

Searching and Filtering Videos in My Media in D2L – Kaltura Tutorial

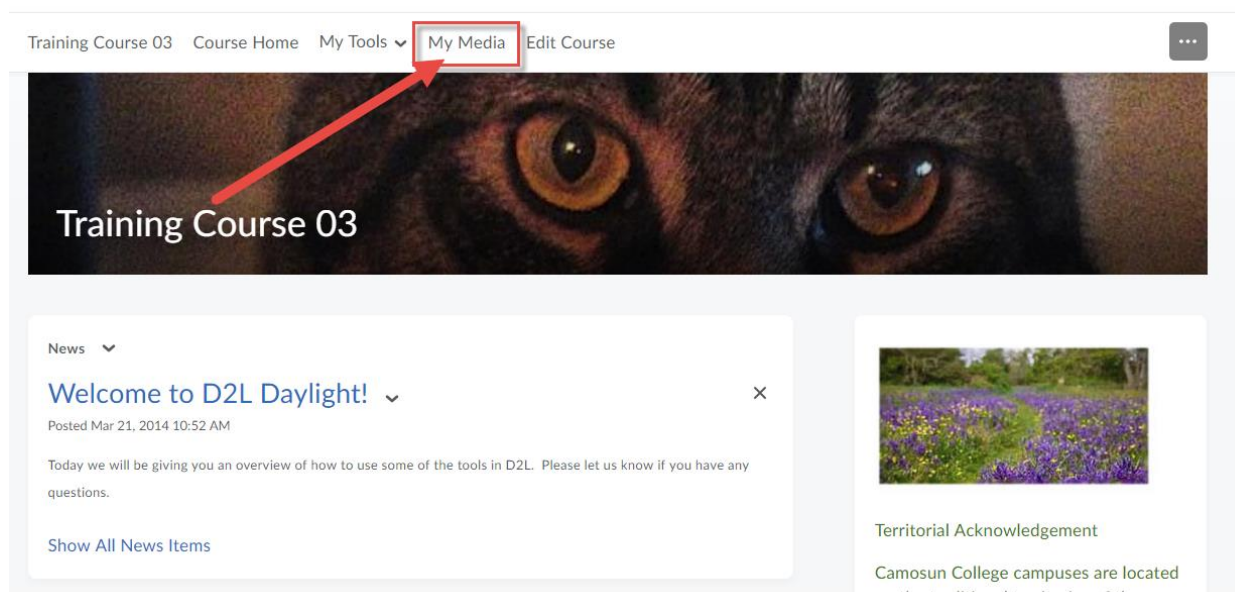
This tutorial is designed for faculty who have previous experience using D2L and My Media in D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you wish to find a specific video in your **My Media** space.

