

Transfer media you own to someone else in Canvas - Theming

Last Modified on 10/15/2025 7:45 pm IDT

 This article is designated for all users.

About

Media owners can transfer ownership to someone else, which is useful if the owner is leaving the organization or switching responsibilities. They can also add co-editors, co-publishers, and co-viewers. For more information, see our article 'Add / Remove collaborators'.



The [Mediacollaboration module](#) must be enabled by your administrator for this functionality to work.



The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article 'Change media ownership & add collaborators'.

Change ownership

Via My Media

1. Access the **My Media** page.


My Media

My Calendar My analytics + Create


Search My-Media

Filters


711 Results found



Clip of Kaltura Training Services Overview
 Description
 VOD • Owner • 5 Plays • Published
[Explore](#)



Kaltura Training Services Overview
 VOD • Owner • 9 Plays • Private
[Explore](#)



Hello world
 VOD • Owner • 7 Plays • Private
[Explore](#)

The **My Media** page displays.

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



If you want to search for entries according to ownership, see [Filter entries by ownership](#) below.

My Media

My Calendar My analytics + Create

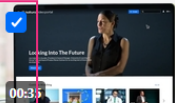
Search My-Media

Filters


711 Results found • 3 Selected

Delete


More actions



Clip of Kaltura Training Services Overview
 Description
 VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays • Private
[Explore](#)



Kaltura Training Services Overview
 This is a description.
 VOD • Owner • 16 Plays • Private
[Explore](#)



Hello world
 VOD • Owner • 10 Plays • Private
[Explore](#)

- At the top of the page, click the **More actions** menu and select **Transfer ownership**.



This option only appears in the menu if the [mediaCollaboration module](#) is enabled and **changeOwnerEnabled** is set to 'Yes'.

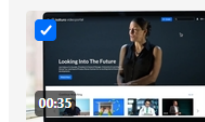
My Media

[My Calendar](#)
[My analytics](#)

[+ Create](#)

[Filters](#)
☐ 711 Results found • 3 Selected

[Delete](#) [More actions](#)
[Add/Remove collaborators](#) >

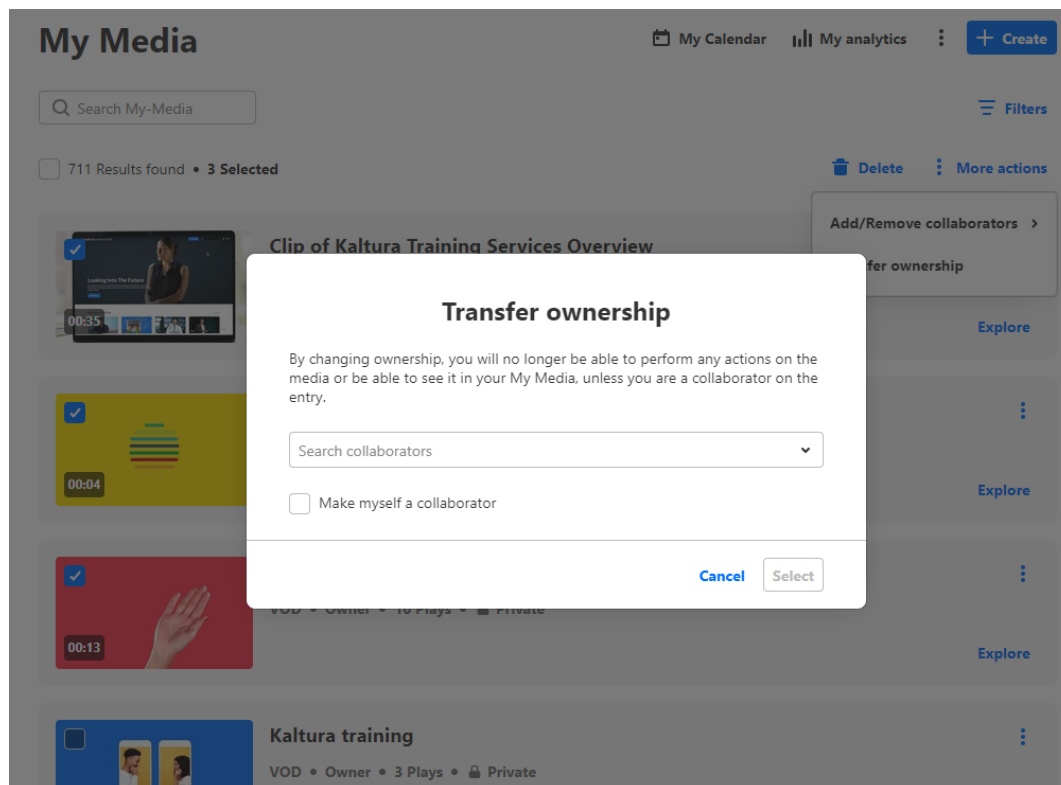
[Transfer ownership](#)
[Explore](#)


Clip of Kaltura Training Services Overview

Description

VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays • Private

The **transfer ownership** window displays.



