


Global search in Blackboard - Theming

Last Modified on 01/20/2025 5:56 pm IST

 This article is designated for all users.

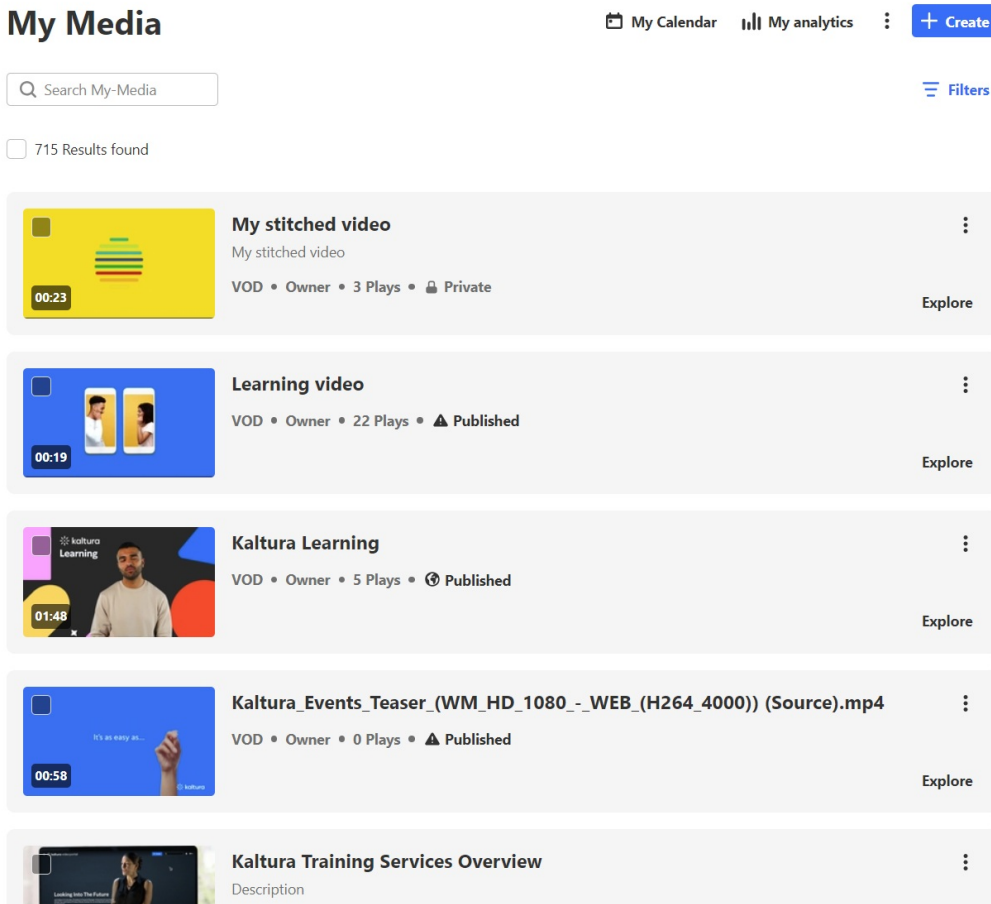
About

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 system 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**

