

Add media to a media gallery from a shared repository in Brightspace

Content updated: 09/07/2026

 This article is designated for all users.

About

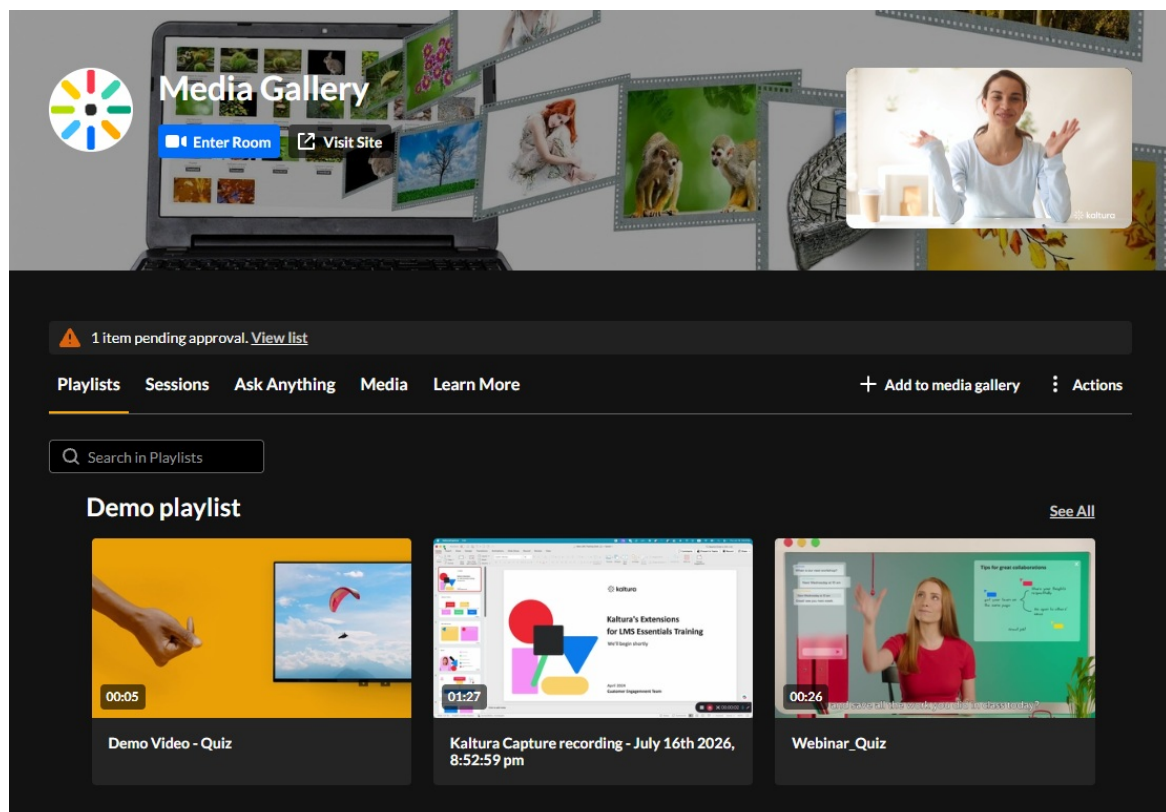
The **Shared Repository** is an institution-wide media library where educators can share and reuse media across courses.

Depending on their permissions, educators can browse, search, and filter media in the Shared Repository and add it to a course media gallery.

