Add & remove collaborators in Sakai

Last Modified on 06/16/2026 5:28 pm IDT

This article is designated for all users.

About

As a media owner, you 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.

Your administrator can also configure the option of adding co-editors, co-publishers, or co-viewers during upload of an entry.

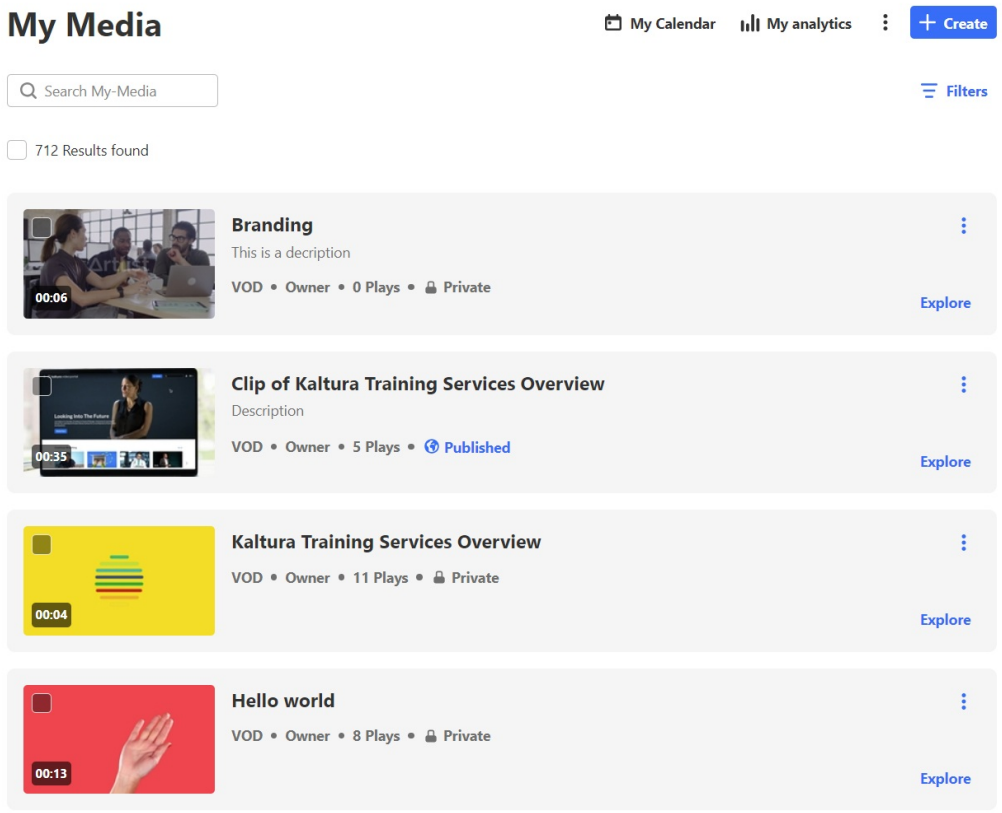
For information about transferring ownership, check out our article *Change media ownership*.

This feature requires the Mediacollaboration module to be enabled.