4. Type the name of the person, people or group you want to transfer ownership to.

Transfer ownership

By changing ownership, you will no longer be able to perform any actions on the media or be able to see it in your My Media, unless you are a collaborator on the entry.

Q  Adam Mitchell X

☒ Make myself a collaborator

Cancel **Select**

Below the name field, there's a checkbox that you can check if you want to set yourself as a collaborator on this media.

- When you've finished entering the information, click **Select**.

A confirmation message displays: *Are you sure you want to transfer ownership for [x] items? Note: You will no longer be able to perform any actions on the media or be able to see it in your My Media, unless you are a collaborator on the entry.*

Transfer ownership

Are you sure you want to transfer ownership for 3 item(s)?

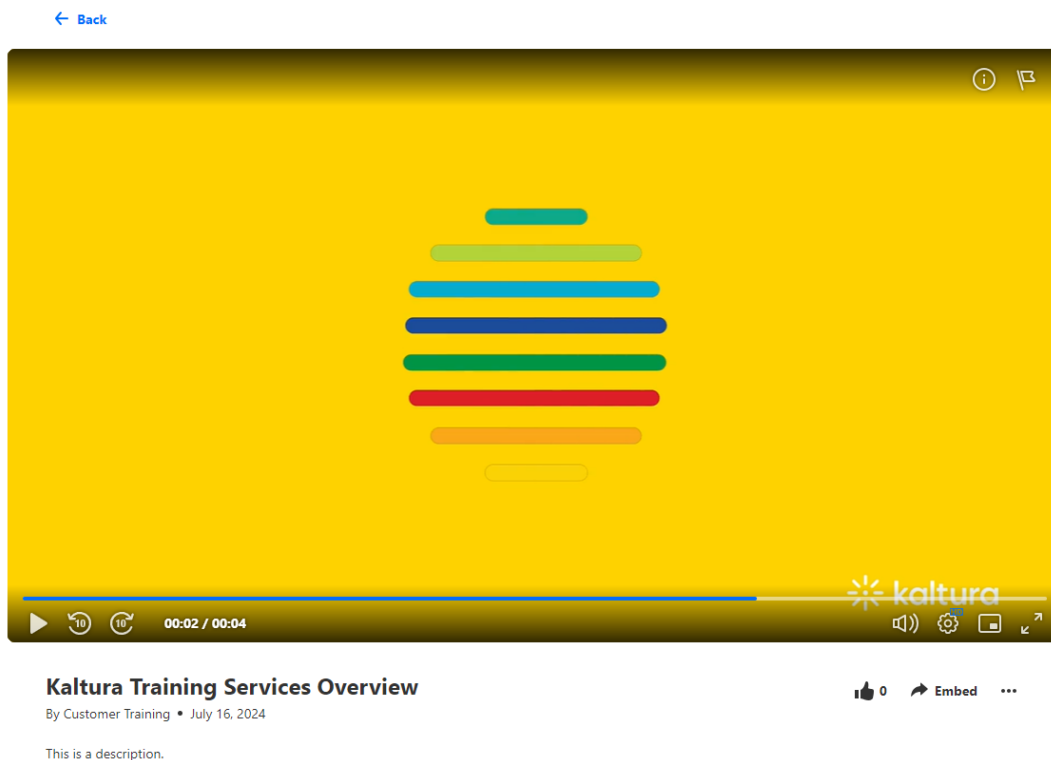
Note: You will no longer be able to perform any actions on the media or be able to see it in your My Media, unless you are a collaborator on the entry.

Cancel **Transfer ownership**

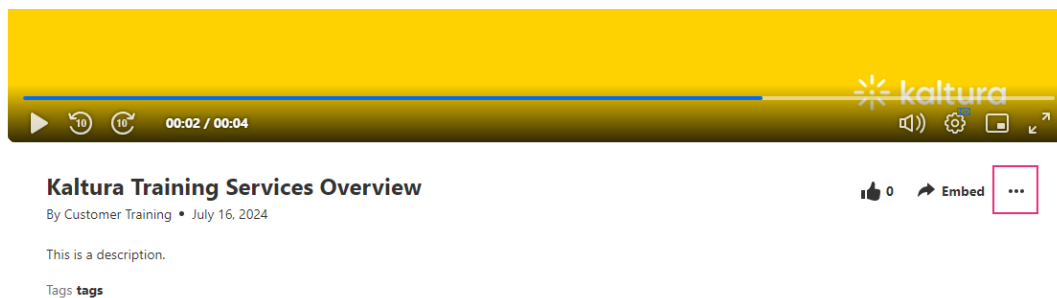
- Click **Transfer ownership** to complete the process.

Via the media page

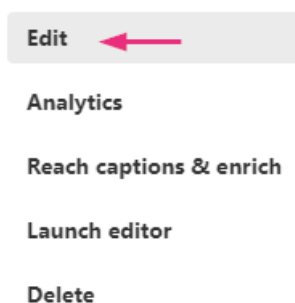
- Access the media page (you can do this by clicking on the thumbnail of the desired media.)



