My Media in Blackboard (legacy)

Content updated: 01/09/2025

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.

These instructions apply to the legacy **LMS Video** integration. If you're using LMS Video with Theming, please refer to the LMS Rich Media Extensions category.

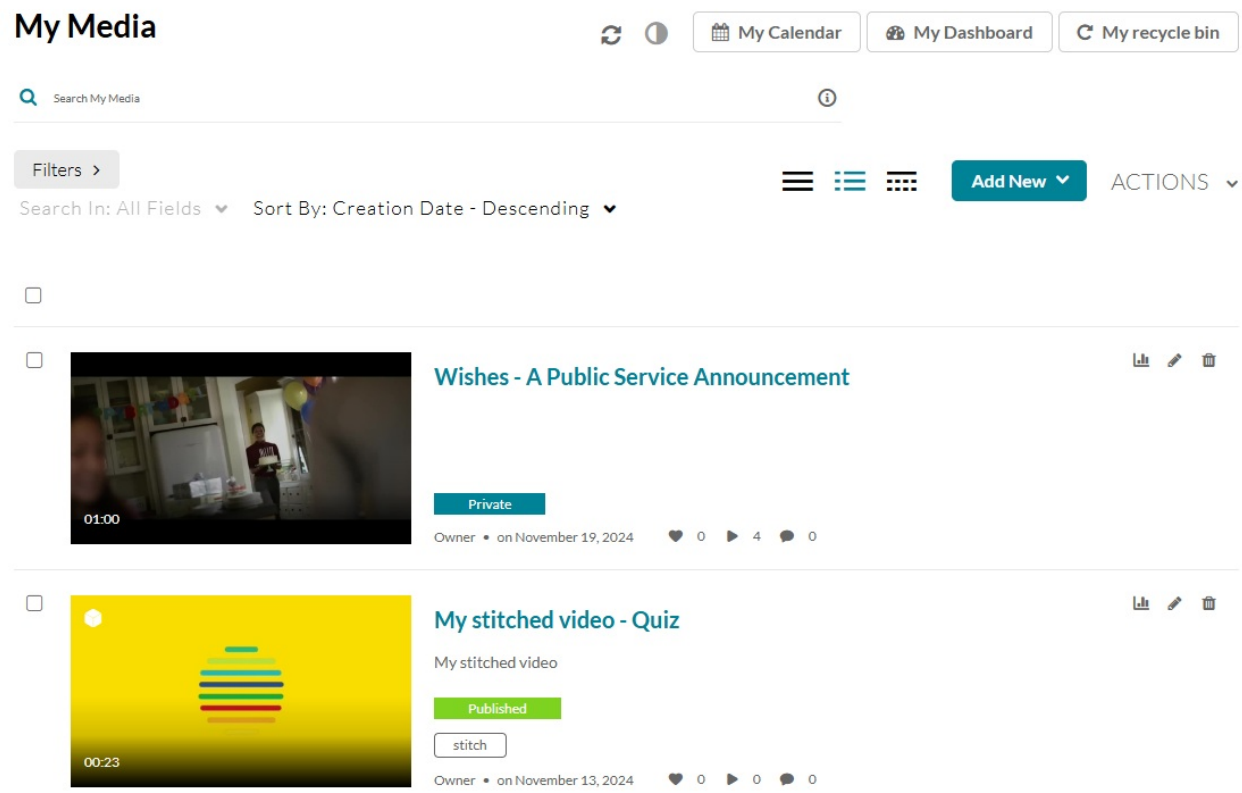
Access My Media

Enter your course, then on the left menu bar, click on **My Media**.

- Depending on your account setup, you may access My Media differently. See your Kaltura Administrator for further information.
- If you cannot access My Media content/actions, ask your Kaltura Administrator to give you the required permission.

The **My Media** page displays.

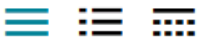
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Media is displayed on this page if you have uploaded it or were added as a media collaborator. If you have not uploaded any media yet, see 'Add Media' for instructions on doing so.

