Media Auto Collaboration - User Guide

Last Modified on 09/11/2024 6:56 pm IDT

> 👥 **This article is designated for all users.**

About

Once you've been assigned to a faculty staff member in the Configuration Management section, you can start collaborating. This guide helps faculty assistants understand the media upload process in the video portal.

> 💡 This guide is for both Theming and non-Theming users.
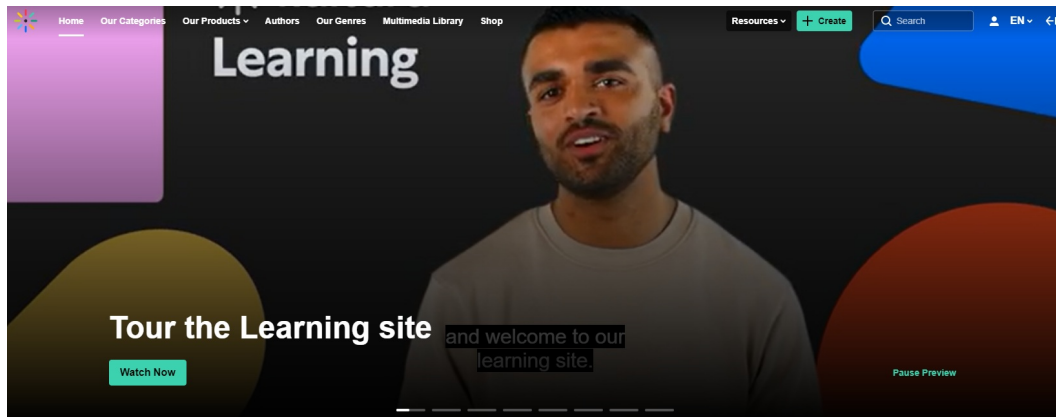
> ✅ For technical support, contact Kaltura Customer Care. For all other inquiries, reach out to your Customer Success Manager.
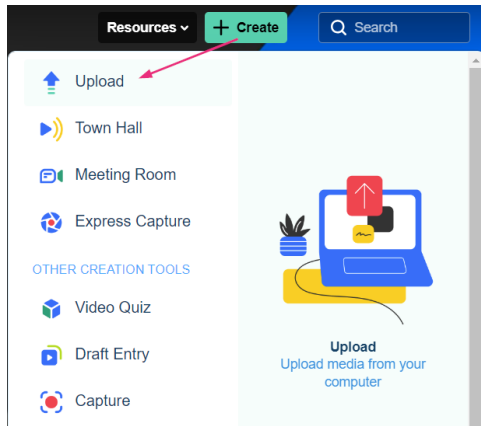
Upload media & view collaborators

Theming users

1. Log into your video portal. If you need help, follow the instructions in our article Log into your video portal.

   The video portal homepage displays.

2. To upload your media, click the **+ Create** button and select **Upload**.

The **Upload media** page displays.

