Change media ownership in Brightspace - Theming

Last Modified on 06/13/2025 5:46 pm IDT

This article is designated for all users.

About

Media owners can transfer ownership to someone else, which is useful if the owner is leaving the organization or switching responsibilities. They can also add co-editors, co-publishers, and co-viewers. For more information, see our article 'Add / Remove collaborators'.

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

The instructions below are for Theming users. If you don't have Theming enabled, please refer to our article 'Change media ownership & add collaborators'.

Change ownership

Via My Media

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

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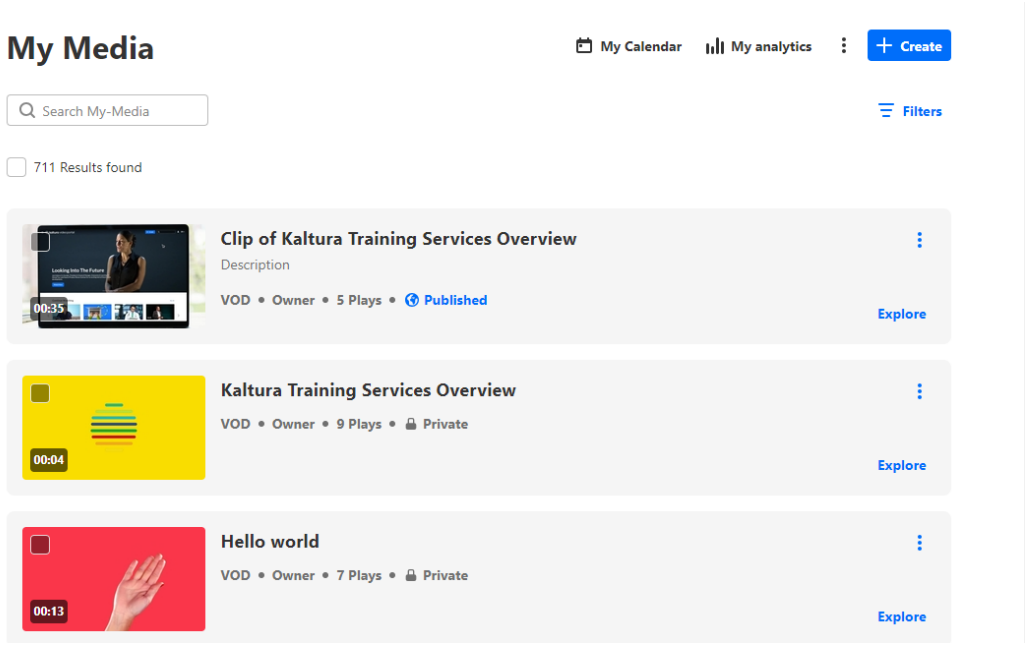
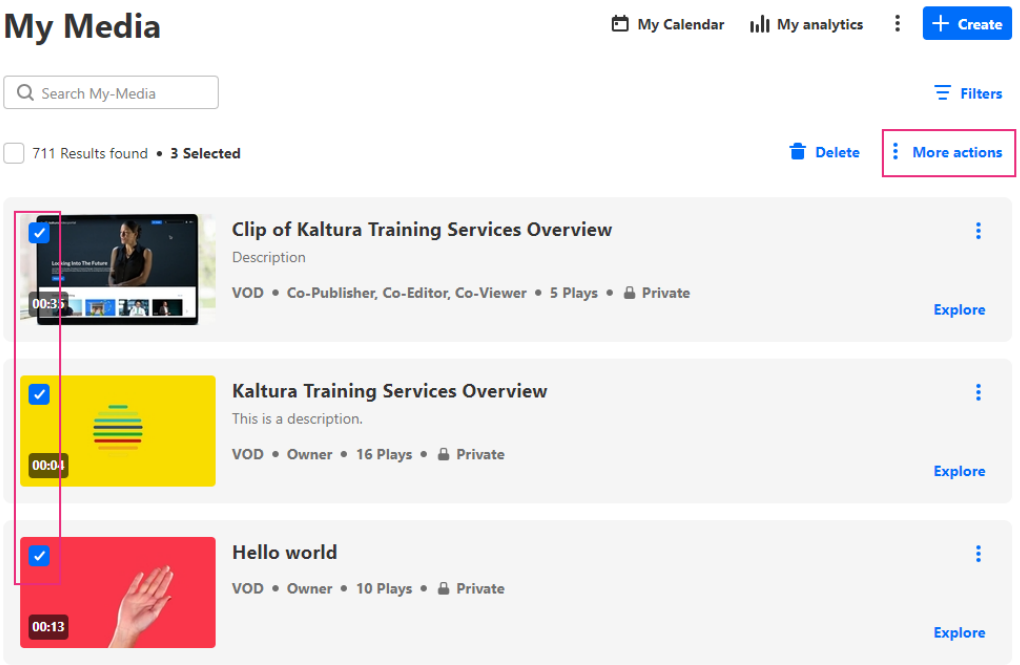


The **My Media** page displays.

