

Add media to a shared repository in Sakai

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 contribute media for others to access and reuse.

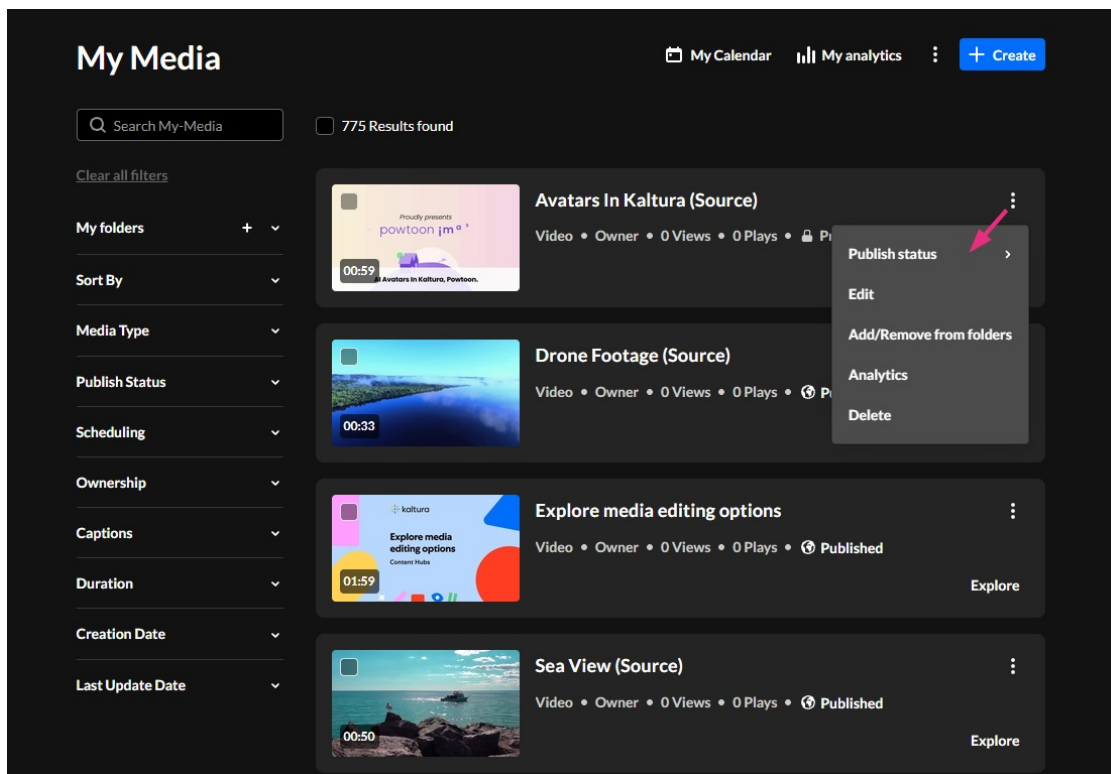
When you publish media to the Shared Repository, authorized users can browse or search the repository to find and use your content.



