My Media in Brightspace - Theming

Last Modified on 06/10/2025 5:12 pm IDT

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.

These instructions are for Theming users. If you don't have Theming enabled on your account, please see our article 'My Media'.

Access My Media

1. Go into your course.
2. On the left menu bar, click on **My Media**.
   The My Media page displays. Media is displayed on this page if you have uploaded it or were added as a media collaborator.

The My Media link is typically located on the course navigation panel, as seen in our example. However, depending on your account setup, you may access My Media differently. See your Kaltura Administrator for further information.

If you haven’t uploaded any media yet, check out our article 'Add Media' for instructions.

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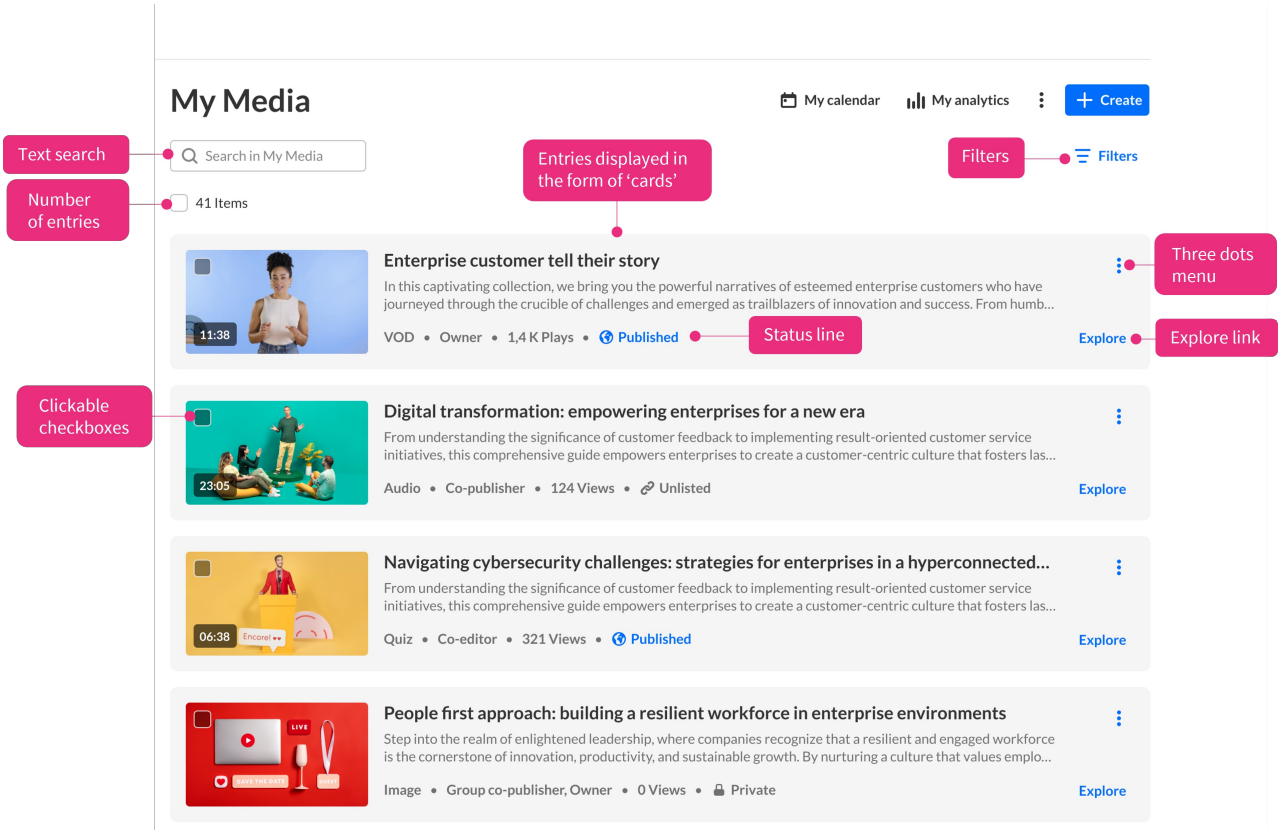

If you can't access My Media content / actions, ask your Kaltura administrator to give you the required permission.