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.



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

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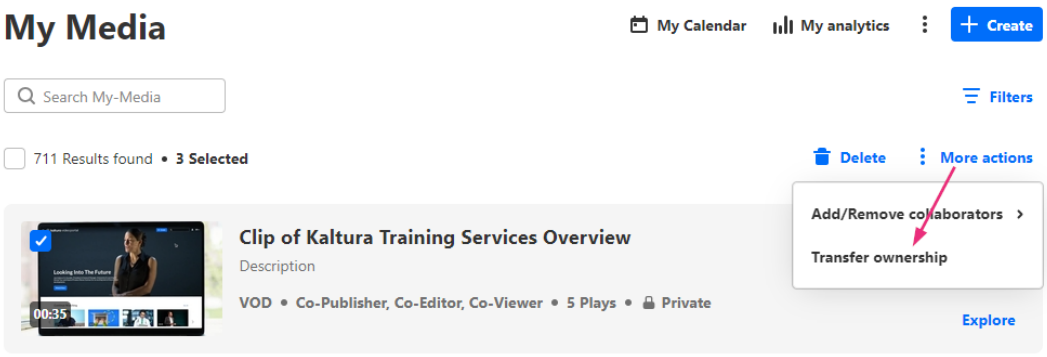
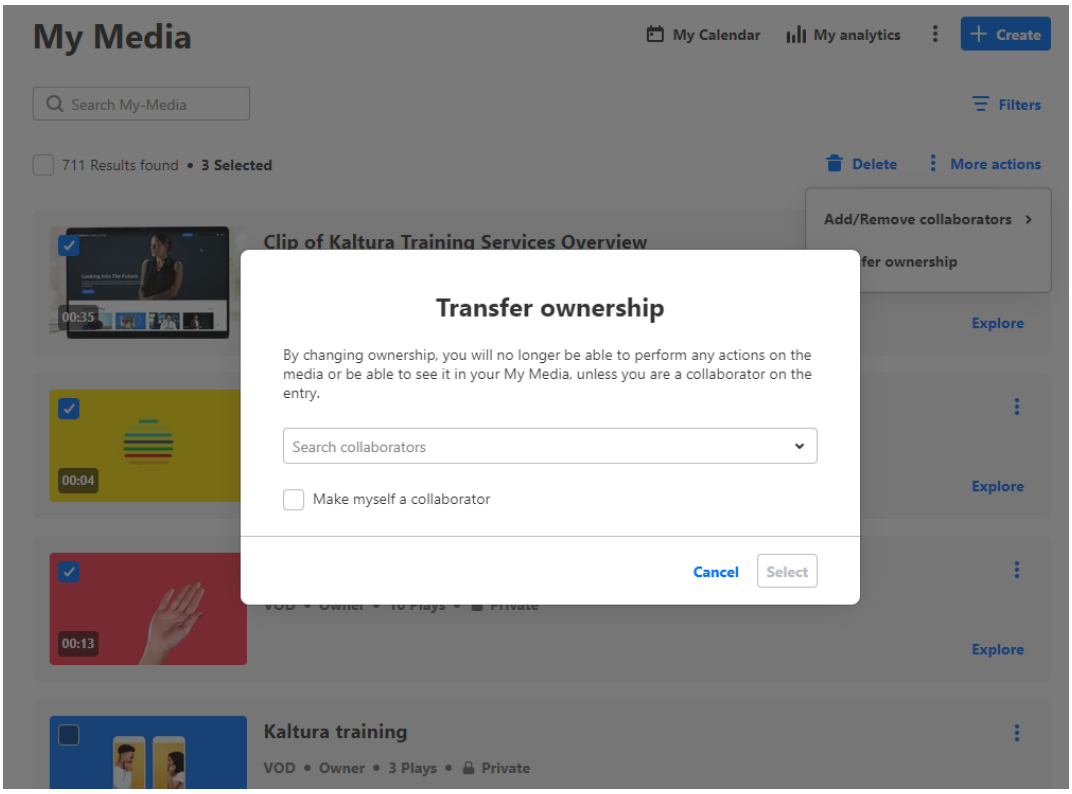
⚠ This option only appears in the menu if the mediaCollaboration module is enabled and **changeOwnerEnabled** is set to 'Yes'.