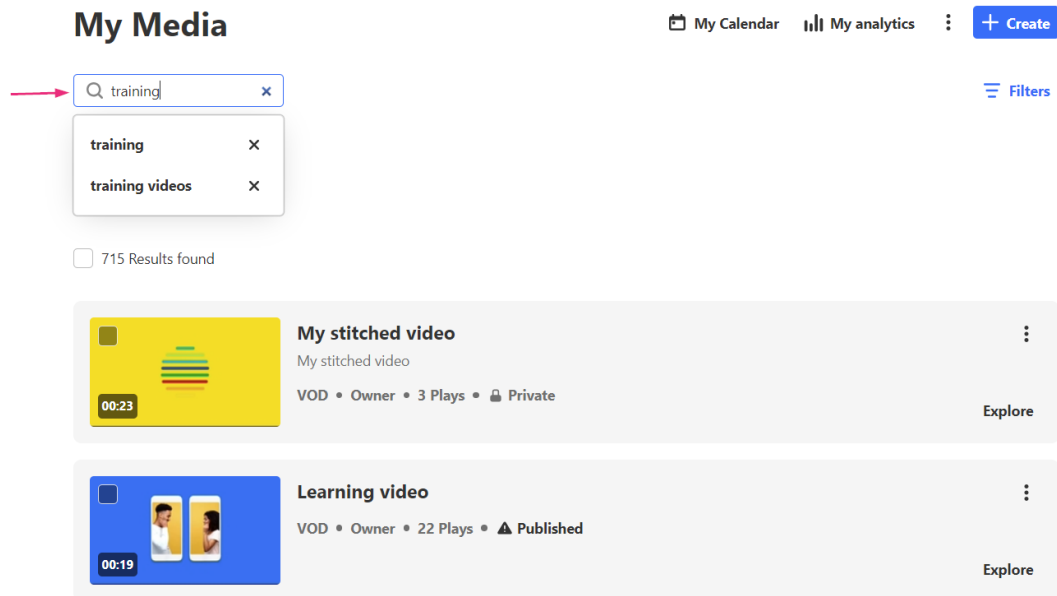
Search My-Media Filters

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

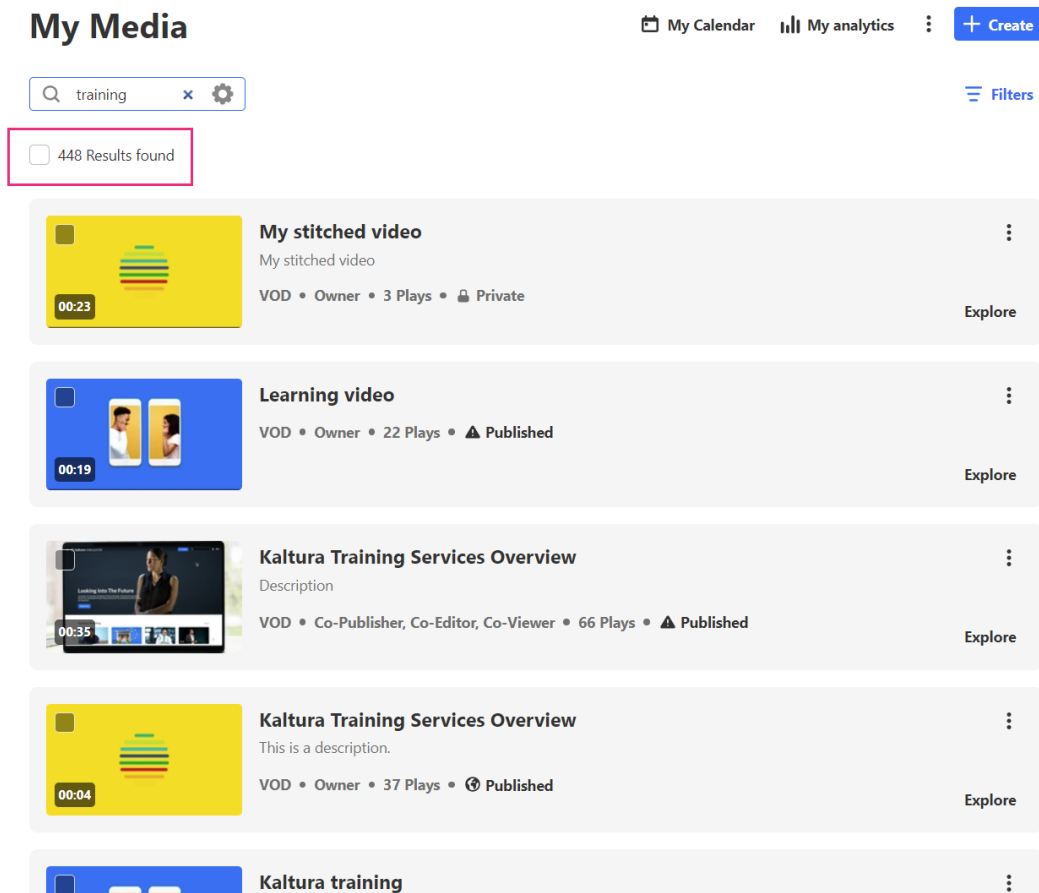
2. On the My Media page, enter your keyword(s) in the search field.

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'.




