

Add / Remove collaborators in Canvas - Theming

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 This article is designated for all users.


About

Media owners 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.

Note that 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](#).

 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](#).

Via My Media

Add collaborators

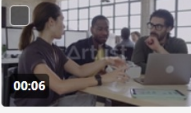

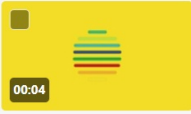

1. Access the [My Media](#) page.

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.



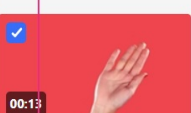
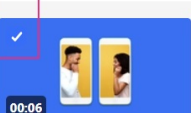
My Media

 My Calendar  My analytics  [+ Create](#)

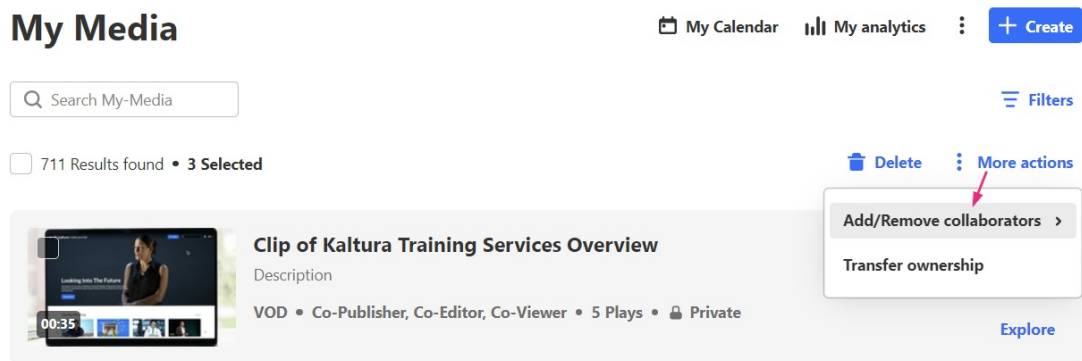
 Filters


711 Results found • **3 Selected**

 Delete  More actions

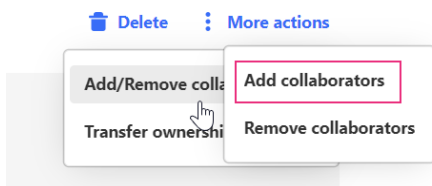
-  **Clip of Kaltura Training Services Overview**
Description
VOD • Owner • 5 Plays • [Published](#) [Explore](#)
-  **Kaltura Training Services Overview**
VOD • Owner • 9 Plays • Private [Explore](#)
-  **Hello world**
VOD • Owner • 7 Plays • Private [Explore](#)
-  **Kaltura training**
VOD • Owner • 3 Plays • Private [Explore](#)