My Media page features

Media cards

Media items are displayed on the page in the form of 'cards'. Each card features the following:

- Thumbnail image
- Check box (clickable)
- Duration (for VOD only)
- Red LIVE indicator for scheduled sessions (during scheduled time only)
- Name of media - clicking will take you to the media page
- Description - up to two lines of text display
- Three-dot menu (learn more below)
- 'Explore' link (learn more below)
- Status line - this displays the following:
  - Type of media (VOD, Live, Image, Audio, Meeting, and so on)

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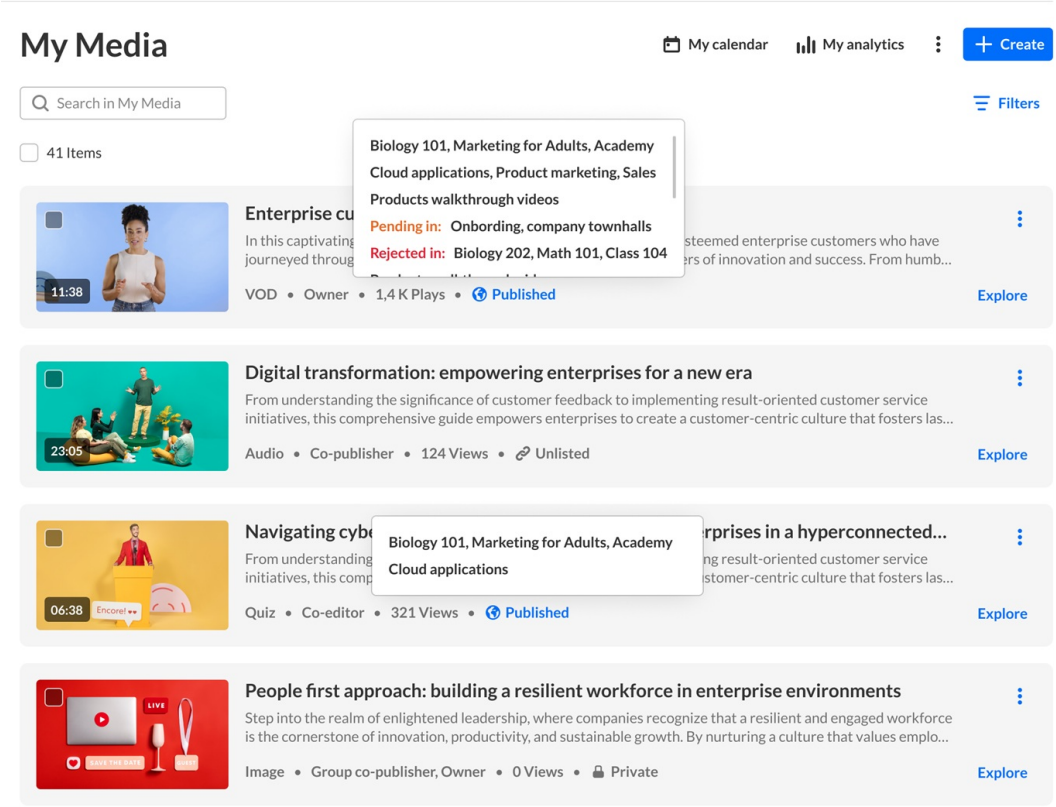
- Ownership (Owner, Co-publisher, and so on)
- Number of plays
- Number of likes (this will only display if enabled in the Application module)
- Publishing indicator - This shows the media's current publishing status. By clicking on the indicator, you can see where the media is published and whether its status is pending or rejected, as shown in the example below:



Three-dot menu

Click the **three dots** at the far right of a media to open the menu. The drop-down menu gives you the following options:

> The options in your menu may look slightly different depending on what has been enabled in your account. If something is missing, please contact your account administrator to have it enabled.

