Add content to a media gallery from a shared repository in Sakai (legacy)

Content updated: 04/08/2025

This article is designated for all users.

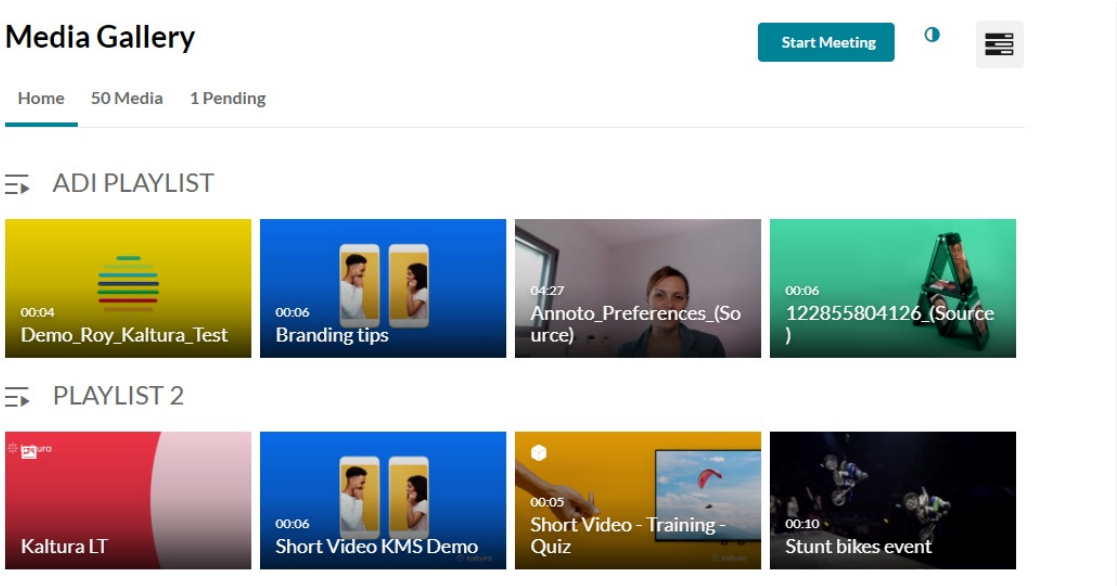
About

The **Shared Repository** is an institution-wide media library where educators can access and share media content. Any media added to this repository is visible to all educators, allowing for easy sharing of resources across courses.

Educators can browse, search, and filter media within the repository to find what they need. Once they find the right content, they can select and add it to their own course's Media Gallery or use media contributed by others. This process makes it simple to reuse valuable media across different courses.

