

Media Auto Collaboration - Admin Guide


Last Modified on 06/04/2026 9:18 am IDT

 This article is designated for administrators.

About

This guide explains how to enable and configure the Mediaautocollaboration module in the Configuration Management console. This module lets Video Portal admins set up automatic assignment of groups of collaborators based on a predefined role of Faculty Assistants working with Faculty Staff members. Once configured, whenever faculty staff adds new media, the group is automatically added as collaborators to the new media.

 This module 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.

Prerequisite

The **HTTP notification** must be configured on the target Video Portal account before proceeding with the steps in this guide. To do this, you can follow the steps below.

Configure the HTTP Notification

In the admin console, add an HTTP event notification of type "Entry Status Equals" when the entry status equals to 1 (pre-convert).

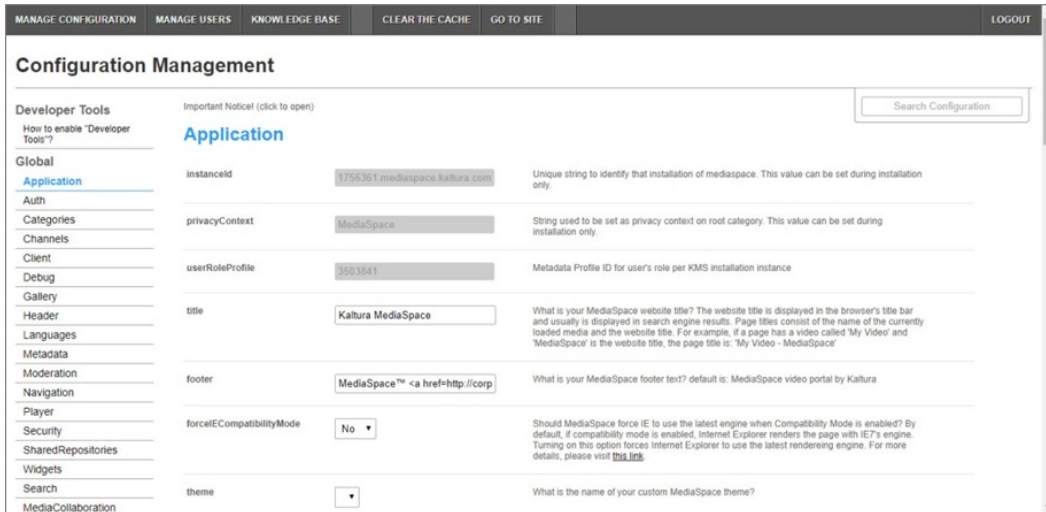
- URL: `http://<your_site_host>/notificationhandler`
- Data type: API Object
- Object: event
- Object type: baseEntry
- Format: JSON

Configure

1. Log into the Configuration Management console by going to your KMS URL and adding `/admin` at the end.

2. Enter your Kaltura user ID and password.
3. Click **Sign In**.

The Configuration Management console displays.



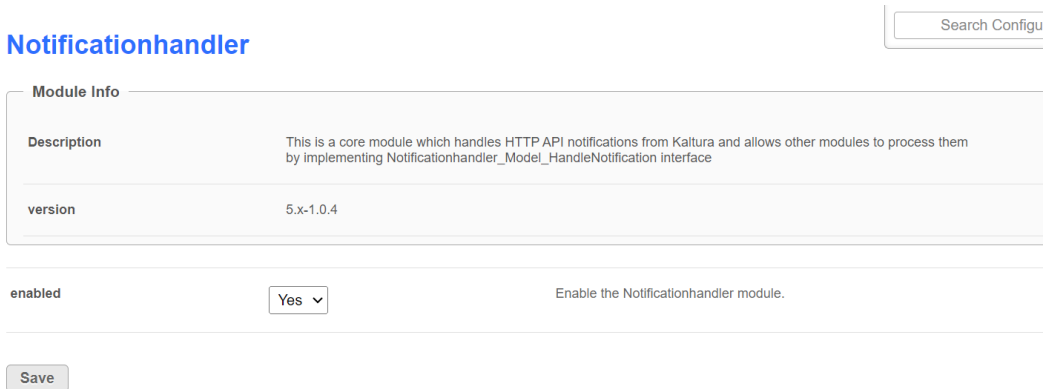
The screenshot shows the Configuration Management console with a navigation menu on the left and a main configuration area. The main area is titled "Application" and contains several configuration items:

Property	Value	Description
instanceid	175f361-mediaspace.kaltura.com	Unique string to identify that installation of mediaspace. This value can be set during installation only.
privacyContext	MediaSpace	String used to be set as privacy context on root category. This value can be set during installation only.
userRoleProfile	3503641	Metadata Profile ID for user's role per KMS installation instance
title	Kaltura MediaSpace	What is your MediaSpace website title? The website title is displayed in the browser's title bar and usually is displayed in search engine results. Page titles consist of the name of the currently loaded media and the website title. For example, if a page has a video called 'My Video' and 'MediaSpace' is the website title, the page title is: 'My Video - MediaSpace'
footer	MediaSpace™ - ca href=http://corp	What is your MediaSpace footer text? default is: MediaSpace video portal by Kaltura
forceIECompatibilityMode	No	Should MediaSpace force IE to use the latest engine when Compatibility Mode is enabled? By default, if compatibility mode is enabled, Internet Explorer renders the page with IE's engine. Turning on this option forces Internet Explorer to use the latest rendering engine. For more details, please visit this link .
theme		What is the name of your custom MediaSpace theme?

