


# Change media ownership & add collaborators in Canvas


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 This article is designated for all users.

## About

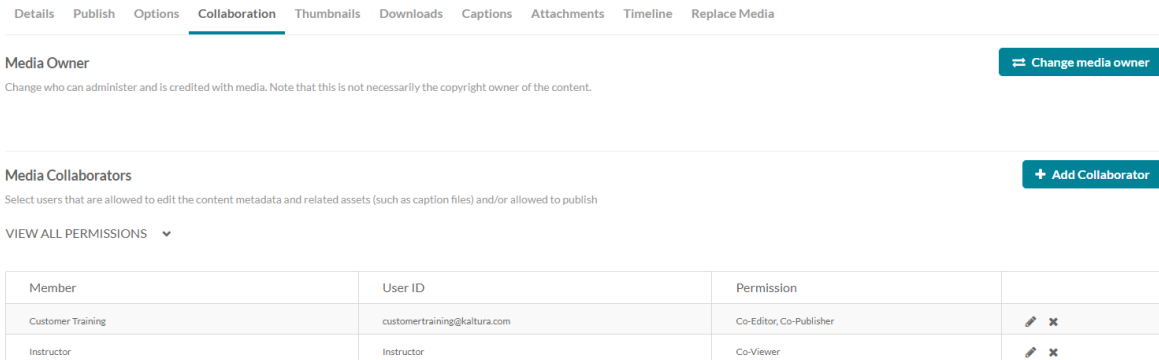
Media owners can transfer media ownership to someone else, which can be useful, for example, if the owner is leaving the organization or switching responsibilities and someone else needs to take ownership of the media. Owners can also add co-editors, co-publishers, co-viewers, and Webcasting moderators to their media. Adding collaborators will allow the media to be available in their personal [My Media](#).

 If you cannot access this functionality, ask your administrator to give you the required permission.





 The instructions below are for non-Theming users. If you have [Theming](#) enabled, please refer to our articles [Change media ownership](#) and [Add / Remove collaborators](#).

## Change media ownership

1. Access the [edit media page](#).
2. Click on the **Collaboration** tab.



The screenshot shows the 'Collaboration' tab in the Kaltura interface. At the top, there are navigation tabs: Details, Publish, Options, Collaboration (selected), Thumbnails, Downloads, Captions, Attachments, Timeline, and Replace Media. Below the tabs, there are two main sections: 'Media Owner' and 'Media Collaborators'. The 'Media Owner' section has a 'Change media owner' button. The 'Media Collaborators' section has an 'Add Collaborator' button and a 'VIEW ALL PERMISSIONS' dropdown. Below these sections is a table with columns for Member, User ID, and Permission. The table contains two rows: one for 'Customer Training' with User ID 'customertraining@kaltura.com' and Permission 'Co-Editor, Co-Publisher', and one for 'Instructor' with User ID 'Instructor' and Permission 'Co-Viewer'. Each row has edit and delete icons.

Member	User ID	Permission	
Customer Training	customertraining@kaltura.com	Co-Editor, Co-Publisher	 
Instructor	Instructor	Co-Viewer	 

3. Click **Change media owner**.  
The Change Media Owner window is displayed.

### 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

4. Enter the user/group name for the new owner. You can add users/groups that are available on the site and then use the auto-complete function (from 3rd letter and on).
5. Click **Save**.

## Add collaborators

 Adding a user as a collaborator doesn't provide the user with capabilities overruling their KMS role. For example, when a user with a viewer role is added as a co-editor or co-publisher, that user will not have the ability to edit or publish content.

1. Access the [edit media page](#).
2. Click on the **Collaboration** tab.
3. Click **+Add Collaborator**.  
The **Add a Collaborator** window is displayed.

## Add a Collaborator




Select permissions:

- Co-Editor
- Co-Publisher
- Co-Viewer


Cancel

Add

#### 4. The types of collaborators and their permissions are as follows:

 This option must be enabled by your KMS administrator for this tab to display. Group support can be enabled for the Media Collaboration features.

- **Co-Viewer** - Can only view this media and doesn't have editing or publishing permissions.
- **Co-Publisher** - Can publish this media to their entitled Categories or Channels.
- **Co-Editor** - Can edit this media's details and metadata, trim media, replace media, edit captions, edit chapters, and edit slides. Co-editors can't delete media or add new co-editors and co-publishers. Co-editors can see the analytics page for the media they co-edit.
- **Kaltura Webcasting Moderators** - Only Media Owners can assign Webcasting Moderators for a Kaltura Webcasting event. Only after a Webcasting Moderator is assigned as a collaborator, the Moderator View is launched through the Actions menu in the Webcast Event URL. Webcast Moderators can send announcements, respond to questions, mark questions in queues, and answer on air.

 This is a webcast feature, and only available on webcasting entries. Co-viewer option isn't available with this feature.

#### 5. Enter the collaborator's user name or ID or the group's name or ID. You can add

users/groups that are available on the site and you can use the auto-complete function (from third letter and on).

6. Choose the type(s) of permissions for the collaborator you are adding to the media entry.

7. Click **Add**.

To view the collaborators' permissions, click **View all Permissions** and select the type of collaborator.

Media Collaborators + Add Collaborator

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

VIEW ALL PERMISSIONS ▾

- ✓ All Permissions
- Co-Editor
- Co-Publisher
- Co-Viewer

	User ID	Permission	
	customertraining@kaltura.com	Co-Editor, Co-Publisher	✎ ✕
	Instructor	Co-Viewer	✎ ✕

Use the editing options/icons in the actions column (to the far right) to edit/delete the collaboration options.

Your administrator can also configure the option of adding co-editors, co-publishers, co-viewers or Webcast Moderators during upload of an entry.

## Filter entries for which you have privileges

1. On the My Media page, click on **Filters**.

### My Media

🔍 Search My Media

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Filters >

↖ Search In: All Fields ▾

2. Select one of the filters:

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

[template("cat-subscribe")]

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