

## 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](#)

Search My-Media


[Filters](#)

☐ 712 Results found




**Branding**  
This is a decription  
VOD • Owner • 0 Plays • Private

[Explore](#)



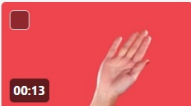
**Clip of Kaltura Training Services Overview**  
Description  
VOD • Owner • 5 Plays • [Published](#)

[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](#)

Search My-Media

[Filters](#)


☐ 711 Results found • 3 Selected

[Delete](#) [More actions](#)



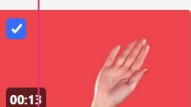
**Clip of Kaltura Training Services Overview**  
Description  
VOD • Owner • 5 Plays • [Published](#)

[Explore](#)

☒


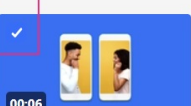
**Kaltura Training Services Overview**  
VOD • Owner • 9 Plays • Private

[Explore](#)

☒


**Hello world**  
VOD • Owner • 7 Plays • Private

[Explore](#)

☒


**Kaltura training**  
VOD • Owner • 3 Plays • Private


[Explore](#)

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

**My Media** My Calendar My analytics + Create

Filters

☐ 711 Results found • 3 Selected



**Clip of Kaltura Training Services Overview**  
Description  
VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays • Private

Delete More actions

- Add/Remove collaborators >
- Transfer ownership

Explore



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

- Choose **Add collaborators**.

Delete More actions

- Add/Remove collaborators
- Transfer ownership

Add collaborators  
Remove 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

▼

Cancel Add

- Select the permissions you want your collaborator to have:

- **Viewer**
- **Publisher**
- **Editor**

- 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 ▼

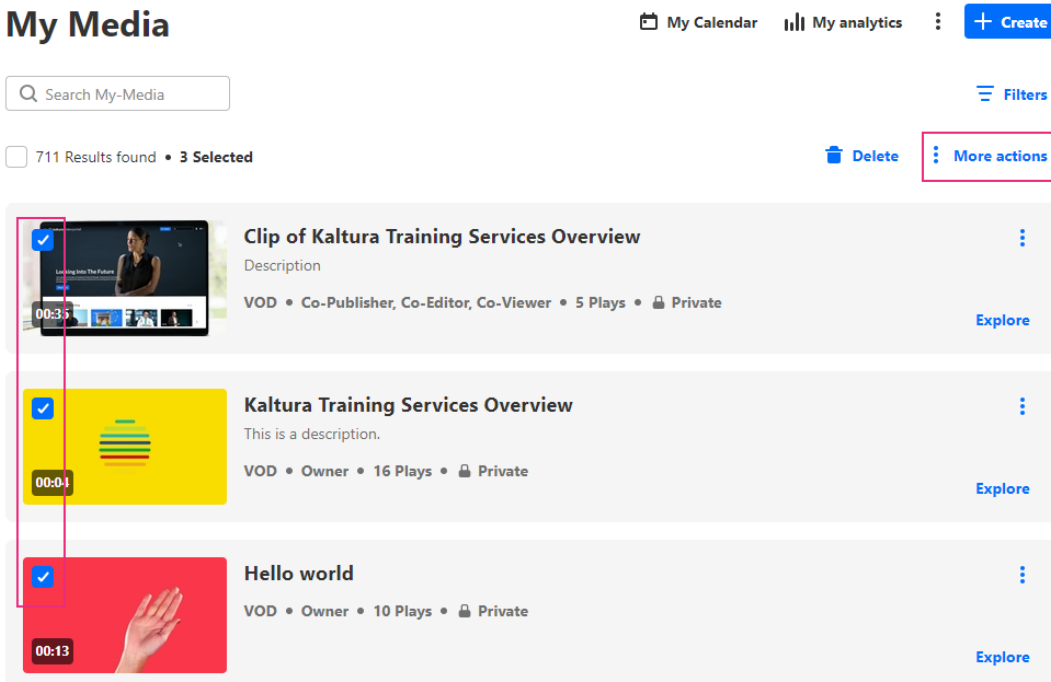
[Cancel](#) [Add](#)

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

A success message displays: *Media successfully updated.*

### Remove collaborators

- On the My Media page, 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](#)

| Selection                           | Thumbnail | Title                                      | Description            | Status   | Actions                 |
|-------------------------------------|-----------|--|------------------------|--|-------------------------|
| <input checked="" type="checkbox"/> |           | Clip of Kaltura Training Services Overview | Description            | VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays • Private | <a href="#">Explore</a> |
| <input checked="" type="checkbox"/> |           | Kaltura Training Services Overview         | This is a description. | VOD • Owner • 16 Plays • Private                             | <a href="#">Explore</a> |
| <input checked="" type="checkbox"/> |           | Hello world                                |                        | VOD • Owner • 10 Plays • Private                             | <a href="#">Explore</a> |