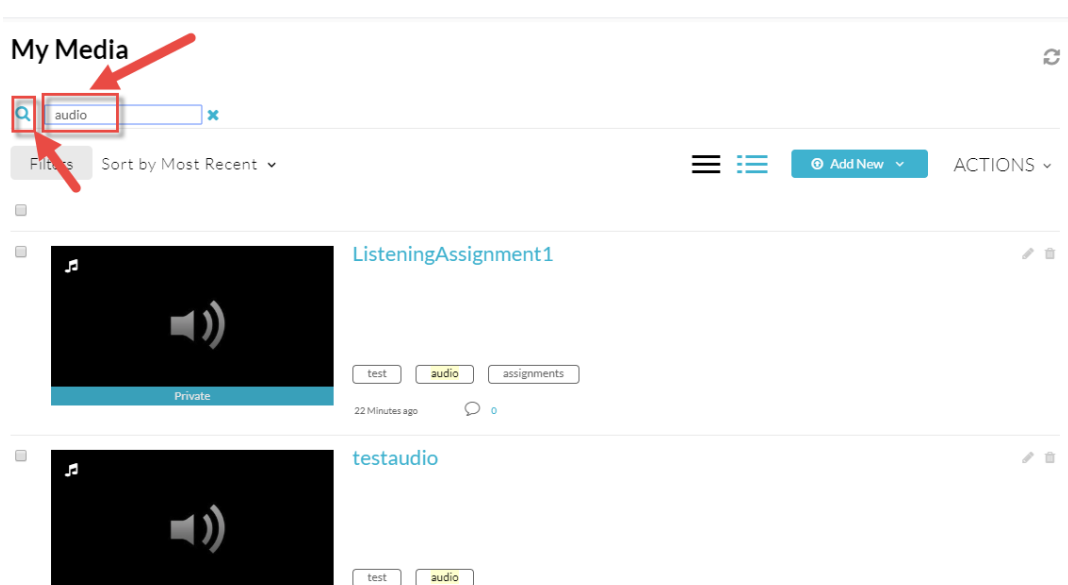
Steps

1. Go to your course in D2L.
2. Go to **My Media**.

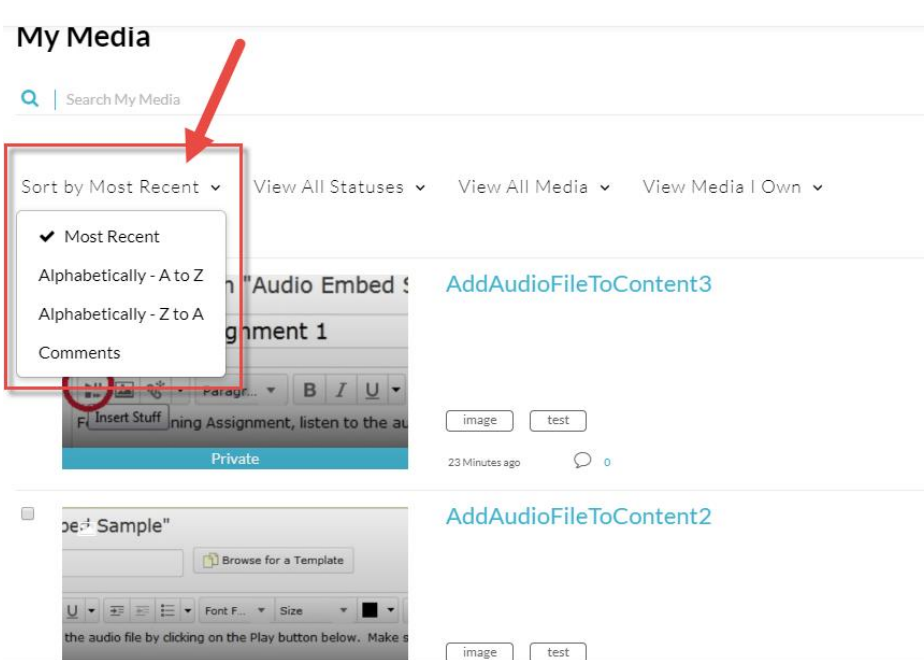


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3. You can search your media by adding your search term to the **Search My Media** box, and clicking the magnifying glass, or the Enter key. Words which will be picked up in this search include words found within the media Details, including titles, descriptions, and tags.

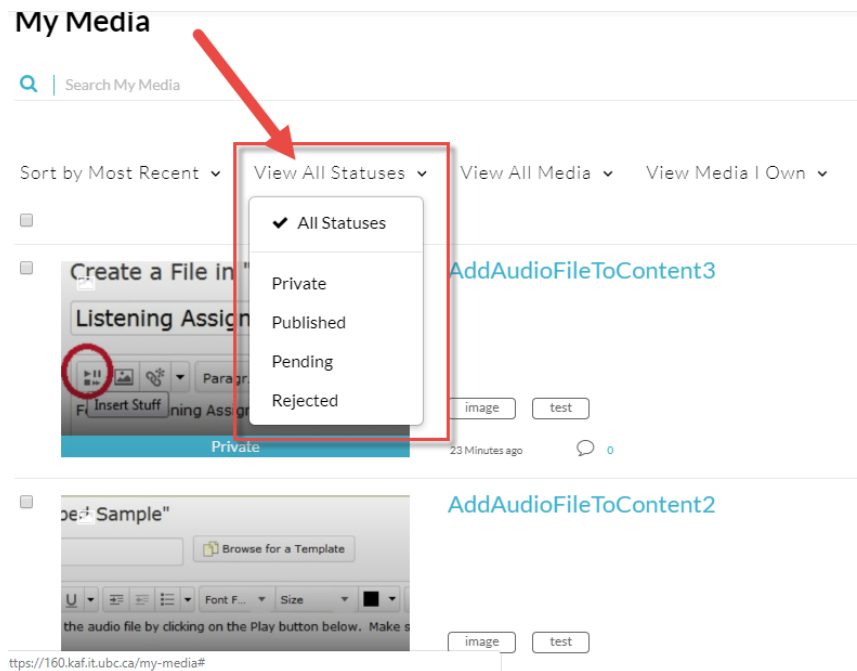


4. You can also **Sort** your media by **Most Recent**, **Alphabetically – A to Z**, **Alphabetically – Z to A**, or **Comments**.