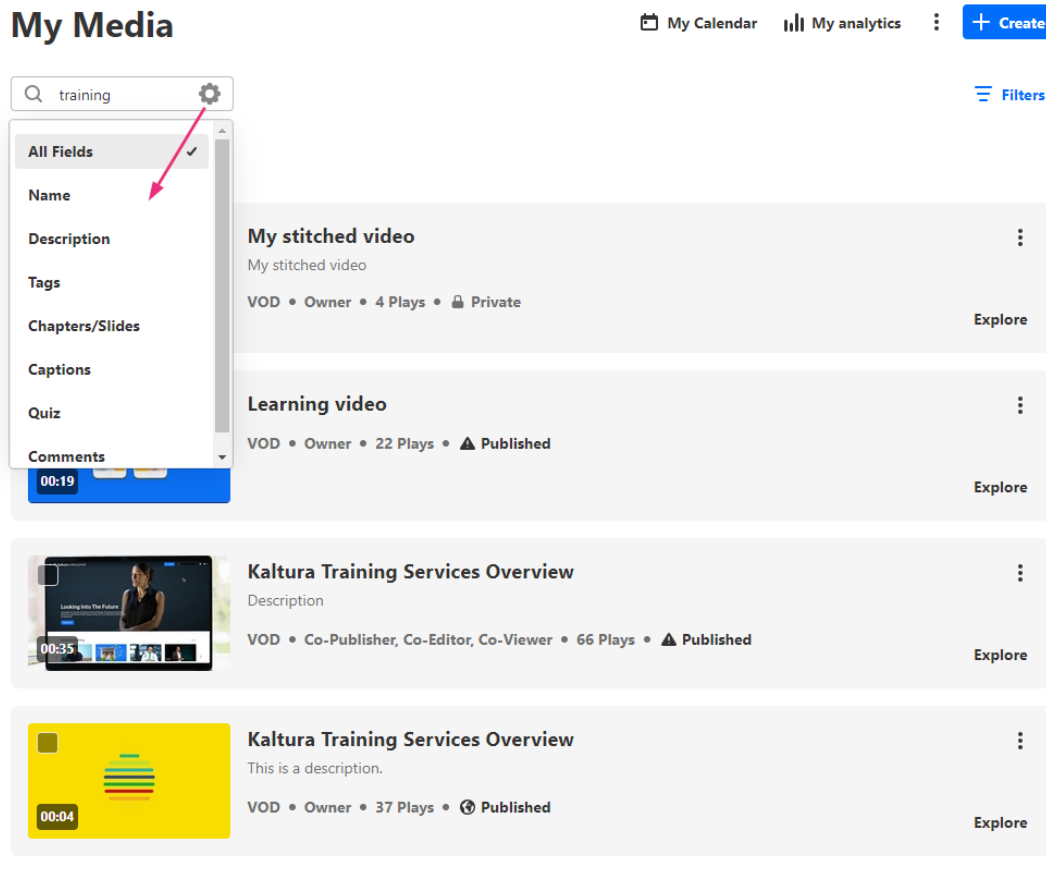
3. Press **Enter** on your keyboard to activate the search.

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




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.



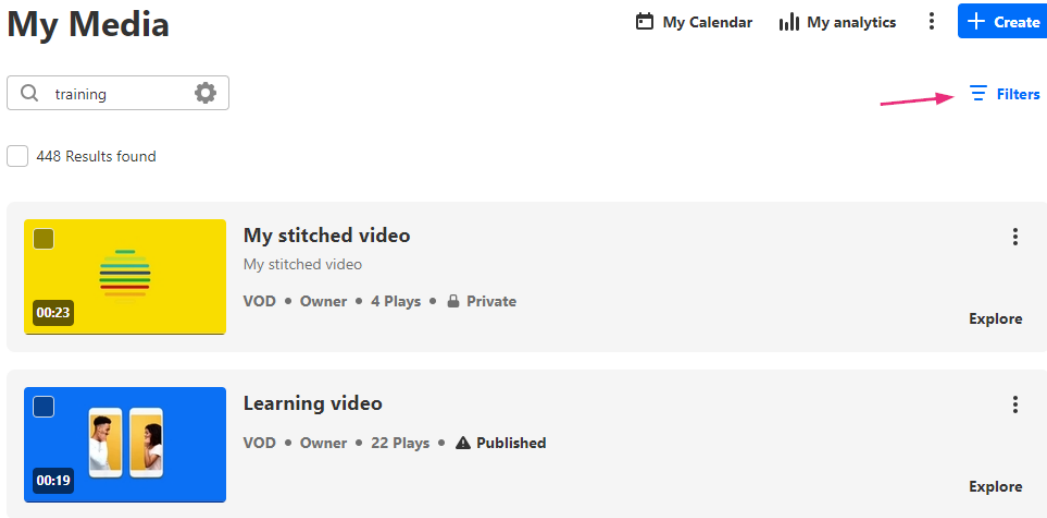
The gear icon opens a drop-down menu with filters allowing you to search for the term in one of these specific fields:

