

# Change media ownership in Canvas - Theming


Last Modified on 09/29/2024 10:03 am 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](#).

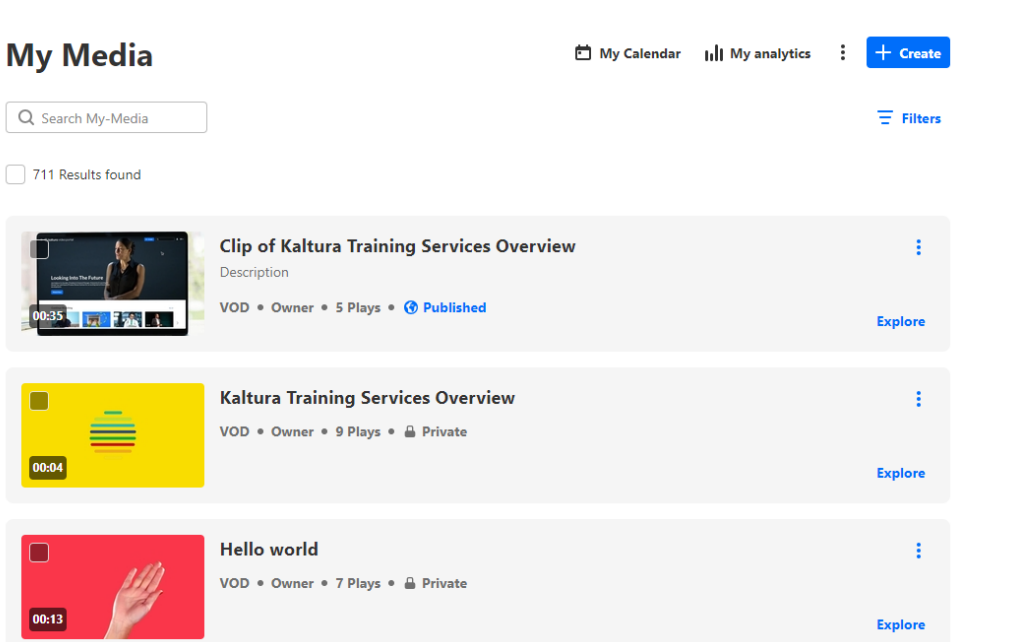
 The [Mediacollaboration module](#) must be enabled by your administrator for this functionality to work.

 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.



The screenshot shows the 'My Media' interface. At the top, there are navigation links for 'My Calendar', 'My analytics', and a '+ Create' button. Below these is a search bar labeled 'Search My-Media' and a 'Filters' button. A status bar indicates '711 Results found'. The main content area displays three media items:

- Clip of Kaltura Training Services Overview**: VOD • Owner • 5 Plays • Published. Includes an 'Explore' link.
- Kaltura Training Services Overview**: VOD • Owner • 9 Plays • Private. Includes an 'Explore' link.
- Hello world**: VOD • Owner • 7 Plays • Private. Includes an 'Explore' link.

The **My Media** page displays.

2. 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

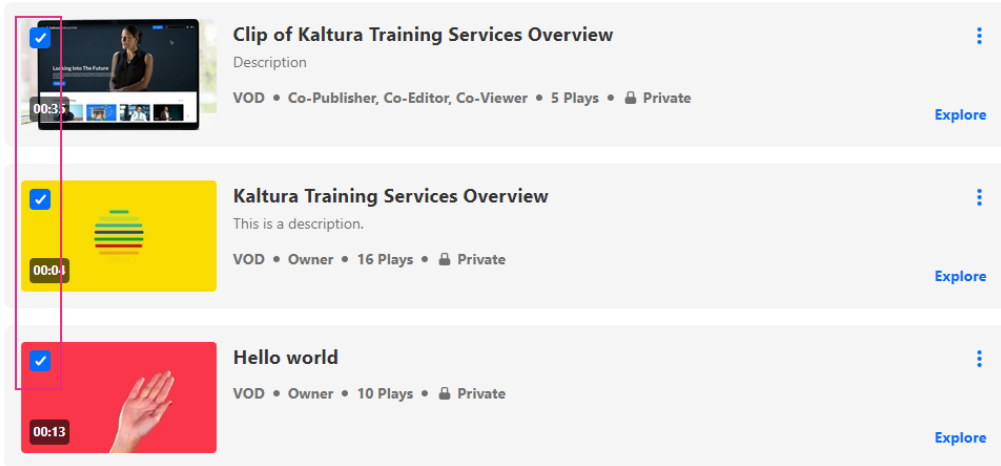
My Calendar My analytics [+ Create](#)