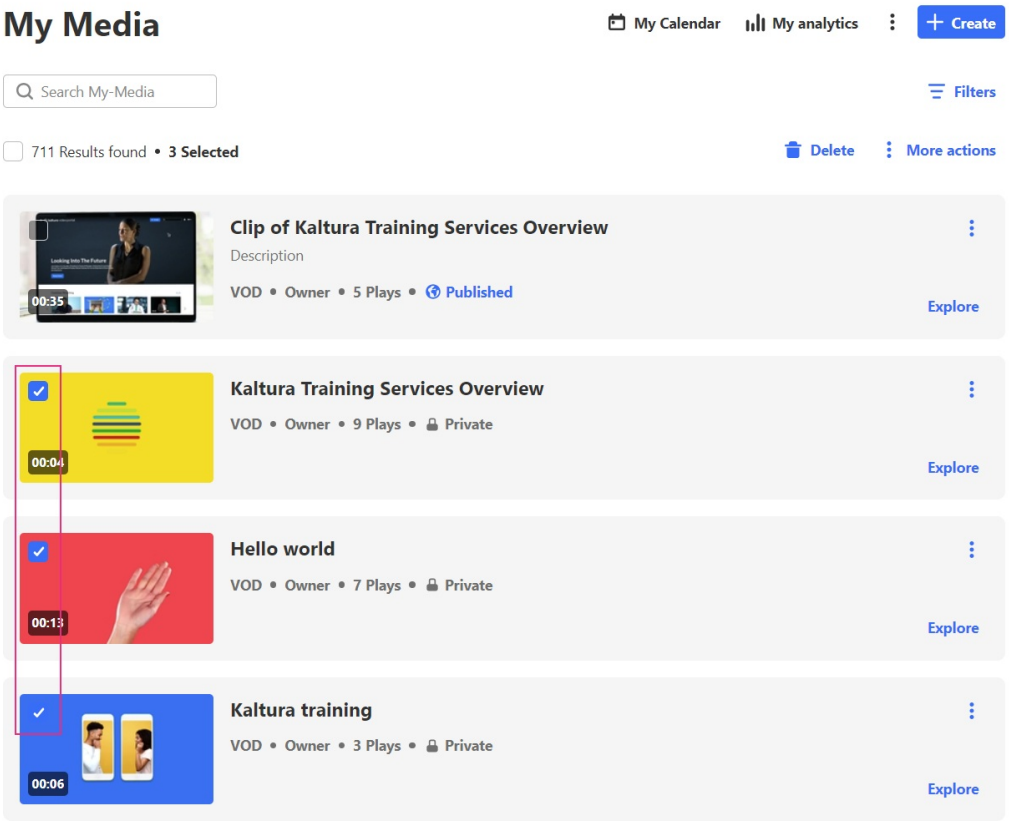
Add collaborators

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

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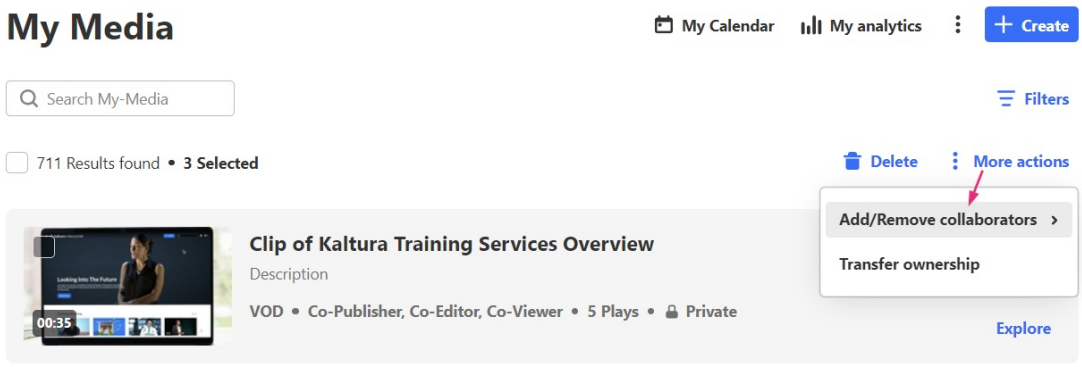


2. Check the box(es) on the top left of the desired entries.

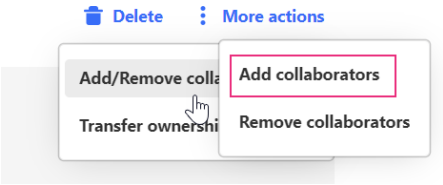


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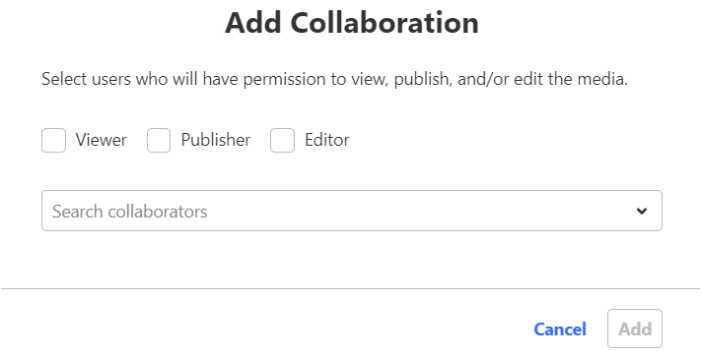
3. Click the **More actions** menu at the top of the page and choose **Add/Remove collaborators.**



