# Kaltura:
Faculty Shared Repository

The Faculty Repository is a central gallery in Kaltura where faculty can browse, search, watch and use media shared by other faculty members.
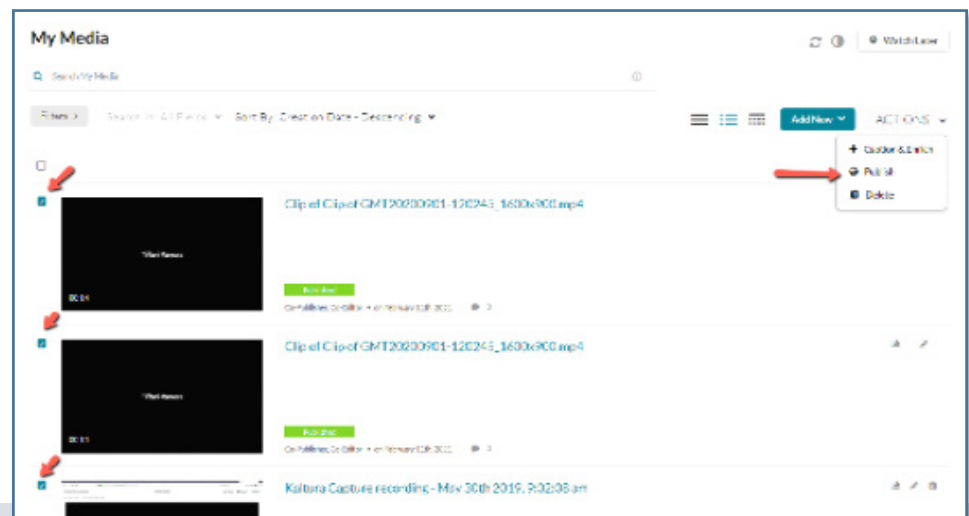
Contributing to the Faculty Repository

Faculty members can contribute video content to the Faculty Repository for other faculty members to use in courses and organizations.
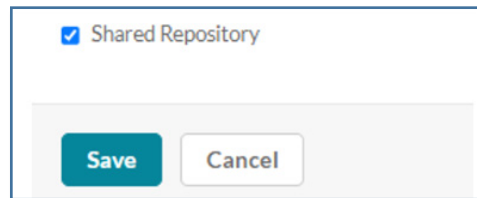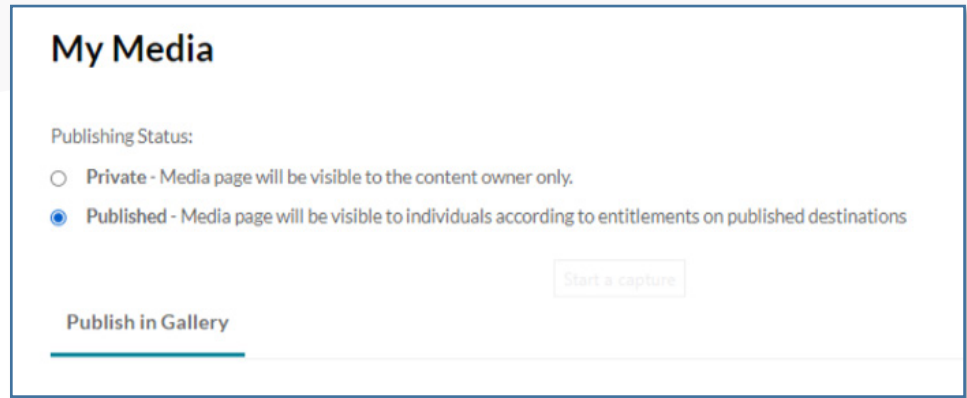
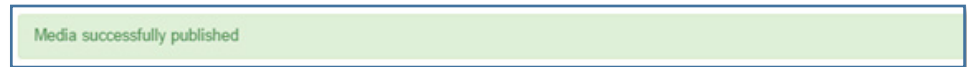1. In the main Canvas menu, click **My Media**.
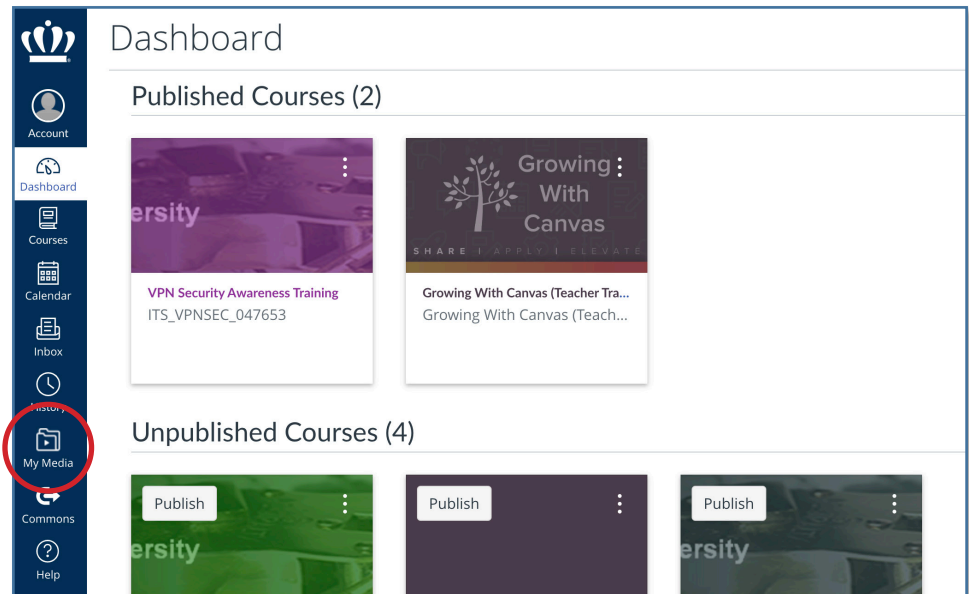
2. Check the items you would like to contribute to the Faculty Repository and click **Actions > Publish**.

