

Transfer media you own to others in Canvas - Theming

Last Modified on 04/07/2026 4:29 pm IDT

 This article is designated for all users.

About

As a media owner, you can transfer ownership to someone else, which is useful if the owner is leaving the organization or switching responsibilities.

You can also add co-editors, co-publishers, and co-viewers. For more information, see our article *Manage roles and permissions*.



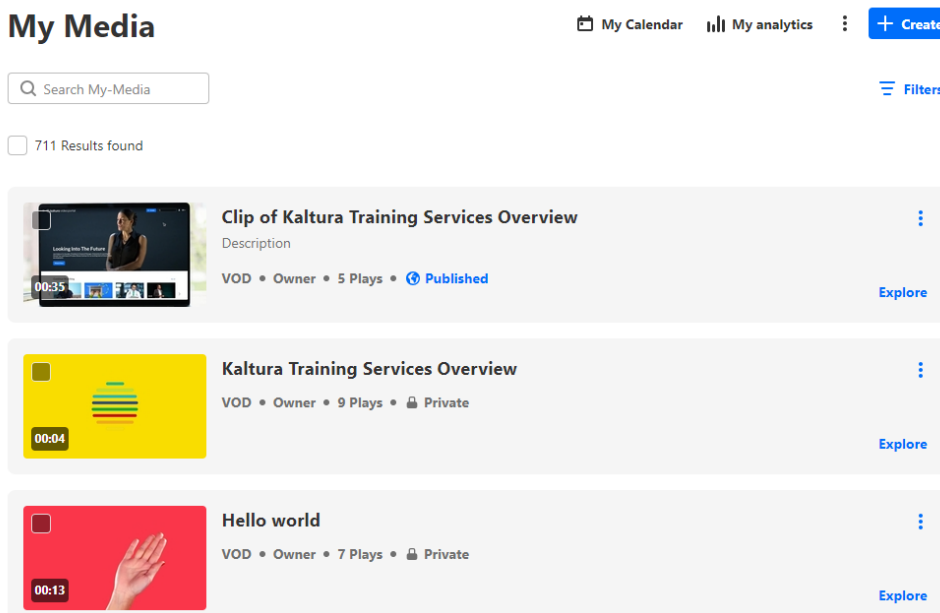
The [Mediacollaboration module](#) must be enabled by your administrator for this functionality to work.



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

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

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](#)

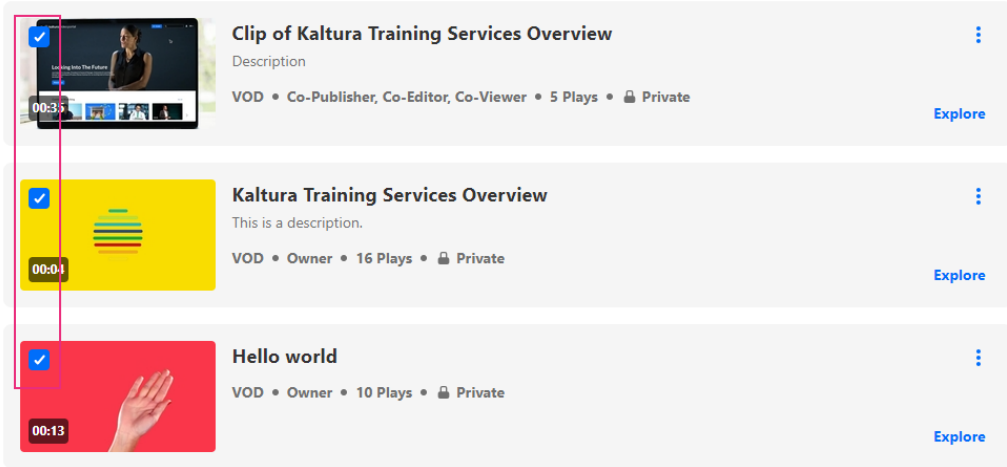
Search My-Media

Filters

711 Results found • 3 Selected

Delete

More actions



The screenshot shows three video entries in a list. Each entry has a blue checkmark in a box on its left side. The entries are: 1. 'Clip of Kaltura Training Services Overview' (00:32), 2. 'Kaltura Training Services Overview' (00:04), and 3. 'Hello world' (00:13). Each entry also includes a description, ownership roles, play count, and privacy status, along with an 'Explore' link.