- **All fields**
- **Name**
- **Description**
- **Tags**
- **Chapters / Slides**
- **Captions**
- **Quiz** (results from quiz questions and answers)
- **Comments**

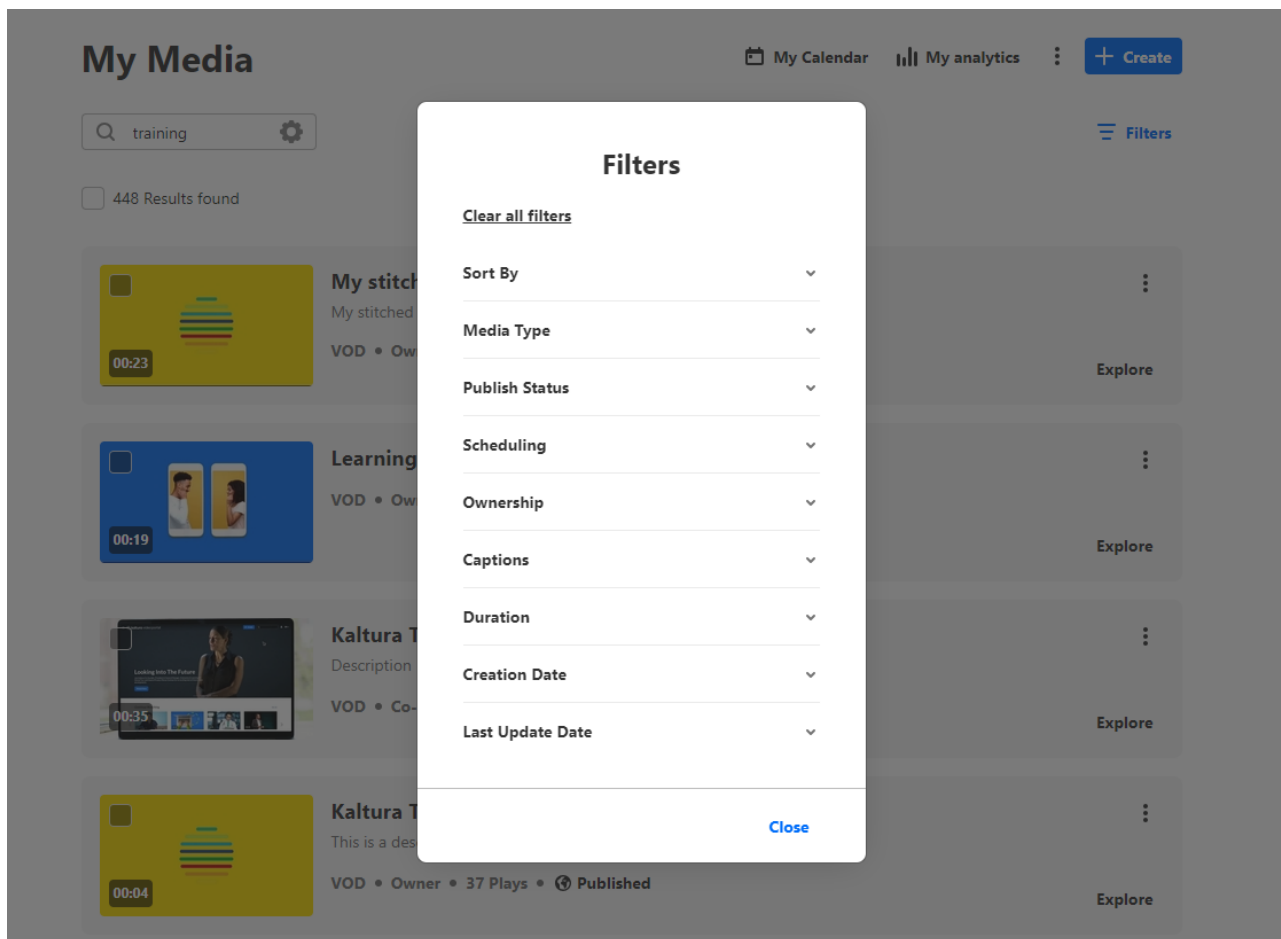
 Please note **Playlists** are not currently searchable.

