## Kaltura

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

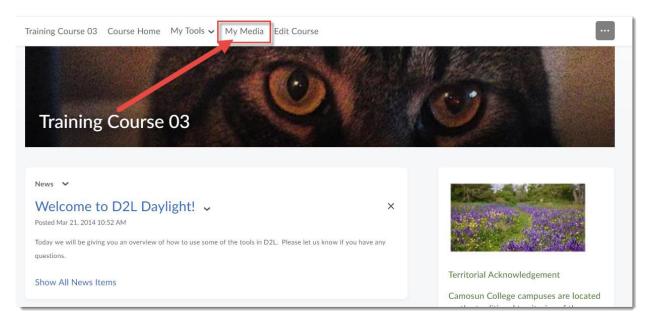
This tutorial is designed for faculty who have previous experience using D2L and My Media in D2L. For further information or assistance, go to our <u>Team Dynamix Support portal</u> and click the appropriate Category to submit a ticket.

#### Scenario

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

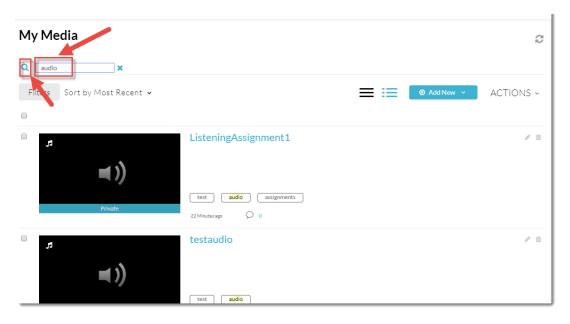
#### Steps

- 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.

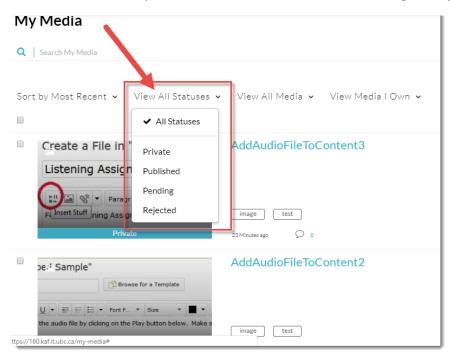


4. You can also **Sort** your media by **Most Recent**, **Alphabetically – A to Z**, **Alphabetically – Z to A**, or **Comments**.

My Media	
Q Search My Media	
Sort by Most Recent View All Statuses View All Statuses	View All Media 🗸 View Media I Own 🗸
Alphabetically - A to Z Alphabetically - Z to A Comments	AddAudioFileToContent3
Pirvate	image test   23 Minutes ago Q
De≓ Sample"	AddAudioFileToContent2
U ▼ I II II II Font F ▼ Size ▼ ■ ▼ the audio file by clicking on the Play button below. Make s	image test

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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.

My Media
Q Search My Media
Sort by Most Recent 🗸 View All Statuses 🗸 View All Media 🗸 View Media I Own 🗸
Create a File in "Audio Embed ! Listening Assignment 1 Private Video Quiz Audio Image Private
De.4 Sample"   AddAudioFileToContent2     ↓ • □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
https://160.kaf.it.ubc.ca/my-media#

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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.

My	/ Media	
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Sor	t by Most Recent 🖌 🛛 View All Statuses 🗸	View All Media 🗸 View Media I Own 🗸
	Create a File in "Audio Embed S Listening Assignment 1	AddAudioFileToCC Media I Can Publish Media I Can Edit
ttps://1	De: Sample"     Browse for a Template     U • E E E • Font F • Size • E •     the audio file by clicking on the Play button below. Make s     60.kaf.it.ubc.ca/my-media#	AddAudioFileToContent2

### 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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