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

## My Media

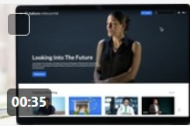
My Calendar My analytics [+ Create](#)

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

Add/Remove collaborators >  
Transfer ownership

Explore



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

X Search collaborators ^

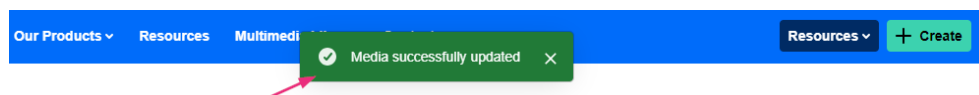
No options

Cancel

Update

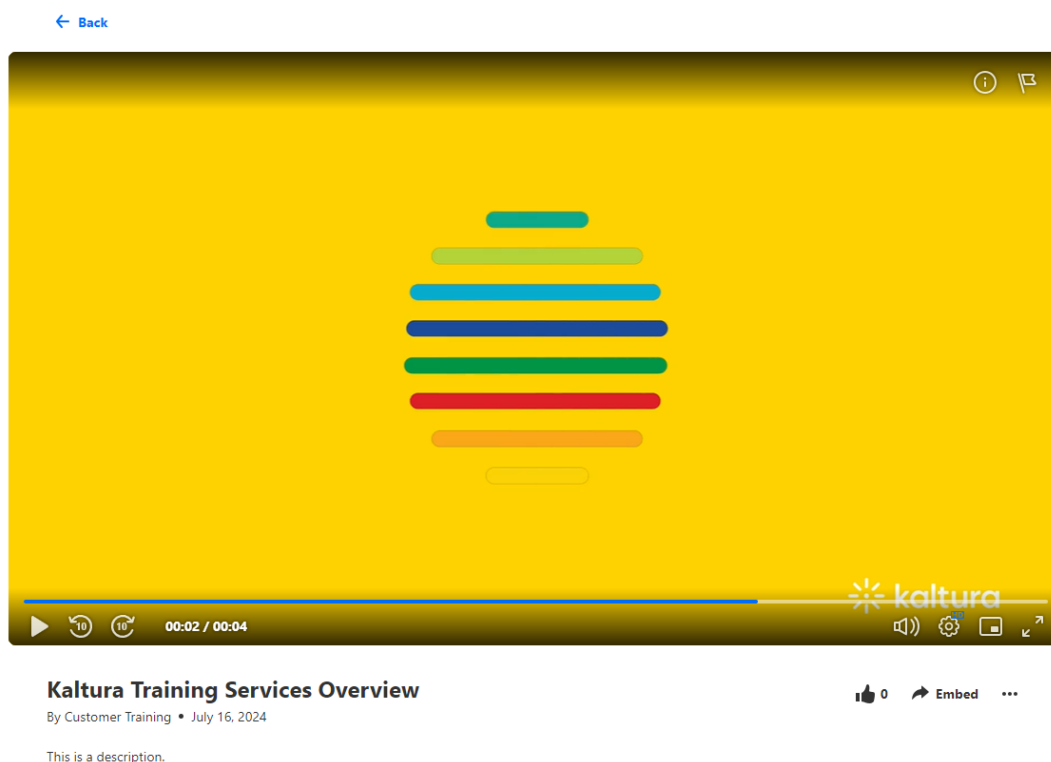
- When you've finished adding collaborators and setting permissions, click **Update**.

A success message displays: *Media successfully updated.*



## Via the Edit page

- Access the media page (you can do this by clicking on the thumbnail of the desired media.)



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



### Kaltura Training Services Overview

By Customer Training • July 16, 2024

This is a description.

Tags **tags**

0 likes Embed ...

### 3. Select **Edit**.

**Edit**

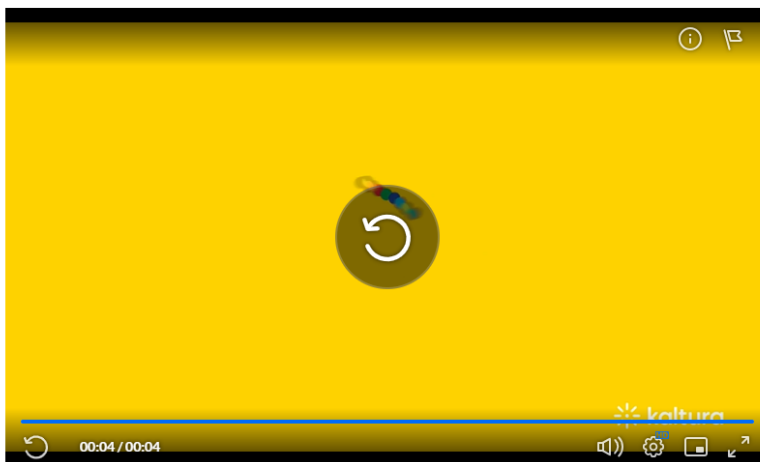
**Analytics**

**Reach captions & enrich**

**Launch editor**

**Delete**

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



#### 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

Name:

