

# Transfer media you own to someone else in Blackboard

Last Modified on 05/02/2026 5:13 pm IDT

 This article is designated for all users.

## About

As a media owner, you can transfer ownership to someone else, which is useful if the owner is leaving the organization or switching responsibilities.

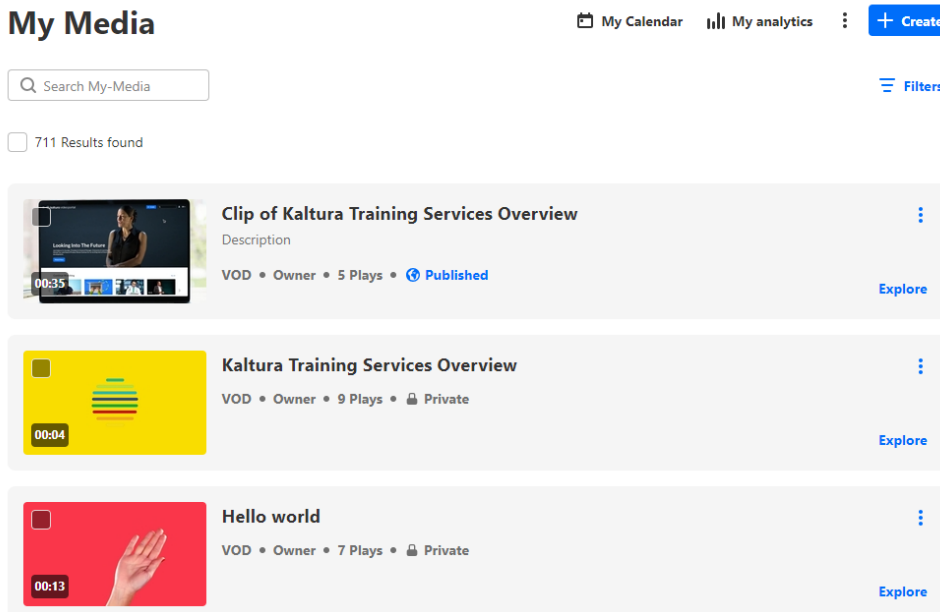
You can also add co-editors, co-publishers, and co-viewers. For more information, see our article *Manage roles and permissions*.



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

## Change ownership




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



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

Search My-Media Filters

711 Results found

-  **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

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



If you want to search for entries according to ownership, see [Filter entries by ownership](#) below.

## My Media

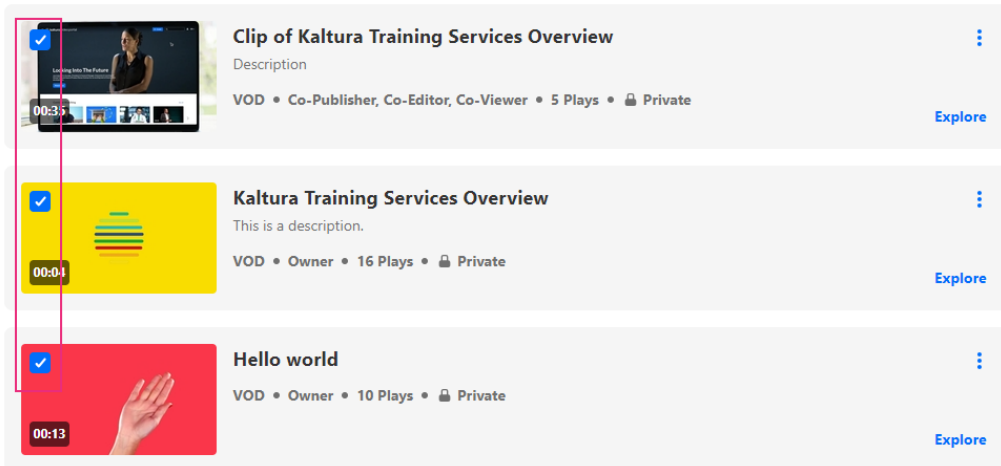
My Calendar My analytics [+ Create](#)

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](#)

**Kaltura Training Services Overview**  
This is a description.  
VOD • Owner • 16 Plays • Private [Explore](#)

**Hello world**  
VOD • Owner • 10 Plays • Private [Explore](#)

- At the top of the page, click the **More actions** menu and select **Transfer ownership**.