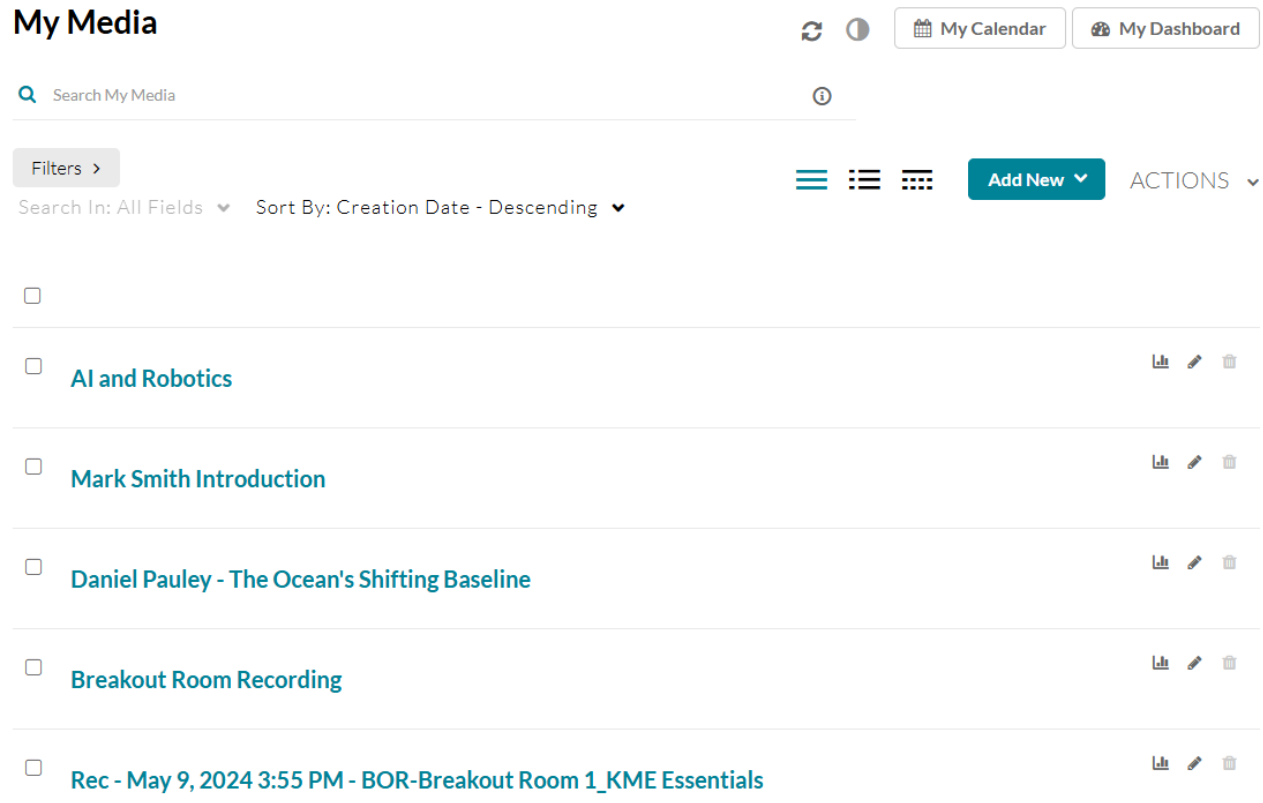
Set the My Media display

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:

