

# Change media ownership & add collaborators in Moodle

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 This article is designated for all users.

## About

Media owners can transfer media ownership to someone else, which can be useful, for example, if the owner is leaving the organization or switching responsibilities and someone else needs to take ownership of the media. Owners can also add co-editors, co-publishers, co-viewers, and Webcasting moderators to their media. Adding collaborators will allow the media to be available in their personal My Media.



If you cannot access this functionality, ask your administrator to give you the required permission.



The instructions below are for non-Theming users. If you have [Theming](#) enabled, please refer to our articles 'Change media ownership' and 'Add / Remove collaborators'.

## Change media ownership

1. Access the edit media page.
2. Click on the **Collaboration** tab.

Details
Publish
Options
**Collaboration**
Thumbnails
Downloads
Captions
Attachments
Timeline
Replace Media

Media Owner

Change media owner





Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.

Media Collaborators

+ Add Collaborator

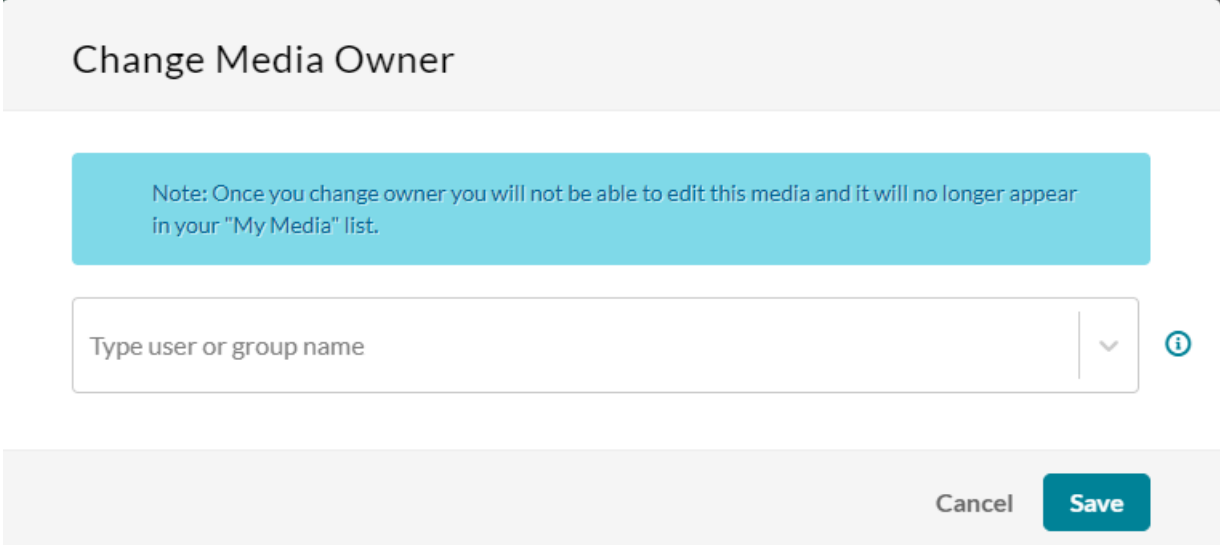
Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

VIEW ALL PERMISSIONS ▾

Member	User ID	Permission	
Customer Training	customertraining@kaltura.com	Co-Editor, Co-Publisher	 
Instructor	Instructor	Co-Viewer	 

3. Click **Change media owner**.

The Change Media Owner window is displayed.



The screenshot shows the 'Change Media Owner' window. At the top, the title 'Change Media Owner' is displayed. Below the title is a light blue informational box with the text: 'Note: Once you change owner you will not be able to edit this media and it will no longer appear in your "My Media" list.' Underneath this box is a search input field with the placeholder text 'Type user or group name'. To the right of the input field is a dropdown arrow and an information icon. At the bottom right of the window are two buttons: 'Cancel' and 'Save'.

4. Enter the user/group name for the new owner. You can add users/groups that are available on the site and then use the auto-complete function (from 3rd letter and on).
5. Click **Save**.

## Add collaborators



Adding a user as a collaborator doesn't provide the user with capabilities overruling their KMS role. For example, when a user with a viewer role is added as a co-editor or co-publisher, that user will not have the ability to edit or publish content.

1. Access the edit media page.
  2. Click on the **Collaboration** tab.
  3. Click **+Add Collaborator**.
- The **Add a Collaborator** window is displayed.

## Add a Collaborator



Select permissions:

- ☐ Co-Editor
- ☐ Co-Publisher
- ☐ Co-Viewer

Cancel

Add

4. The types of collaborators and their permissions are as follows:



This option must be enabled by your KMS administrator for this tab to display. Group support can be enabled for the Media Collaboration features.

- **Co-Viewer** - Can only view this media and doesn't have editing or publishing permissions.
- **Co-Publisher** - Can publish this media to their entitled Categories or Channels.
- **Co-Editor** - Can edit this media's details and metadata, trim media, replace media, edit captions, edit chapters, and edit slides. Co-editors can't delete media or add new co-editors and co-publishers. Co-editors can see the analytics page for the media they co-edit.
- **Kaltura Webcasting Moderators** - Only Media Owners can assign Webcasting Moderators for a Kaltura Webcasting event. Only after a Webcasting Moderator is assigned as a collaborator, the Moderator View is launched through the Actions menu in the Webcast Event URL. Webcast Moderators can send announcements, respond to questions, mark questions in queues, and answer on air.



This is a webcast feature, and only available on webcasting entries. Co-viewer option isn't available with this feature.

5. Enter the collaborator's user name or ID or the group's name or ID. You can add users/groups that are available on the site and you can use the auto-complete function (from third letter and on).

6. Choose the type(s) of permissions for the collaborator you are adding to the media entry.

7. Click **Add**.

To view the collaborators' permissions, click **View all Permissions** and select the type of collaborator.

Media Collaborators

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

+ Add Collaborator





VIEW ALL PERMISSIONS ▾

✓ All Permissions

Co-Editor

Co-Publisher

Co-Viewer

	User ID	Permission	
	customertraining@kaltura.com	Co-Editor, Co-Publisher	 
	Instructor	Co-Viewer	 

Use the editing options/icons in the actions column (to the far right) to edit/delete the collaboration options.

Your administrator can also configure the option of adding co-editors, co-publishers, co-viewers or Webcast Moderators during upload of an entry.

## Filter entries for which you have privileges

1. On the My Media page, click on **Filters**.

### My Media



Search My Media

Filters >



Search In: All Fields ▾

2. Select one of the filters:

#### Ownership

- ☐ Any Owner
  - ☐ Media I or My Group Owns
  - ☐ Media My Group Owns
  - ☒ Media I Can Edit
  - ☐ Media I Can View
  - ☐ Media I Can Publish
-