

Add and remove collaborators in Canvas

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 This article is designated for all users.

About

As a media owner, you can add collaborators such as co-editors, co-publishers, and co-viewers to their media. This will make the media available in the collaborators' personal My Media.

Note that adding a collaborator doesn't change that user's overall role, in other words, a user with a viewer role added as a co-editor or co-publisher can only edit or publish the specific media they've been assigned to.

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

For information about transferring ownership, check out our article *Change media ownership*.





This feature requires the [Mediacollaboration module](#) to be enabled.

Add collaborators

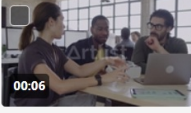

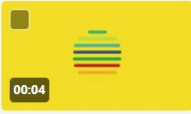

1. Access the **My Media** page.

My Media

 My Calendar  My analytics  [+ Create](#)




 Filters

712 Results found

-  **Branding**
This is a description
VOD • Owner • 0 Plays • Private [Explore](#)
-  **Clip of Kaltura Training Services Overview**
Description
VOD • Owner • 5 Plays • [Published](#) [Explore](#)
-  **Kaltura Training Services Overview**
VOD • Owner • 11 Plays • Private [Explore](#)
-  **Hello world**
VOD • Owner • 8 Plays • Private [Explore](#)

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



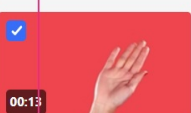
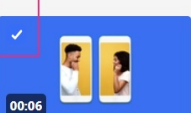
My Media

 My Calendar  My analytics  [+ Create](#)

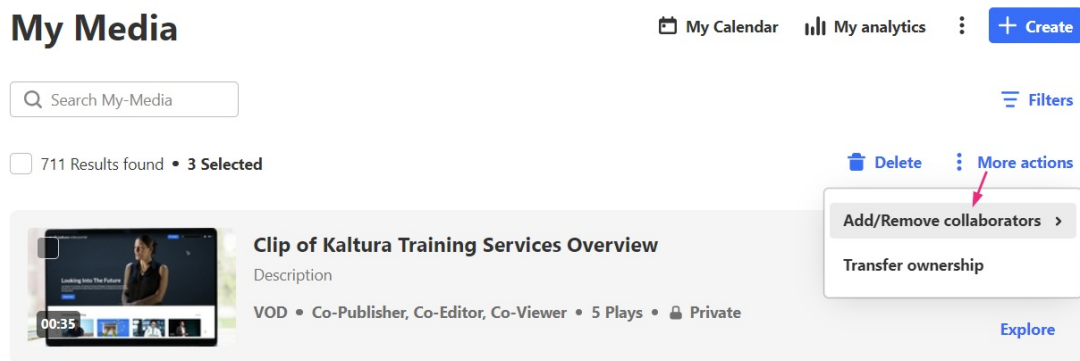
 Filters

711 Results found • **3 Selected**

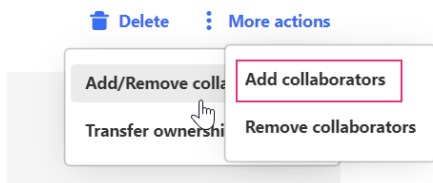
 Delete  More actions

-  **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](#)
-  **Kaltura training**
VOD • Owner • 3 Plays • Private [Explore](#)

3. Click the **More actions** menu at the top of the page and choose **Add/Remove collaborators**.



4. Choose **Add collaborators**.



The **Add collaboration** window displays.

Add Collaboration

Select users who will have permission to view, publish, and/or edit the media.

Viewer Publisher Editor

Search collaborators

[Cancel](#)

5. Select the permissions you want your collaborator to have:
 - **Viewer**
 - **Publisher**
 - **Editor**
6. Start typing a name in the text field. A drop-down list will automatically show the users and groups available. Check the boxes next to each name to select them.

Add Collaboration

Select users who will have permission to view, publish, and/or edit the media.