- **Edit** - Clicking will redirect you to the edit media page.
- **Analytics** - Click to access the VOD analytics dashboard and get an overview of the media. See our article VOD Analytics for more information.

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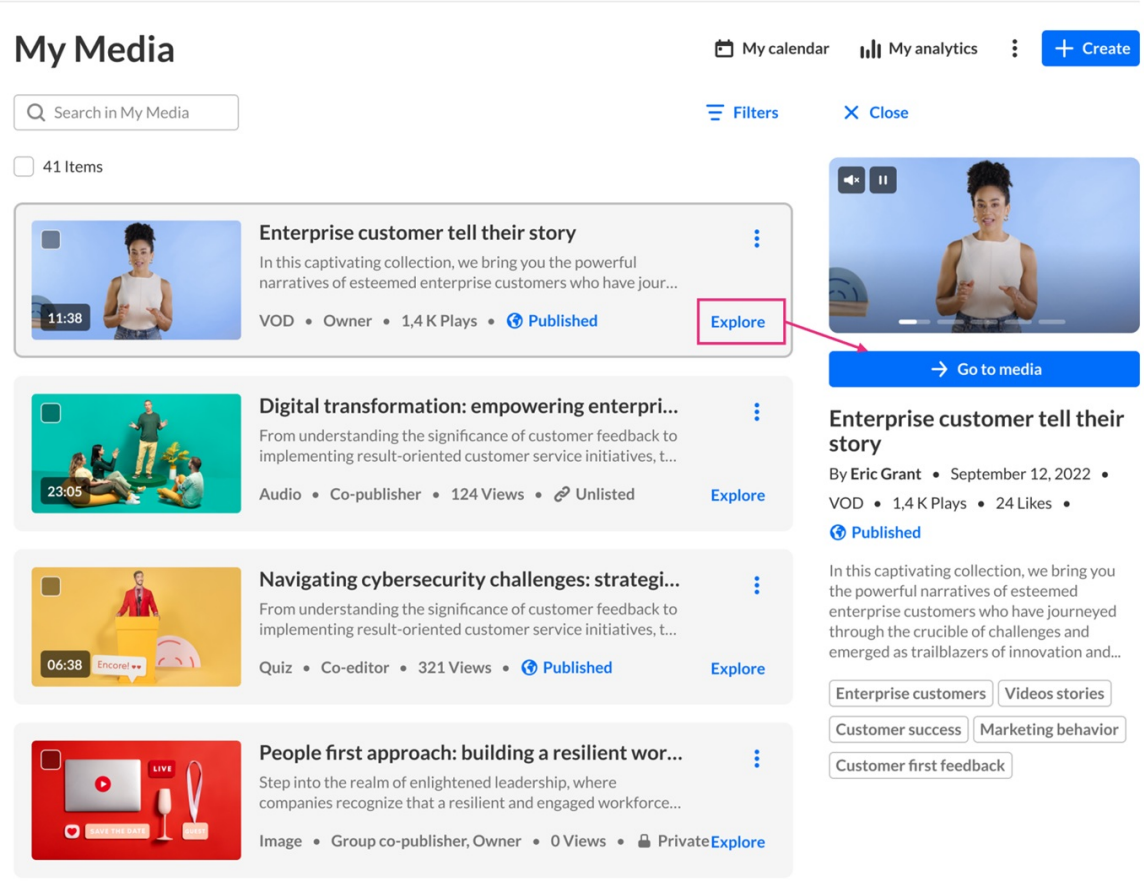
- **Delete** - Click to delete the media or move it to the Recycle Bin if this feature has been enabled. Check out our article Restore deleted items from the Recycle Bin for more information.

Other options such as **Add to Playlist**, **Captions**, and more, will be added in upcoming versions.

Explore

Click **Explore** to open a sidebar that displays additional information about the media.