3. 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](#)

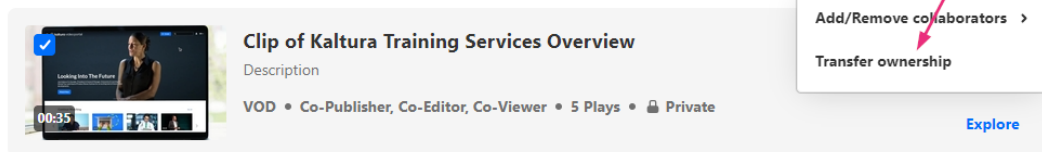
Search My-Media

Filters

711 Results found • 3 Selected

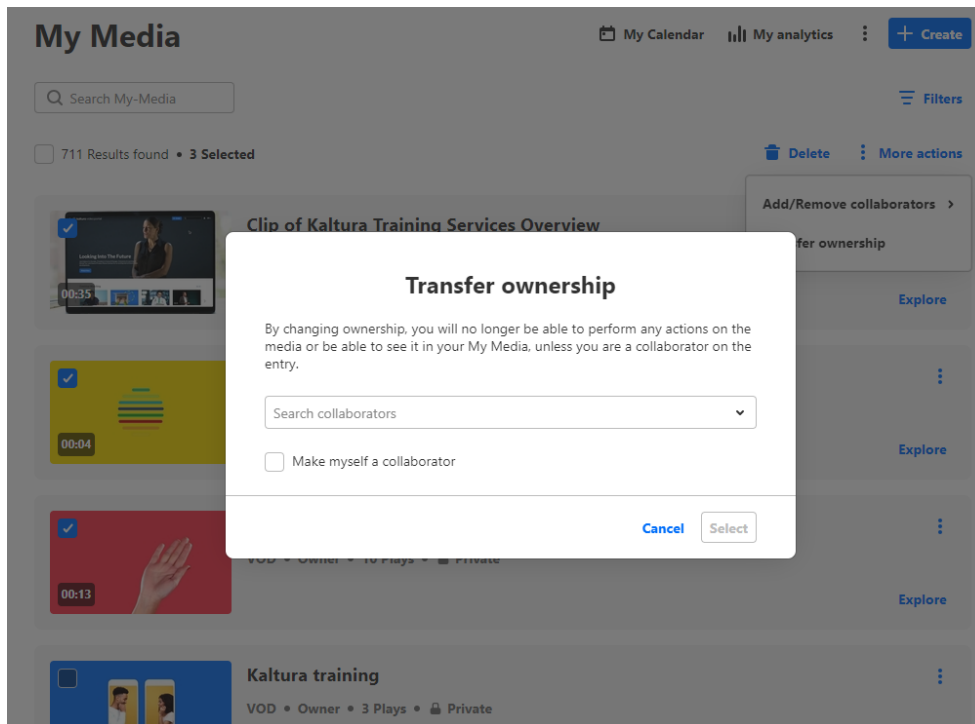
Delete

More actions

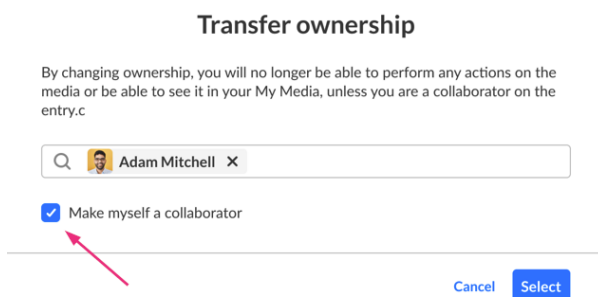


The screenshot shows the 'More actions' menu open for the first video entry. The menu contains two options: 'Add/Remove collaborators' and 'Transfer ownership'. A red arrow points to the 'Transfer ownership' option.

