Add content to a shared repository in Moodle (legacy)

Content updated: 04/08/2025

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.

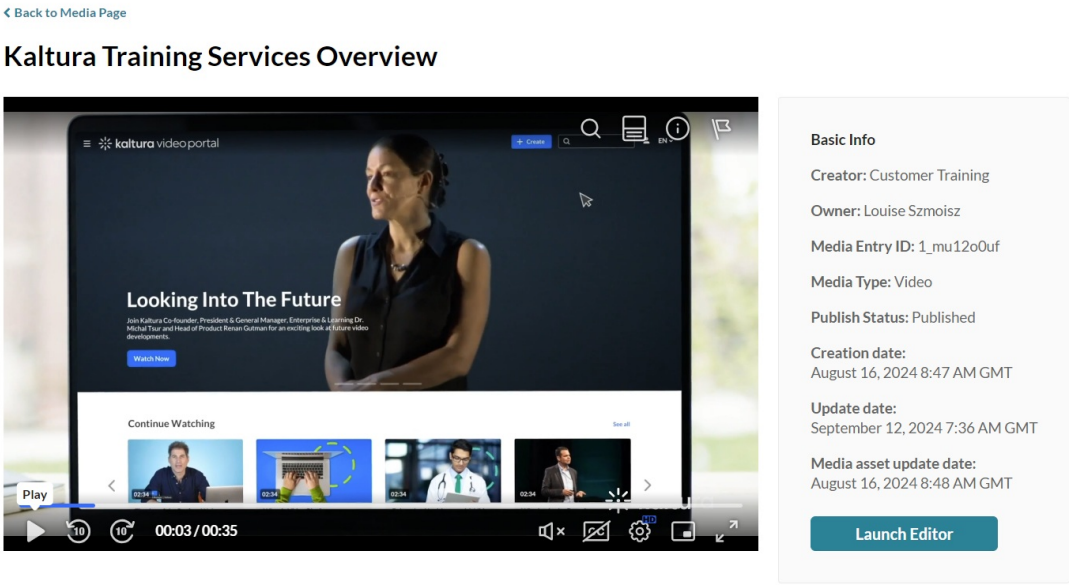
This feature requires the Shared Repository capability to be enabled.

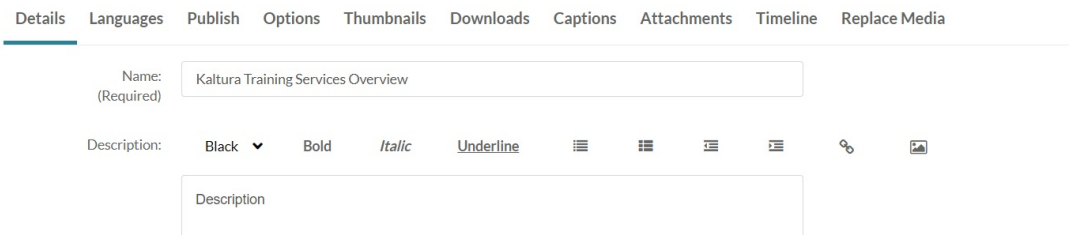
These instructions apply to the legacy **LMS Video** integration. If you're using LMS Video with Theming, please refer to the LMS Rich Media Extensions category.

