

Add content to a media gallery from a shared repository in Sakai

Last Modified on 06/13/2025 3:29 pm IDT

 This article is designated for all users.

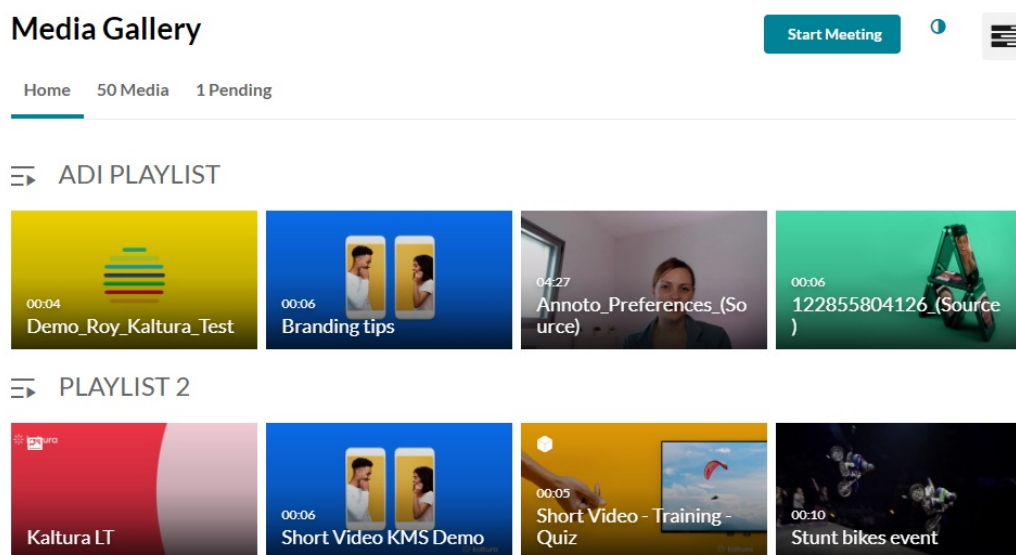
About

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.

Media Gallery

Home **50 Media** 2 Pending

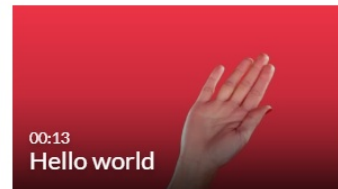
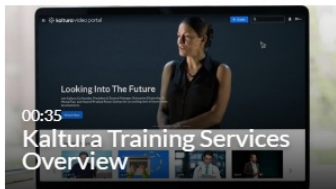
 Search this gallery 

Filters >

Search In: All Fields ▾ Sort By: Creation Date - Descending ▾



+ Add Media



The Media page displays.

3. Click **+ Add Media**.

Media Gallery

Home 50 Media 2 Pending

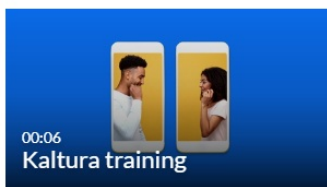
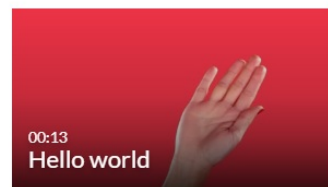
 Search this gallery 

Filters >

Search In: All Fields ▾ Sort By: Creation Date - Descending ▾



+ Add Media



The Add Media page displays.

Media Gallery

[Start Meeting](#)

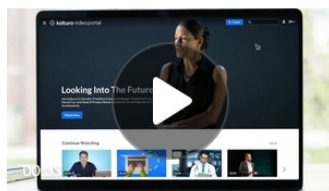
[Home](#) [50 Media](#) [2 Pending](#)

Add Media

[Cancel](#)
[Publish](#)

Select one or more media items to add to the current gallery


[My Media](#) [1 Shared Repository](#)
[ADD NEW](#)
 Search My Media

[Filters](#)
[Search In: All Fields](#)
[Sort By: Creation Date - Descending](#)


Kaltura Training Services Overview

tags

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Kaltura Training Services Overview

- 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.

Media Gallery

[Start Meeting](#)


Add Media

[Cancel](#)
[Publish](#)

Select one or more media items to add to the current gallery


[My Media](#) [1 Shared Repository](#)
[ADD NEW](#)
 Search My

[Filters](#)
[Search In: All Fields](#)
[Sort By: Creation Date - Descending](#)

The content of the shared repository displays.

Media Gallery

[Start Meeting](#)


Add Media

[Cancel](#)
[Publish](#)

Select one or more media items to add to the current gallery



My Media Shared Repository ▾

ADD NEW ▾

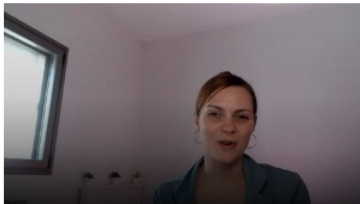
Q Search Repository



Filters >

Search In: All Fields ▾

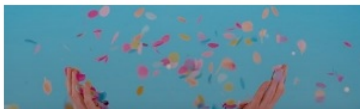
Sort By: Creation Date - Descending ▾



Annoto_Preferences_(Source)

November 14, 2023

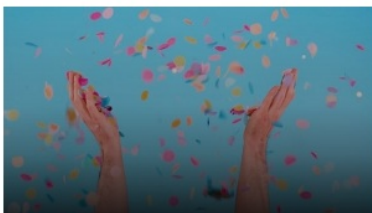
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349636227218_(Source)

Add content to the Media Gallery

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

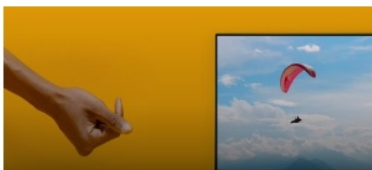


349636227218_(Source)

kaltura

October 19, 2023

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567816939548_(Source)

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

Add Media

[Cancel](#)
[Publish](#)

Select one or more media items to add to the current gallery

My Media Shared Repository ▼

ADD NEW ▼

Search Repository

ⓘ

Filters >

Search In: All Fields ▼

Sort By: Creation Date - Descending ▼

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

Media Gallery

[Start Meeting](#)

1



Home 50 Media 2 Pending

Add Media

[Cancel](#)
[Publish](#)

Select one or more media items to add to the current gallery

My Media Shared Repository ▼

ADD NEW ▼

Search Repository

ⓘ

Filters >

Search In: All Fields ▼

Sort By: Creation Date - Descending ▼

□

☑



Kaltura Training Services
Overview

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

All media was published successfully.

Media Gallery

Start Meeting



Home 48 Media 2 Pending

Search this gallery

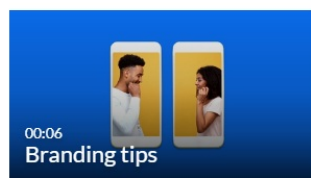
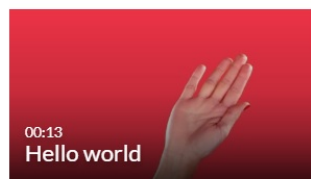


Filters >



+ Add Media

Search In: All Fields Sort By: Creation Date - Descending



The item is now in your Media Gallery.