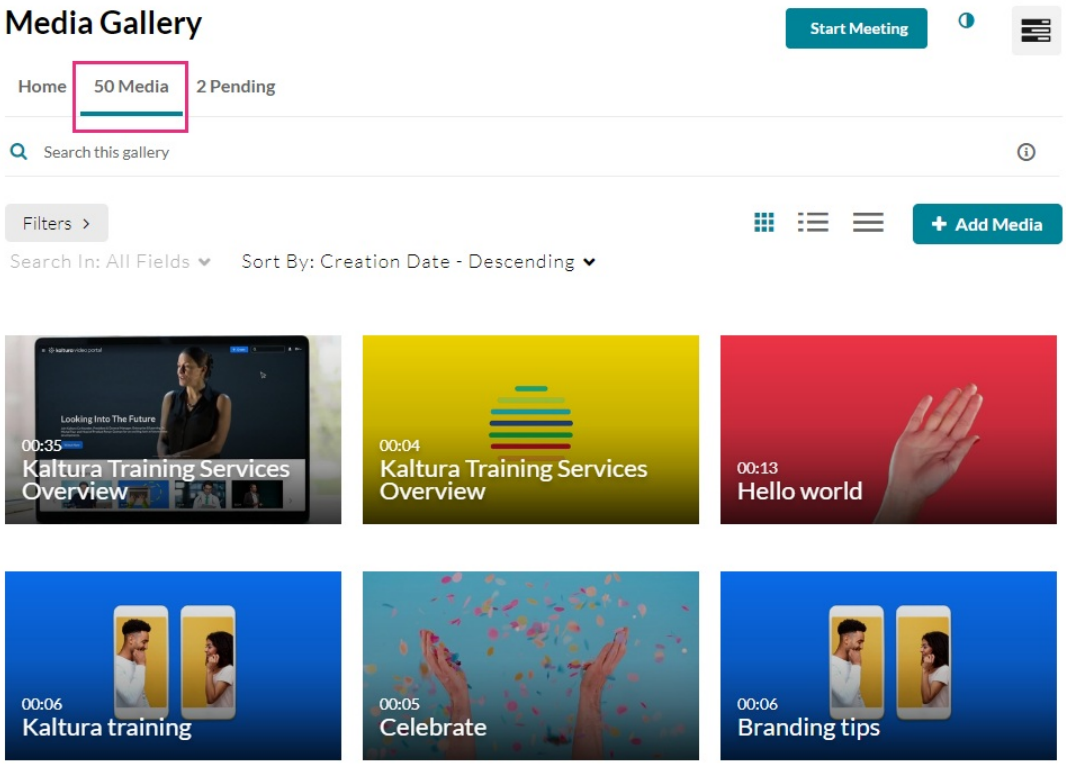
Access the shared repository

1. Access the Media Gallery.



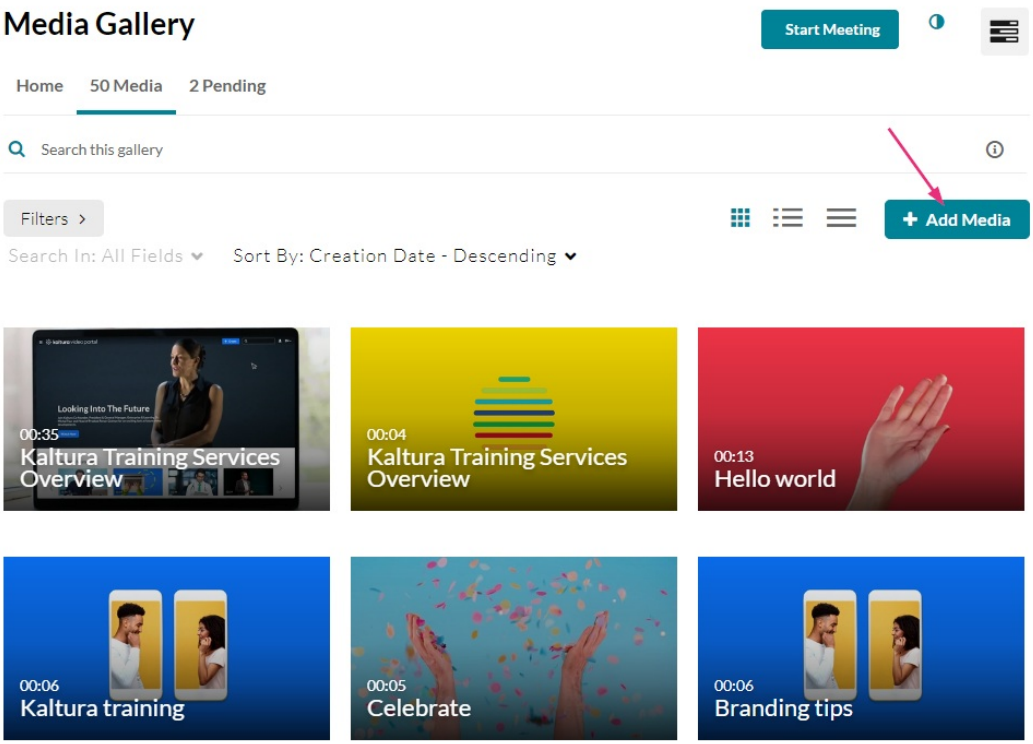
2. Click on the **Media** tab.