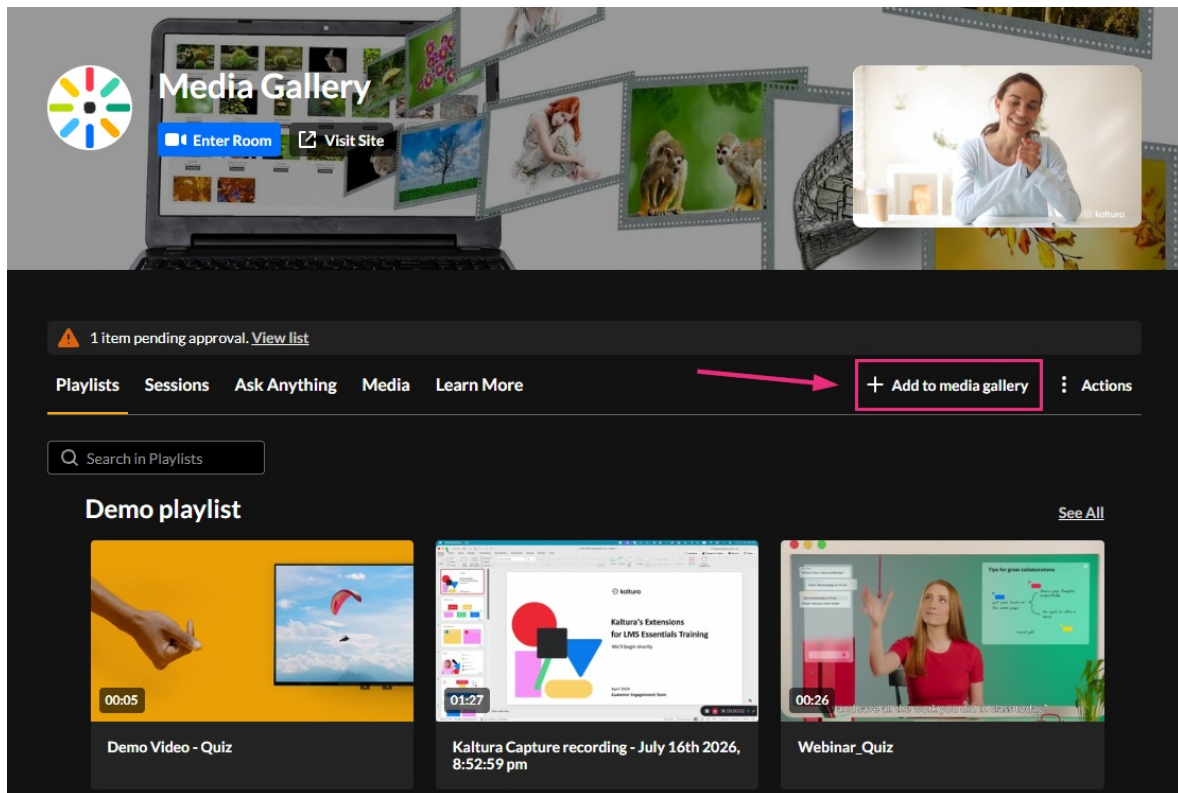
 If you don't see the Shared Repository option, contact your administrator to enable it in the [Sharedrepositories module](#).