This option only appears in the menu if the [mediaCollaboration](#) module is enabled and **changeOwnerEnabled** is set to 'Yes'.

## My Media

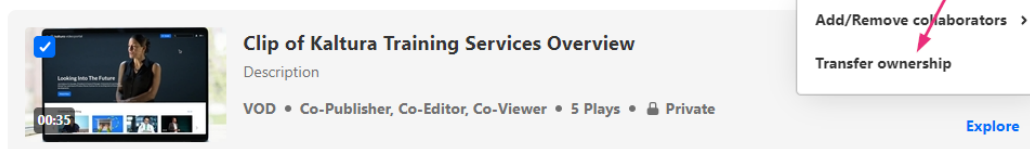
My Calendar My analytics [+ Create](#)

Search My-Media

Filters

711 Results found • 3 Selected

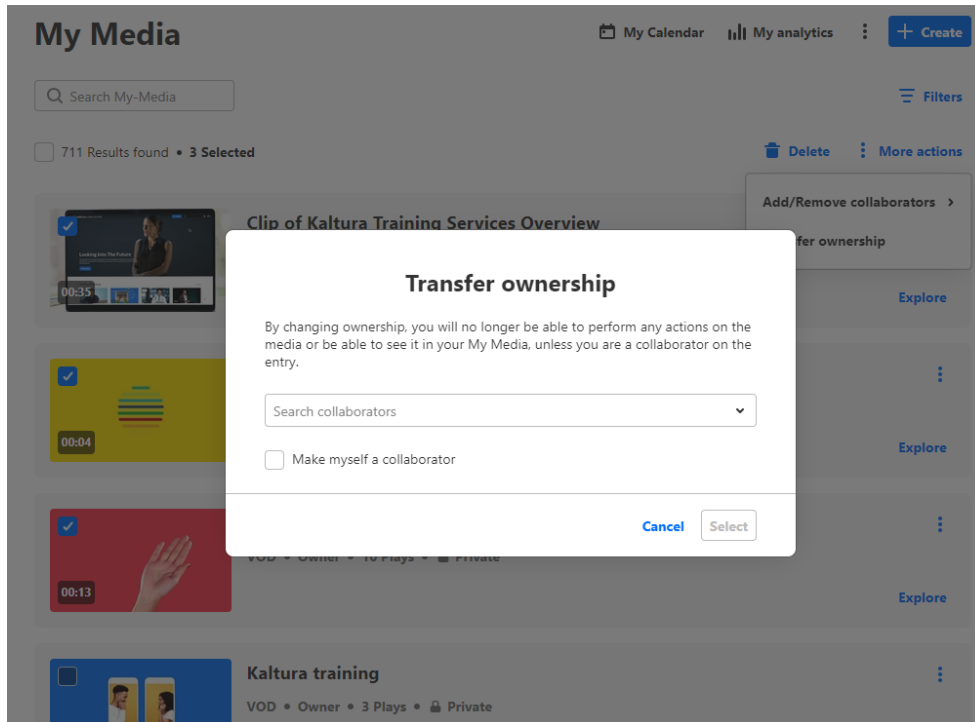
Delete [More actions](#)



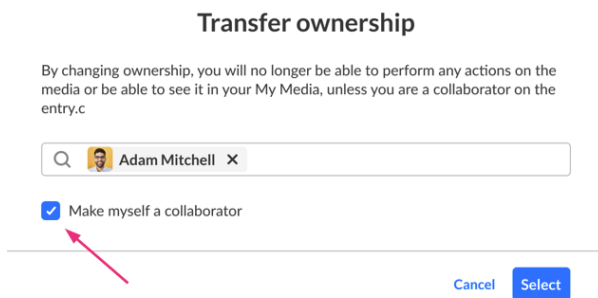
**Clip of Kaltura Training Services Overview**  
Description  
VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays • Private [Explore](#)

- Add/Remove collaborators >
- Transfer ownership**

The **transfer ownership** window opens.