The sidebar displays the following information:

- Media thumbnail
- Video preview, mute / unmute, and play / pause functions (for VOD entries)
- "Go to media" button - this will navigate the user to the media page
- Media name
- Name of publisher
- Creation date

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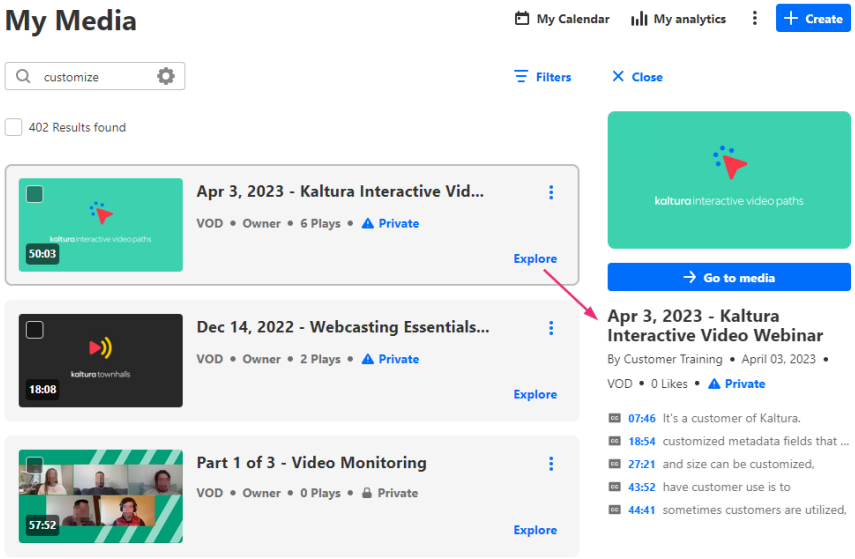
- Media type
- Number of plays (or 'views' for images)
- Media description
- Tags - clicking a tag will navigate the user to the relevant category / channel
- Scheduled sessions - schedule is shown

The information in the **Explore** section will look different if you entered a search term beforehand. The Explore section will highlight related results, for example, if you searched for 'customers,' the term will appear in captions, tags, and more. See the image below for an example.



Click **X Close** to dismiss the panel.

Search

To search for content, enter your keyword(s) in the search field. As you type, y ou will see your search history if you have any. If you hover, you'll see an 'x', which you can click to remove the search from your 'previous searches'.

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

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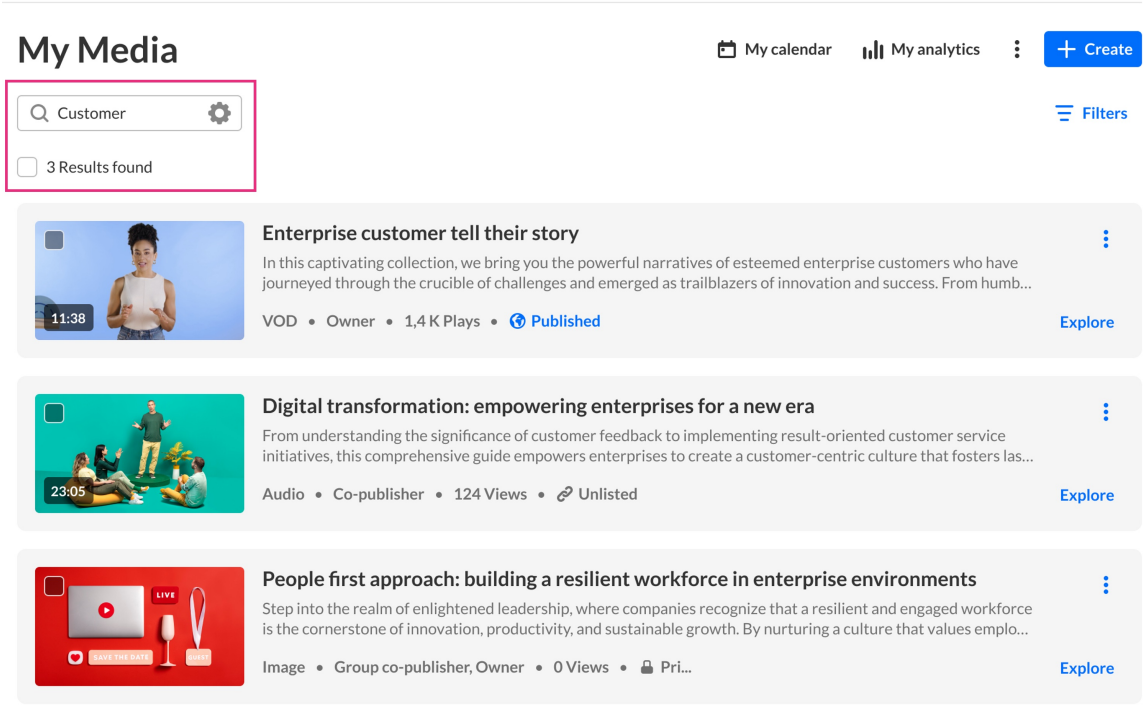