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

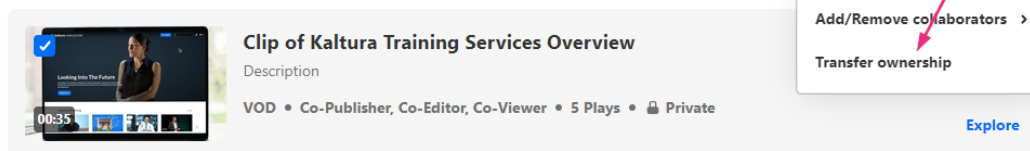
My Calendar My analytics [+ Create](#)

Search My-Media

Filters

711 Results found • 3 Selected

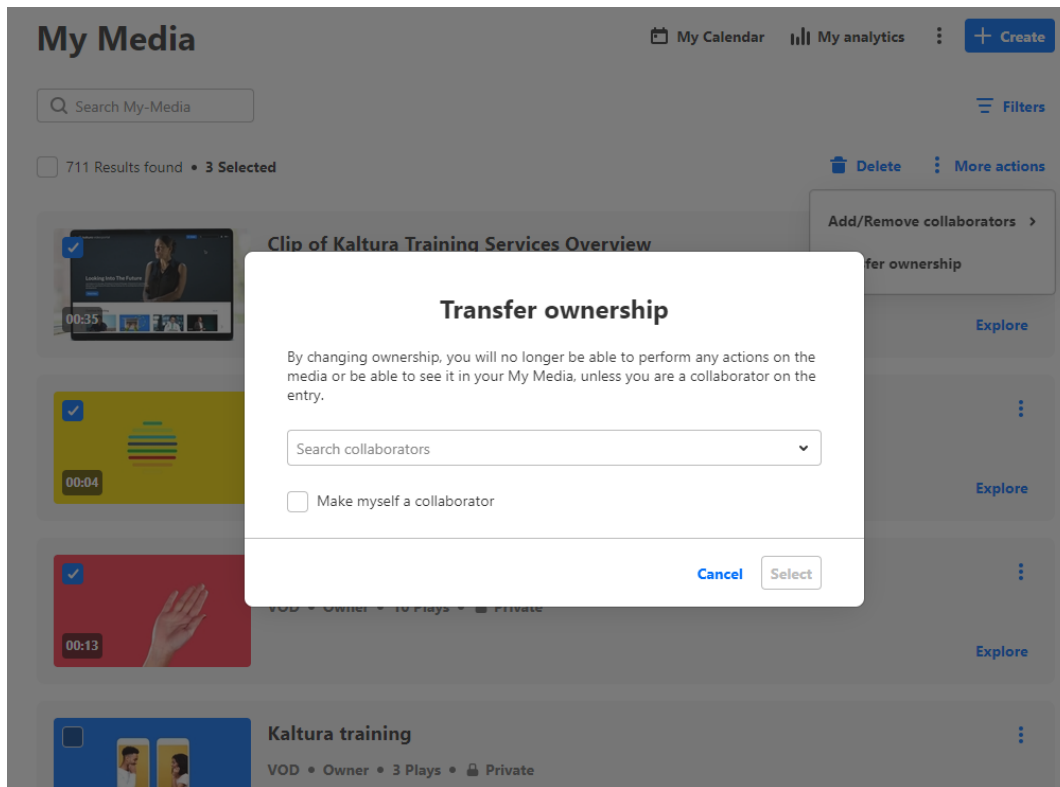
Delete [More actions](#)



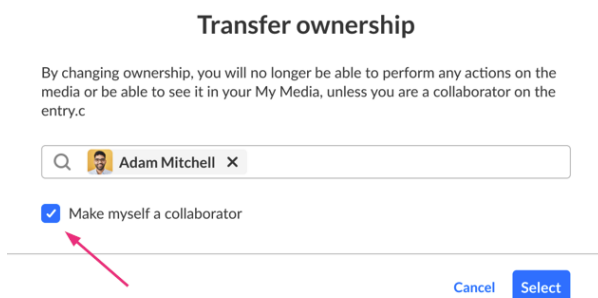
**Clip of Kaltura Training Services Overview**  
Description  
VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays • Private [Explore](#)

Add/Remove collaborators >  
**Transfer ownership**

The **transfer ownership** window displays.



