

Transfer media you own to someone else in Sakai

Last Modified on 05/04/2026 11:11 am 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.

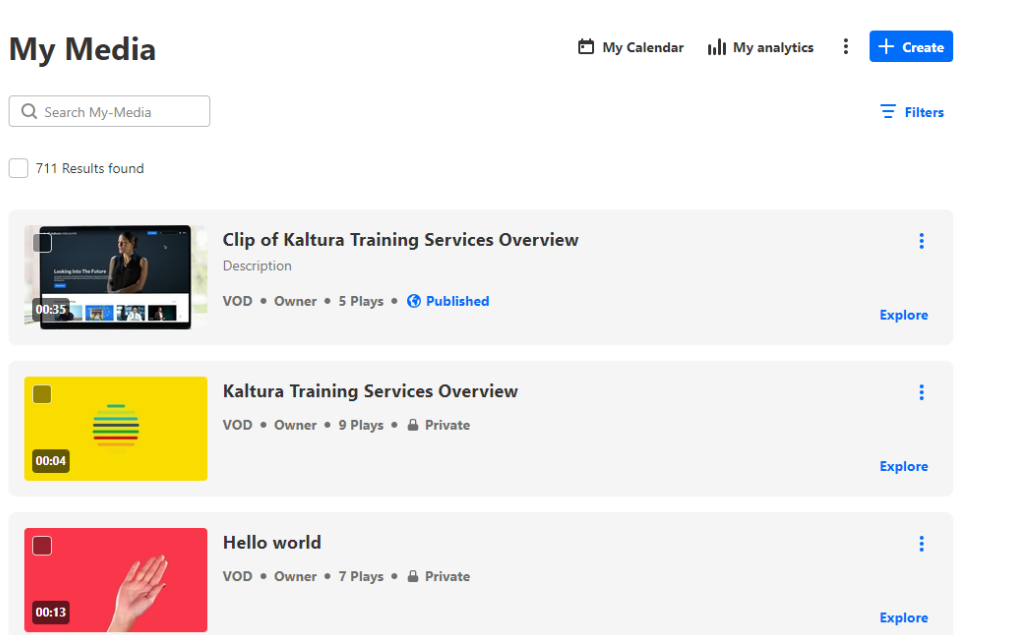
You can also add co-editors, co-publishers, and co-viewers. For more information, see our article *Manage roles and permissions*.



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

Change ownership

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



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

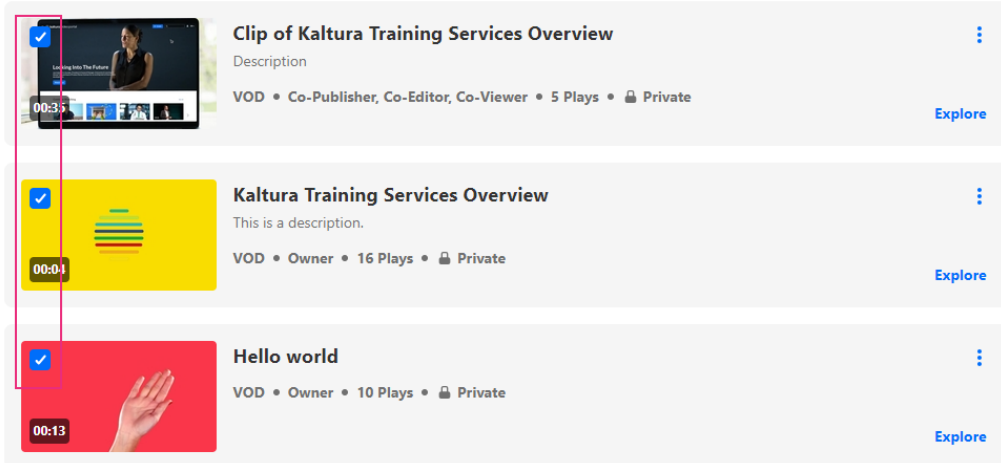
My Calendar My analytics [+ Create](#)

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

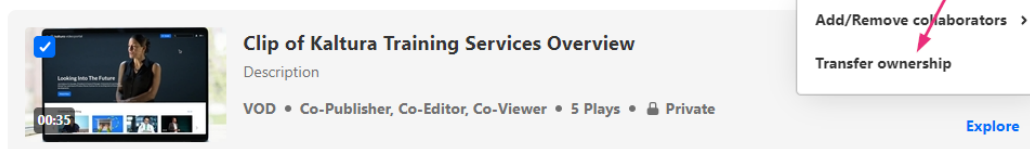
My Calendar My analytics [+ Create](#)