You can access advanced search options for specific fields by clicking the gear icon.

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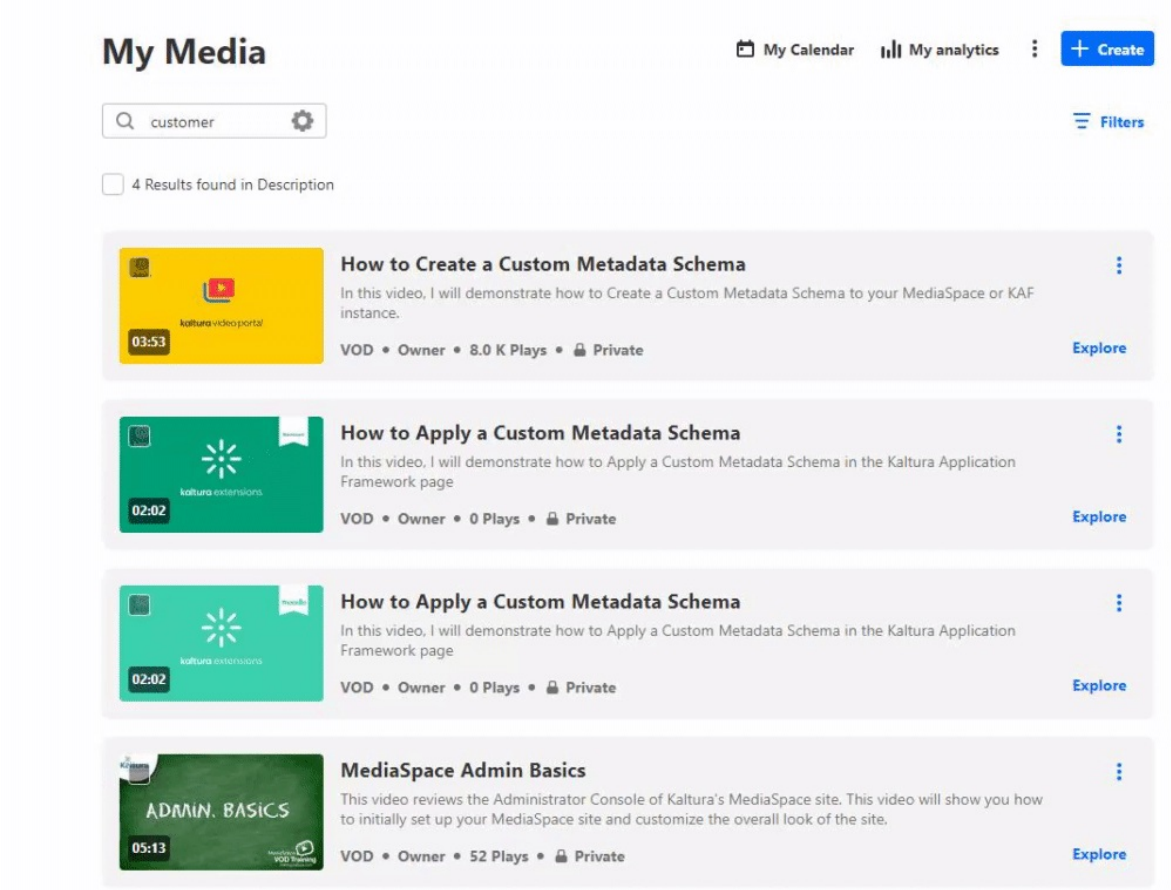

The gear icon will not be visible unless a search term is entered.