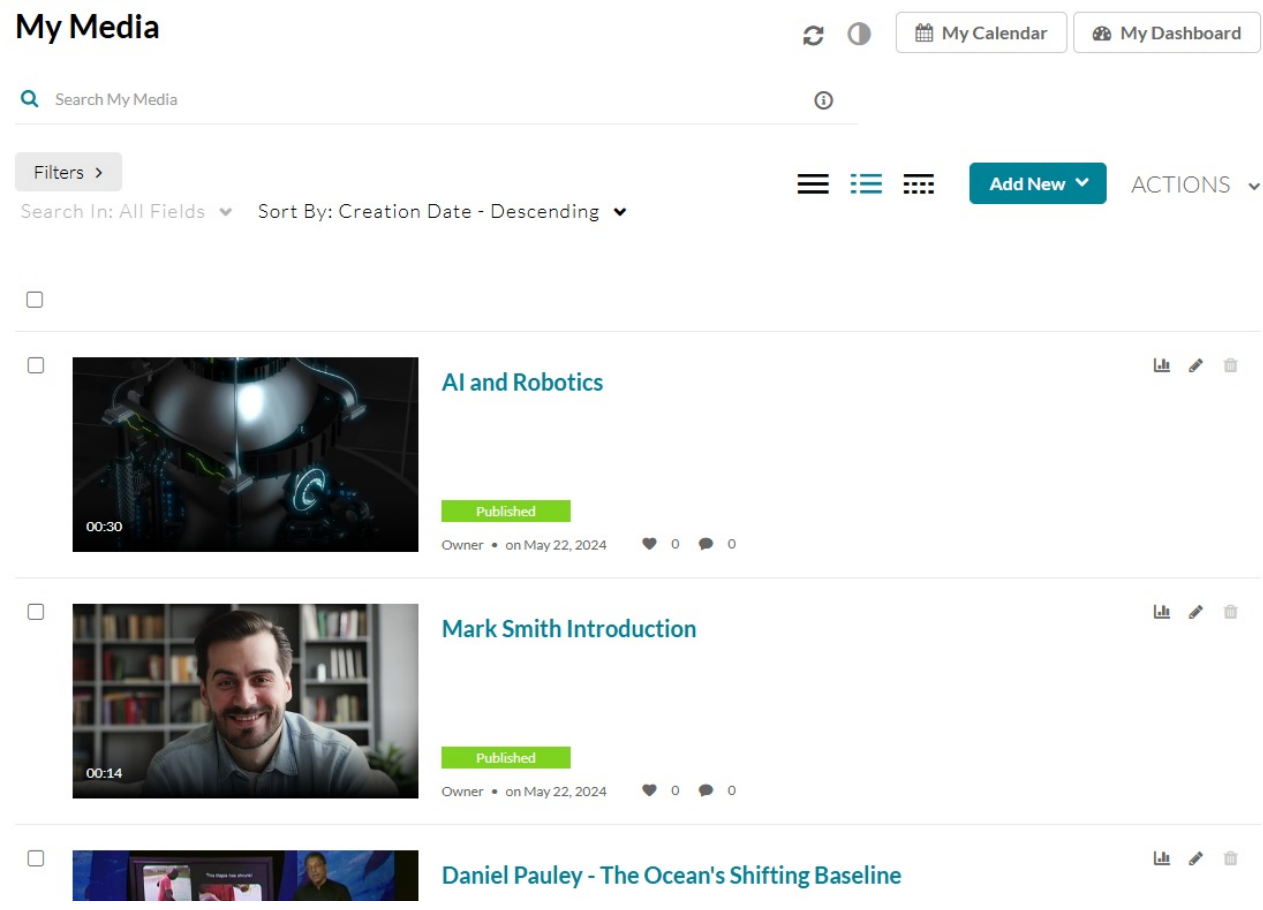


Collapsed View

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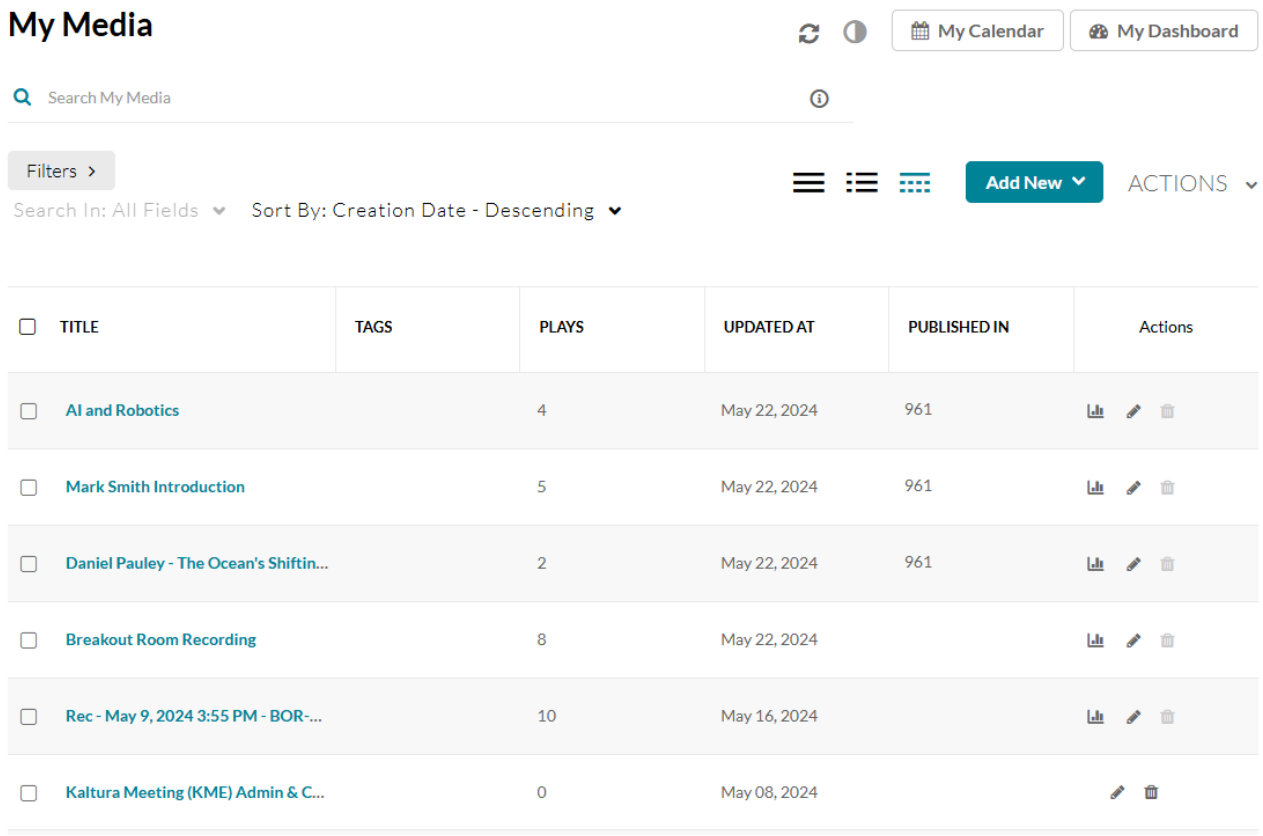