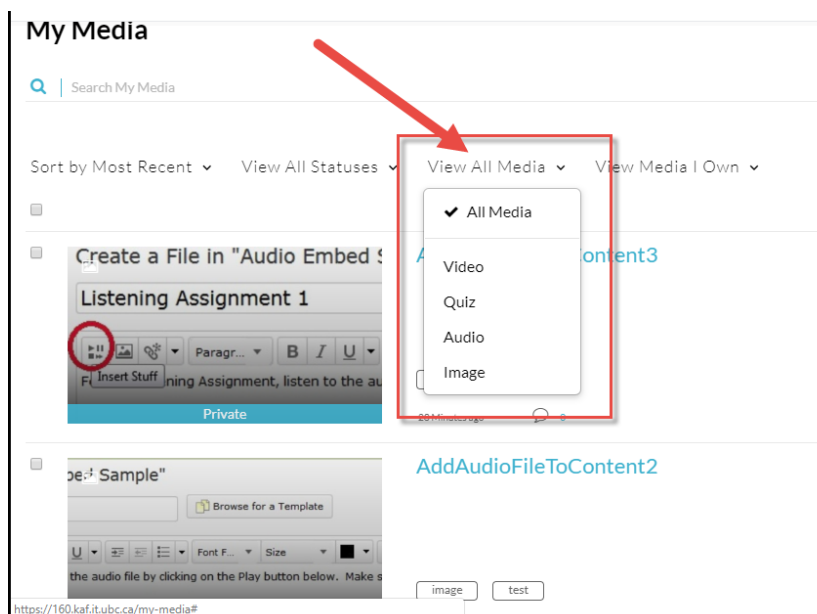


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5. You can **View** media by Status – **All**, **Private**, **Published**, **Pending**, or **Rejected**.

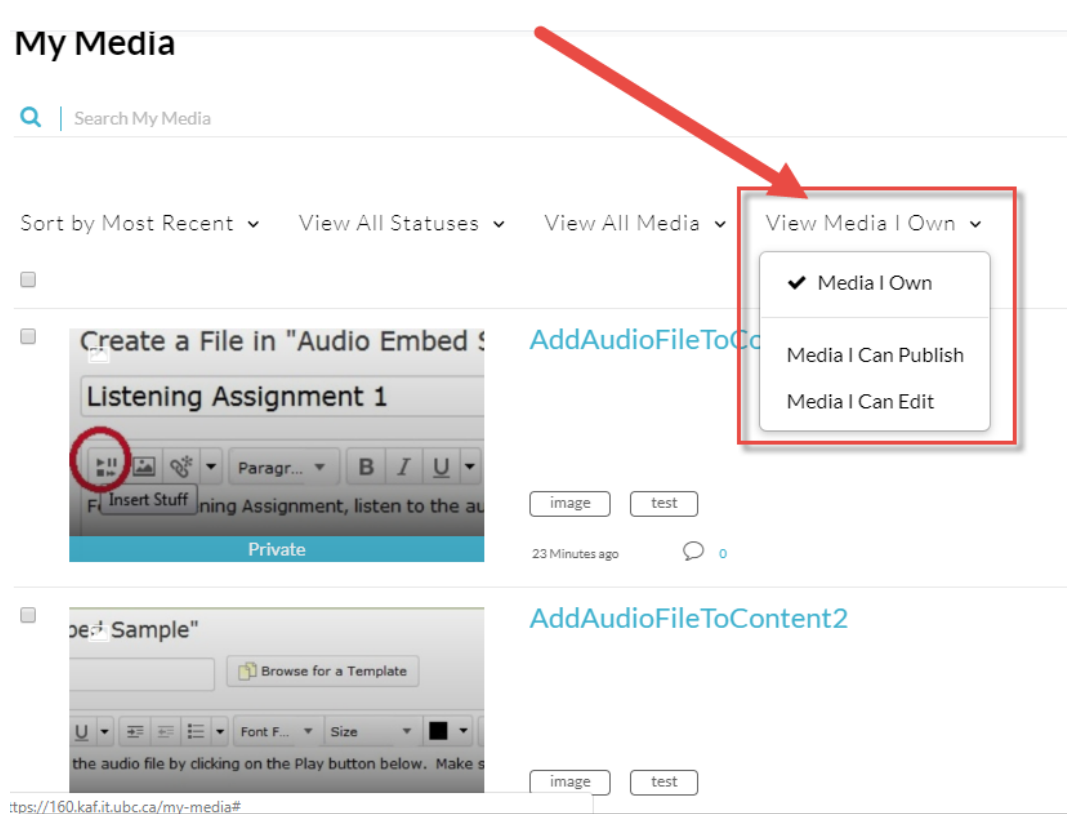


6. You can also **View** media by its type: **Video**, **Quiz**, **Audio**, or **Image**.



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7. And finally you can **View** media by your role: **Media I Own**, **Media I Can Publish**, or **Media I Can Edit**. These second options requires that another media owner has given you publishing or editing permissions for their videos.



Things to Remember

The terms you choose when titling, describing, tagging your videos, etc. will affect how easy of challenging it will be to search for specific media pieces easy or challenging. Don't be afraid to go back and add terms to your media if you are not finding the media you want when you search. See the tutorial [Editing a Kaltura Video](#) for more information.



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