

Transfer media you own to someone else in Moodle

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 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




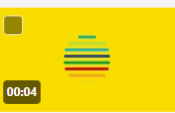


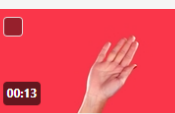


1. Access the **My Media** page.

My Media

 My Calendar  My analytics  [+ Create](#)

 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

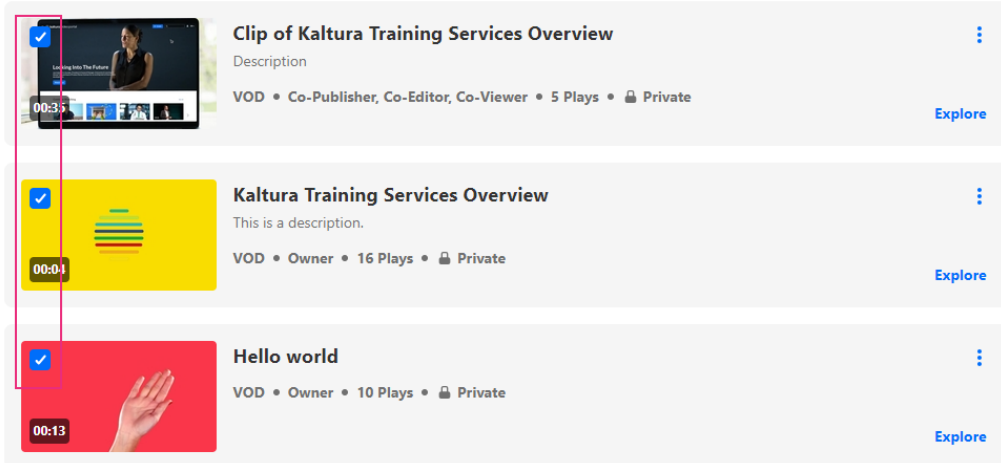
My Calendar My analytics [+ Create](#)

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

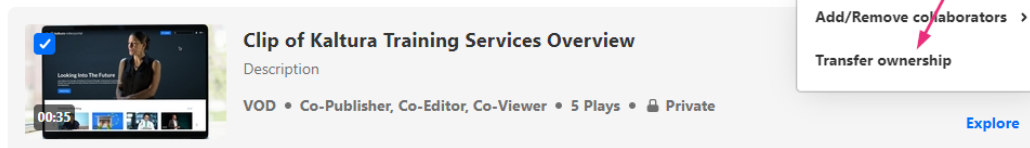
My Calendar My analytics [+ Create](#)

Search My-Media

Filters

711 Results found • 3 Selected

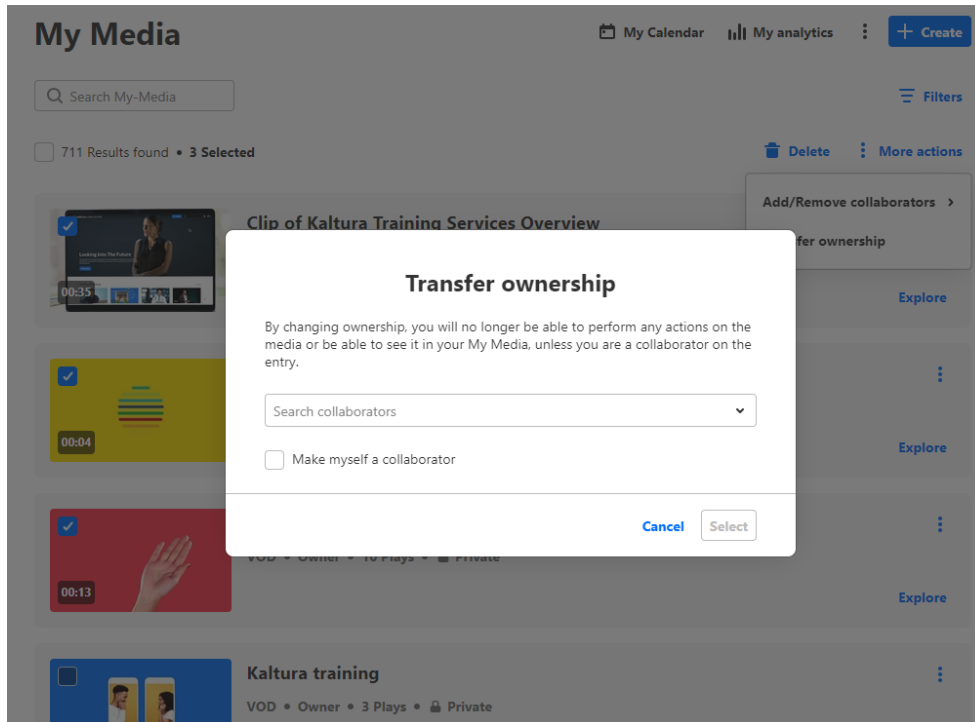
Delete [More actions](#)