Add content

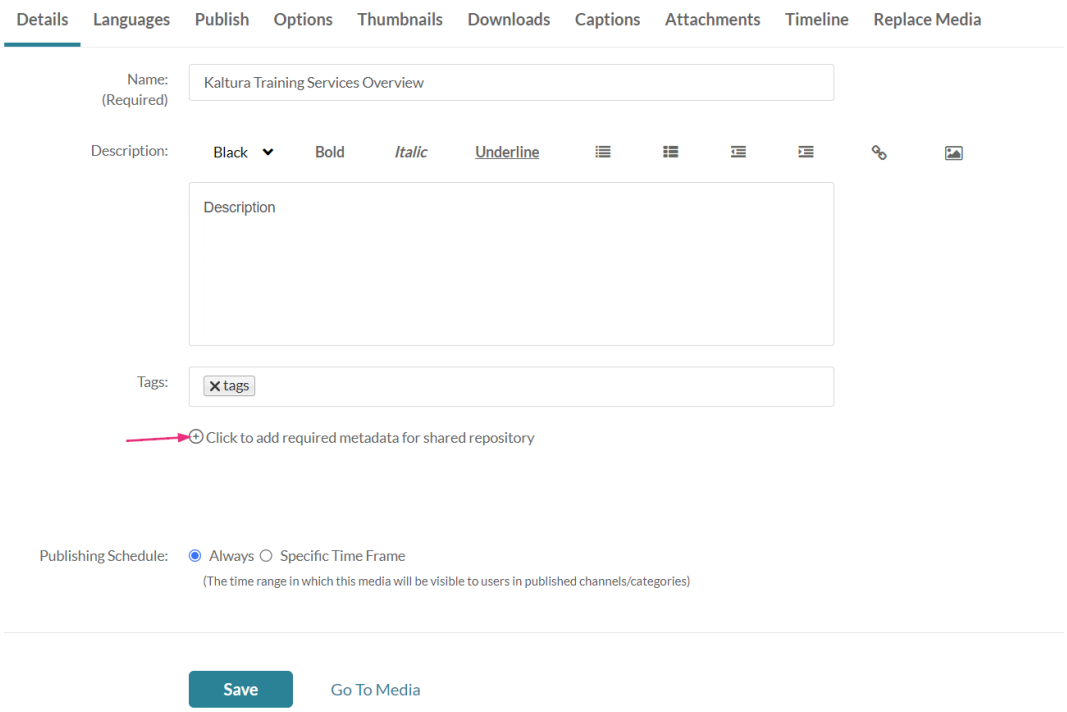
1. Access the edit media page for the desired media item.
   The edit media page displays with the **Details** tab open by default.

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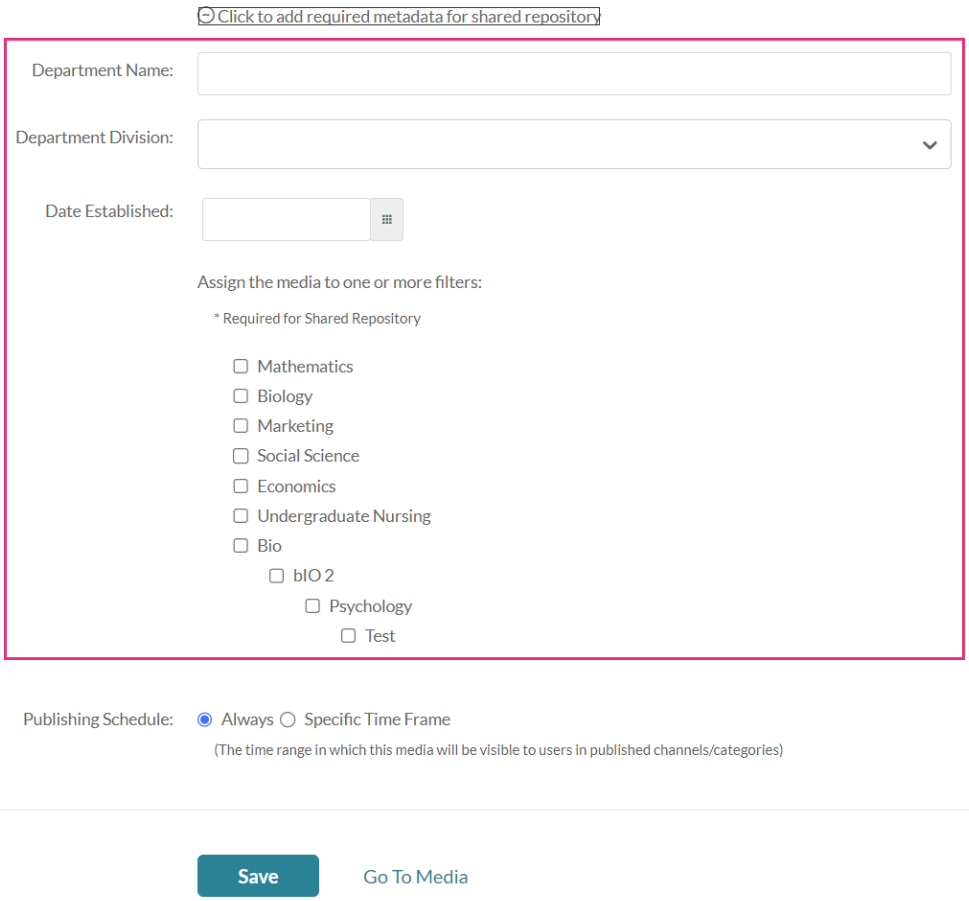