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



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

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

X Search collaborators

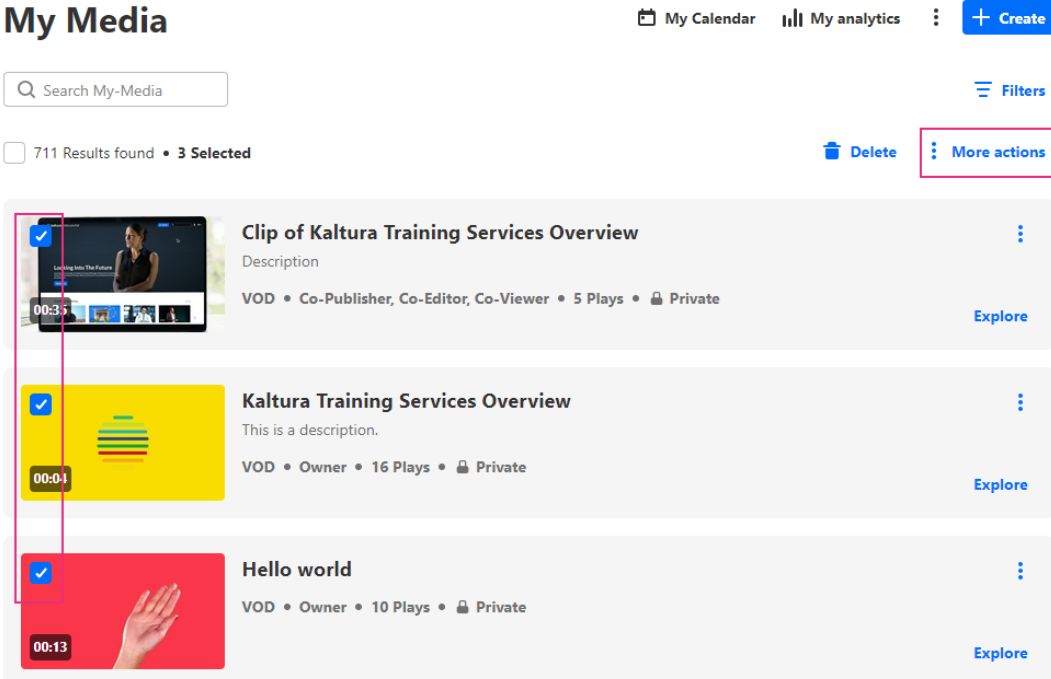
Cancel **Add**

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'. To the right of the status bar 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](#) [Update](#)

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

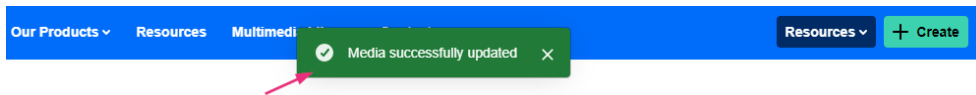
louise...@kaltur... X Search collaborators ^

No options

Cancel Update

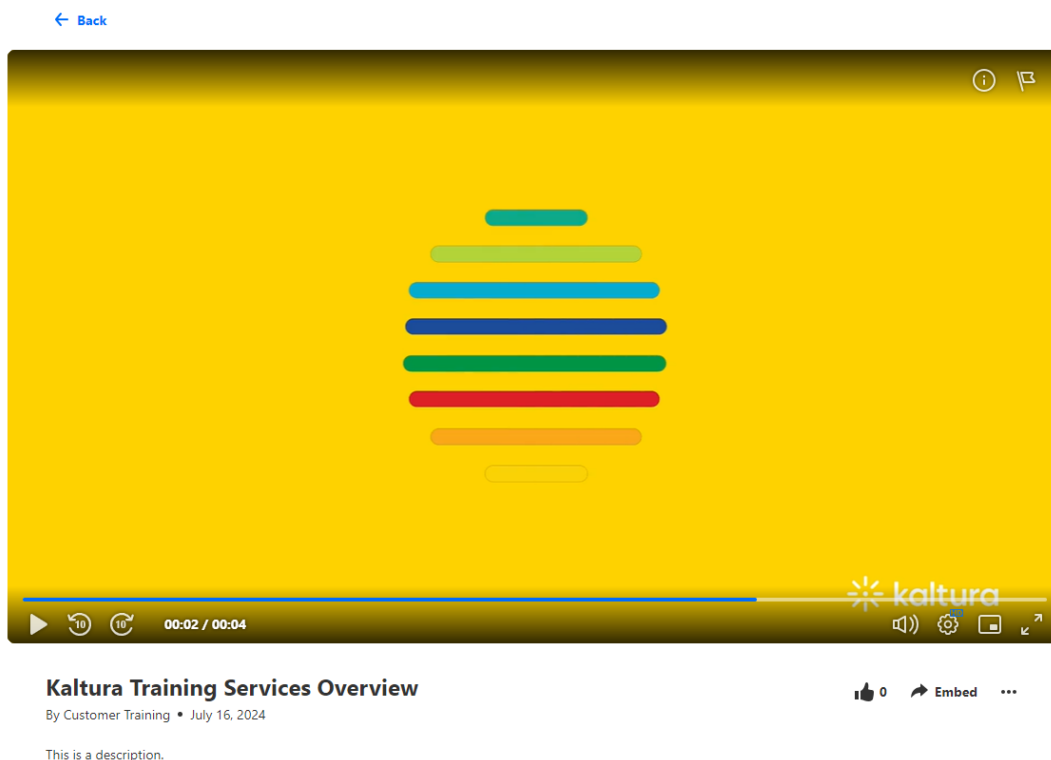
7. When you've finished adding collaborators and setting permissions, click **Update**.