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

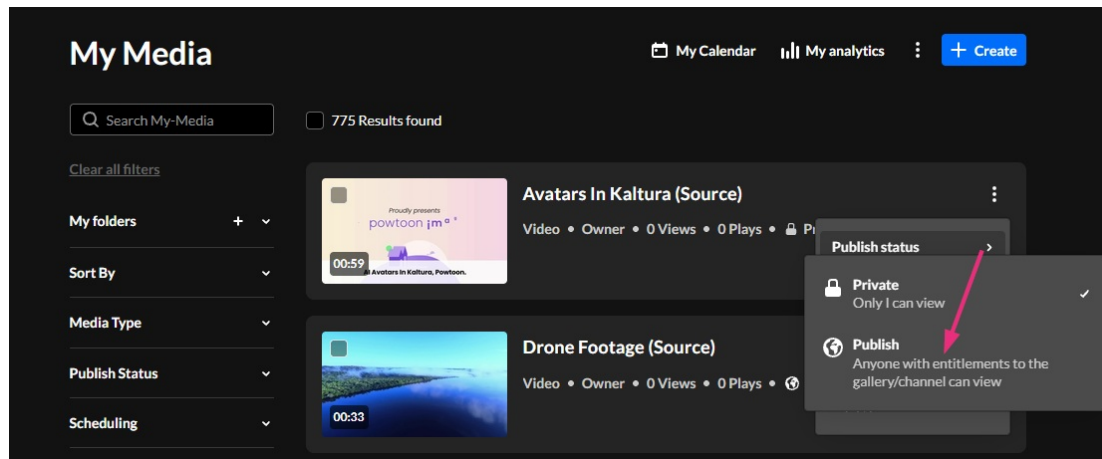
Add media to the Shared Repository

1. Access **My Media**.
2. Click the **three dots** next to the media you want to add, and select **Publish status**.

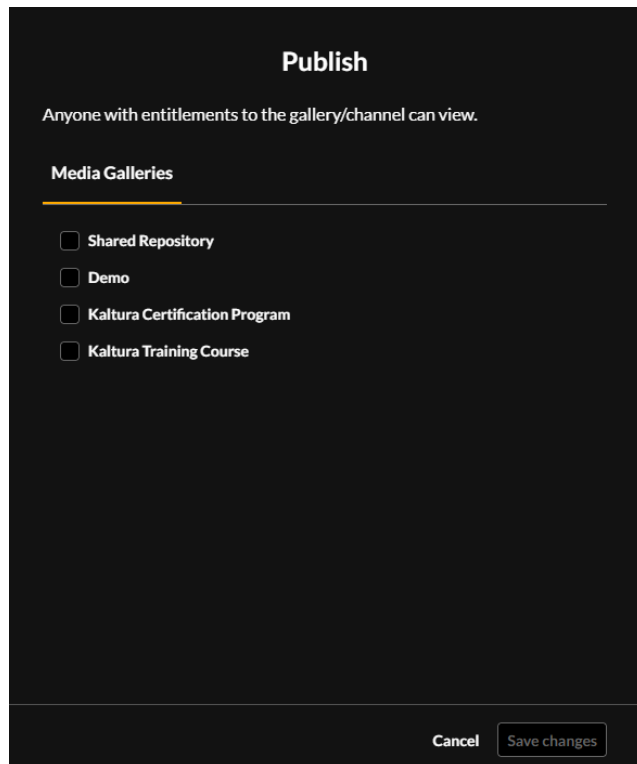


The screenshot shows the 'My Media' interface. On the left is a sidebar with filters: Search My-Media, Clear all filters, My folders, Sort By, Media Type, Publish Status, Scheduling, Ownership, Captions, Duration, Creation Date, and Last Update Date. The main area displays a list of media items. The first item, 'Avatars In Kaltura (Source)', has a context menu open with the following options: Publish status (highlighted with a red arrow), Edit, Add/Remove from folders, Analytics, and Delete. The other items in the list are 'Drone Footage (Source)', 'Explore media editing options', and 'Sea View (Source)'.

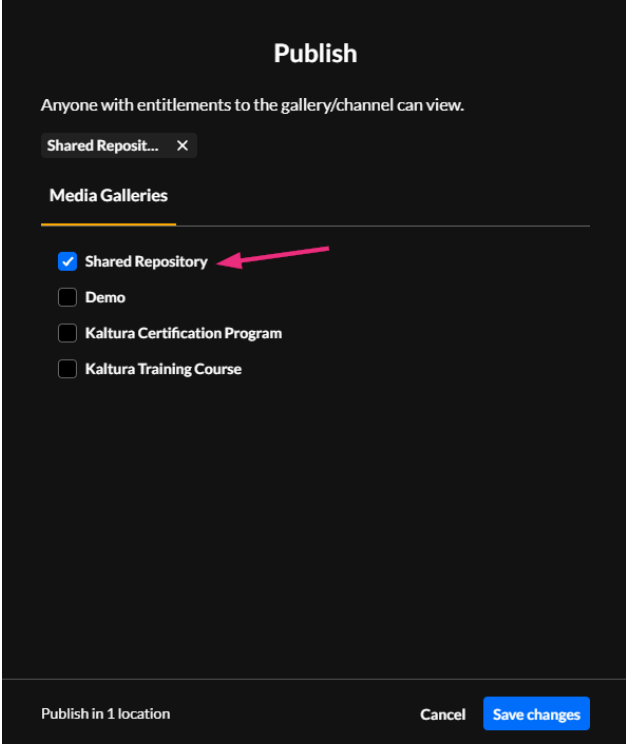
3. Select **Publish**.



