

Add / Remove collaborators in Blackboard - Theming

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283 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, copublishers, or co-viewers during upload of an entry.

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

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The Mediacollaboration module must be enabled by your administrator for this functionality to work.

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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
Q Search My-Media			= Filters
712 Results found			
	Branding This is a decription		:
00.06	VOD • Owner • 0 Plays • 🔒 Private		Explore
	Clip of Kaltura Training Services Overview Description		1
00:35	VOD • Owner • 5 Plays • ③ Published		Explore
• 🛋	Kaltura Training Services Overview		1
00:04			Explore
	Hello world VOD • Owner • 8 Plays • 🔒 Private		÷
00:13			Explore

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





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 me	dia.
Viewer Publisher Editor	
Search collaborators	~
Cancel	Add

- 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.

elect users who will have permiss	ion to view, publish, and/or edit t	the media.
Viewer Vublisher	Editor	
louise. @kaltur X	Search collaborators	~

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		y Calendar	III My analytics	:	+ Create
Q Search My-Media					∃ Filters
711 Results found • 3 Select	ted		👕 Delete	:	More actions
	Clip of Kaltura Training Services Overview Description				÷
0033	VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays • 🔒 P	rivate			Explore
 	Kaltura Training Services Overview This is a description.				÷
00:01	VOD • Owner • 16 Plays • 🚔 Private				Explore
	Hello world				÷
00:13	VOD • Owner • 10 Plays • 🚆 Private				Explore

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



My Media	🖆 My G	Calendar	III My analytics	:	+ Crea	te
Q Search My-Media					∃ Filte	ers
711 Results found • 3 Select	ted		👕 Delete	:	More action	ns
			Add/Remove	colla	borators >	>
Loting the Tour	Clip of Kaltura Training Services Overview Description		Transfer own	ership		
00:35	VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays • 🔒 Priv	ate			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/Removed molla	Add collaborators
Transfer ownershi	Remove collaborators
Transfer Ownershi	

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

No options	
louise @kaltur X	earch collaborators
Viewer 🖌 Publisher 🗌 Edi	or

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.)

← Back		
		NV Logite was
(1) (1) 00:02 / 00:04		
Kaltura Training Services Ove	rview	
By Customer Training • July 16, 2024		i U 🎢 Embed …
This is a description.		

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



▶ [*] ¹ ¹ (6 [°] 00:02 / 00:04	
Kaltura Training Services Overview By Customer Training • July 16, 2024	📫 0 🅕 Embed 🚥
This is a description.	
Tags tags	

3. Select Edit.



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
5	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:
24 kaltura	July 10, 2024 2.13 PM GMT
🕤 00:04/00:04 🛛 🖞 🐻 🚛 🕺	Launch Editor
Details Publish Options Collaboration Thumbnails Downloads Captions Attachments	Fimeline Replace Media
Name: (Required) Kaltura Training Services Overview	
Description: Black V Bold Italic <u>Underline</u>	9 ₀ 1
This is a description.	

5. Click the **Collaboration** tab.

B



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

6. Click +Add Collaborator.

Details Languages Publish Options Collaboration Media Owner Change who can administer and is credited with media. Note that this is no	Thumbnails Presenters	Downloads Distribution	Captions Attachments	Timeline Replace Media	Display Chat		
Charge who Can administer and is d'earled who meals vote that unis is not necessarily the oppyright owner of the content.							
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	2kaltura.com		Co-Editor, Co-Publisher		ø ×		

The Add a Collaborator window displays.

Add a Collaborator	
	0
Type user or group name	~
Select permissions:	
Co-Editor	
Co-Publisher	
Co-Viewer	
	Cancel

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

Add a Collaborator		
California (I) ×	~	0
Select permissions:		
Co-Editor		
🗹 Co-Publisher		
Co-Viewer		
	Cancel Add	
	Calleer	

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.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 allow	ed to edit	the content metadata and related ass	ets (such as caption files) and/or allowed to publish		
VIEW ALL PERMISSIO	NS 👻				+ Add Collaborator
✓ All Permissions					
			User ID	Permission	
Co-Editor			@kaltura.com	Co-Editor	∂ ×
Co-Publisher			@kaltura.com	Co-Publisher	∂ ×
Co-Viewer					



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 asse	ts (such as caption files) and/or allowed to publish			
VIEW CO-PUBLISHERS V			+ Add Collaborator	
Member	User ID	Permission		
Jennifer	Relatura.com	Co-Editor	ø ×	
Tal	@kaltura.com	Co-Publisher, Co-Viewer	0 ×	

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 la @kaltura.com as a media collaborat	or?	
	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	Ι
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 Coviewer to their current role of Co-publisher.

Edit a Collaborator			
Enter a Collaborator: (Required) Select Permissions: (Required)	I see se@kaltura.com ○ 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 V			+ Add Collaborator
Member	User ID	Permission	
Jennifer H	@kaltura.com	Co-Editor	ø ×
Tal memory	@kaltura.com	Co-Publisher, <mark>Co-Viewer</mark>	ø ×