The **transfer ownership** window displays.



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

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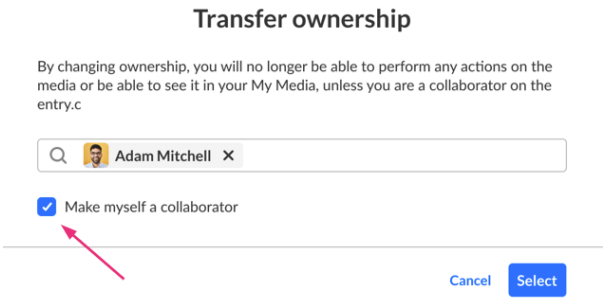
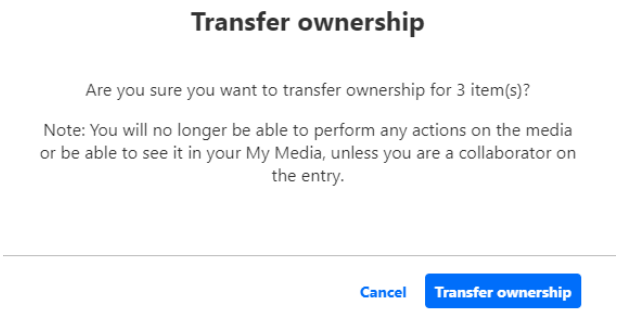


Below the name field, there's a checkbox that you can check if you want to set yourself as a collaborator on this media.

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.

Via the media page

1. Access the media page (you can do this by clicking on the thumbnail of the desired media.)

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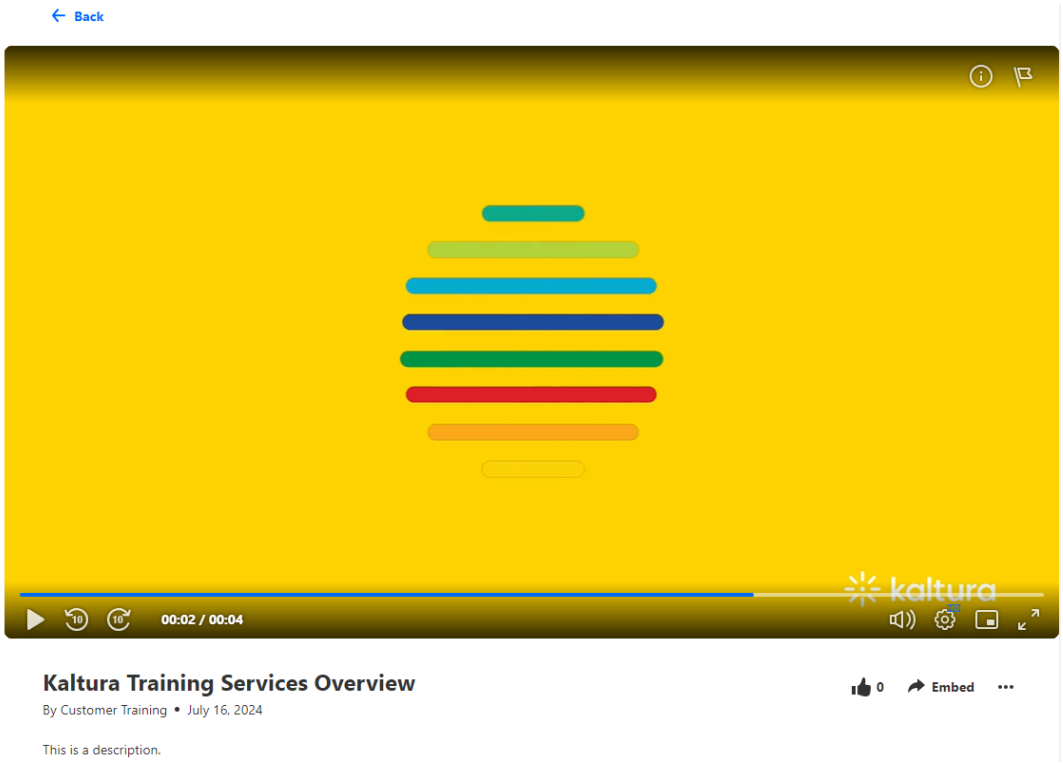
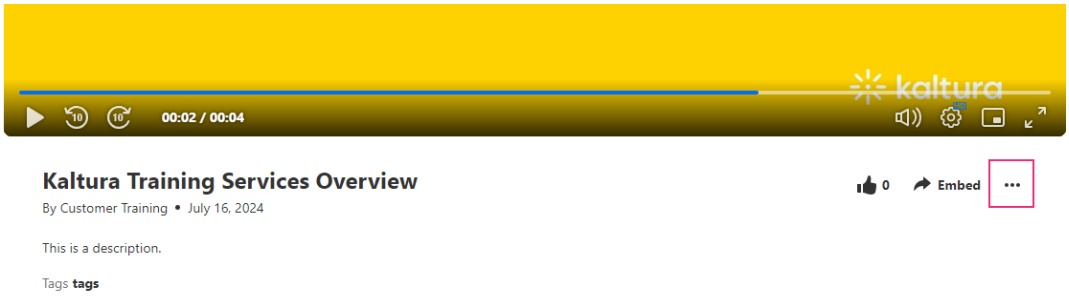
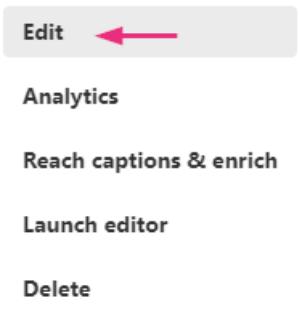