Enable the Notificationhandler module

1. In the list of configurable items on the left of your screen, locate and click on **notificationhandler**. (The item will be crossed out because it's disabled by default.)

The notificationhandler window displays.



The screenshot shows the Notificationhandler configuration window. It has a search bar at the top right and a "Notificationhandler" title. Below the title is a "Module Info" box with the following details:

Property	Value
Description	This is a core module which handles HTTP API notifications from Kaltura and allows other modules to process them by implementing Notificationhandler_Model_HandleNotification interface
version	5.x-1.0.4

Below the Module Info box, there is an "enabled" section with a dropdown menu set to "Yes" and a description: "Enable the Notificationhandler module." At the bottom left, there is a "Save" button.

The **Module Info** box displays the module name, a description of the module (what enabling this module allows users to do), and a version number.

2. **enabled** - Set to 'Yes' to enable the notificationhandler module.
3. Click **Save**.

Configure the Mediaautocollaboration module

1. In the list of configurable items on the left of your screen, locate and click on

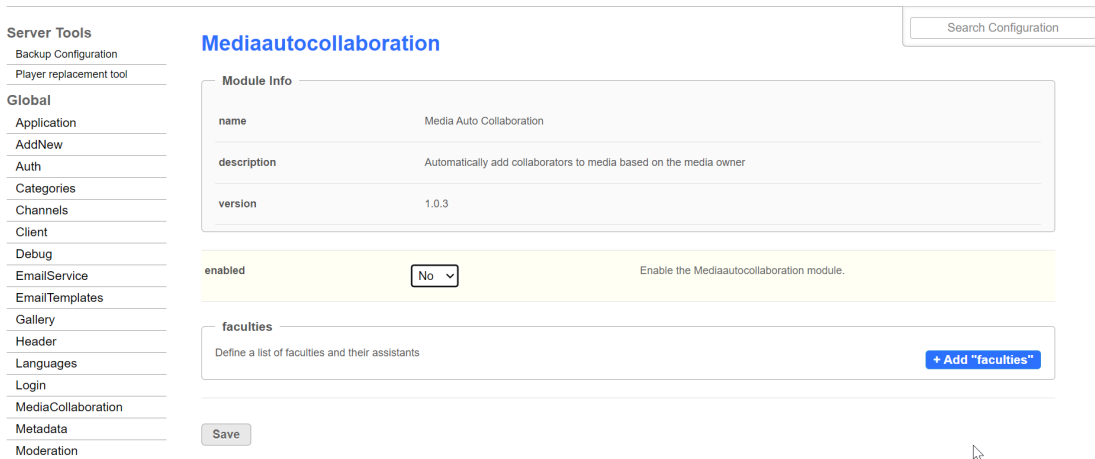
mediaautocollaboration. (The item will be crossed out because it's disabled by default.)



If this module is not in your KMS application, please get in touch with your Kaltura representative to inquire about adding it.

The mediaautocollaboration window displays.

Configuration Management



Mediaautocollaboration

Search Configuration

Module Info

name	Media Auto Collaboration
description	Automatically add collaborators to media based on the media owner
version	1.0.3

enabled Enable the Mediaautocollaboration module.

faculties
Define a list of faculties and their assistants [+ Add "faculties"](#)

Save

The **Module Info** box displays the module name, description (what enabling this module allows users to do), and version number.

2. Configure the following:

enabled - Set to **Yes** to enable the module.

+Add "faculties" - Click to display the faculties section.



faculties
Define a list of faculties and their assistants [+ Add "faculties"](#)

Here you can define a list of faculties and their assistants:

userID - Click **Select Users** and enter the user ID or name, then click **Submit**.

assistants -To add assistants, click Select Users below, enter the user ID or name, then click **Submit**.

3. Click **Save**.

You receive a notice that your configuration for mediaautocollaboration was saved

and the cache was cleared.



A new group is created, named after the Faculty Staff member with "assistants" added. This group includes the Faculty Staff member and their assistants. (Note: This group won't appear in the Manage Group section).

Known limitations

- The module should be enabled and configured only in one KMS/KAF instance per partner. The module will handle all entries (created in any KMS/KAF instance or outside of KMS/KAF).
- Only regular video and audio entries are supported.
- Only up to 500 configured media owners are supported.
- There are no strict limitations for the number of collaborators, but having more than 2,000 may cause slowness in the module configuration page. Large changes in the configuration page are not recommended because they may cause slowness or failure of the configuration save process.
- When large configuration changes are planned, it's recommended to split them into batches of ~50 users+collaborators.
- The collaborators group will appear in the "Manage Groups" page after removing the relevant user ID from the configuration.



This document is maintained by Kaltura's Professional Services team. Please send comments or corrections to your Customer Success Manager. Ask them to forward it to the Professional Services team. We are committed to improving our documentation and your feedback is appreciated.