Add / Remove collaborators in Canvas - Theming

Last Modified on 09/29/2024 10:03 am IDT

👥 **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.

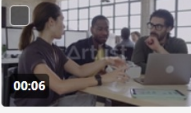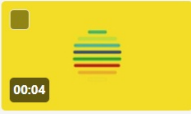## Via My Media

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
00:06   ⋮
                                                      Explore

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☐ **Clip of Kaltura Training Services Overview**
Description
VOD • Owner • 5 Plays • 🌐 Published
00:35   ⋮
                                                      Explore

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☐ **Kaltura Training Services Overview**
VOD • Owner • 11 Plays • 🔒 Private
00:04   ⋮
                                                      Explore

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☐ **Hello world**
VOD • Owner • 8 Plays • 🔒 Private
00:13   ⋮
                                                      Explore

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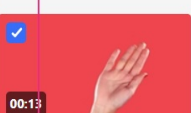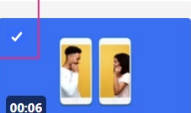2. Check the box(es) on the top left of the desired entries.

My Media

My Calendar   My analytics   ⋮   **+ Create**

🔍 Search My-Media   ≡ Filters
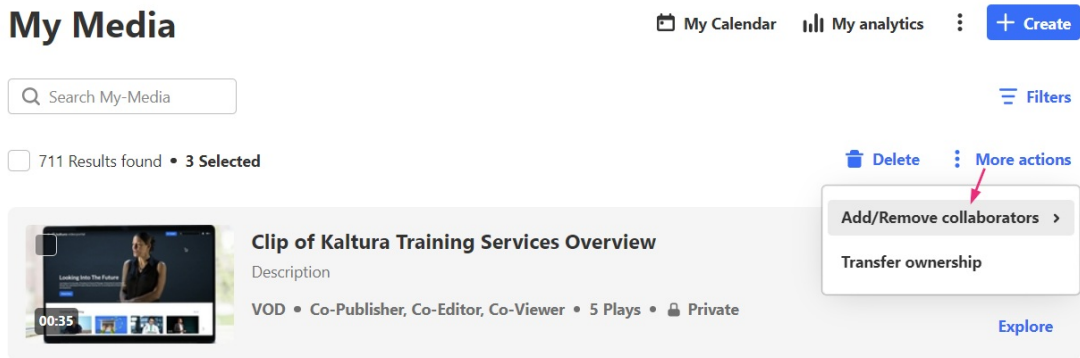
☐ 711 Results found • **3 Selected**   🗑 Delete   ⋮ More actions

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☐ **Clip of Kaltura Training Services Overview**
Description
VOD • Owner • 5 Plays • 🌐 Published
00:35   ⋮
                                                      Explore

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☑ **Kaltura Training Services Overview**
VOD • Owner • 9 Plays • 🔒 Private
00:04   ⋮
                                                      Explore

---

☑ **Hello world**
VOD • Owner • 7 Plays • 🔒 Private
00:13   ⋮
                                                      Explore

---

☑ **Kaltura training**
VOD • Owner • 3 Plays • 🔒 Private
00:06   ⋮
                                                      Explore

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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.

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

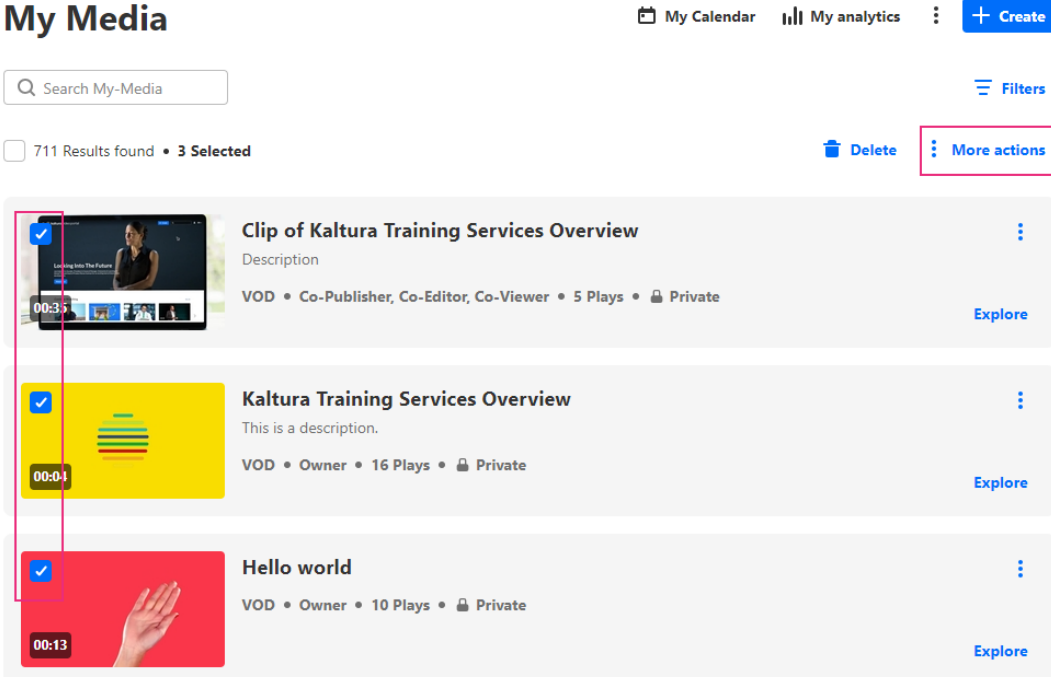louise.███████@kaltur...   ✕   Search collaborators ▾

