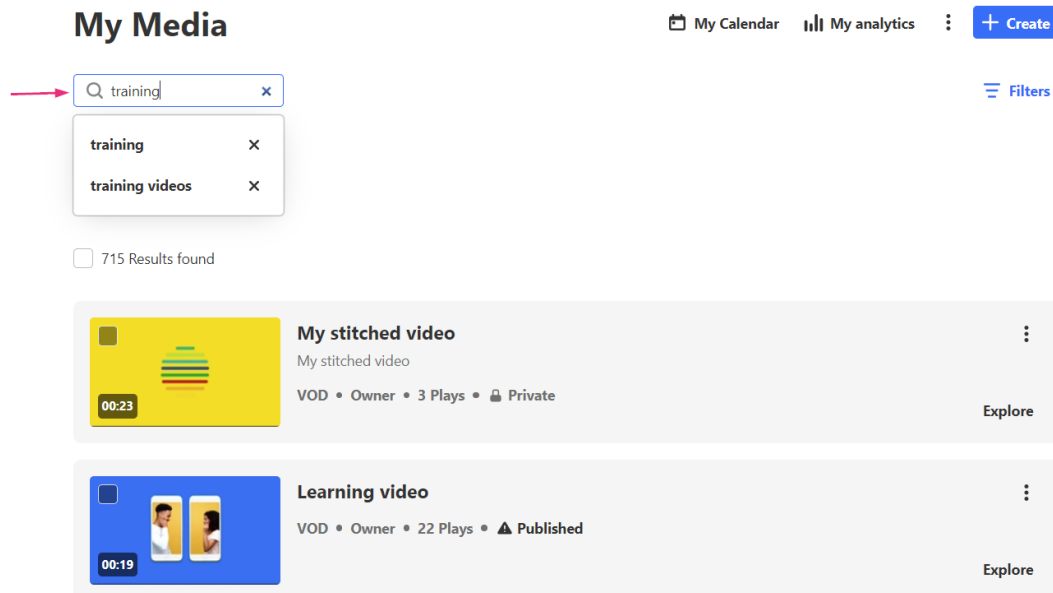
 [Filters](#)

☐ 715 Results found

	<b>My stitched video</b> My stitched video VOD • Owner • 3 Plays •  Private	 <a href="#">Explore</a>
	<b>Learning video</b> VOD • Owner • 22 Plays •  Published	 <a href="#">Explore</a>
	<b>Kaltura Learning</b> VOD • Owner • 5 Plays •  Published	 <a href="#">Explore</a>
	<b>Kaltura_Events_Teaser_(WM_HD_1080_-_WEB_(H264_4000)) (Source).mp4</b> VOD • Owner • 0 Plays •  Published	 <a href="#">Explore</a>
	<b>Kaltura Training Services Overview</b> Description	

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'.





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

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


## My Media

 My Calendar
  My analytics
 
[+ Create](#)


 Filters

☐ 448 Results found

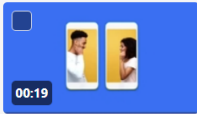


**My stitched video**


My stitched video

VOD • Owner • 3 Plays •  Private


Explore



**Learning video**


VOD • Owner • 22 Plays •  Published

Explore

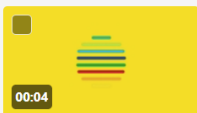


**Kaltura Training Services Overview**

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**


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](#)



All Fields ✓

Name

Description

Tags

Chapters/Slides

Captions

Quiz

Comments

00:19

My stitched video

My stitched video

VOD • Owner • 4 Plays • Private

Explore

Learning video

VOD • Owner • 22 Plays • Published

Explore

00:35

Kaltura Training Services Overview

Description

VOD • Co-Publisher, Co-Editor, Co-Viewer • 66 Plays • Published

Explore

00:04

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

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

4

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

## My Media

My Calendar My analytics [+ Create](#)

training

[Filters](#)