4. Type the name of the person, people or group you want to transfer ownership to.



Below the name field, there's a checkbox that you can check if you want to set yourself as a collaborator on this media.

5. When you've finished entering the information, click **Select**.

A confirmation message displays: *Are you sure you want to transfer ownership for [x] items? Note: You will no longer be able to perform any actions on the media or be able to see it in your My Media, unless you are a collaborator on the entry.*

6. Click **Transfer ownership** to complete the process.

## Filter entries by ownership

1. At the top right of the **My Media** page, click on the **Filters** to display the options.


## My Media

My Calendar My analytics [+ Create](#)

Search My-Media

[Filters](#)

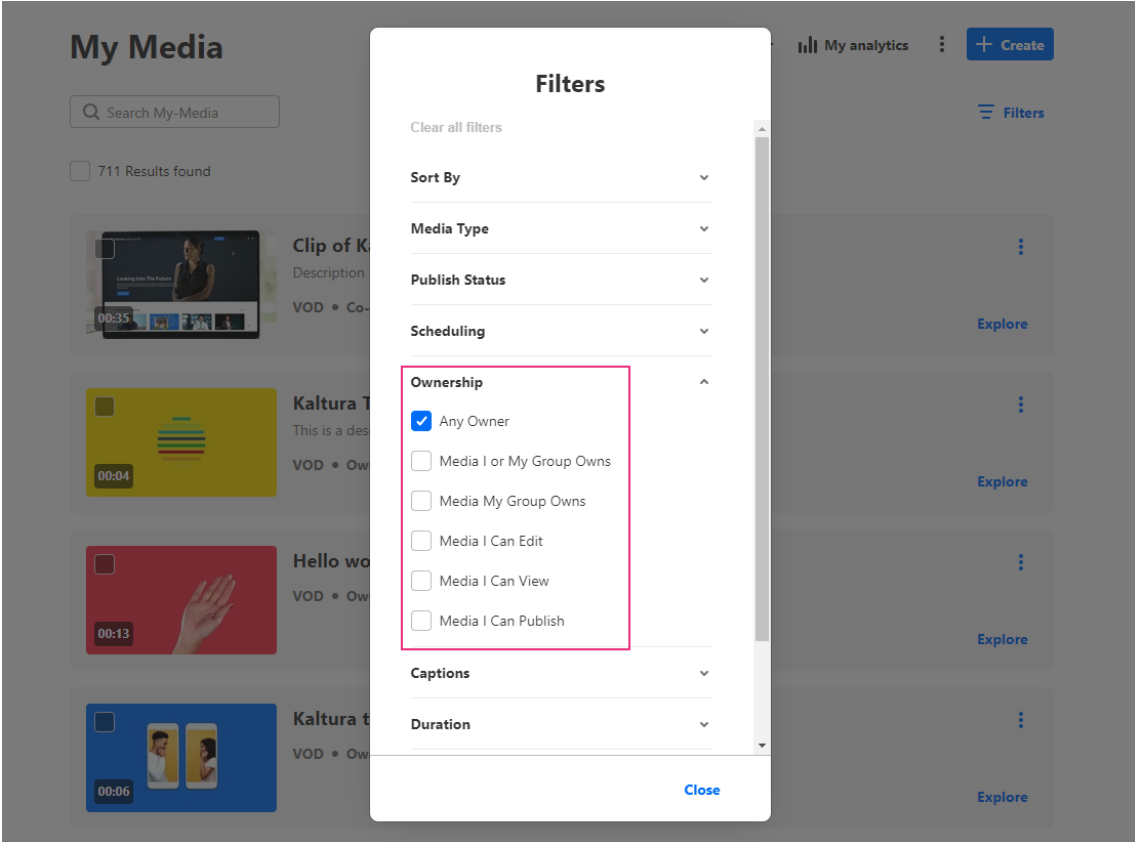
711 Results found

 **Clip of Kaltura Training Services Overview** ⋮

Description

VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays • Private [Explore](#)

2. Select one or more of the filters.



**Filters**

Clear all filters

Sort By

Media Type

Publish Status

Scheduling

**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

Captions

Duration

[Close](#)

The results display immediately.