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.

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
00:35   ⋮
Explore

☑ **Kaltura Training Services Overview**
This is a description.
VOD • Owner • 16 Plays • 🔒 Private
00:04   ⋮
Explore

☑ **Hello world**
VOD • Owner • 10 Plays • 🔒 Private
00:13   ⋮
Explore

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

![Kaltura logo]

My Media

My Calendar ‖ My analytics ⋮ ＋ Create

Search My-Media

⚘ Filters

☐ 711 Results found • **3 Selected**

🗑 Delete ⋮ More actions

Add/Remove collaborators ›

Transfer ownership

Clip of Kaltura Training Services Overview
Description

VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays • 🔒 Private

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 colla | Add collaborators

Transfer ownershi | Remove collaborators
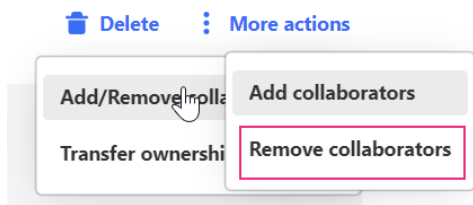
The **Remove collaboration** window displays.

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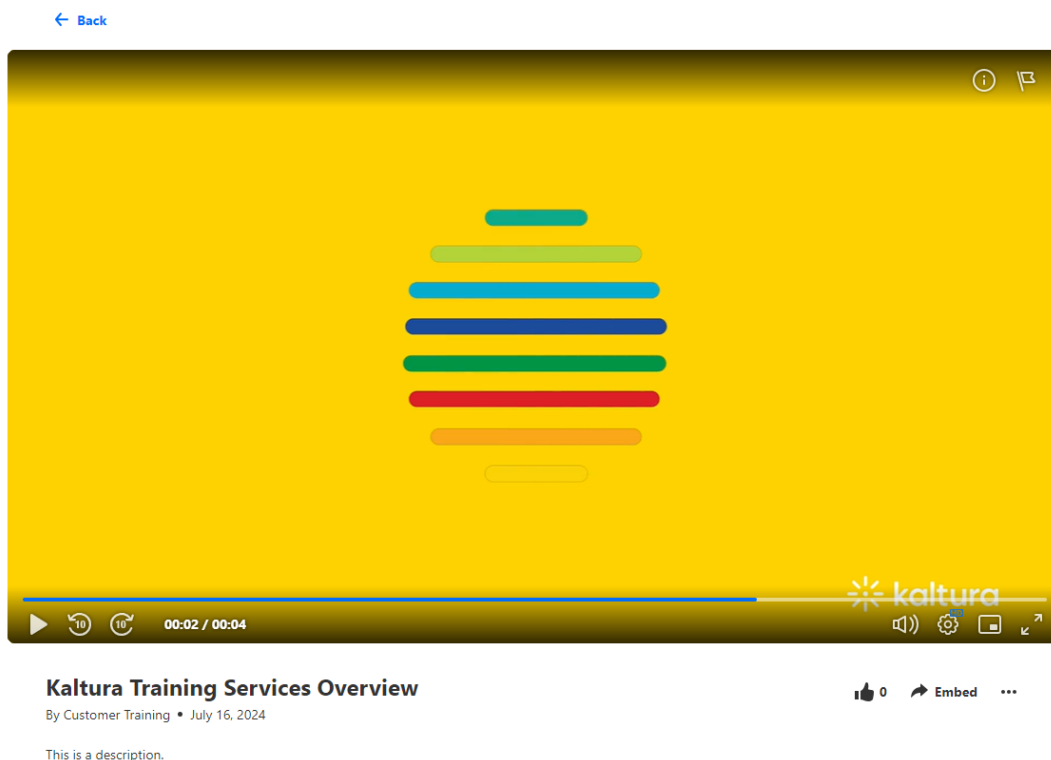
7. When you've finished adding collaborators and setting permissions, click **Update**.