The **Publish** window opens.



4. Select the checkbox next to **Shared Repository**.



Publish

Anyone with entitlements to the gallery/channel can view.

Shared Reposit... X

Media Galleries

- ☒ Shared Repository
- ☐ Demo
- ☐ Kaltura Certification Program
- ☐ Kaltura Training Course

Publish in 1 location

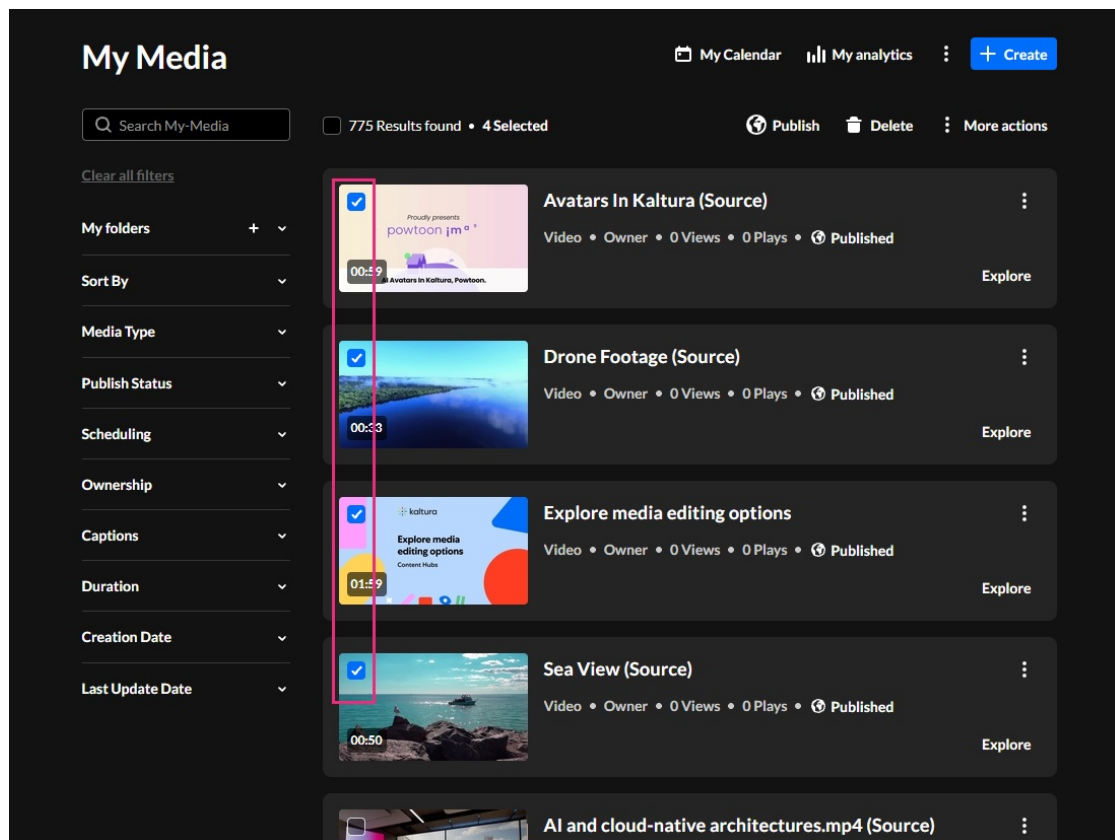
Cancel Save changes

5. Click **Save changes**.

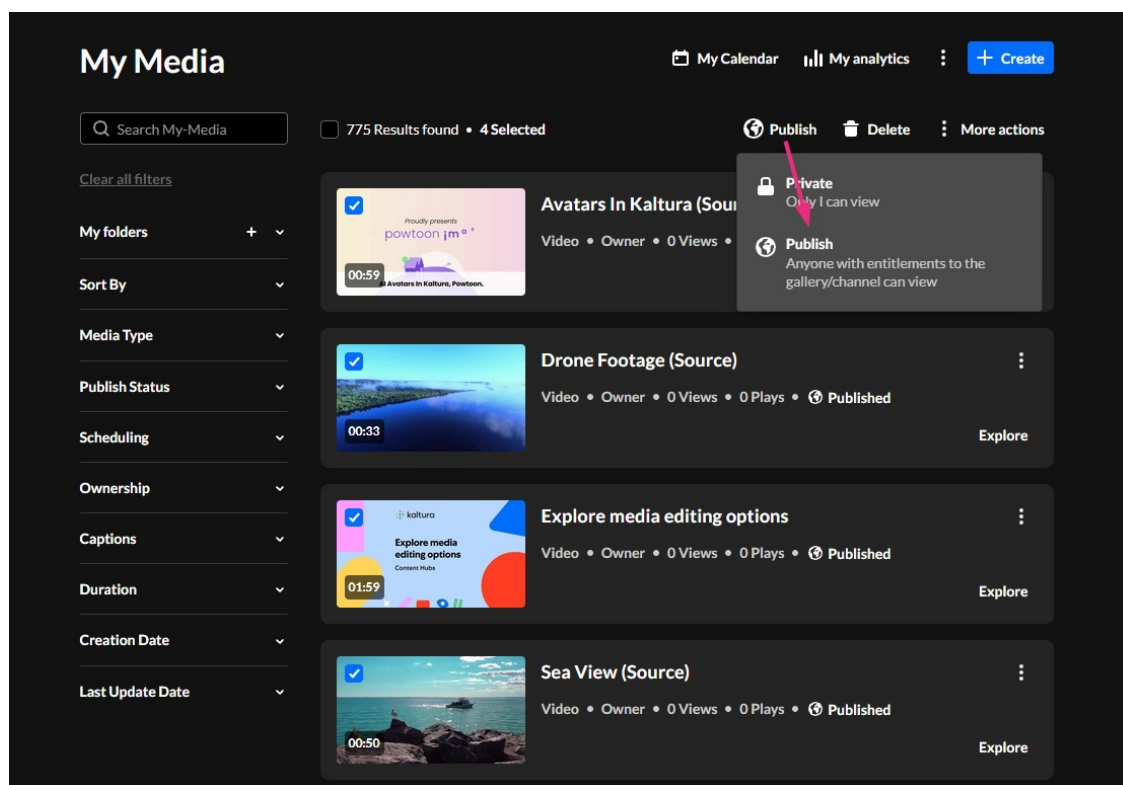
The media is published to the Shared Repository and is available to authorized users.

Add multiple media items to the Shared Repository