4. Choose **Add collaborators**.



The **Add collaboration** window displays.

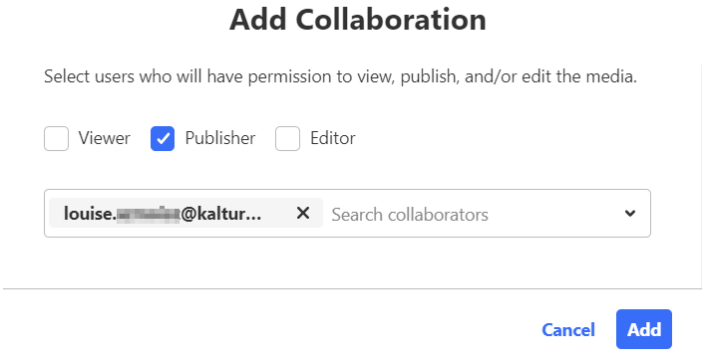


5. Select the permissions you want your collaborator to have:

- **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.

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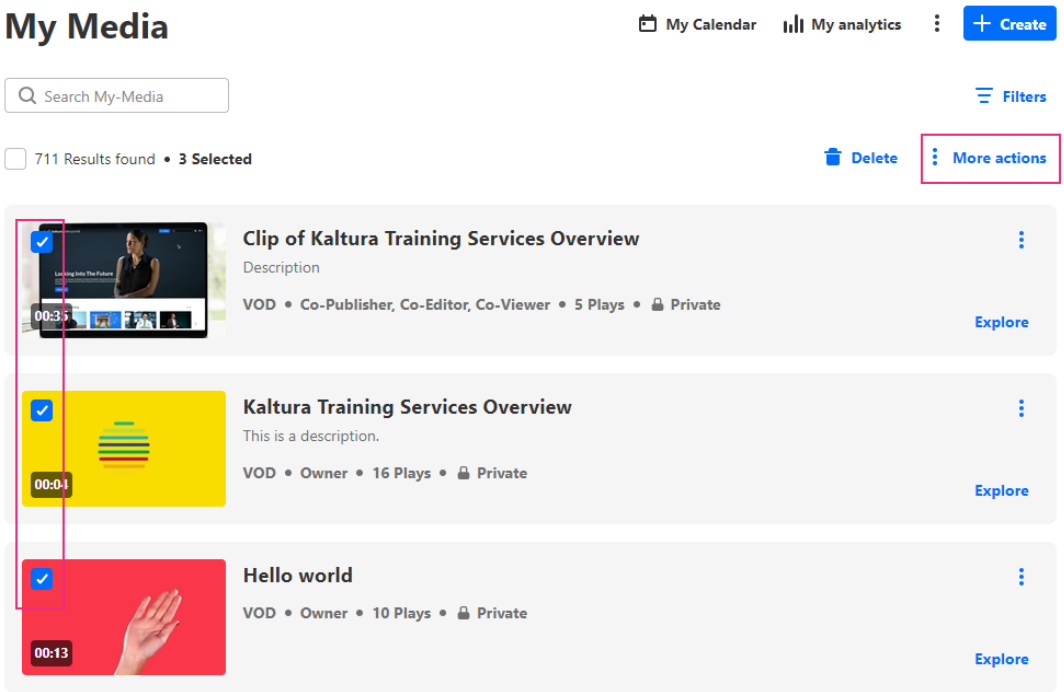


