

## Add content to a shared repository in Blackboard

Last Modified on 06/13/2025 5:11 pm IDT

 This article is designated for all users.

### About

The **Shared Repository** is an institution-wide media library where educators can contribute media for others to access and share. To add content, simply select the media you want to publish and ensure you fill in the metadata and apply relevant filters to keep things organized. Once your media is published, it becomes visible to authorized users, who can easily search or browse the repository to find and use your content.



Your administrator must enable the Shared Repository feature in your account for the Shared Repository option to be visible.

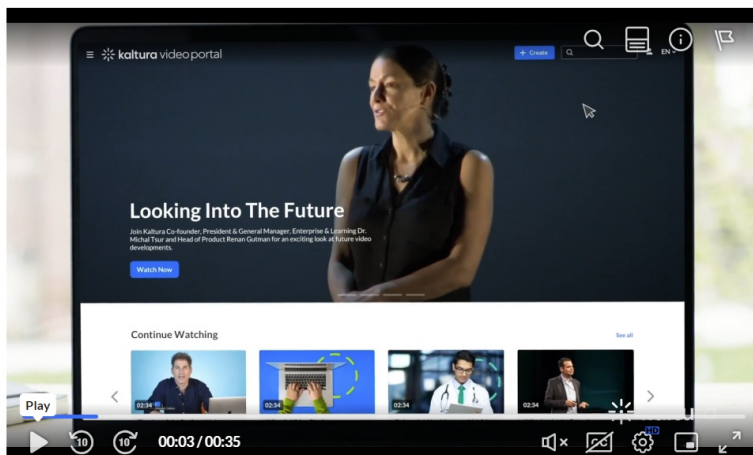
### Add content

1. Access the edit media page for the desired media item.

The edit media page displays with the **Details** tab open by default.

[← Back to Media Page](#)

## Kaltura Training Services Overview



### Basic Info

Creator: Customer Training

Owner: Louise Szmoisz

Media Entry ID: 1\_mu12o0uf

Media Type: Video

Publish Status: Published

Creation date:

August 16, 2024 8:47 AM GMT

Update date:

September 12, 2024 7:36 AM GMT

Media asset update date:

August 16, 2024 8:48 AM GMT

[Launch Editor](#)

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Name:  (Required)

Description: Black ▼ Bold *Italic* Underline ☰ ☰ ☰ ☰ 🔗 🖼️

- On the Details page, click **Click to add required metadata for shared repository**.

[Details](#) [Languages](#) [Publish](#) [Options](#) [Thumbnails](#) [Downloads](#) [Captions](#) [Attachments](#) [Timeline](#) [Replace Media](#)

Name:  (Required)

Description: Black ▼ Bold *Italic* Underline ☰ ☰ ☰ ☰ 🔗 🖼️

Tags:

[+ Click to add required metadata for shared repository](#)

Publishing Schedule: ☒ Always ☐ Specific Time Frame

(The time range in which this media will be visible to users in published channels/categories)

[Save](#)

[Go To Media](#)

## Additional fields display.

[Click to add required metadata for shared repository](#)

Department Name:

Department Division:

Date Established:

Assign the media to one or more filters:

\* Required for Shared Repository

- ☐ Mathematics
- ☐ Biology
- ☐ Marketing
- ☐ Social Science
- ☐ Economics
- ☐ Undergraduate Nursing
- ☐ Bio
  - ☐ bIO 2
    - ☐ Psychology
    - ☐ Test

Publishing Schedule: ☒ Always ☐ Specific Time Frame  
 (The time range in which this media will be visible to users in published channels/categories)

### 3. Complete the relevant **metadata** field(s).

[Click to add required metadata for shared repository](#)

Department Name:

Department Division:

Date Established:

Assign the media to one or more filters:

\* Required for Shared Repository

- ☐ Mathematics
- ☐ Biology
- ☐ Marketing
- ☐ Social Science
- ☐ Economics
- ☐ Undergraduate Nursing
- ☐ Bio
  - ☐ bIO 2
    - ☐ Psychology
    - ☐ Test

#### 4. Assign the media to one or more **filters**.

☐ Click to add required metadata for shared repository

Department Name:

Department Division:

Date Established:

Assign the media to one or more filters:

\* Required for Shared Repository

- ☐ Mathematics
- ☐ Biology
- ☐ Marketing
- ☐ Social Science
- ☐ Economics
- ☐ Undergraduate Nursing
- ☒ Bio
  - ☒ bIO 2
  - ☐ Psychology
  - ☐ Test



**Custom metadata** adds fields for details, while **filters** help organize content, making it easier to search and filter. For more information on custom metadata and filters, and how to set them up, check out these articles: [Create a custom data schema](#) and [Create nested filters](#).

#### 5. Click **Save**.

### Publish the content

1. On the edit media page, click the **Publish** tab.
2. Under **Publishing Status**, click **Published**.



**Basic Info**

Creator: Customer Training

Owner: Louise Szmoisz

Media Entry ID: 1\_mu12oUf

Media Type: Video

Publish Status: Published

Creation date: August 16, 2024 8:47 AM GMT

Update date: September 18, 2024 12:58 PM GMT

Media asset update date: August 16, 2024 8:48 AM GMT

[Launch Editor](#)

Details Languages **Publish** Options Thumbnails Downloads Captions Attachments Timeline Replace Media

You can publish the media to multiple media galleries.

Publishing Status:

- ☐ Private - Media page will be visible to the content owner only.
- ☒ Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

3. Scroll down to the **Publish in Gallery** tab.

4. Click the checkbox next to the desired shared repository.

Details Languages **Publish** Options Thumbnails Downloads Captions Attachments Timeline Replace Media

Media successfully set to Private

Publishing Status:

- ☐ Private - Media page will be visible to the content owner only.
- ☒ Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

**Publish in Gallery**

☒ Shared Repository

☐ Demo

☐ Kaltura Certification Program

☐ Kaltura Training Course

☐ LS

[Save](#)

5. Click **Save**.

The media is now in the shared repository and can be shared by allowed members.

### Publish in Gallery

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☒ Shared Repository

☐ Demo

☐ LS

Published in Kaltura Training:

1 Media Gallery:

Shared Repository



Save