A success message displays: *Media successfully updated.*

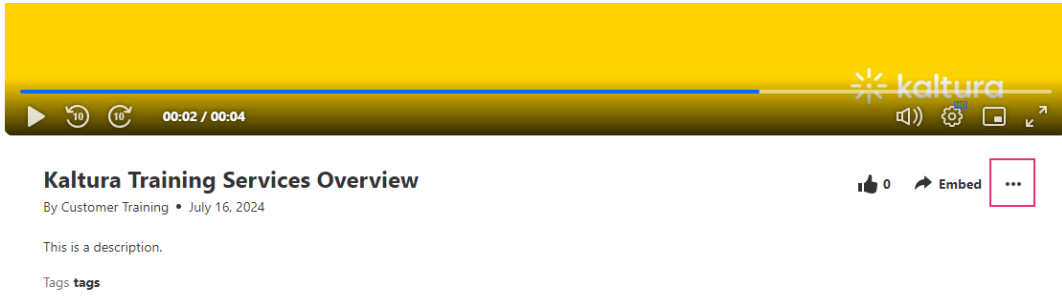


Via the Edit page

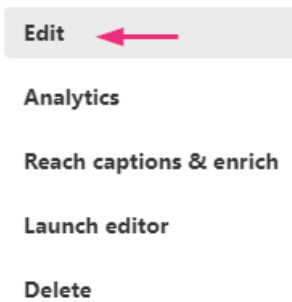
1. Access the [media page](#) (you can do this by clicking on the thumbnail of the desired media.)



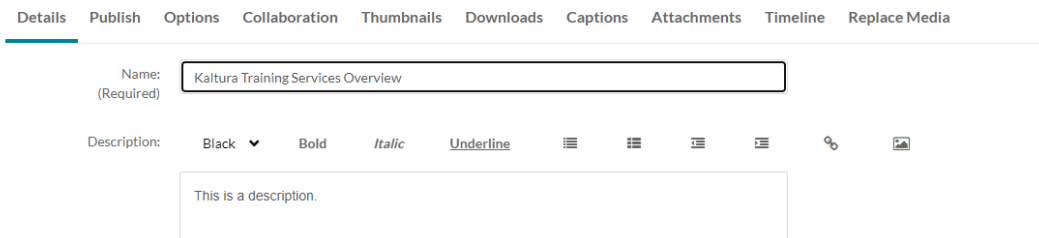
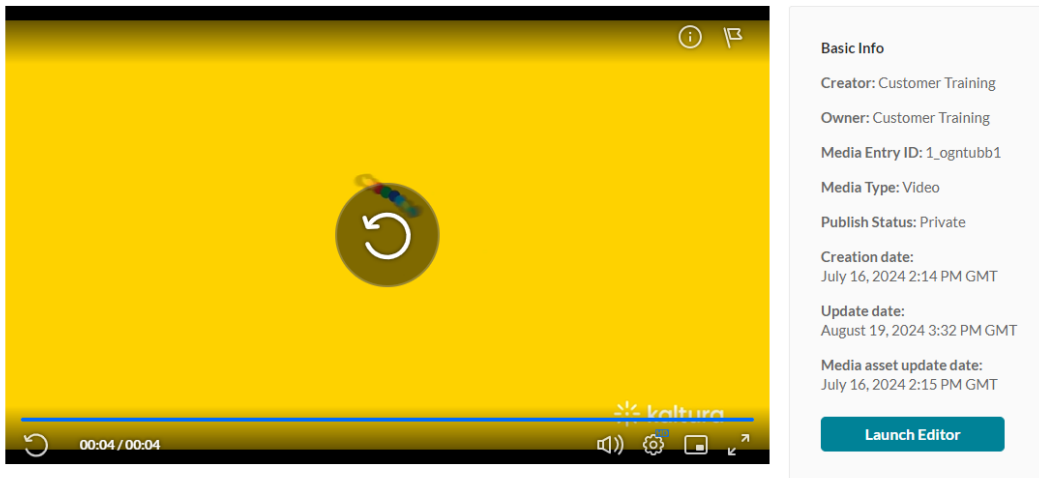
2. Once on the media page, click the **three dots** menu under the player