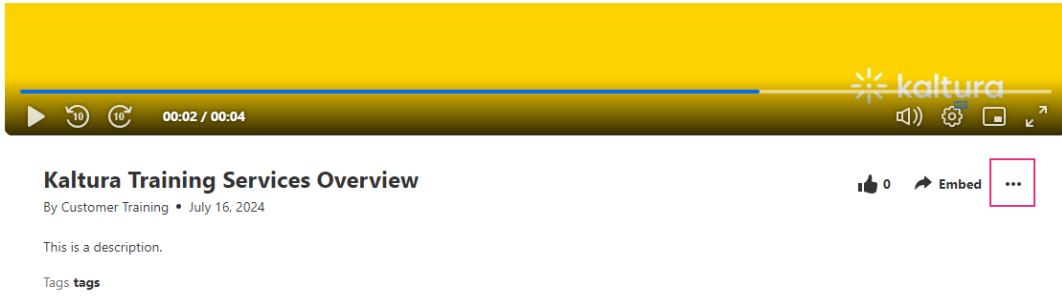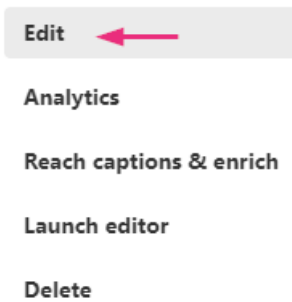   A success message displays: *Media successfully updated.*
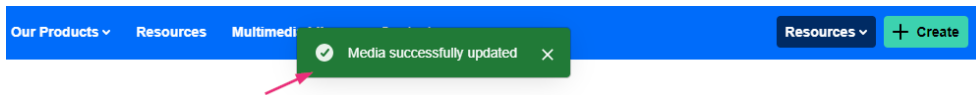
Via the Edit page

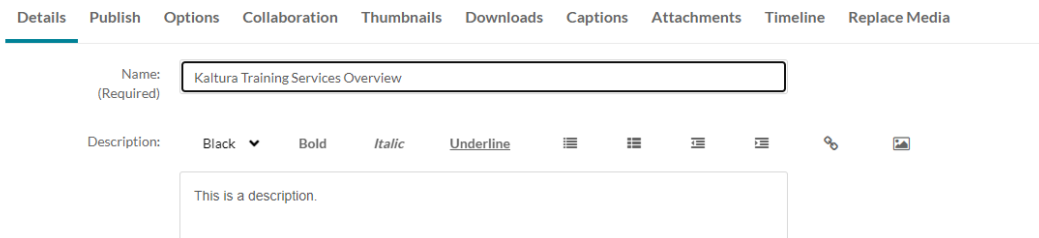1. Access the media page (you can do this by clicking on the thumbnail of the desired media.)

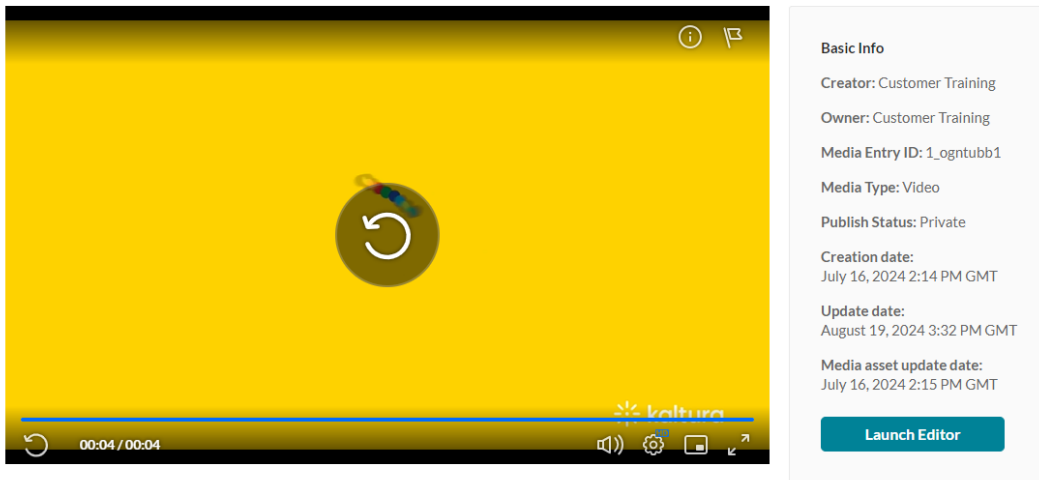2. Once on the media page, click the **three dots** menu under the player

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Kaltura Training Services Overview
By Customer Training • July 16, 2024

👍 0   ➦ Embed   ...