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



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

5. 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)?

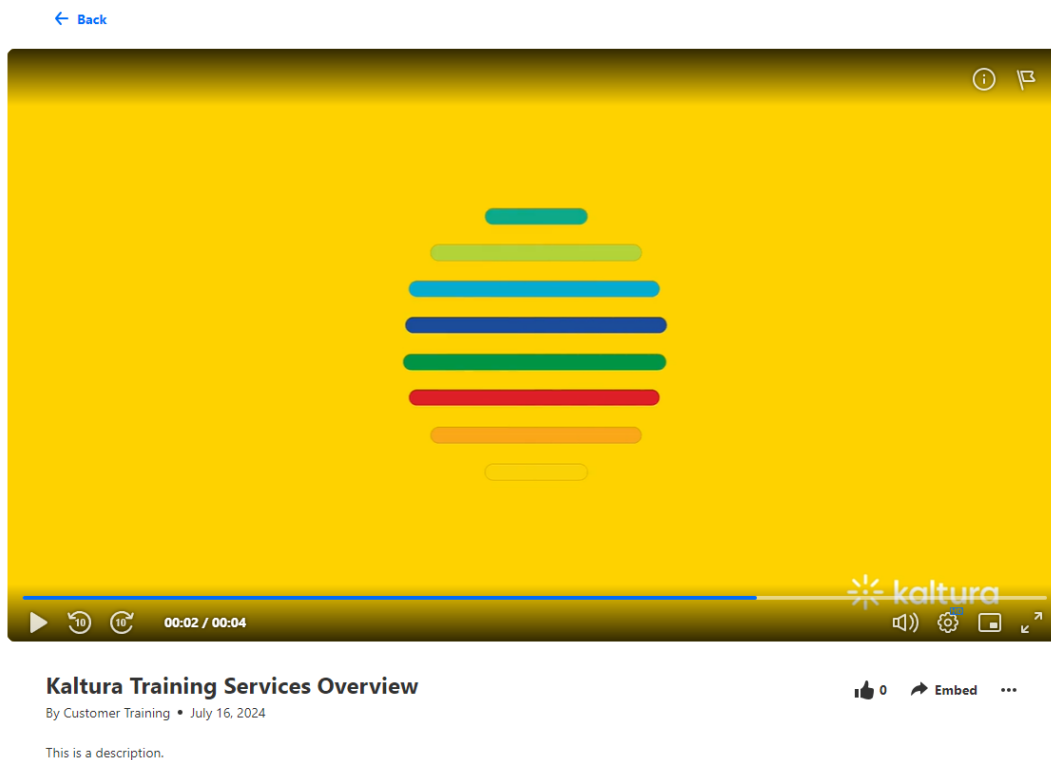
Note: You will no longer be able to perform any actions on the media or be able to see it in your My Media, unless you are a collaborator on the entry.

[Cancel](#) [Transfer ownership](#)

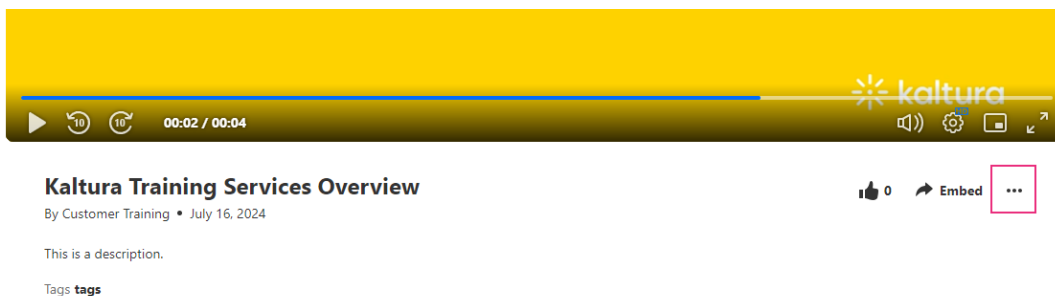
6. Click **Transfer ownership** to complete the process.