3. Click **Published**, and under Publish in Gallery, check the box for **Shared Repository**, and click **Save**.
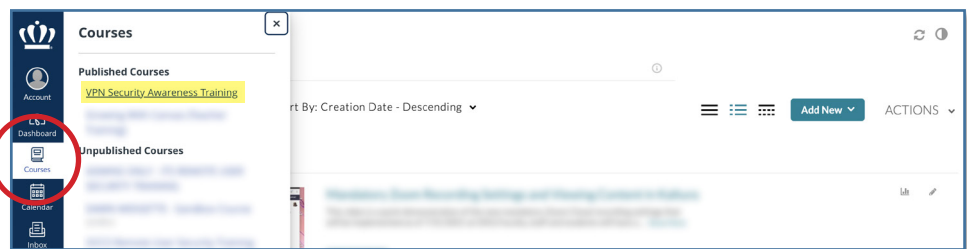

4. A notification is displayed indicating the entry was successfully contributed to the Faculty Repository.

Using the Faculty Repository

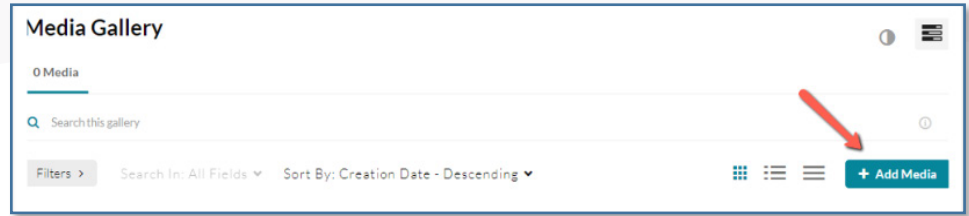To add media from the Faculty Repository to your course:

1. From the Canvas main menu, click **Courses** and select the course where you want to add content.

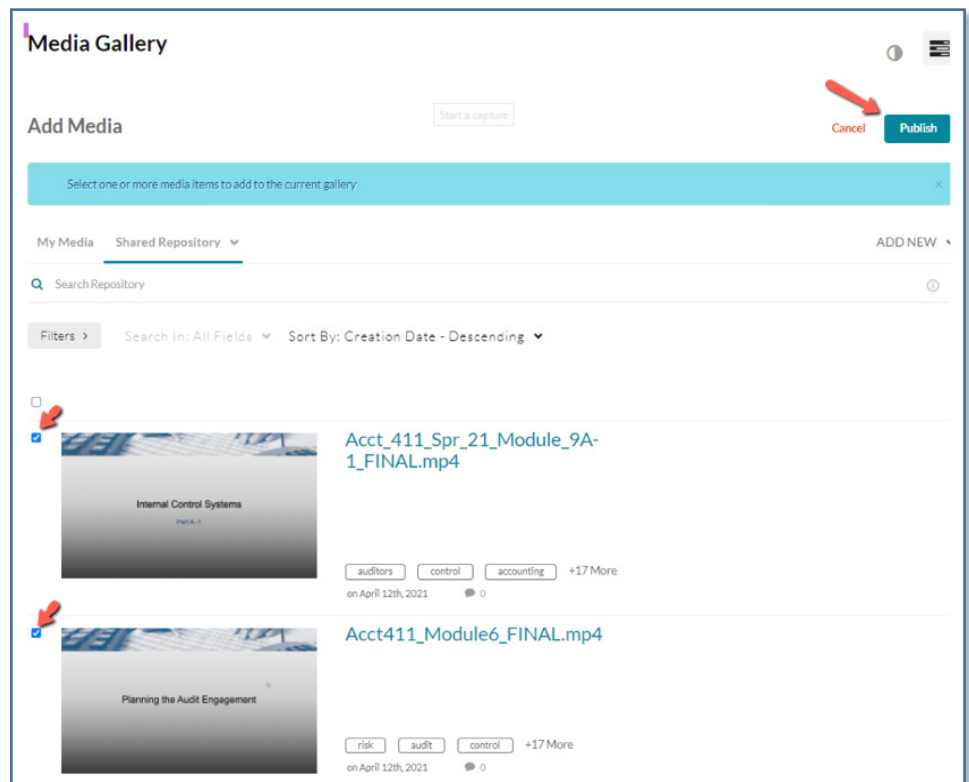2. Once in the course, go to **Media Gallery**.

3. In your course's Media Gallery, click the **Add Media** button.

4. Select **Shared Repository**.

5. The list of entries in the Faculty Repository will appear. Check one or more of the content items and click **Publish**. The Media from the Faculty Repository is published to the course.

Adapted from: https://knowledge.kaltura.com/help/faculty-repository.