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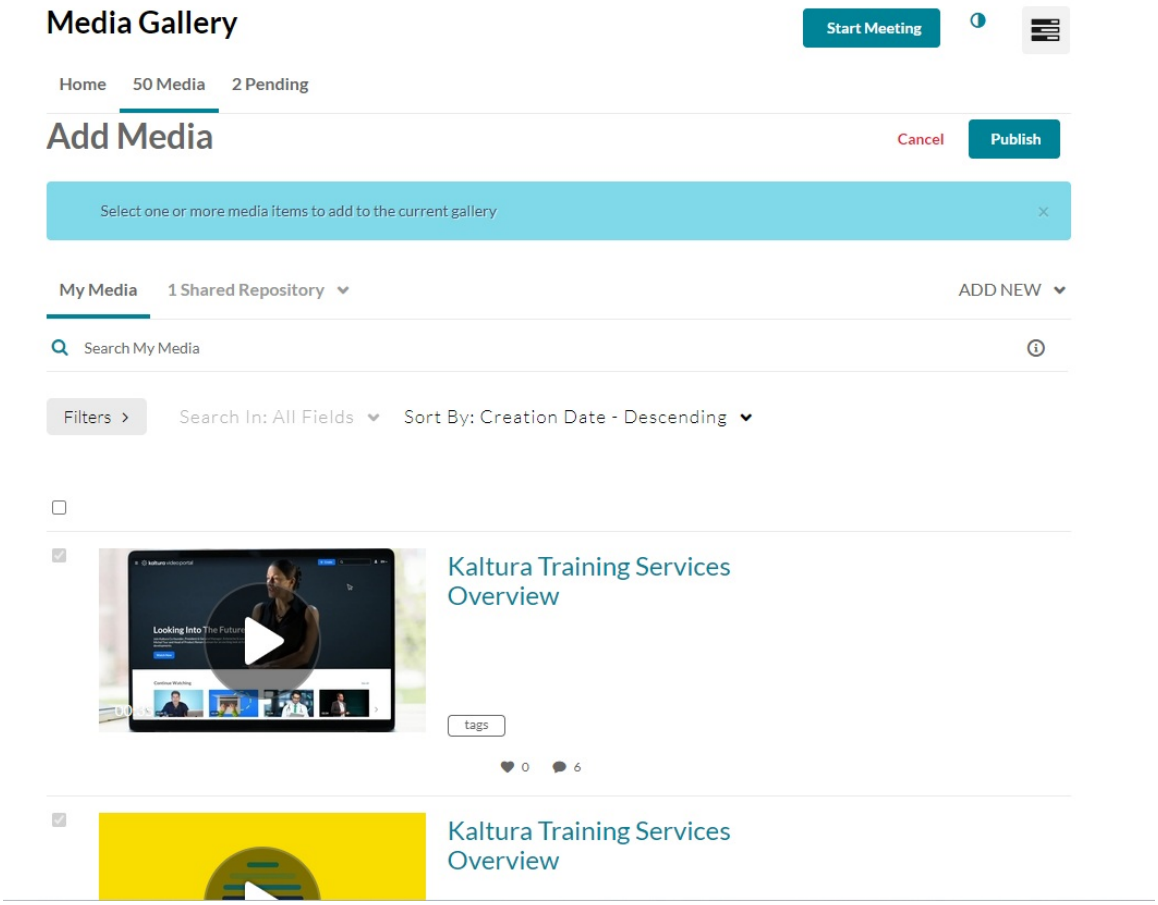
The Media page displays.

3. Click **+ Add Media**.



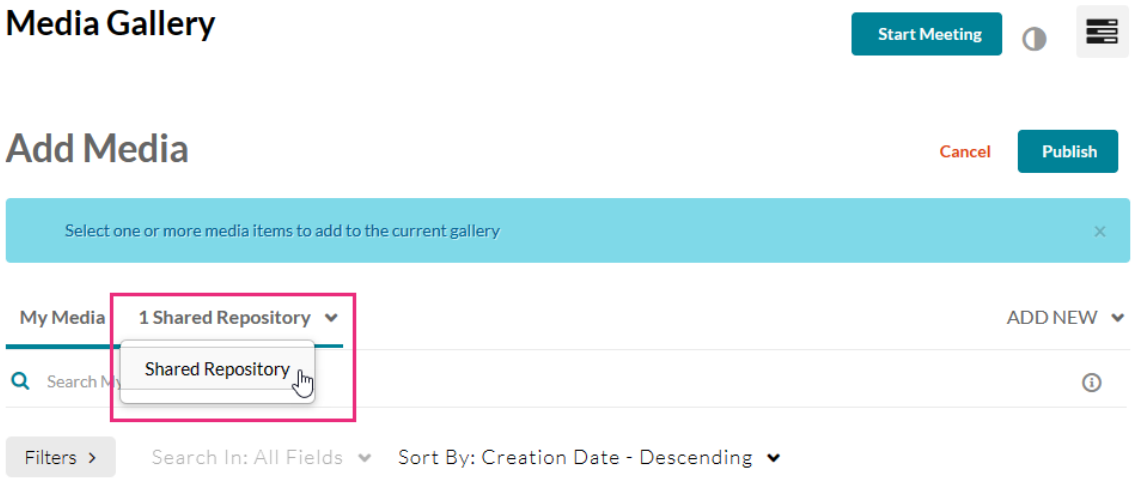
The Add Media page displays.