3. Select **Edit**.



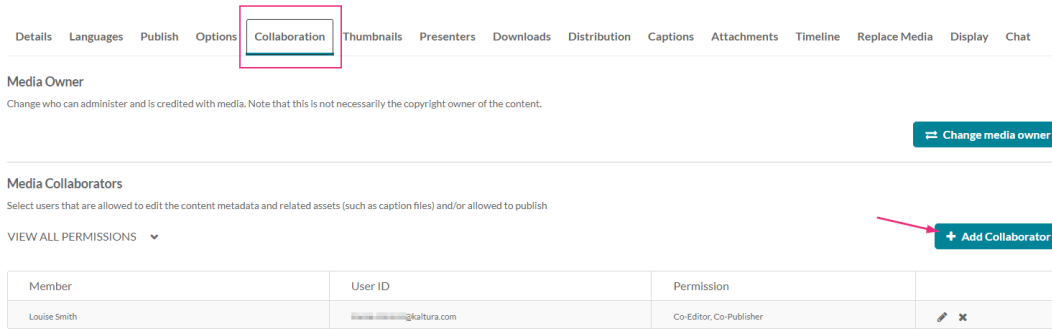
4. The edit page displays with the **Details** tab open by default.



5. Click the **Collaboration** tab.

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

6. Click **+Add Collaborator**.



Details Languages Publish Options **Collaboration** Thumbnails Presenters Downloads Distribution Captions Attachments Timeline Replace Media Display Chat

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

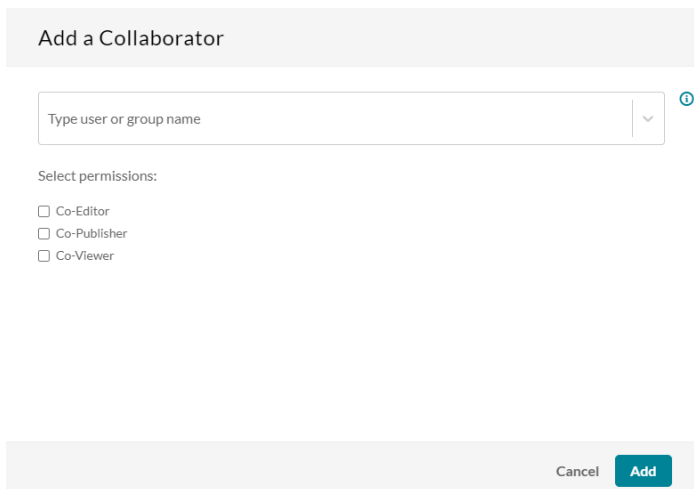
[Change media owner](#)

Media Collaborators
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](#) ▾ [+ Add Collaborator](#)

Member	User ID	Permission	
Louise Smith	[redacted]@kaltura.com	Co-Editor, Co-Publisher	✎ ✕

The **Add a Collaborator** window displays.