3. Drag and drop your file or choose a file to upload.
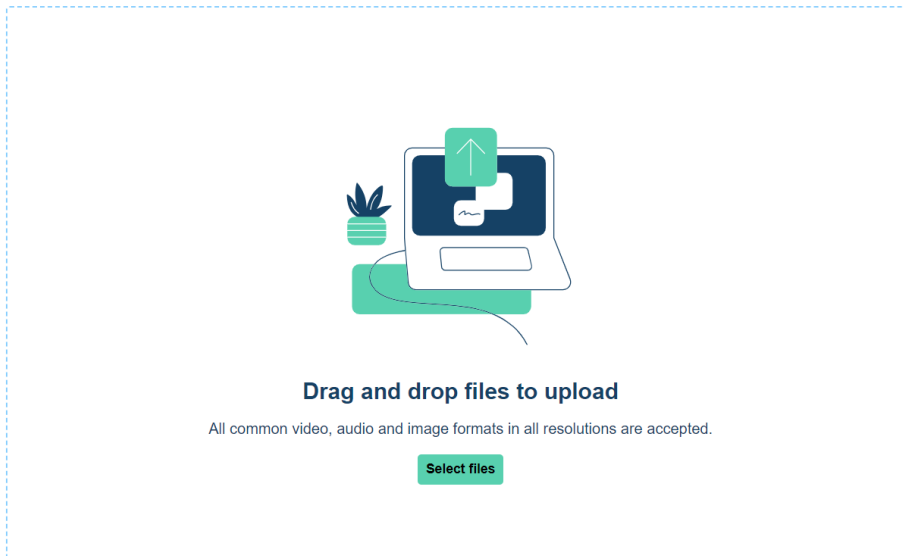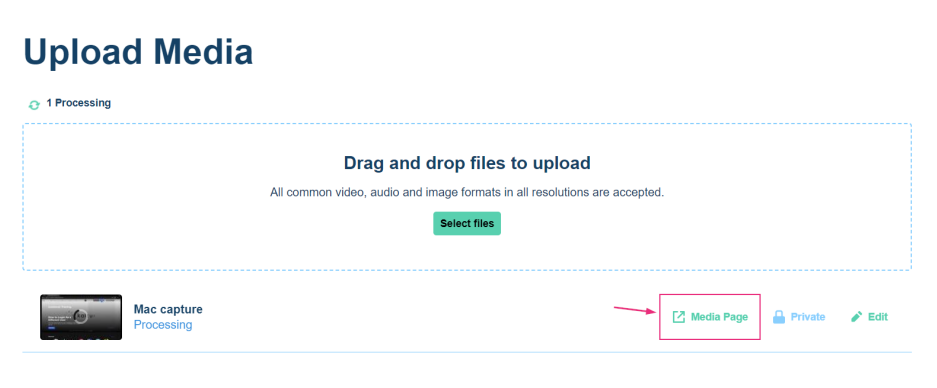
4. Click **Media Page**.

The media page displays.

5. Once the media has finished uploading, click the **three dots menu** and select

Edit.

6. Click on the **Collaboration** tab.

Here you can see the other members of your group that have been added as collaborators on this entry.

Non-Theming users

1. Log into your video portal. If you need help, follow the instructions in our article Log into your video portal.
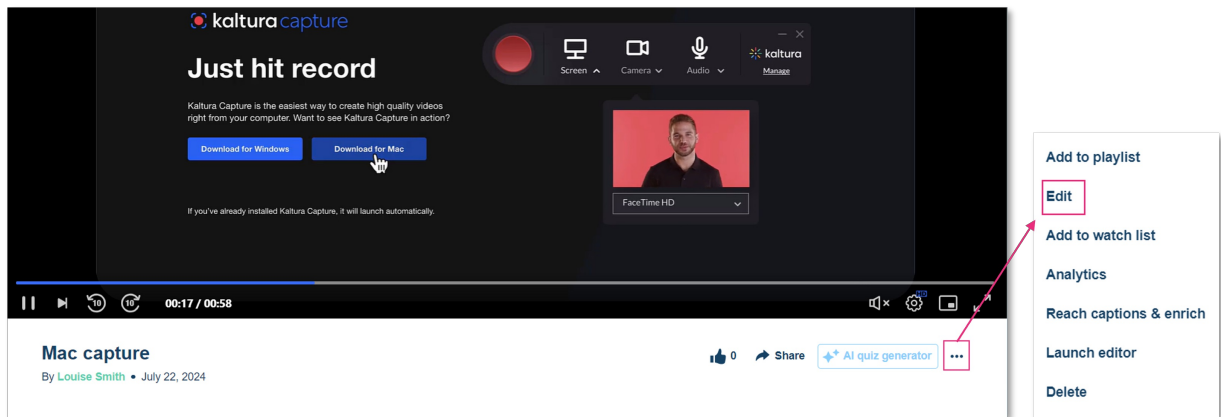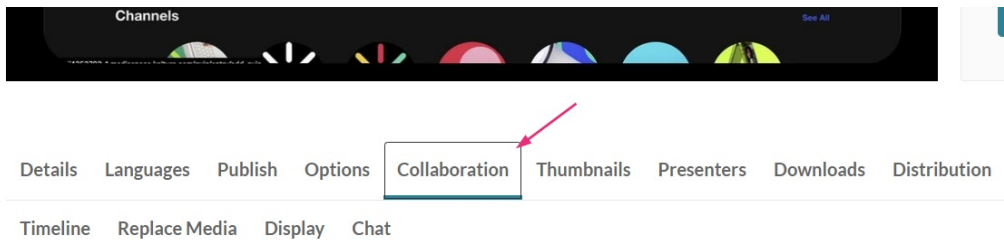
   The video portal homepage displays.