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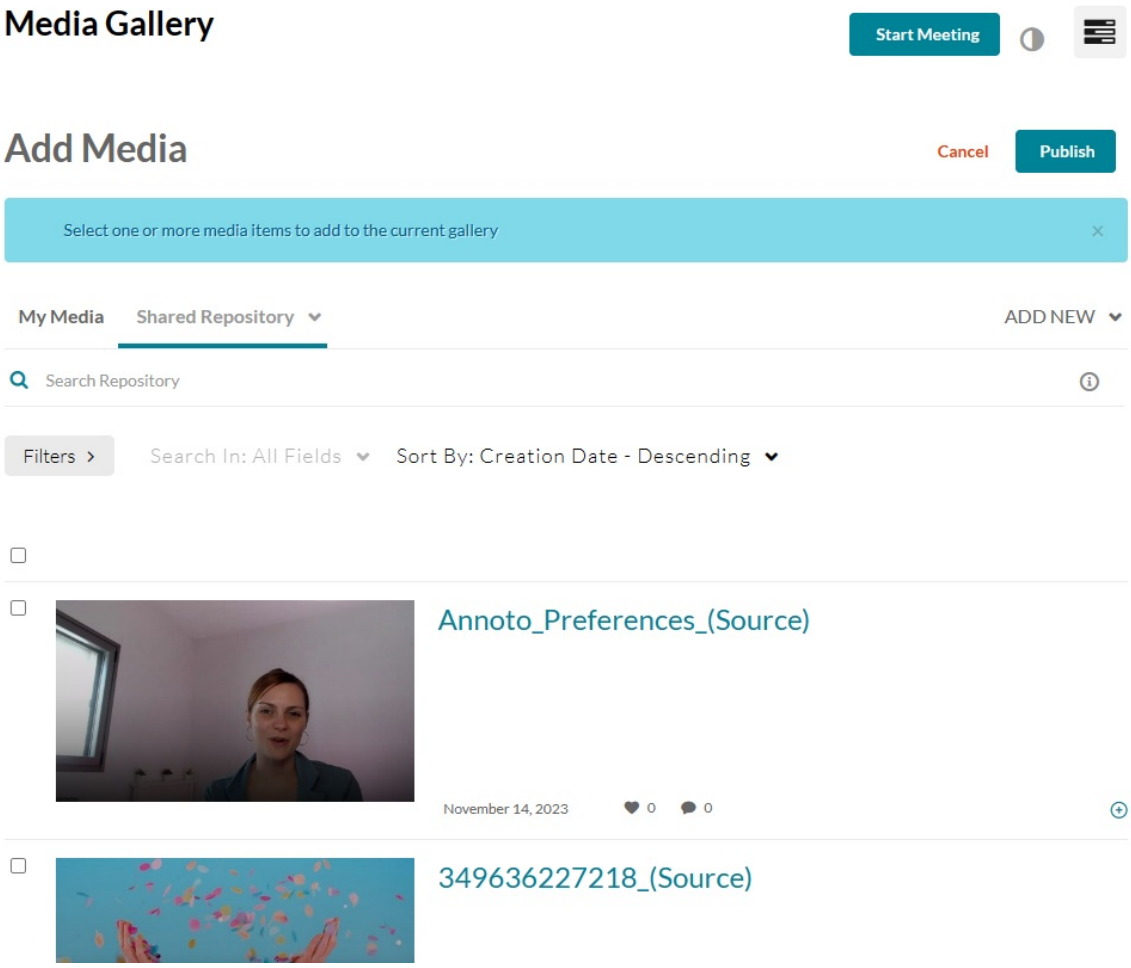
4. Click on the **Shared Repository** tab and select the desired shared repository from the drop-down list (in the example below, there's only one in the list).