Detailed View

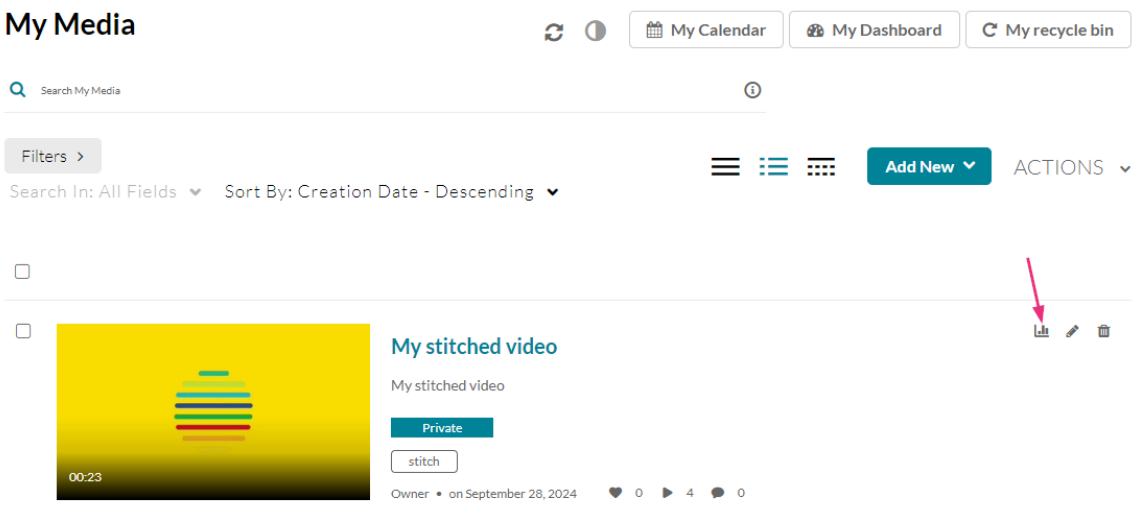


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Table View



- **View analytics**
- Click the analytics icon next to the desired media.