Viewer Publisher Editor

louise.████████@kaltur... X Search collaborators

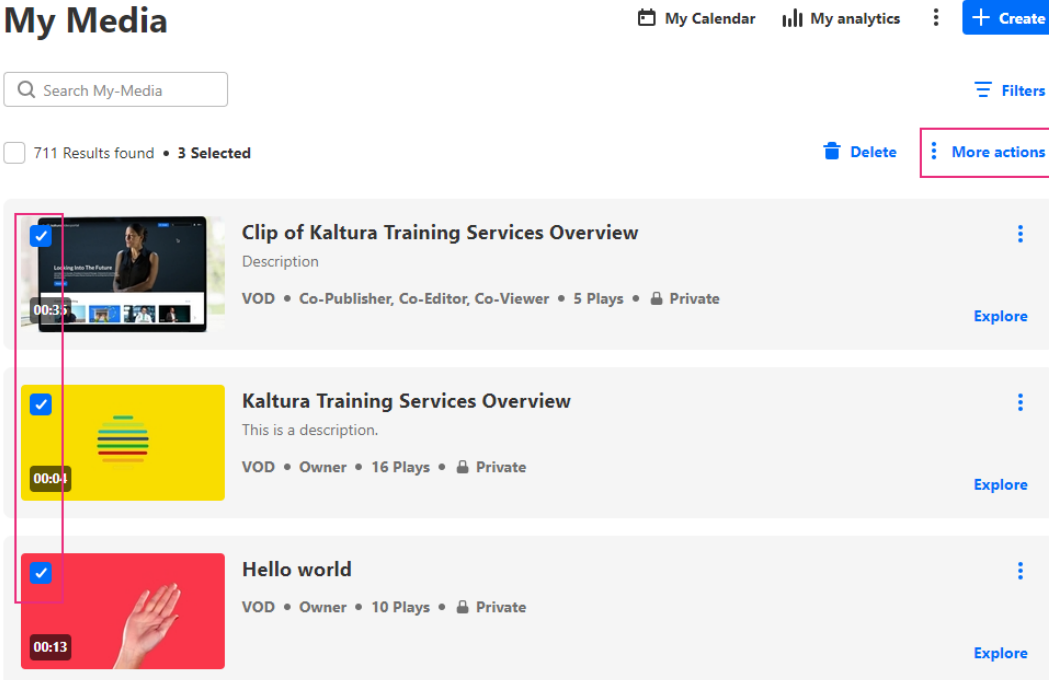
Cancel **Add**

7. When you've finished adding collaborators and setting permissions, click **Add**.

A success message displays: *Media successfully updated.*

Remove collaborators

1. On the **My Media** page, check the box(es) on the top left of the desired entries.



The screenshot shows the 'My Media' interface. At the top, there are navigation links for 'My Calendar', 'My analytics', and a '+ Create' button. Below this is a search bar labeled 'Search My-Media' and a 'Filters' button. A status bar indicates '711 Results found • 3 Selected'. On the right side, there are 'Delete' and 'More actions' buttons. The main content area displays three video entries, each with a blue checkmark in a box on the left:

- Clip of Kaltura Training Services Overview**: Description, VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays • Private. Includes an 'Explore' link.
- Kaltura Training Services Overview**: This is a description. VOD • Owner • 16 Plays • Private. Includes an 'Explore' link.
- Hello world**: VOD • Owner • 10 Plays • Private. Includes an 'Explore' link.

2. Click the **More actions** menu at the top of the page and choose **Add/Remove collaborators**.

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

 This option only appears in the menu if the [mediaCollaboration module](#) is enabled.

3. Choose **Remove collaborators** from the menu.

Delete More actions

Add/Remove collaborators

Add collaborators

Transfer ownership

Remove collaborators

The **Remove collaboration** window displays.

Remove Collaboration

Revoke user's permission to view, publish, and/or edit the media.

Viewer Publisher Editor

Search collaborators ▼

[Cancel](#)

4. Select the permissions you want your collaborator to have:

- **Viewer / Webcast moderator**
- **Publisher**
- **Editor**

6. Start typing a name in the text field. A drop-down list will automatically show the users and groups available. Check the boxes next to each name to select them.

Remove Collaboration

Revoke user's permission to view, publish, and/or edit the media.

Viewer Publisher Editor

louise...@kaltur... X Search collaborators ^

No options

Cancel Update

7. When you've finished adding collaborators and setting permissions, click **Update**.

A success message displays: *Media successfully updated.*