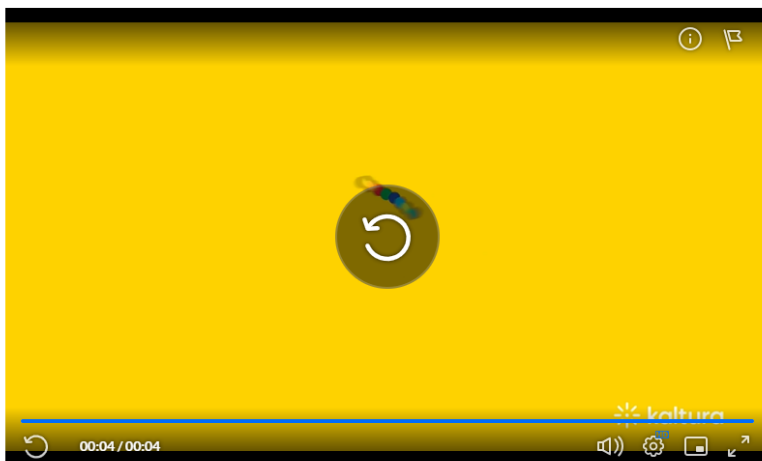
2. Once on the media page, click the **three dots** menu under the player



3. Select **Edit**.



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



Basic Info

Creator: Customer Training

Owner: Customer Training

Media Entry ID: 1_ogntubb1

Media Type: Video

Publish Status: Private

Creation date:
July 16, 2024 2:14 PM GMT

Update date:
August 19, 2024 3:32 PM GMT

Media asset update date:
July 16, 2024 2:15 PM GMT

[Launch Editor](#)

Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Timeline Replace Media

Name:
(Required)

Kaltura Training Services Overview

Description:

Black ▼

Bold

Italic

Underline

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This is a description.

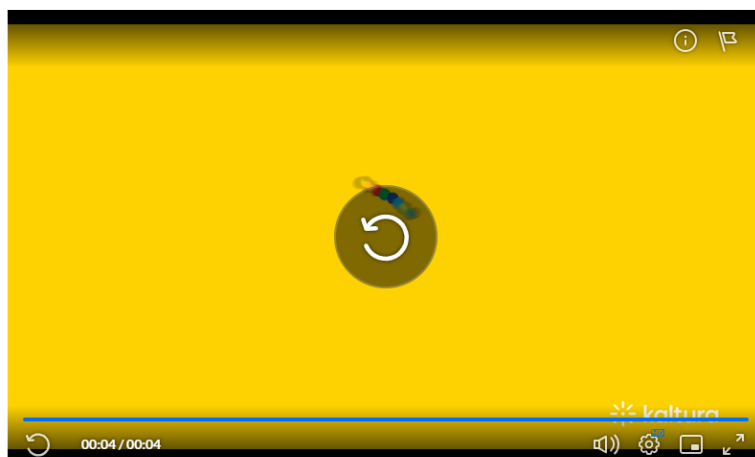
4. Click the **Collaboration** tab.



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

5. Click **Change media owner**

Kaltura Training Services Overview



Basic Info

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[Launch Editor](#)

[Details](#)
[Publish](#)
[Options](#)
[Collaboration](#)
[Thumbnails](#)
[Downloads](#)
[Captions](#)
[Attachments](#)
[Timeline](#)
[Replace Media](#)

Media Owner

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

[Change media owner](#)

The **Change Media Owner** window displays.

Change Media Owner

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.

6. Type in the user's name or group name you want to transfer ownership to.



Once you change ownership you will not be able to edit this media and it will no longer appear in your My Media list.

7. Click **Save**.

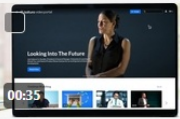
Filter entries by ownership

1. At the top right of the **My Media** page, click on the **Filters** to display the options.

My Media

[My Calendar](#)
[My analytics](#)
[⋮](#)
[+ Create](#)

[Filters](#)
☐ 711 Results found



Clip of Kaltura Training Services Overview

Description


VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays • Private

Explore

2. Select one or more of the filters.

My Media

☐ 711 Results found

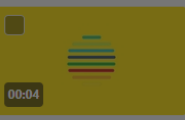


Clip of K

Description

VOD • Co-

Explore

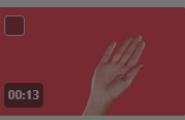


Kaltura T

This is a des

VOD • Ow

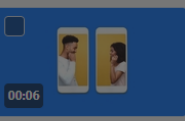
Explore



Hello wo

VOD • Ow

Explore



Kaltura t

VOD • Ow

Explore

Filters

[Clear all filters](#)

Sort By

Media Type

Publish Status

Scheduling

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

Captions

Duration

[Close](#)

The results display immediately.