2. Select **Media Upload** from the **+Add New** drop-down menu.

The **Upload Media** page displays.

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3. Drag and drop your file or choose a file to upload.

   The media upload page displays when the upload process starts.

4. At the bottom of the media upload page, click **Go to media**.

Department Name:	[ ]
Department Division:	Select a value ▼
Date Established:	[ ] ▦
Publishing Schedule:	⦿ Always ◯ Specific Time Frame
	(The time range in which this media will be visible to users in published channels/categories)
Co-Editors and Co-Publishers:	**+ Add Collaborator**
	Select users that will be allowed to edit the content metadata and related assets (such as caption files) and/or to publish

> Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Publishing Status:	⦿ **Private** - Media page will be visible to the content owner only.
	◯ **Unlisted** - Media page will be visible to anyone with a link to the page.
	◯ **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

Save   Go To Media   Go To My Media

The edit media page displays.

5. On the edit media page, click the **Actions** menu and select **Edit**.

Mac capture.mp4

♡ 0   ▶ 0   💬 0

From Louise Smith July 22, 2024

Details   Share   🔍   ACTIONS ▾

- ✏ Edit
- 🌐 Publish
- ☰ Add to playlist
- ⓘ Audit Trail
- 📊 Analytics
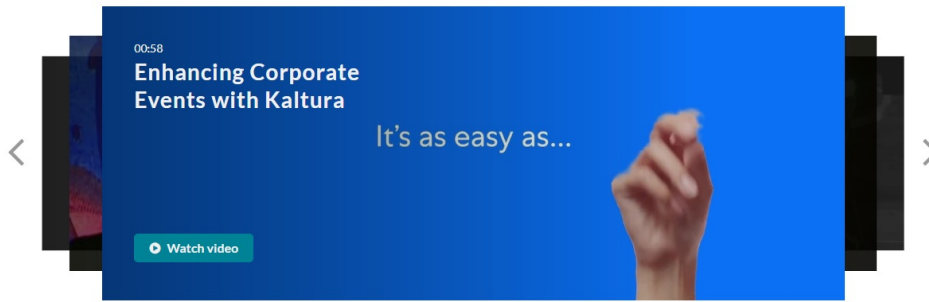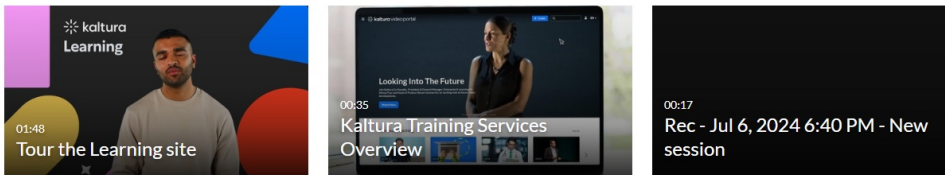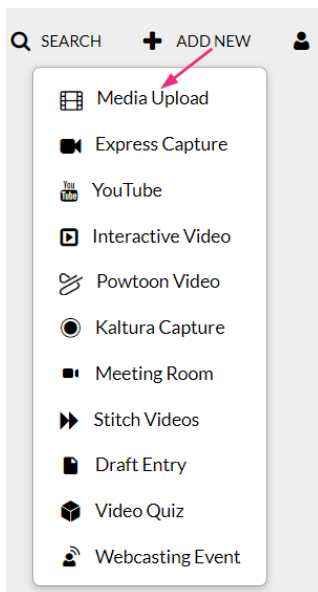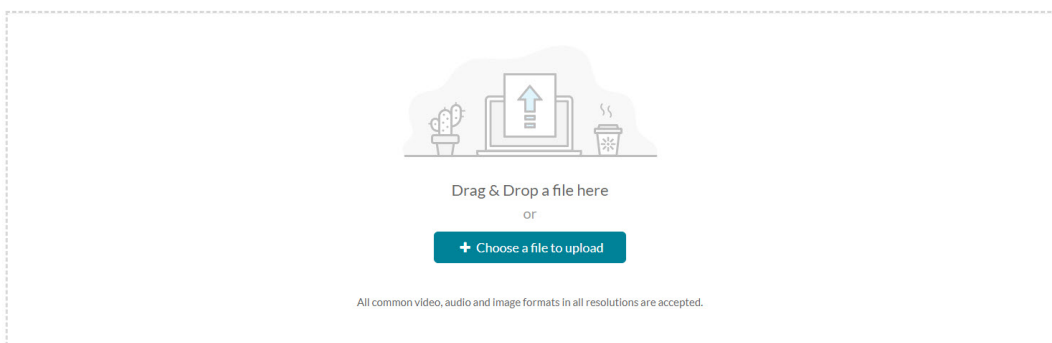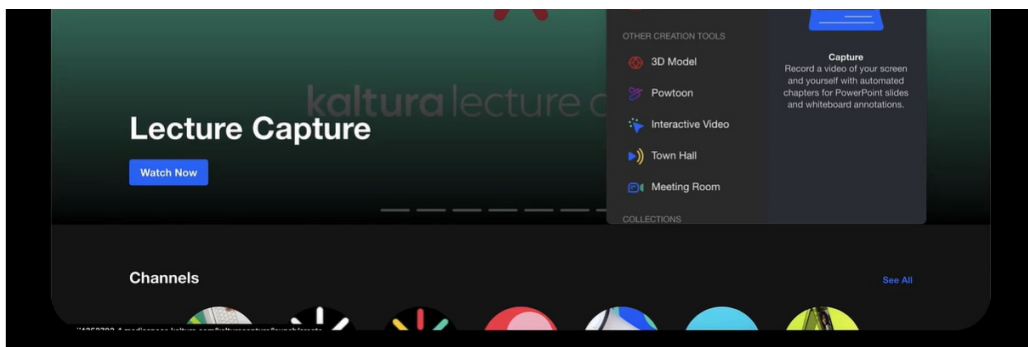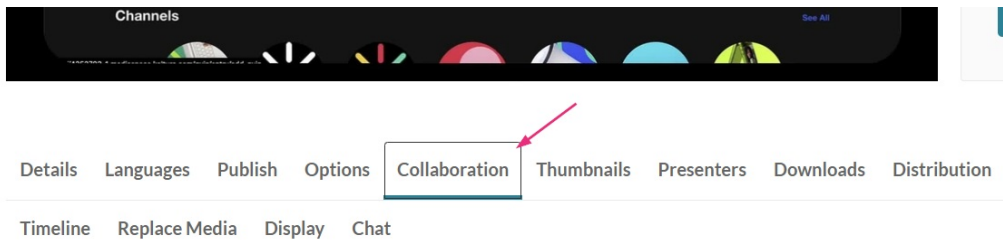- ⏰ Add to Watch List

6. Click on the **Collaboration** tab.

Here you can see the other members of your group that have been added as collaborators on this entry.

Member	User ID	Permission	
FS1 FS1 Assistants	collaborators_of_fs1	Co-Editor, Co-Publisher, Co-Viewer	✏ ✖

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