Description: **Black** **Bold** *Italic* Underline      

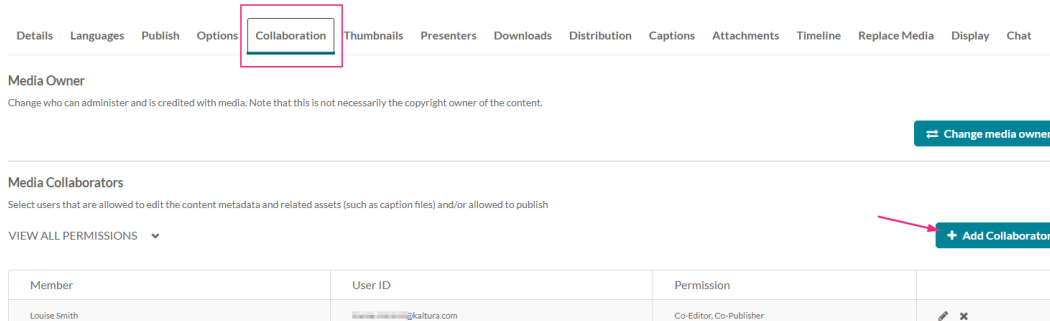
This is a description.

### 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](#)

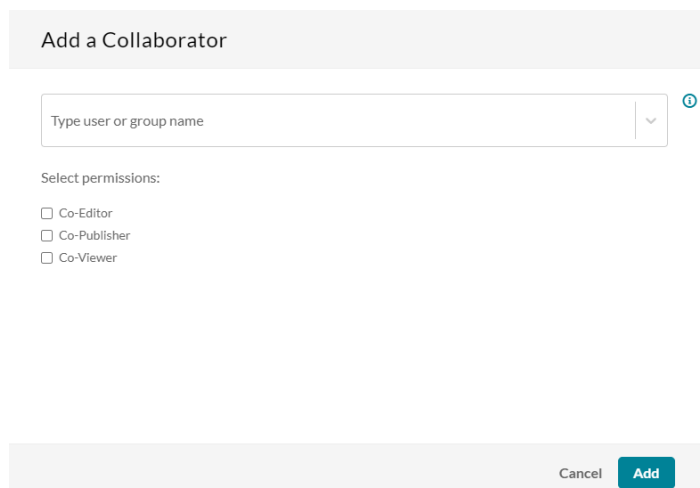
**Media Collaborators**  
Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

[VIEW ALL PERMISSIONS](#) ▼

| Member       | User ID                | Permission              |                                     |
|--------------|------------------------|-------------------------|-------------------------------------|
| Louise Smith | [redacted]@kaltura.com | Co-Editor, Co-Publisher | <a href="#">✎</a> <a href="#">✕</a> |

[+ Add Collaborator](#)

The **Add a Collaborator** window displays.



**Add a Collaborator**

Type user or group name ▼ ⓘ

Select permissions:

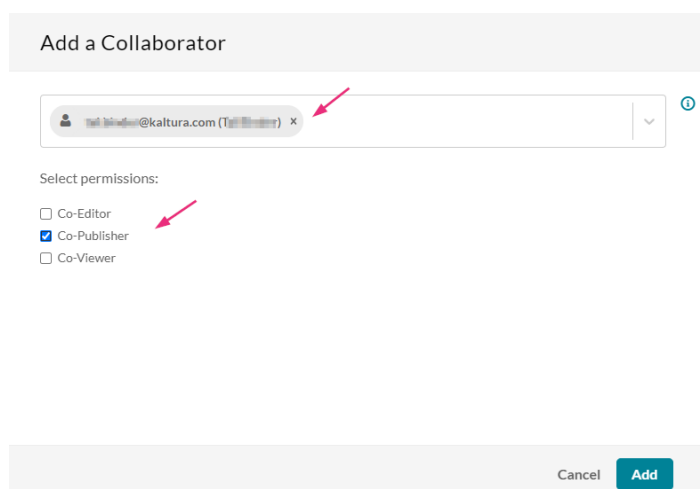
☐ Co-Editor

☐ 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**

[✎](#) [redacted]@kaltura.com ([redacted]) [✕](#) ▼ ⓘ

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.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 | tal@kaltura.com | Co-Editor    |  |
| Tal @kaltura | tal@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] | jennifer.jones@kaltura.com | Co-Editor               |  |
| Tal [avatar]      | tal.smilgin@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 [redacted]@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] | tal.smilgin@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)

[redacted]@kaltura.com

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 Ben-David    | tal.ben-david@kaltura.com    | Co-Publisher, Co-Viewer |   |