

# My Media in Blackboard Learn


Last Modified on 12/17/2024 3:27 pm IST

 This article is designated for all users.

## About

**My Media** is your personal space for managing all the media you've uploaded or created over time. It's unique to each user, showing only your content, which remains private until you choose to publish it in one or more channels or courses. You can also collaborate by adding other users to your media.

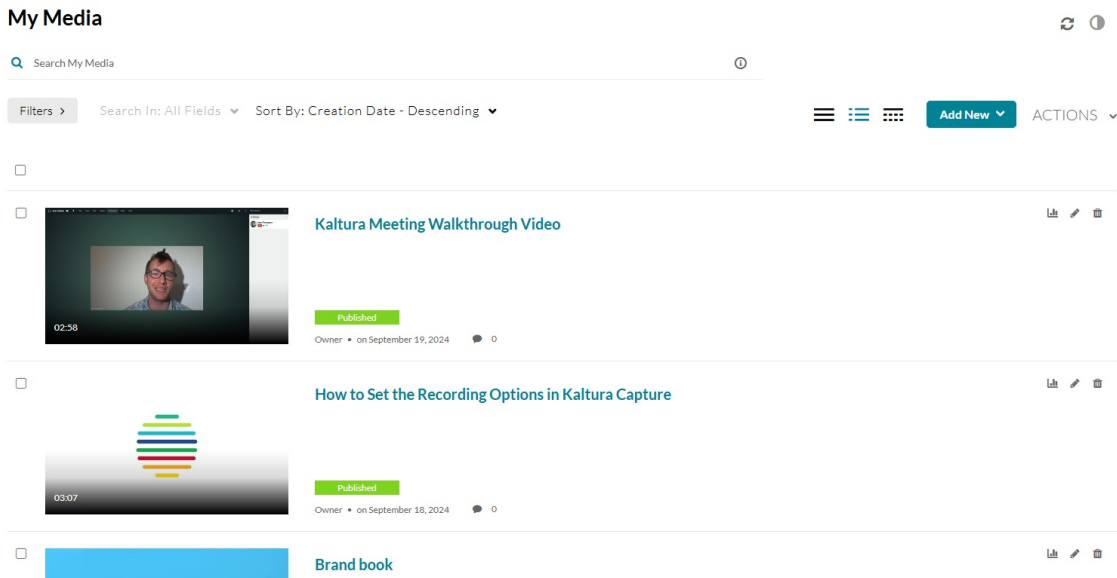
With intuitive media cards, powerful search and filter options, and bulk actions, organizing and managing your content is effortless. Plus, you can access analytics, embed content, and easily manage everything according to your needs and permissions.

 The instructions below are for non-Theming users. If you have [Theming](#) enabled, please refer to our article [My Media - Theming](#).

## Access My Media

Enter your course, then click on **My Media**.


The **My Media** page displays.



The screenshot shows the 'My Media' interface. At the top, there's a search bar labeled 'Search My Media' and a refresh icon. Below the search bar, there are filter options: 'Filters >', 'Search In: All Fields', and 'Sort By: Creation Date - Descending'. On the right side, there are view options (list, grid, gallery) and an 'Add New' button. The main content area displays three media items, each with a checkbox on the left and a trash icon on the right. The first item is a video titled 'Kaltura Meeting Walkthrough Video' with a duration of 02:58, published on September 19, 2024. The second item is a video titled 'How to Set the Recording Options in Kaltura Capture' with a duration of 03:07, published on September 18, 2024. The third item is a document titled 'Brand book'.

Media is displayed on this page if you have uploaded it or were added as a media collaborator. If you have not uploaded any media yet, see [Add Media](#) for instructions on

doing so.



 If you cannot access My Media content/actions, ask your Kaltura Administrator to give you the required permission.

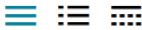
## Set the My Media display
















Content in My Media may be displayed in one of three ways - Grid, Detailed, or Collapsed view. You may change this display by clicking one of the three buttons below:



### Collapsed View

**My Media**   My Calendar My Dashboard

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

<input type="checkbox"/>		
<input type="checkbox"/>	<a href="#">AI and Robotics</a>	  
<input type="checkbox"/>	<a href="#">Mark Smith Introduction</a>	  
<input type="checkbox"/>	<a href="#">Daniel Pauley - The Ocean's Shifting Baseline</a>	  
<input type="checkbox"/>	<a href="#">Breakout Room Recording</a>	  
<input type="checkbox"/>	<a href="#">Rec - May 9, 2024 3:55 PM - BOR-Breakout Room 1_KME Essentials</a>	  

### Detailed View

## My Media



My Calendar

My Dashboard

Search My Media



Filters >



Add New

ACTIONS

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



AI and Robotics



Published

Owner on May 22, 2024 0 0

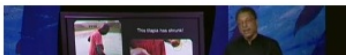


Mark Smith Introduction



Published

Owner on May 22, 2024 0 0



Daniel Pauley - The Ocean's Shifting Baseline



## Table View

## My Media



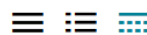
My Calendar

My Dashboard

Search My Media



Filters >



Add New

ACTIONS

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

<input type="checkbox"/>	TITLE	TAGS	PLAYS	UPDATED AT	PUBLISHED IN	Actions
<input type="checkbox"/>	AI and Robotics		4	May 22, 2024	961	
<input type="checkbox"/>	Mark Smith Introduction		5	May 22, 2024	961	
<input type="checkbox"/>	Daniel Pauley - The Ocean's Shiftn...		2	May 22, 2024	961	
<input type="checkbox"/>	Breakout Room Recording		8	May 22, 2024		
<input type="checkbox"/>	Rec - May 9, 2024 3:55 PM - BOR...		10	May 16, 2024		
<input type="checkbox"/>	Kaltura Meeting (KME) Admin & C...		0	May 08, 2024		



## Manage media

To learn more about managing your media, please see [Manage Media](#).

---