

# Add & manage collaborators on your media - Theming

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28 This article is designated for all users.

## **About**

Media owners can add collaborators such as co-editors, co-publishers, co-viewers, and Webcasting moderators to their media. This will make the media available in the collaborators' personal My Media.

Adding a collaborator doesn't change that user's overall video portal role, in other words, a user with a viewer role added as a co-editor or co-publisher can only edit or publish the specific media they've been assigned to.

Note that your administrator can also configure the option of adding co-editors, co-publishers, co-viewers or Webcast Moderators during upload.

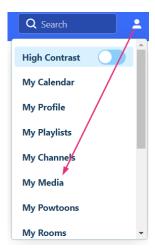


The instructions below are for Theming users. If you don't have Theming enabled, please refer to our article Add & manage collaborators.

# Via My Media

## Add collaborators

1. From the user menu, click My Media.



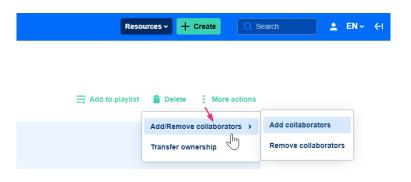
The My Media page displays.



2. Check the box(es) on the top left of the desired entries.



Click the More actions menu at the top of the page and choose Add/Remove collaborators.



A

This option only appears in the menu if the mediaCollaboration module is enabled.

4. Choose **Add collaborators** from the menu.



The **Add collaboration** window displays.

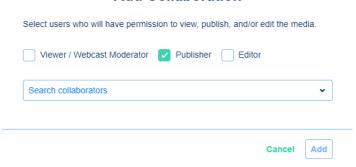


#### **Add Collaboration**



- 5. Select the permissions you want your collaborator to have:
- Viewer / Webcast moderator
- Publisher
- Editor

#### **Add Collaboration**



6. Start typing a name in the text field. A drop-down list will automatically show the users and groups available. Check the boxes next to each name to select them.

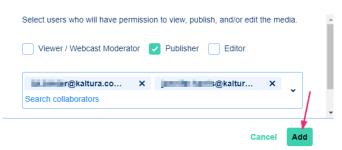
## Add Collaboration



7. When you've finished adding collaborators and setting permissions, click Add.



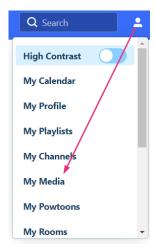
#### **Add Collaboration**



A success message displays: Media successfully updated.

## Remove collaborators

1. From the user menu, click My Media.



The My Media page displays.

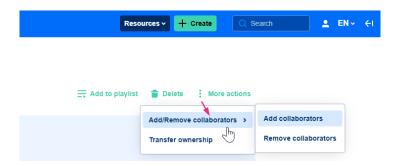
2. Check the box(es) on the top left of the desired entries.



3. Click the More actions menu at the top of the page and choose Add/Remove



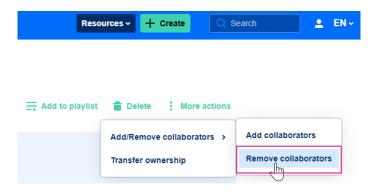
#### collaborators.



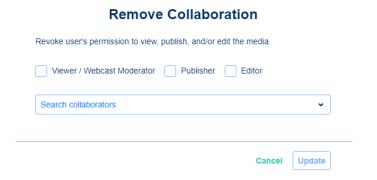


This option only appears in the menu if the mediaCollaboration module is enabled.

4. Choose **Remove collaborators** from the menu.



The Remove collaboration window displays.



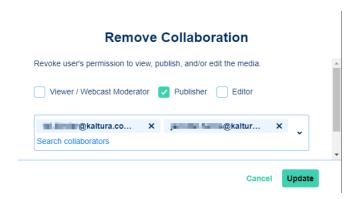
- 5. Select the permissions you want your collaborator to have:
- Viewer / Webcast moderator
- Publisher
- Editor



#### **Remove Collaboration**



6. Start typing a name in the text field. A drop-down list will automatically show the users and groups available. Check the boxes next to each name to select them.



- 7. When you've finished adding collaborators and setting permissions, click **Update**. A success message displays:
- 8. Media successfully updated.



# Via the Edit page

## Add collaborators

1. Access the media page. (You can do this by clicking on the thumbnail of the desired media.)





2. Once on the media page, click the **three dots menu** under the player and select **Edit**.



The edit page displays with the **Details** tab open by default.

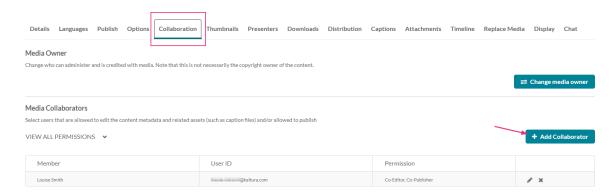
3. Click the Collaboration tab.



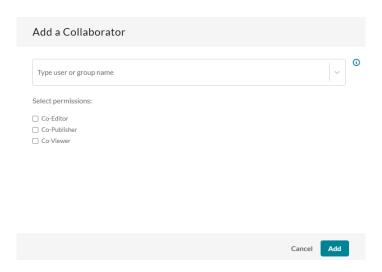
For this tab to display, it must be enabled by your administrator.

4. Click +Add Collaborator.

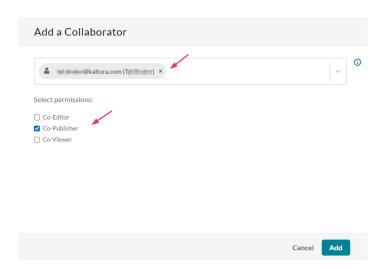




# The **Add a Collaborator** window displays.



5. Enter the collaborator's user name or ID or the group's name or ID.



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

The types of collaborators and their permissions are as follows:



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

#### 7. Click Add.

The collaborator is added.



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

#### Remove a collaborator

 You can search for collaborators according to permission type by using the View all permissions drop-down options.



2. To remove a collaborator, click the **x** at the far right.





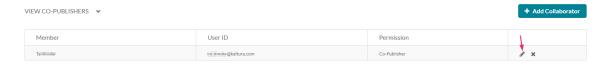
A confirmation message displays: *Are you sure you want to remove* [user name] *as a media collaborator?* 

3. Click **Delete**.

The collaborator is removed.

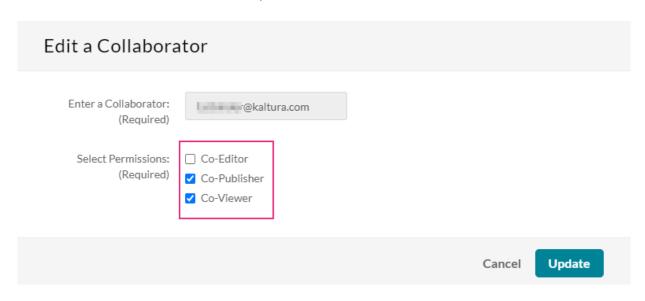
# Change a collaborator's permissions

1. To change a collaborator's permissions, click the **pencil icon** at the far right.



The **Edit a collaborator** window displays.

2. Edit the permissions as desired. In the example below we are adding the role of Co-viewer to their current role of Co-publisher.



3. Click Update.

The changes display.



#### Media Collaborators

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