2. Once on the media page, click the **three dots** menu under the player



3. Select **Edit**.



The edit page displays with the **Details** tab open by default.

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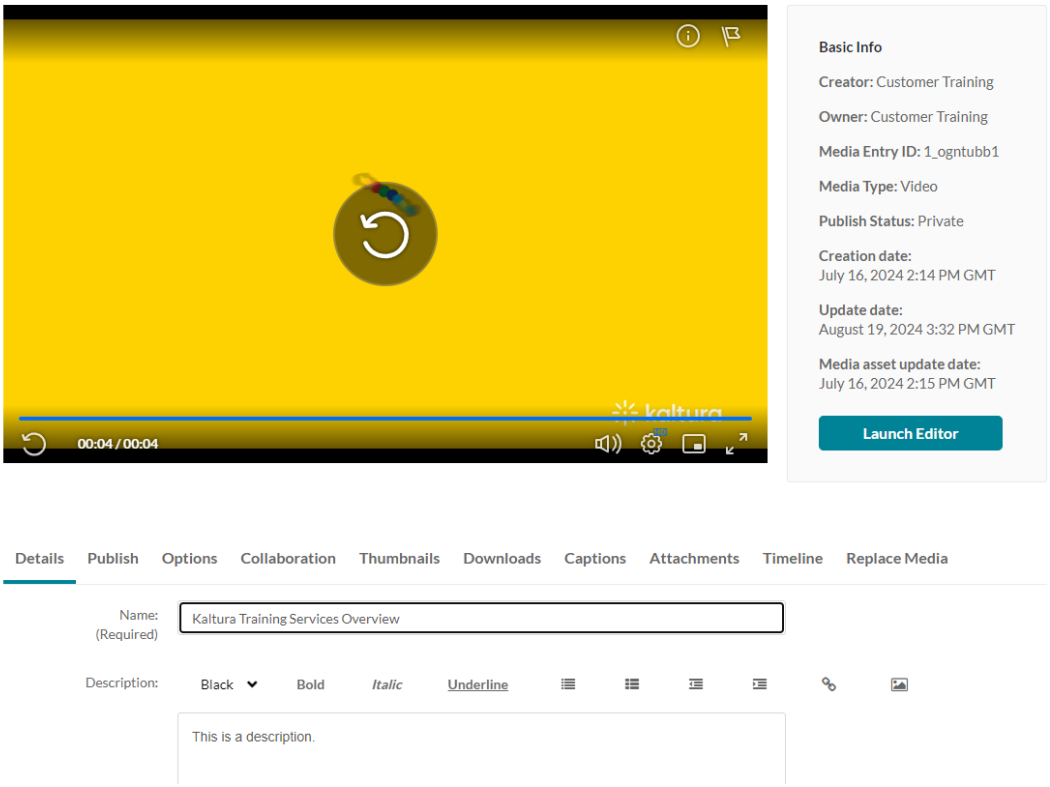