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



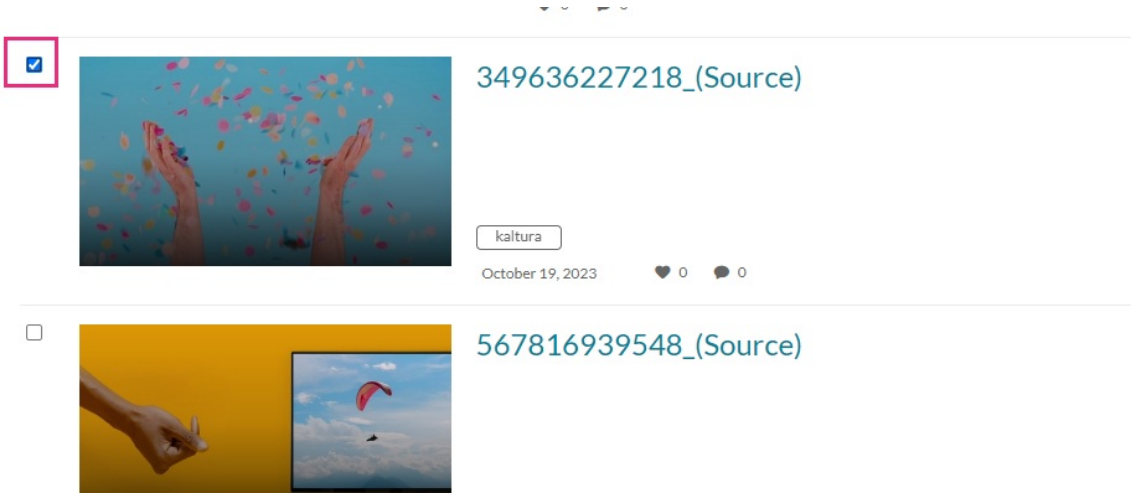
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The content of the shared repository displays.