### Via the media page

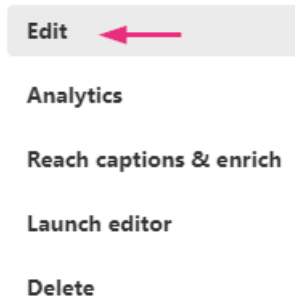
1. Access the [media page](#) (you can do this by clicking on the thumbnail of the desired media.)



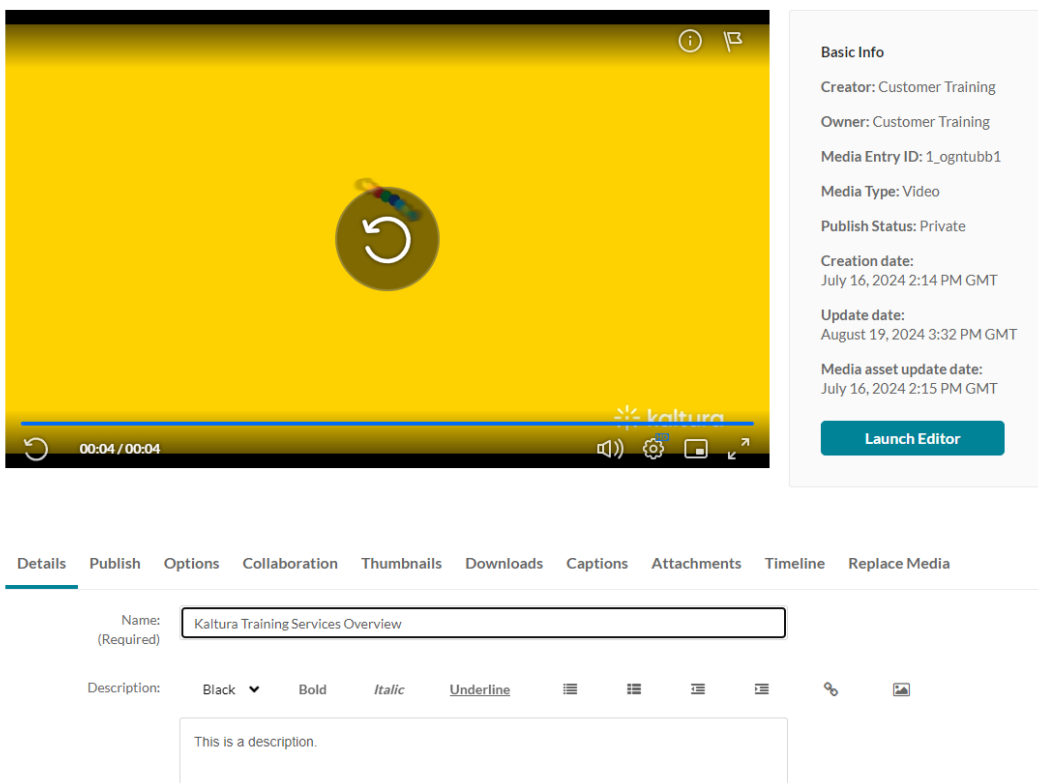
2. Once on the media page, click the **three dots** menu under the player




