SECTION 7

Faculty Repository

The Faculty Repository is a central gallery where faculty can browse, search, watch and use media shared by other faculty members. Kaltura Administrators can populate the Faculty Repository with curriculum and library content.

Contributing to the Faculty Repository

Faculty members can contribute media to the Faculty Repository for other faculty members to use. Finding the relevant media depends on how descriptive the metadata of the media is. There are additional metadata fields specific to the Faculty Repository to provide more information.

NOTE: Metadata fields are configurable and may be different than what is displayed in the examples included here.

To contribute media to the Faculty Repository

1. In My Media select the media you want to contribute.
2. Click Contribute to Faculty Repository.
   A window to add additional metadata is displayed.

   **Logo Black > Add to Faculty Repository**
   Drop at Select field of study

   - Formal sciences
     - Computer sciences
     - Logic
     - Mathematics
     - Statistics
     - Systems science
   - Humanities
   - Natural sciences
     - Chemistry
     - Earth sciences
     - Life sciences
     - Physics
     - Space science
   - Professions and Applied sciences
   - Social sciences

3. Choose the field of study (or more than one) that the media is relevant to. You may browse the
Faculty Repository

taxonomy or search for suggestions in the search box.

4. Click “Next”.
A screen to add additional data is displayed.

**Logo Black > Add to Faculty Repository**

Stop as Fill out additional metadata

The more information you provide, the easier it’ll be for other faculty members to find the most relevant media items.

<table>
<thead>
<tr>
<th>Suitable For</th>
<th>Undergraduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter/Lecturer</td>
<td></td>
</tr>
<tr>
<td>Media Language</td>
<td>English</td>
</tr>
<tr>
<td>Year of Publication</td>
<td></td>
</tr>
<tr>
<td>Contributor Comment</td>
<td></td>
</tr>
</tbody>
</table>

5. Fill in the additional metadata fields.
6. Click Accept the Terms of Use.
7. Click Contribute.

**Using the Faculty Repository**

The Faculty Repository is a module accessed from the My Institution page.

1. Click Add Module.
2. Find the Faculty Repository in the list of modules.
3. Click Add.
In the Faculty Repository you can search and browse media, view media and add the media to your course Gallery. Media from the Faculty Repository may also be added to other tools and content via the Mashup Tool. See Repurposing Media in other Tools and Content Areas via the Mashup Tool.

To add media from the Faculty Repository to your course

1. Find the media item you want by searching and browsing.
2. Click the thumbnail or the name of the media to have it appear in the player area.
3. Click Add to a Course Gallery.
4. Choose the relevant course and click OK.

Defining Faculty Repository Metadata

Faculty Repository metadata is used to facilitate searching and finding relevant media for the user. The faculty repository metadata is comprised of two types of metadata in Kaltura:

- Field of study – represented as a categories branch in Kaltura
- Additional textual fields – defined as a Custom Data Schema in Kaltura

Both types of metadata can be edited and redefined in the Kaltura Management Console (KMC). Kaltura administrators are encouraged to configure the metadata that suits the needs of their institution when enabling the Faculty Repository.

To define the Field of Study taxonomy, we recommend that you create categories in a tree structure as a child of the Faculty Repository Root category as defined in Faculty Repository Settings. For instructions on how to define categories see the Kaltura Management Console User Manual.
To define the additional text fields, create a schema and insert the name of it in the Faculty Repository Settings. For instructions on how to define custom data schema refer to Kaltura Management Console User Manual. Each field type in the schema is represented in the Faculty Repository in the following way:

- Text field - represented as a text field
- Text Select List field with possible single value - represented as a dropdown
- Text Select List field with unlimited maximum number of values - represented as a multi-select box

Other types of fields are not supported in the Faculty Repository module and will not be represented.