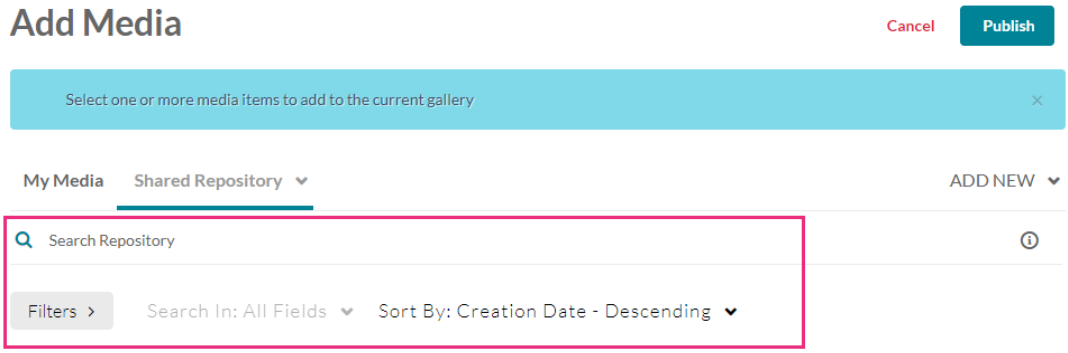
Add content to the Media Gallery

1. Select the checkbox next to the items you would like to add to the Media Gallery.

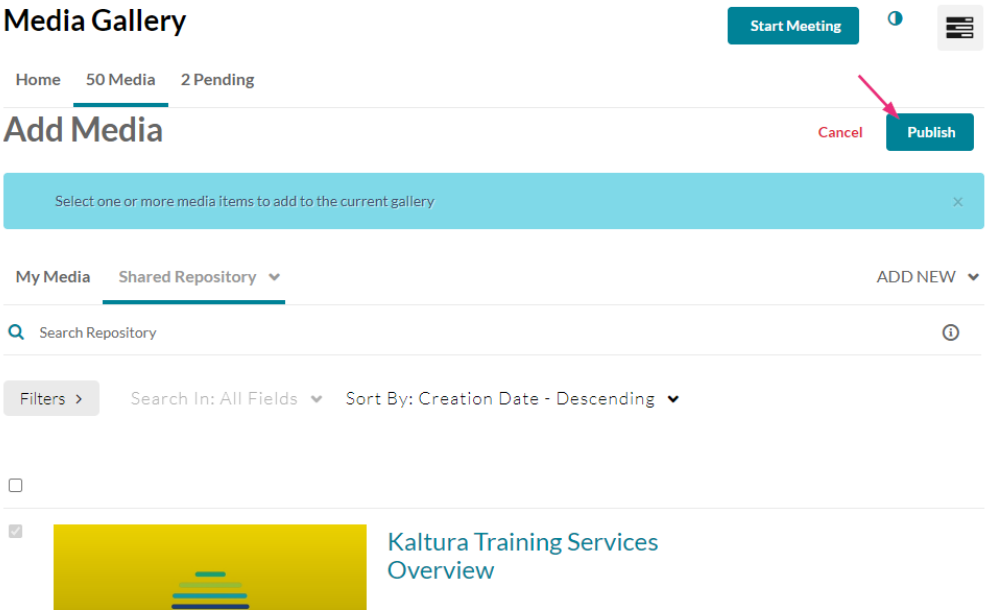


You can also search for items by typing a keyword into the search field or using the filters.

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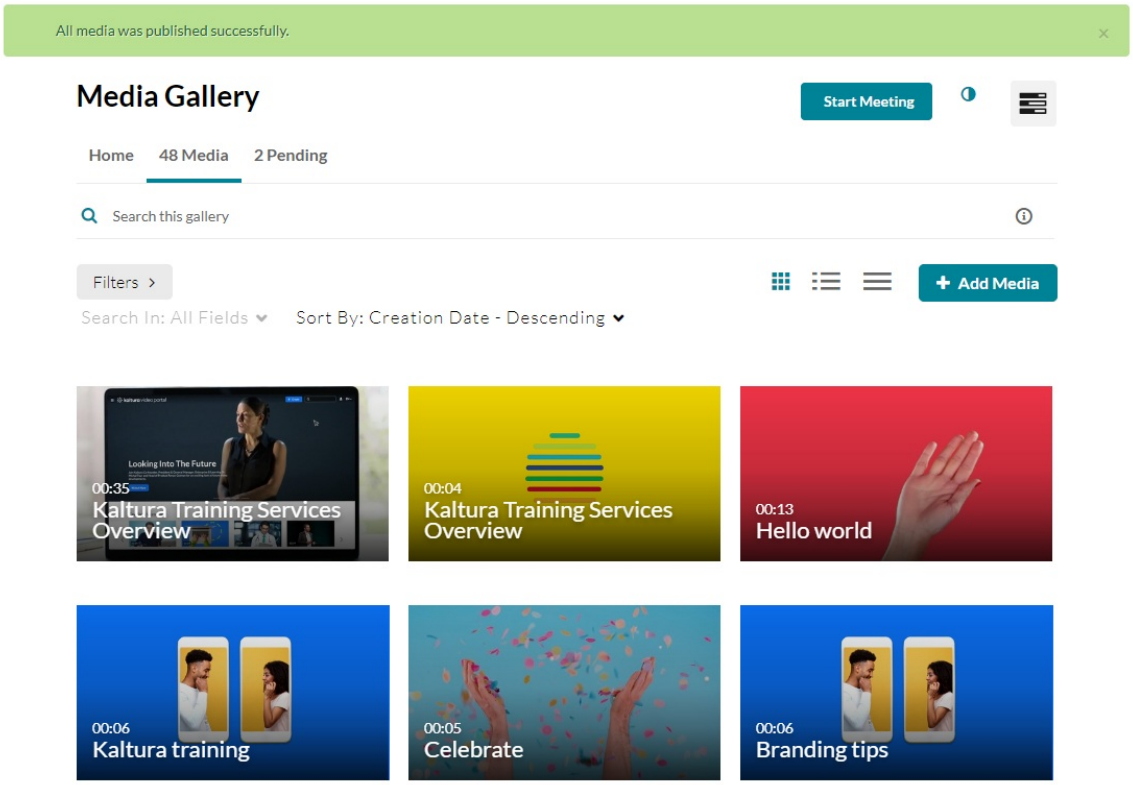


2. After you have selected the desired content, click **Publish at the top right** to add the item to the Media Gallery.



A success message displays: *All media was published successfully*.

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The item is now in your Media Gallery.

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