2. On the Details page, click **Click to add required metadata for shared repository**.

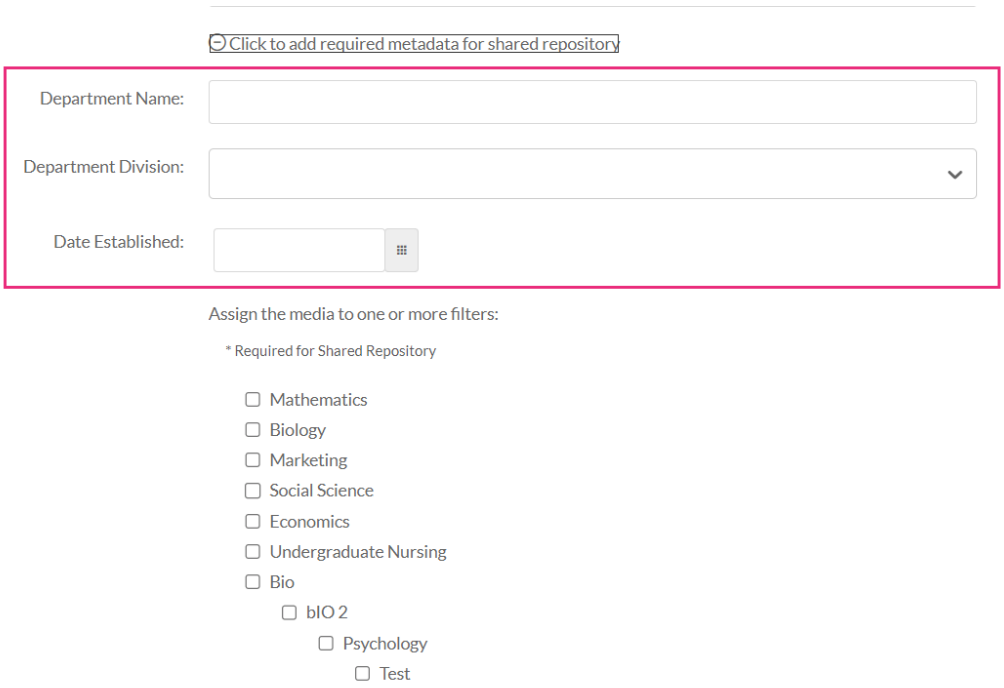


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Additional fields display.