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

Filters

Use the **filters** on the right of the page to refine, sort, and adjust your search. For example, you can filter by the **Publish status** of a media item, as shown below:

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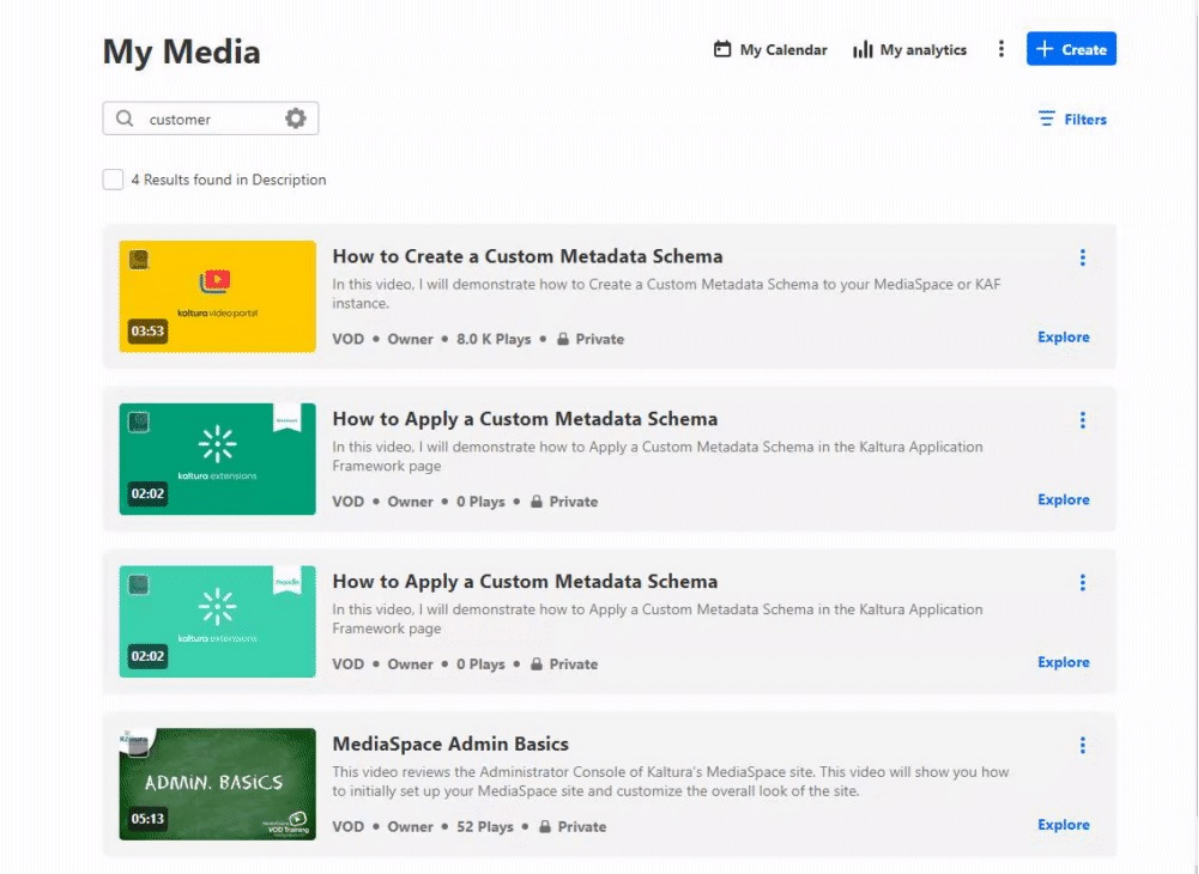
If a filter is not relevant, it will be grayed out.