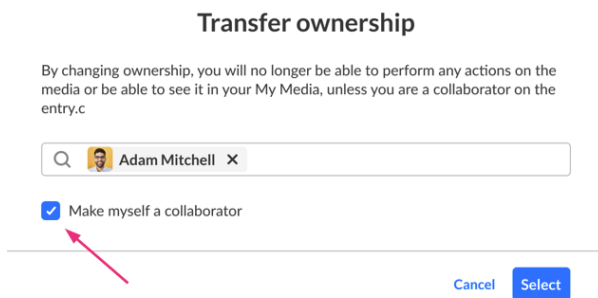
- Clip of Kaltura Training Services Overview**
Description
VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays • Private [Explore](#)

- 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](#)[Filters](#) 711 Results found



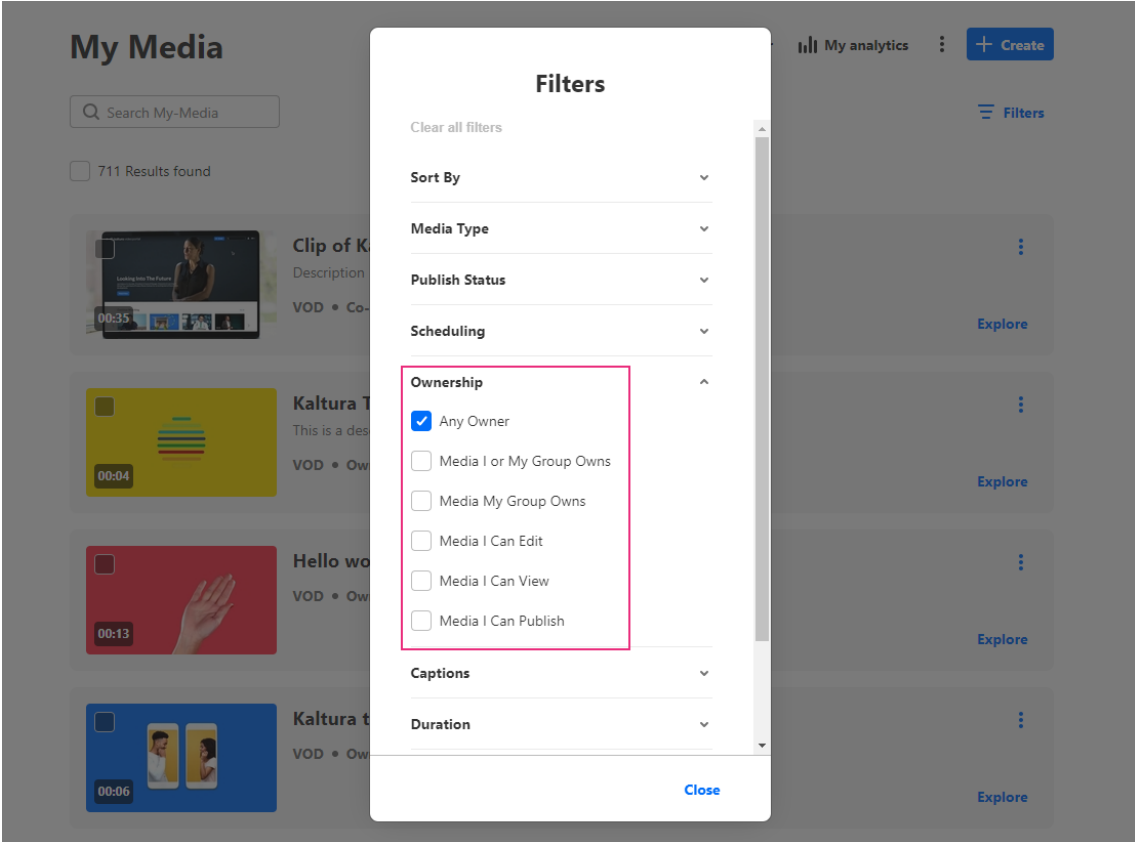
Clip of Kaltura Training Services Overview

Description

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

[Explore](#)

2. Select one or more of the filters.



The screenshot shows the 'My Media' page with a 'Filters' modal open. The 'Ownership' section is expanded and highlighted with a red box. The options are:

- Any Owner
- Media I or My Group Owns
- Media My Group Owns
- Media I Can Edit
- Media I Can View
- Media I Can Publish

The results display immediately.