Add media from the Shared Repository

1. Access the **Media Gallery**.

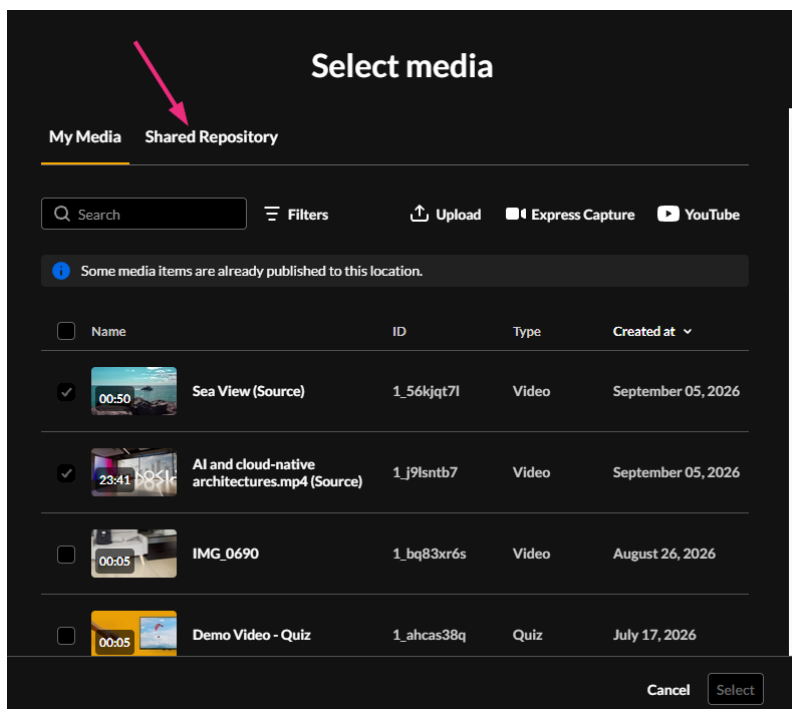


2. Click **Add to media gallery**.

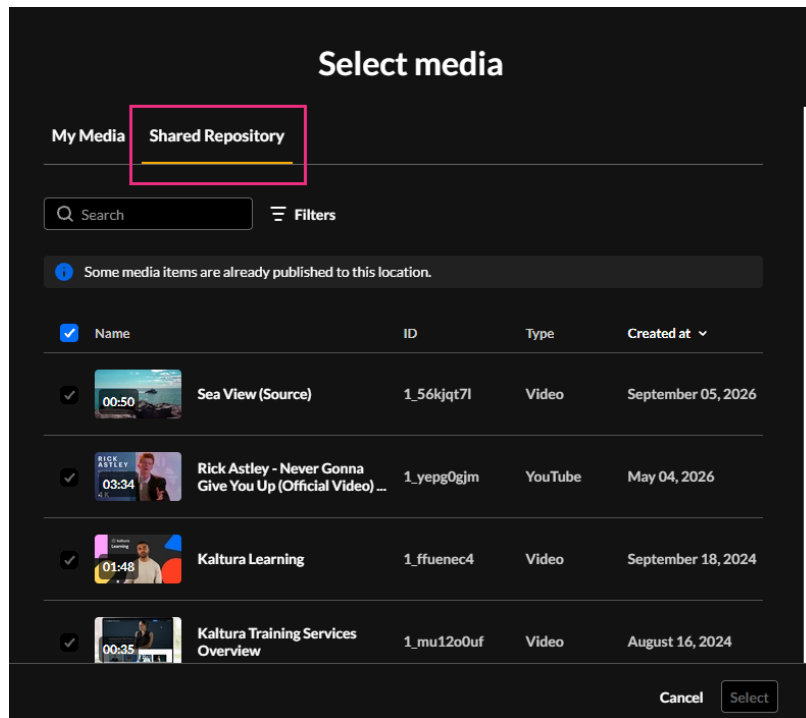


The **Select media** window opens with the **My Media** tab displayed by default.

3. Click the **Shared Repository** tab.



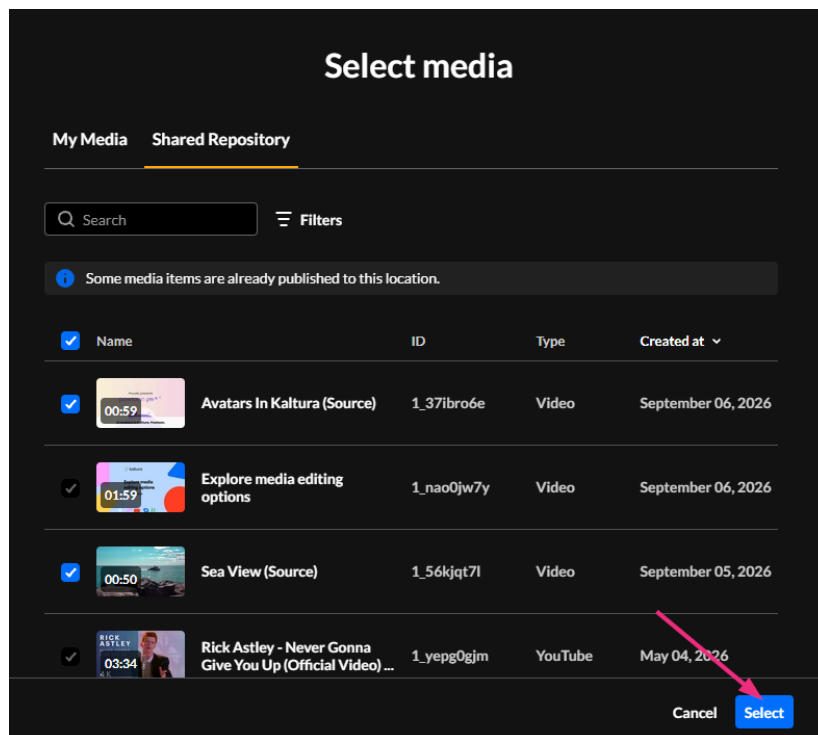
The media in the Shared Repository displays.



4. Select the checkboxes next to the media you want to add.

You can search for media by entering a keyword in the search field or use the filters to narrow the results.

5. Click **Select**.



The selected media is added to the media gallery.