7. When you've finished adding collaborators and setting permissions, click **Add.**

   A success message displays: *Media successfully updated.*

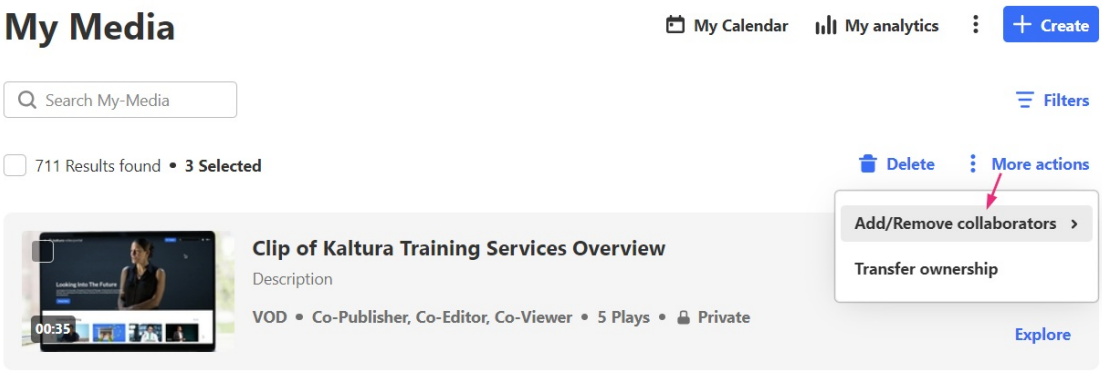
Remove collaborators

1. On the **My Media** page, check the box(es) on the top left of the desired entries.



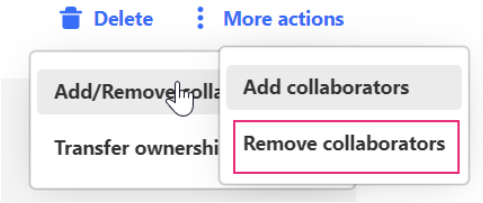
2. Click the **More actions** menu at the top of the page and choose **Add/Remove collaborators.**

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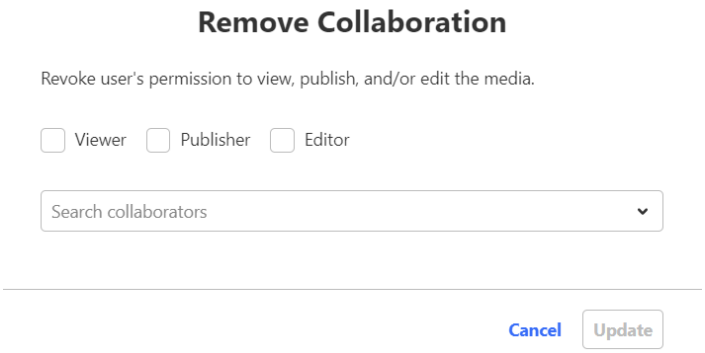


This option only appears in the menu if the mediaCollaboration module is enabled.

3. Choose **Remove collaborators** from the menu.



The **Remove collaboration** window displays.

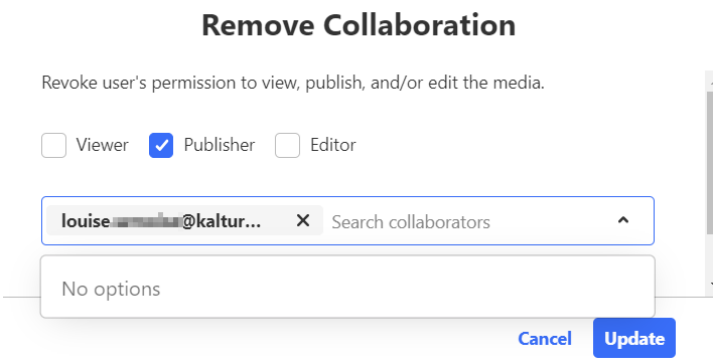


4. Select the permissions you want your collaborator to have:

- **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.

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

   A success message displays: *Media successfully updated.*

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