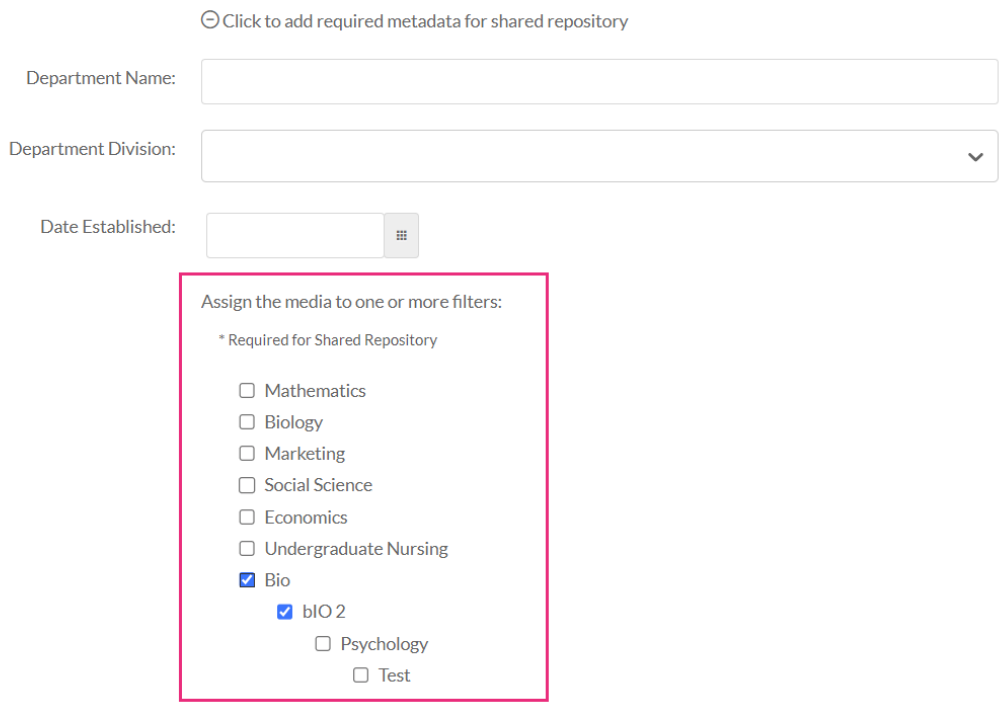


3. Complete the relevant **metadata** field(s).



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



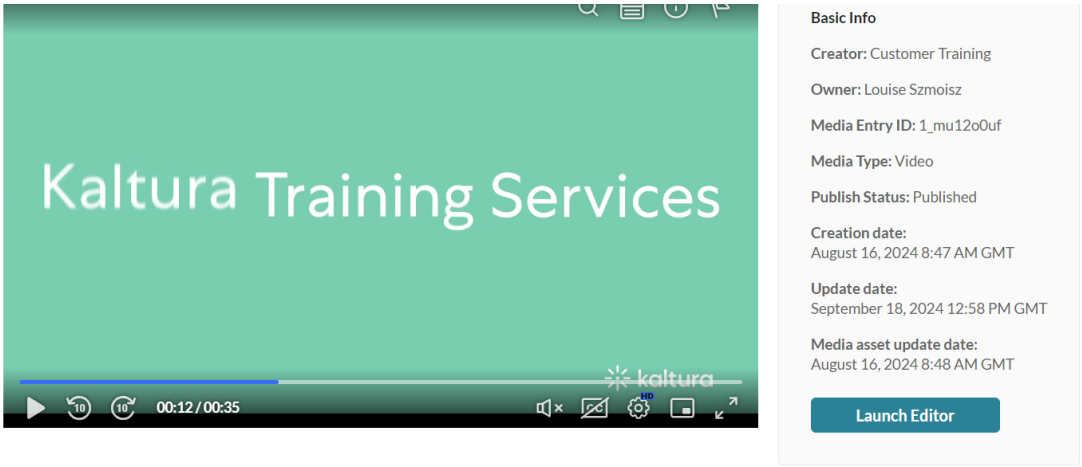
Custom metadata adds fields for details, while **filters** help organize content, making it easier to search and filter. For more information on custom metadata and filters, and how to set them up, check out these articles: Create a custom data schema and Create nested filters.