Sort By

You can sort results using the **Sort by** feature.

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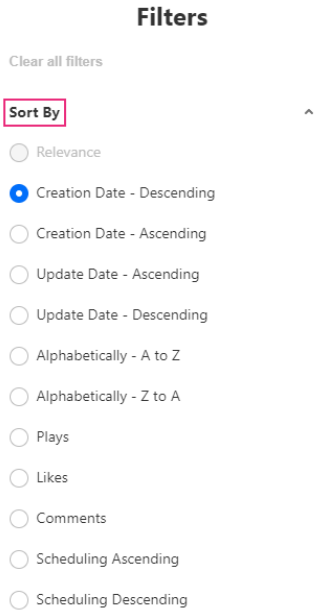

Available options to **sort by**:

- Relevance - scored according to how well search results match the query and its context
- Creation Date
- Update Date
- Alphabetically
- Plays
- Likes
- Comments
- Scheduling

Media type

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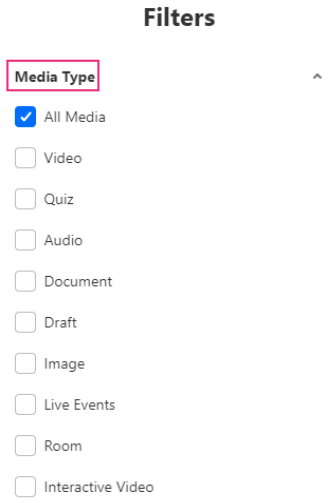
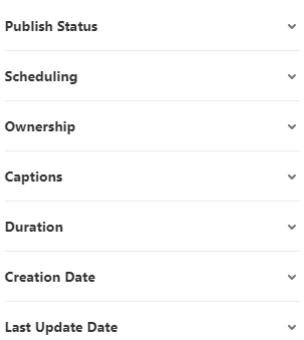


Media type filters:

> ⚠ 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



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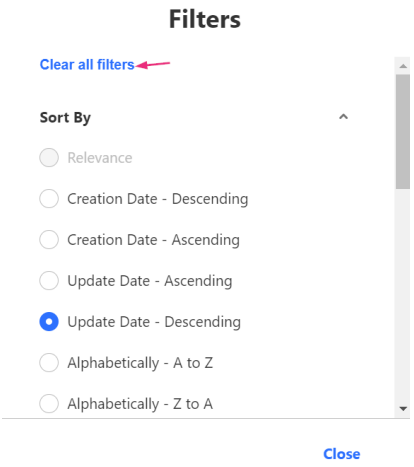
- **Publish status** – All statuses / Private / Published /Pending / Rejected
- **Scheduling** - All availabilities / Future scheduling / Available now / Past scheduling
- **Ownership** – Any Owner / Media I own / Media my group owns / Media I'm co-editor of / Media I'm co-viewer of / Media I'm co-publisher of
- **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 duration
- **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 are configured by your administrator in the Search module.

Bulk actions

When you click the checkbox of one or more entries, the bulk actions header appears at the top of the page with the following options:

- **Publish**
- **Delete**
- **More actions**

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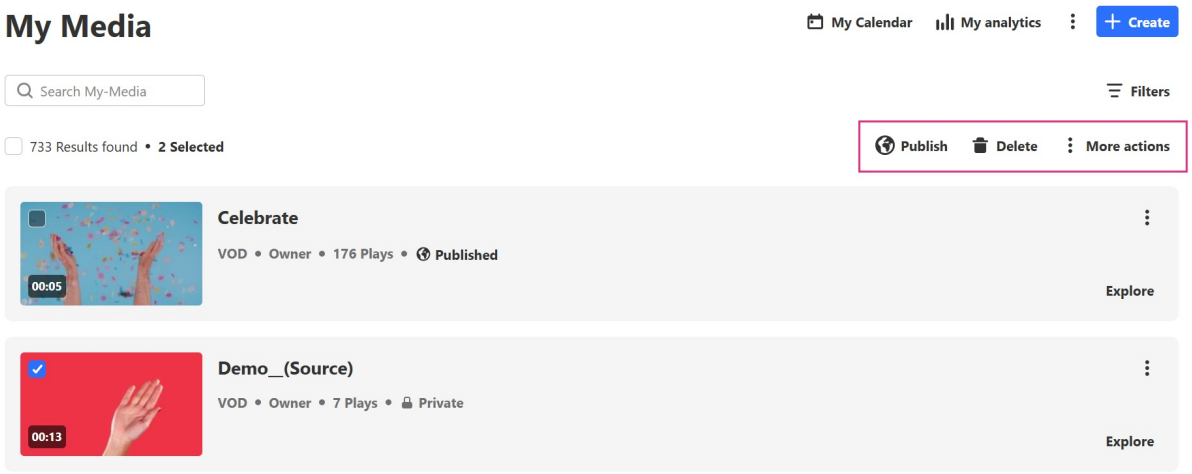
Add to playlist will be added in an upcoming version.