1. On the **My Media** page, select the checkboxes next to the items you want to add.

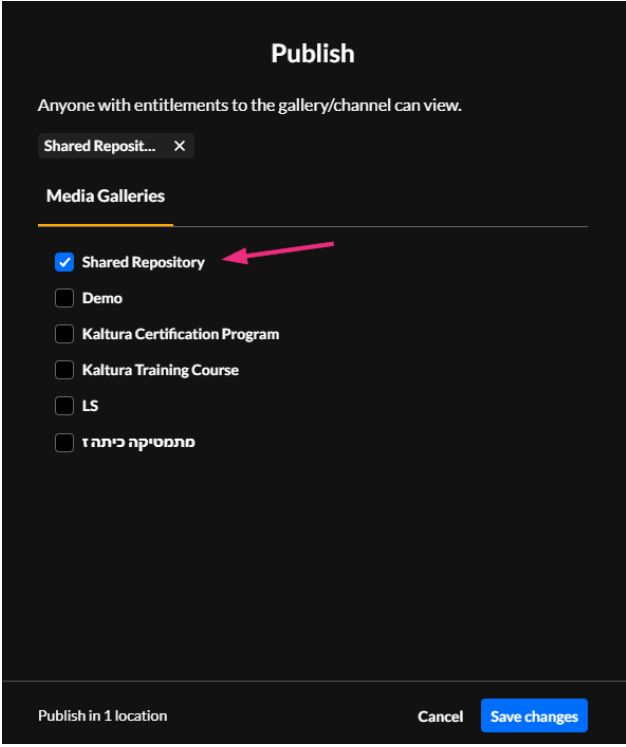


2. Click **Publish** at the top of the page, and then select **Publish**.



The **Publish** window opens.

3. Select **Shared Repository**.



Publish

Anyone with entitlements to the gallery/channel can view.

Shared Reposit... X

Media Galleries

- ☒ **Shared Repository**
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- ☐ LS
- ☐ מתמטיקה כיתה ז

Publish in 1 location

Cancel **Save changes**

4. Click **Save changes**.

A confirmation message displays when the media is successfully published to the Shared Repository.