448 Results found

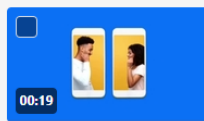


### My stitched video

My stitched video

VOD • Owner • 4 Plays • Private

Explore

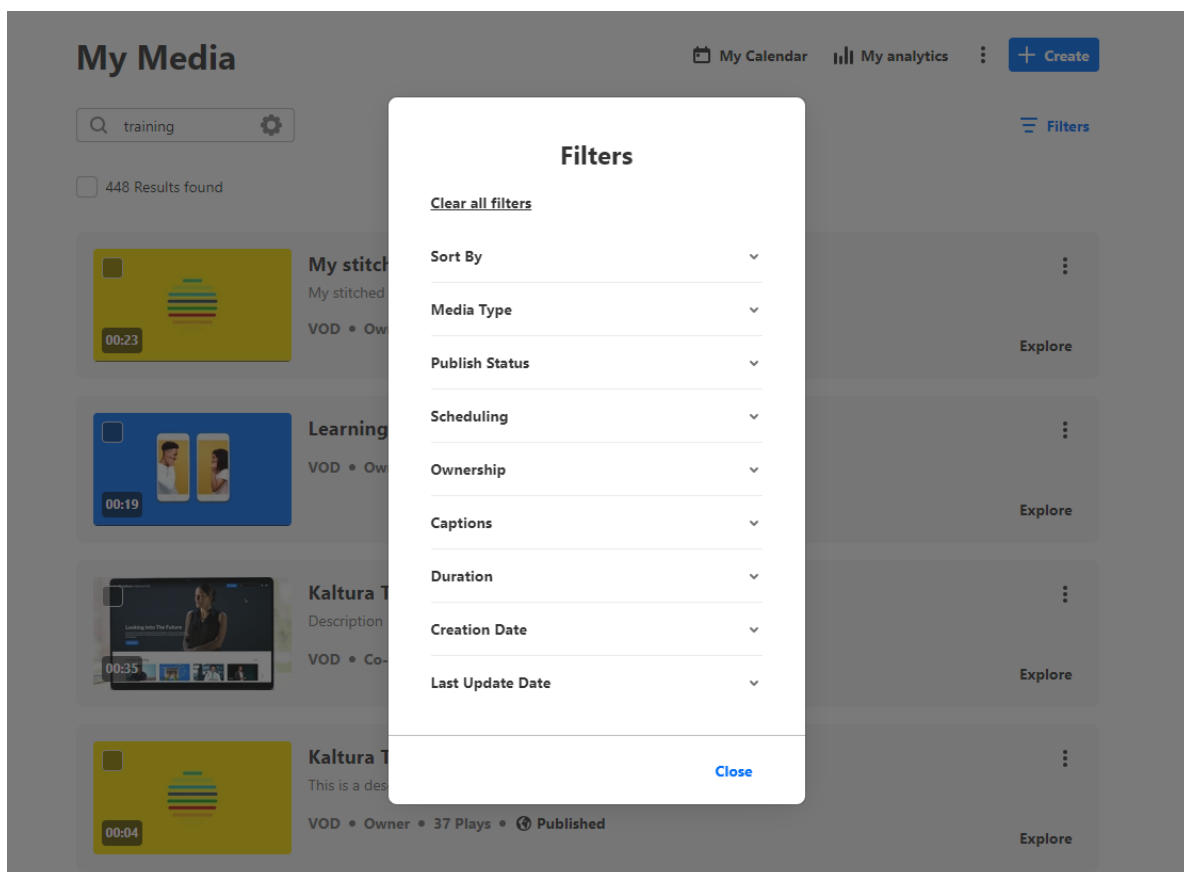


### Learning video

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.



**My Media**

My Calendar My analytics [+ Create](#)

training

448 Results found

**Filters**

[Clear all filters](#)

- Sort By
- Media Type
- Publish Status
- Scheduling
- Ownership
- Captions
- Duration
- Creation Date
- Last Update Date

[Close](#)

## 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.

### My Media



[Filters](#)

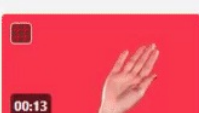
☐ 505 Results found



**Demo\_Roy\_Kaltura\_Test\_(Source)**

VOD • Owner • 7 Plays • Private

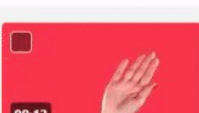
Explore



**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