These actions are hidden until at least one media item is selected.



Publish

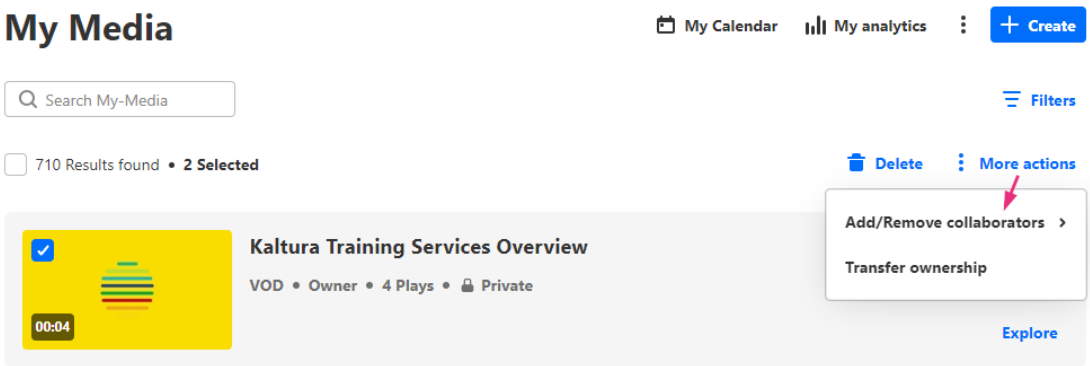
Select multiple media items and click Publish in the bulk actions menu to publish your media. For more information, see our article 'Publish media'.

Delete

Select multiple media items and click **Delete**. A confirmation message will appear which will vary based on whether the recycle bin feature is enabled. To learn more, read our article Recycle bin.

More actions menu

The **More actions** menu has a dropdown with options that can be applied as bulk actions.



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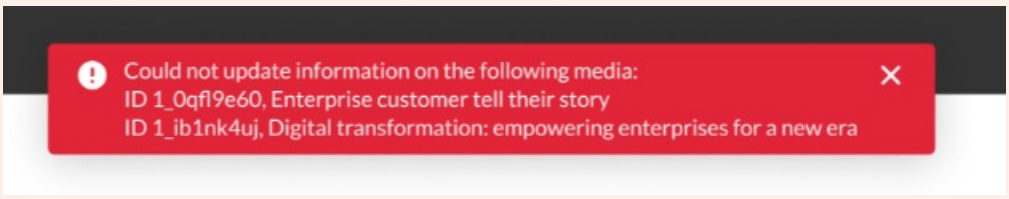
- **Add / Remove collaborators** - Add co-editors, co-publishers, co-viewers, and Webcasting moderators to your media. To learn more, check out our article 'Add / Remove collaborators'.
- **Transfer ownership** - Allow someone else to take ownership of your media. To learn more check out our article 'Change media ownership'.

The **Reach captions & enrich, Set metadata,** and **Add / Remove tags** features are not currently available, but will be very soon.

Some content might not update due to permissions or missing information, resulting in a failure message: *Could not update information on the following media: [media ID].*



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