This is a description.

Tags **tags**

3. Select **Edit**.

Edit   ⬅

Analytics

Reach captions & enrich

Launch editor

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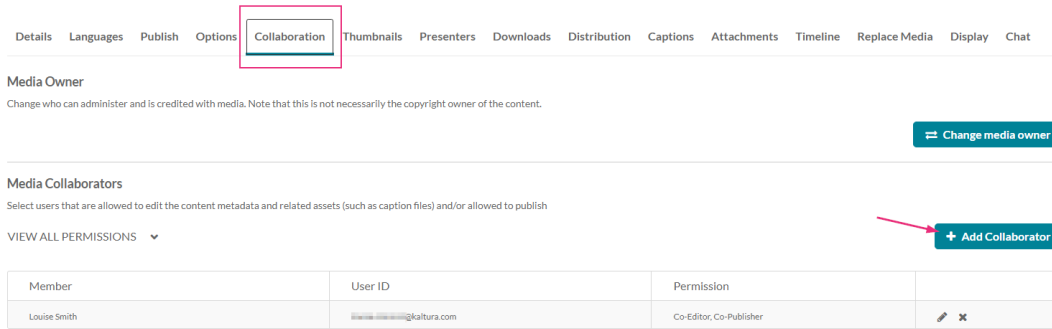
4. The edit page displays with the **Details** tab open by default.

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:
(Required)   Kaltura Training Services Overview

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.**

The **Add a Collaborator** window displays.
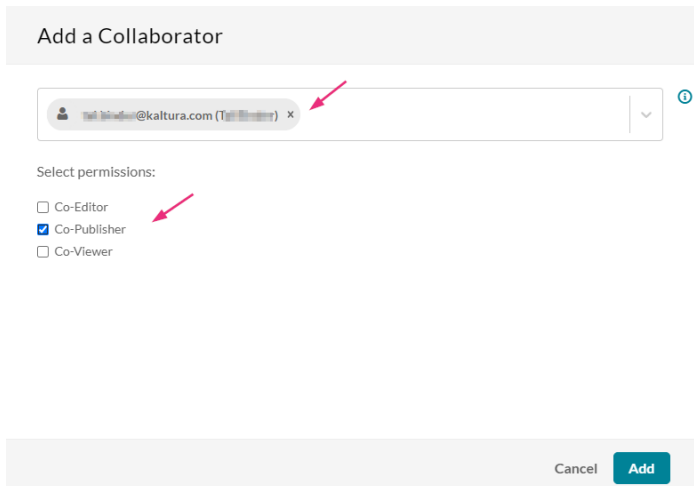
7. Enter the collaborator's user name or ID or the group's name or ID.

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.

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.

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

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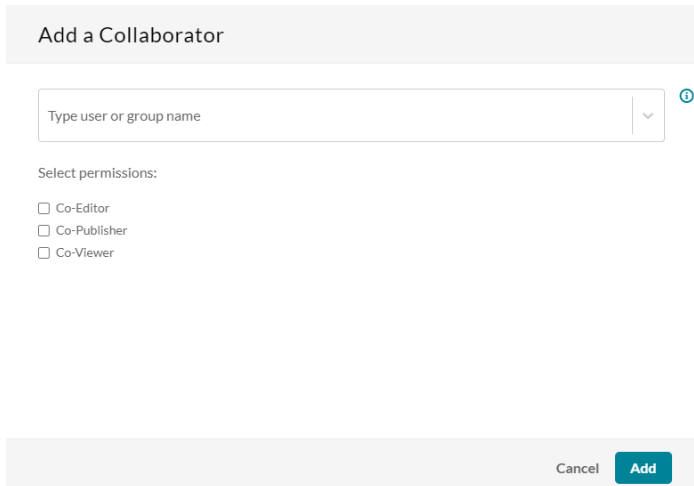
Media Collaborators
Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

VIEW CO-PUBLISHERS ▾   **+ Add Collaborator**

Member	User ID	Permission	
Jennifer ▓▓▓	▓▓▓▓@kaltura.com	Co-Editor	✏ ✕
Tal ▓▓▓	▓▓▓@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 ▓▓▓▓@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 ▓▓▓	▓▓▓@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: ▓▓▓▓@kaltura.com
(Required)

Select Permissions: ☐ Co-Editor
(Required)   ☑ Co-Publisher
                       ☑ Co-Viewer

Cancel   **Update**

4. Click **Update**.

The changes display.

![Kaltura logo]

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 ░░░░	░░░░░░@kaltura.com	Co-Editor	✏ ✖
Tal ░░░░	░░░░@kaltura.com	Co-Publisher, <mark>Co-Viewer</mark>	✏ ✖