Filters

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



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



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

Publish Status	▼
Scheduling	▼
Ownership	▼
Captions	▼
Duration	▼
Creation Date	▼
Last Update Date	▼

- **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

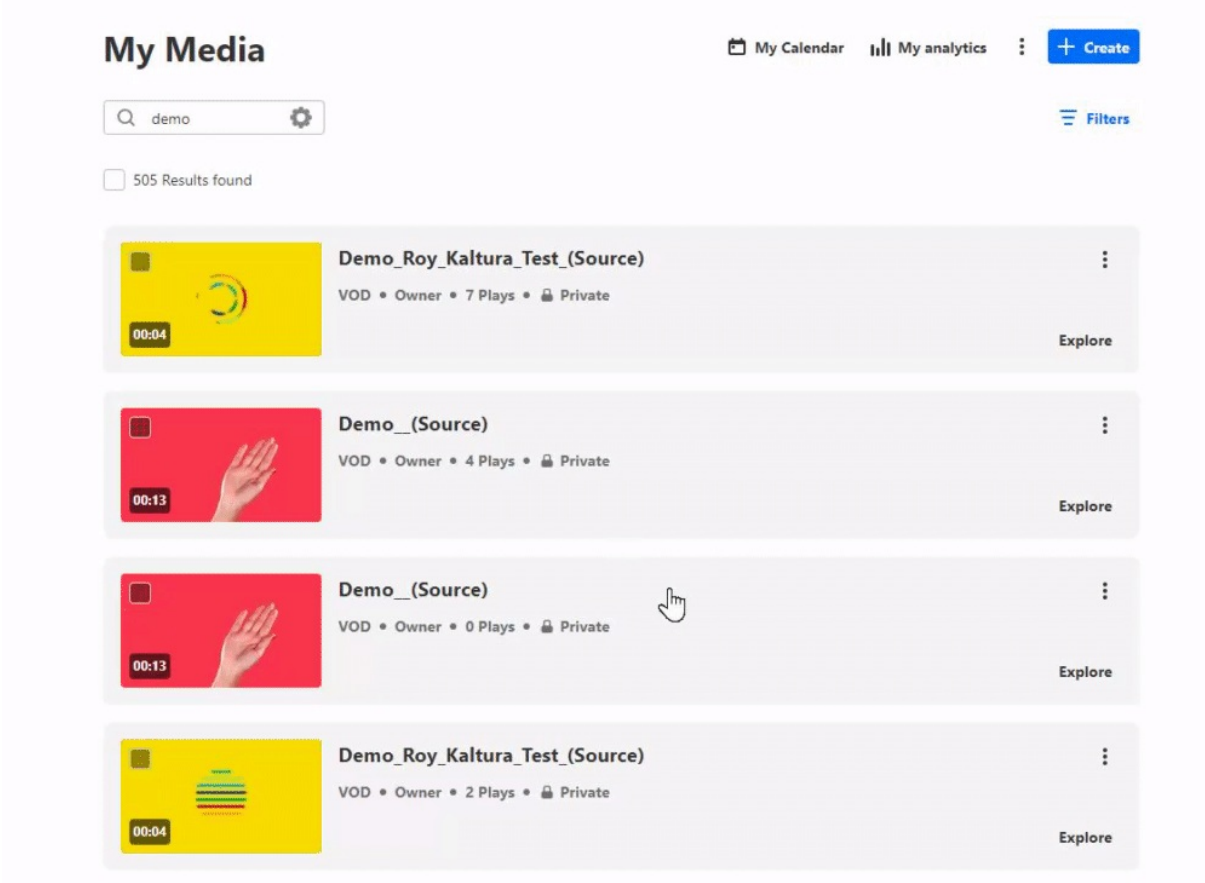
Quiz

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 displays the 'My Media' dashboard. At the top right, there are 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 lists four video entries, each with a thumbnail, title, metadata, and an 'Explore' button. The entries are:

- Demo_Roy_Kaltura_Test_(Source)**: VOD • Owner • 7 Plays • Private. Duration: 00:04.
- Demo_(Source)**: VOD • Owner • 4 Plays • Private. Duration: 00:13.
- Demo_(Source)**: VOD • Owner • 0 Plays • Private. Duration: 00:13.
- Demo_Roy_Kaltura_Test_(Source)**: VOD • Owner • 2 Plays • Private. Duration: 00:04.