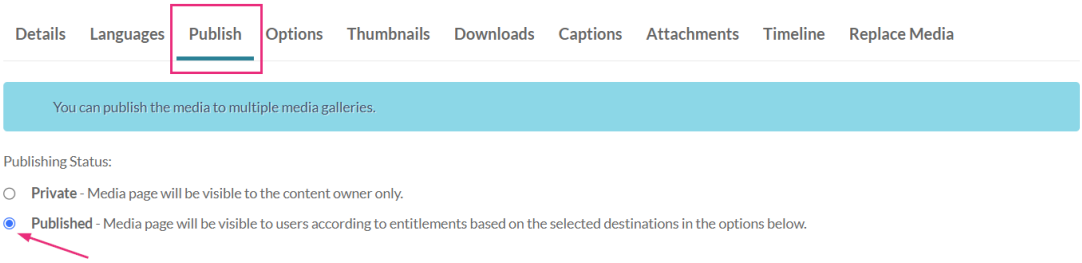
5. Click **Save**.

Publish the content

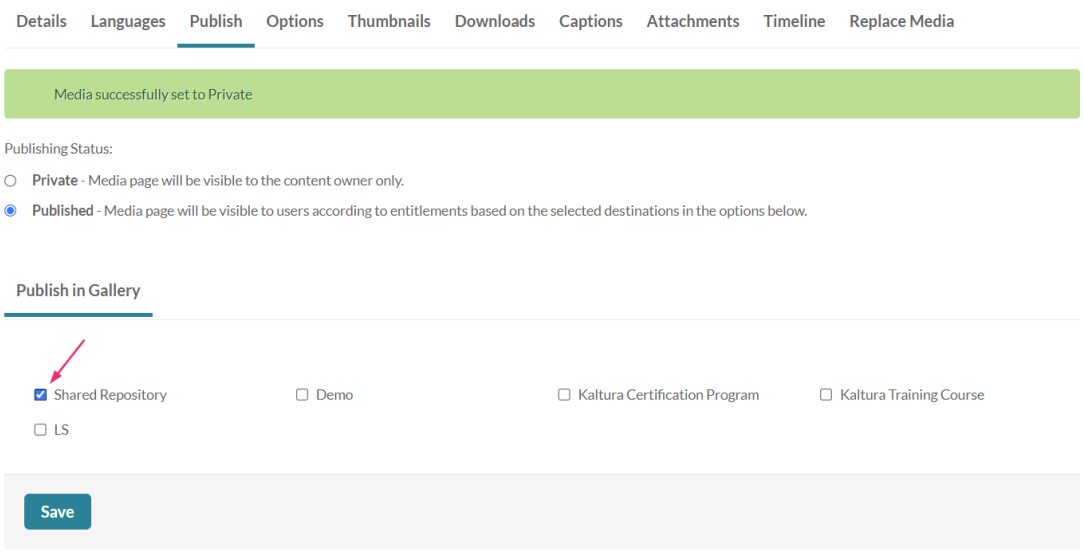
1. On the edit media page, click the **Publish** tab.
2. Under **Publishing Status**, click **Published**.

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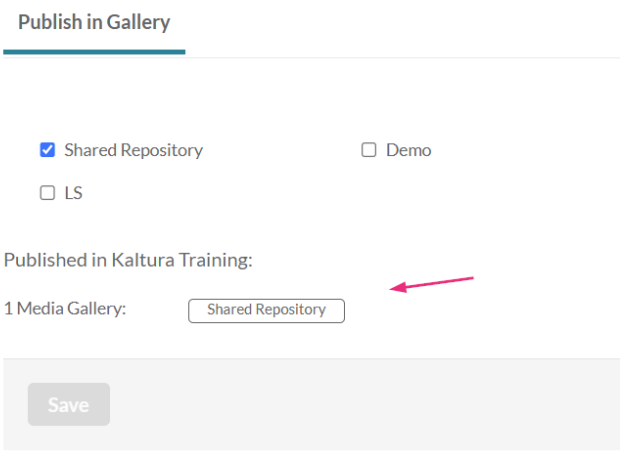
3. Scroll down to the **Publish in Gallery** tab.
4. Click the checkbox next to the desired shared repository.



5. Click **Save**.

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

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