3. Select **Edit**.



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

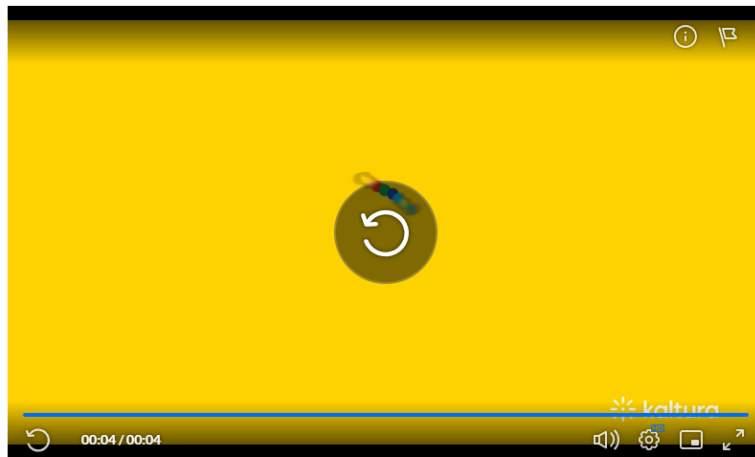


4. Click the **Collaboration** tab.

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

5. Click **Change media owner**

## Kaltura Training Services Overview



**Basic Info**

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

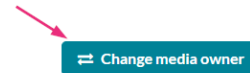
Media asset update date: July 16, 2024 2:15 PM GMT

[Launch Editor](#)

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

### Media Owner

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



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.

Cancel
Save

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



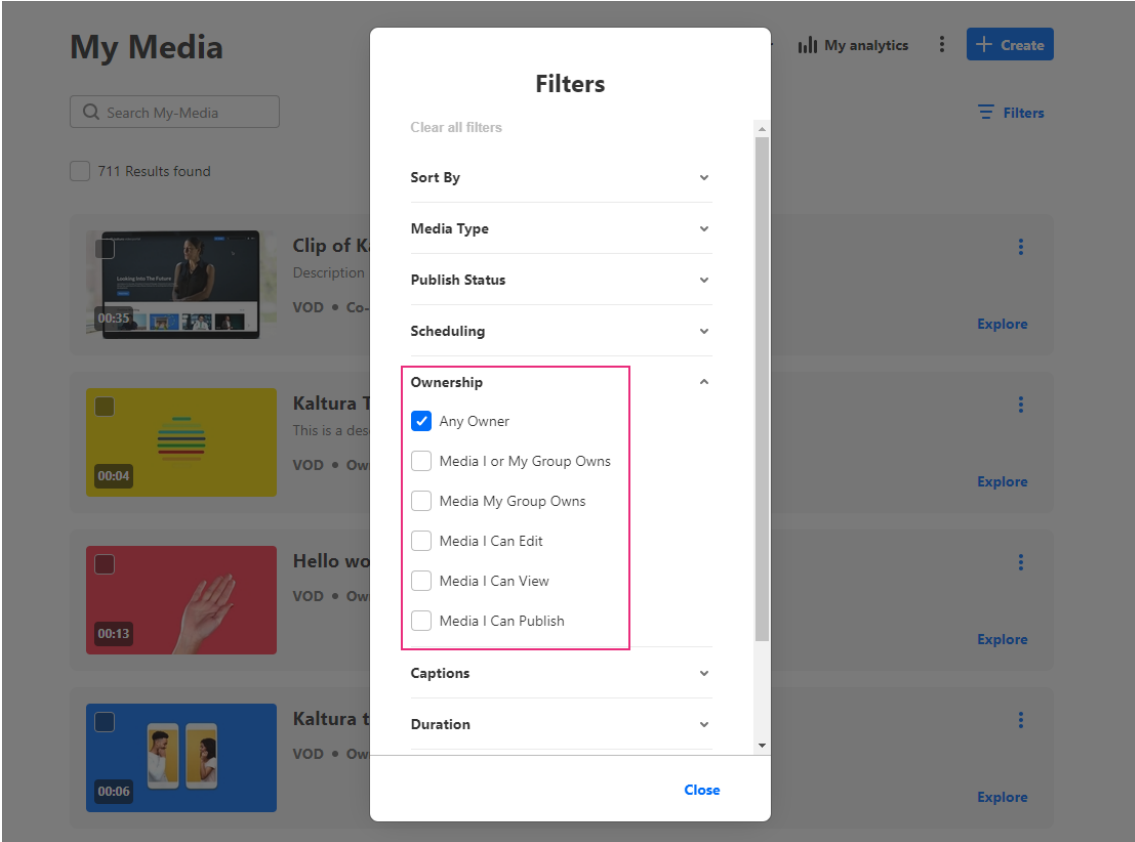
**Clip of Kaltura Training Services Overview**

Description

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

[Explore](#)

2. Select one or more of the filters.



The results display immediately.

[template("cat-subscribe")]