Search My-Media

Filters

711 Results found • 3 Selected

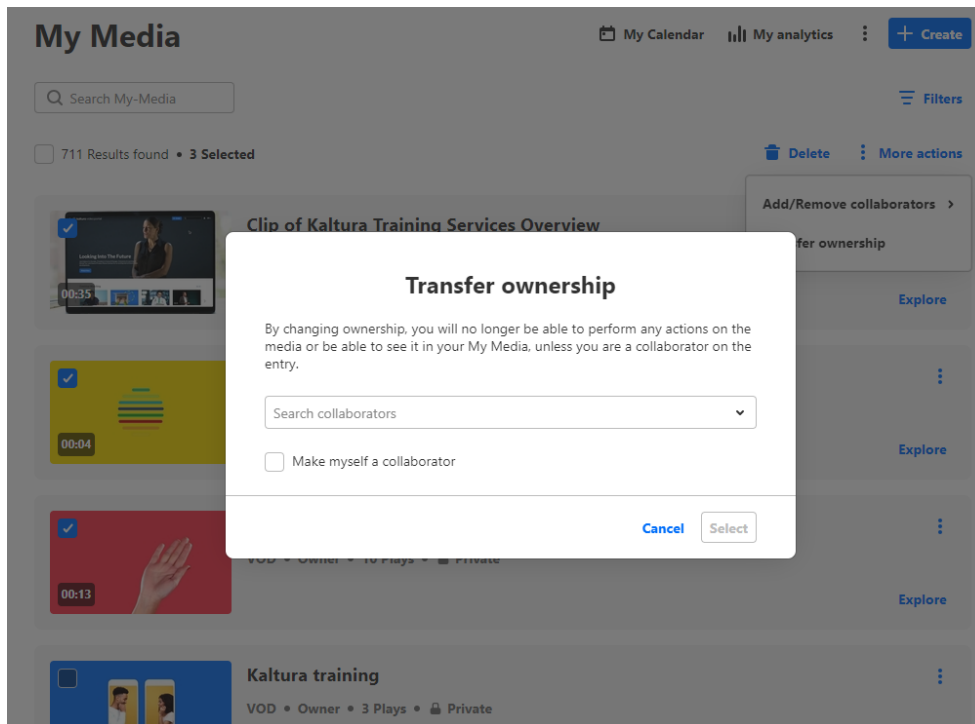
Delete [More actions](#)



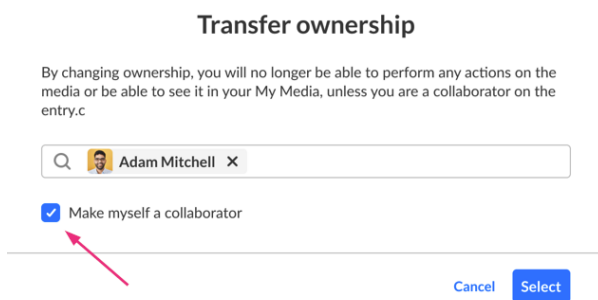
Clip of Kaltura Training Services Overview
Description
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Add/Remove collaborators >
Transfer ownership

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



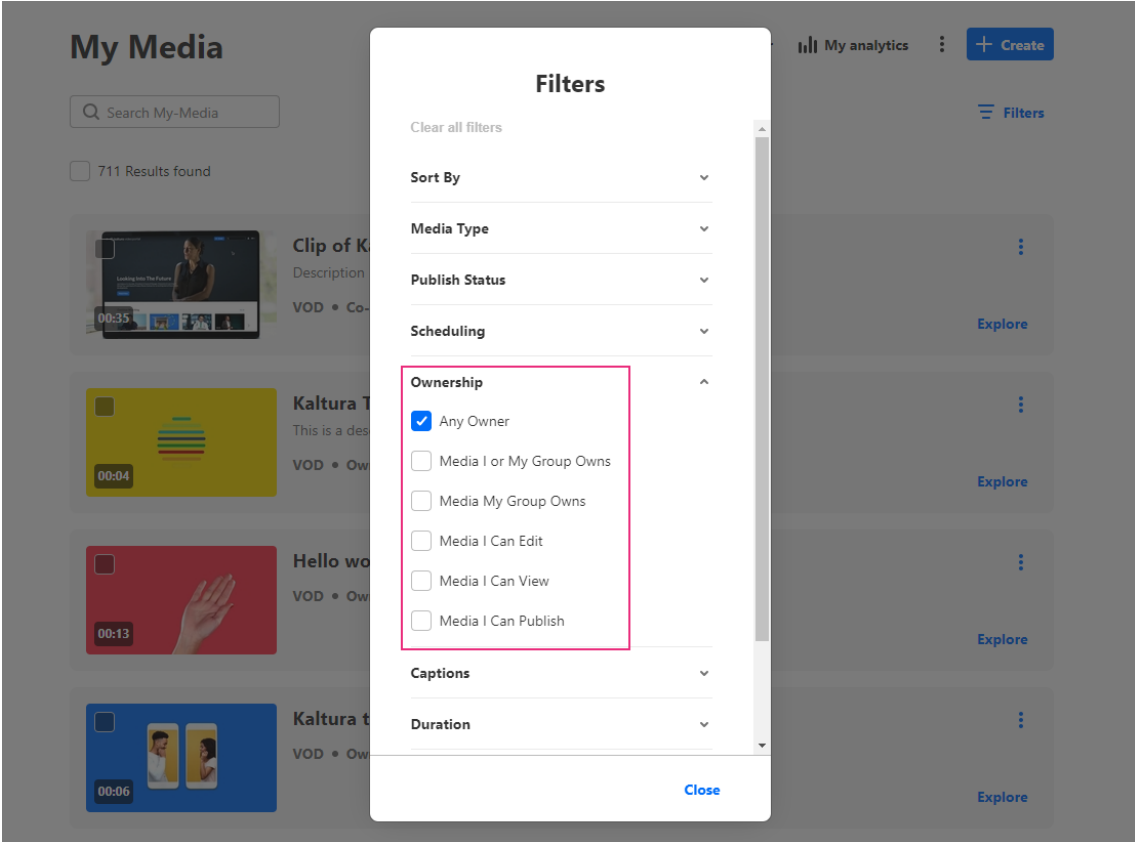
Clip of Kaltura Training Services Overview

Description

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[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.