Add a Collaborator

Type user or group name ▾ ⓘ

Select permissions:

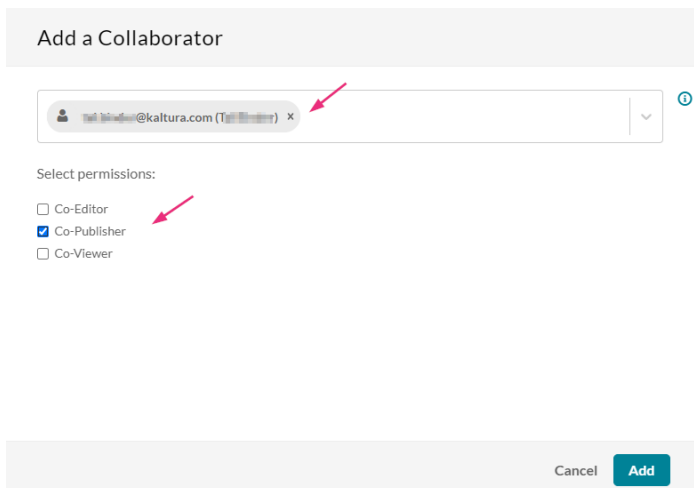
Co-Editor

Co-Publisher

Co-Viewer

[Cancel](#) [Add](#)

7. Enter the collaborator's user name or ID or the group's name or ID.



Add a Collaborator

[@kaltura.com \(T...\)](#) ▾ ⓘ

Select permissions:

Co-Editor

Co-Publisher

Co-Viewer

[Cancel](#) [Add](#)

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

The types of collaborators and their permissions are as follows:



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

9. Click **Add**.

The collaborator is added.

Media Collaborators
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 ▾ + Add Collaborator

Member	User ID	Permission	
Tal @kaltura	tal@kaltura@kaltura.com	Co-Publisher	 

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

Remove a collaborator

You can search for collaborators according to permission type by using the **View all permissions** drop-down options.

Media Collaborators
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 ▾ + Add Collaborator

▼ All Permissions

Co-Editor

Co-Publisher

Co-Viewer

Member	User ID	Permission	
	tal@kaltura@kaltura.com	Co-Editor	 
	tal@kaltura@kaltura.com	Co-Publisher	 

1. To remove a collaborator, click the **x** at the far right.

Media Collaborators

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

VIEW CO-PUBLISHERS ▾

[+ Add Collaborator](#)

Member	User ID	Permission	
Jennifer [Avatar]	[Avatar]@kaltura.com	Co-Editor	
Tal [Avatar]	[Avatar]@kaltura.com	Co-Publisher, Co-Viewer	

A confirmation message displays: *Are you sure you want to remove [user name] as a media collaborator?*

Delete Confirmation

Are you sure you want to remove [Avatar]@kaltura.com as a media collaborator?

[Cancel](#)
[Delete](#)

2. Click **Delete**.

The collaborator is removed.

Change a collaborator's permissions

1. To change a collaborator's permissions, click the **pencil icon** at the far right.

VIEW CO-PUBLISHERS ▾ [+ Add Collaborator](#)

Member	User ID	Permission	
Tal [Avatar]	[Avatar]@kaltura.com	Co-Publisher	

2. The **Edit a collaborator** window displays.

3. Edit the permissions as desired. In the example below we are adding the role of Co-viewer to their current role of Co-publisher.

Edit a Collaborator

Enter a Collaborator: (Required)

Select Permissions: (Required)

Co-Editor
 Co-Publisher
 Co-Viewer

[Cancel](#)
[Update](#)

4. Click **Update**.


The changes display.

Media Collaborators

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

VIEW CO-PUBLISHERS ▾

[+ Add Collaborator](#)

Member	User ID	Permission	
Jennifer Higgins	jennifer.higgins@kaltura.com	Co-Editor	 
Tal Hershkov	tal.hershkov@kaltura.com	Co-Publisher, Co-Viewer	 

[template("cat-subscribe")]