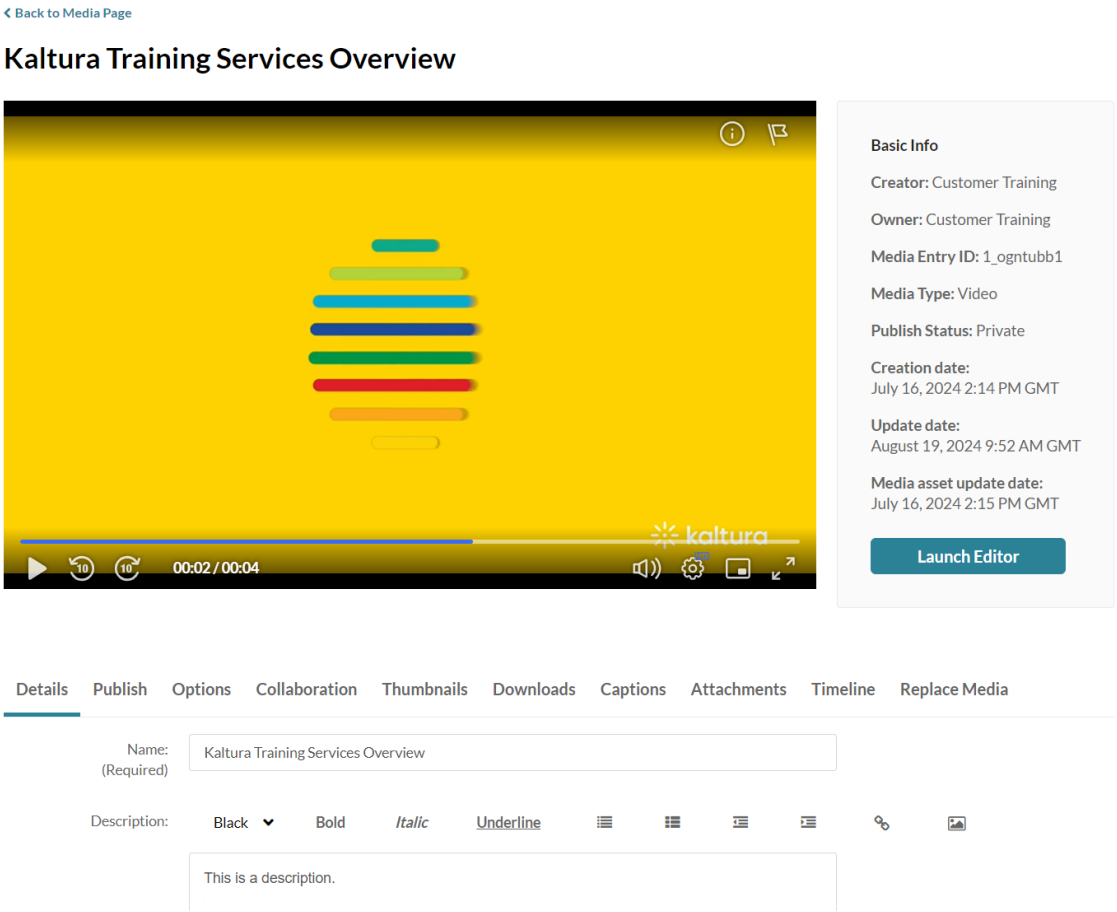
Edit media

Click the **pencil icon** to the right of the media.

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The edit page displays.



Once you're on the edit media page, you can:

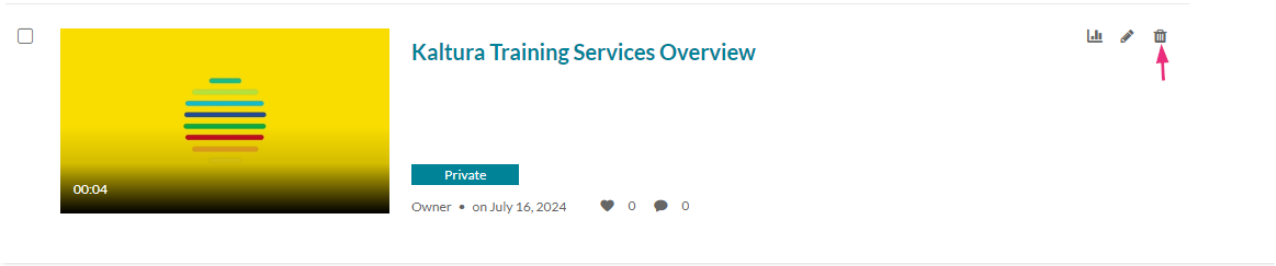
- Edit media metadata
- Setup metadata in different languages for your media
- Publish media
- Schedule media
- Enable clipping
- Disable comments and close discussion
- Change media ownership and add collaborators
- Set and modify thumbnails
- Enable media download
- Upload and manage captions

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- Add attachments
- Manage chapters and slides
- Replace media
- Customize the entry display
- Delete the entry
- Launch the Editor

Delete media

- Click the **trash icon** to the right of the desired media.



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