The **transfer ownership** window opens.



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.*

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

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](#)

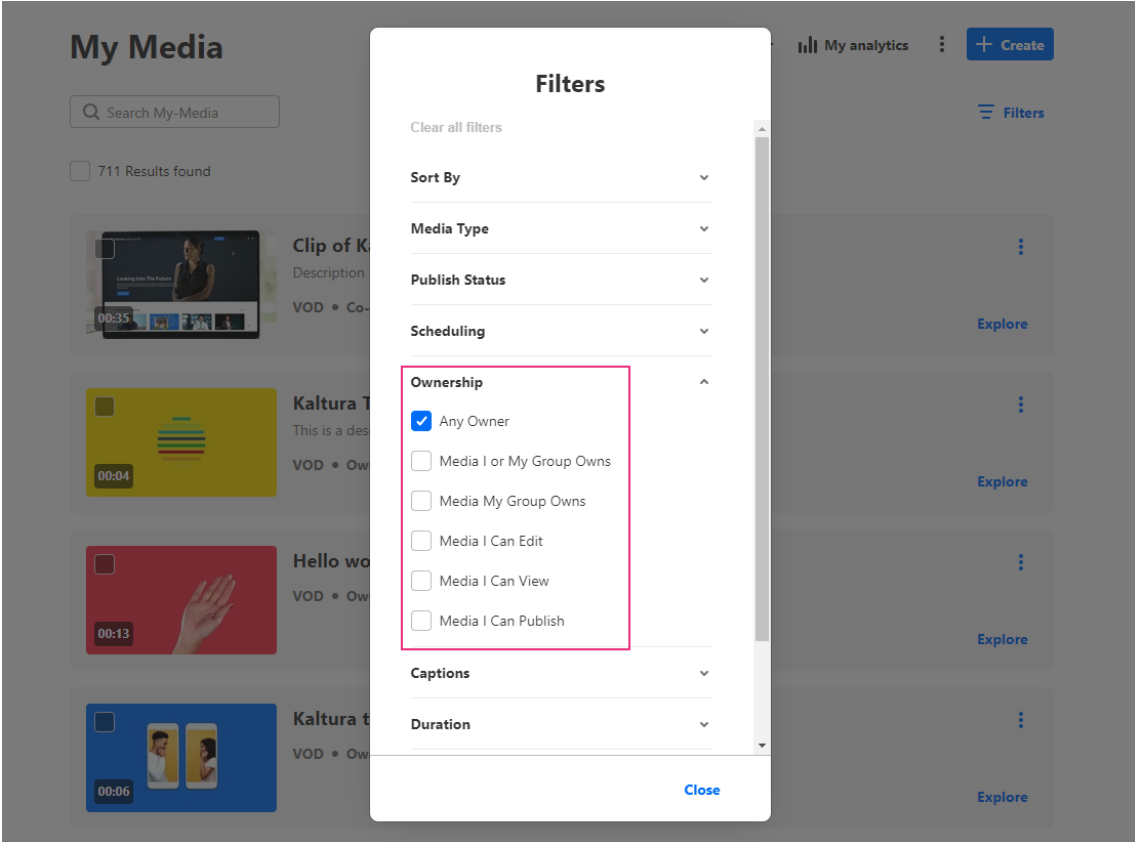
Search My-Media

[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 screenshot shows the 'My Media' page with a 'Filters' modal open. The modal has a 'Clear all filters' link at the top. Below it are several filter categories: 'Sort By', 'Media Type', 'Publish Status', 'Scheduling', 'Ownership', 'Captions', and 'Duration'. The 'Ownership' section is expanded and highlighted with a red border. It contains the following options:

- Any Owner
- Media I or My Group Owns
- Media My Group Owns
- Media I Can Edit
- Media I Can View
- Media I Can Publish

A 'Close' button is located at the bottom right of the modal.

The results display immediately.