4. Click the **Collaboration** tab.

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

5. Click **Change media owner**

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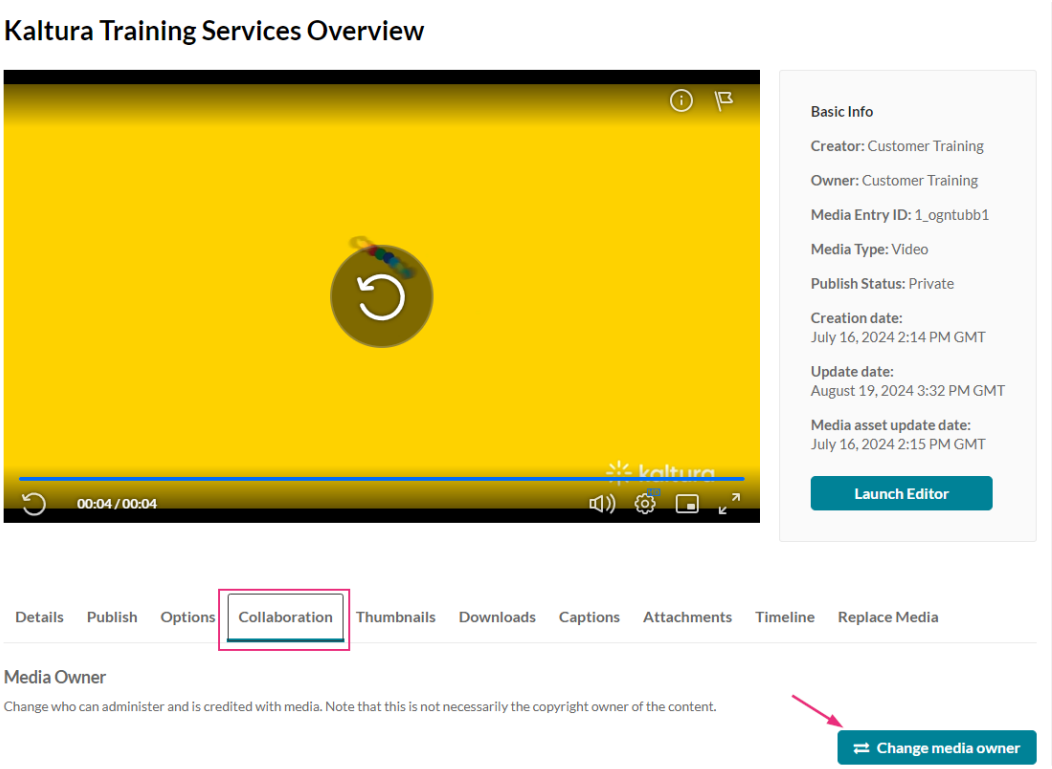
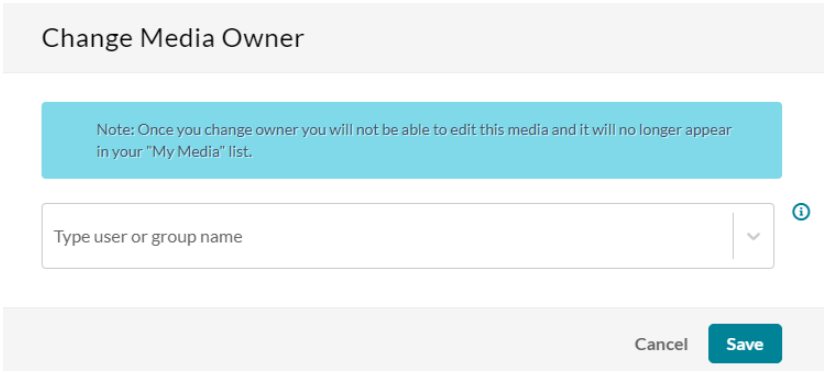


The **Change Media Owner** window displays.



6. Type in the user's name or group name you want to transfer ownership to.

> ⚠
> Once you change ownership you will not be able to edit this media and it will no longer appear in your My Media list.

7. Click **Save**.

Filter entries by ownership

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

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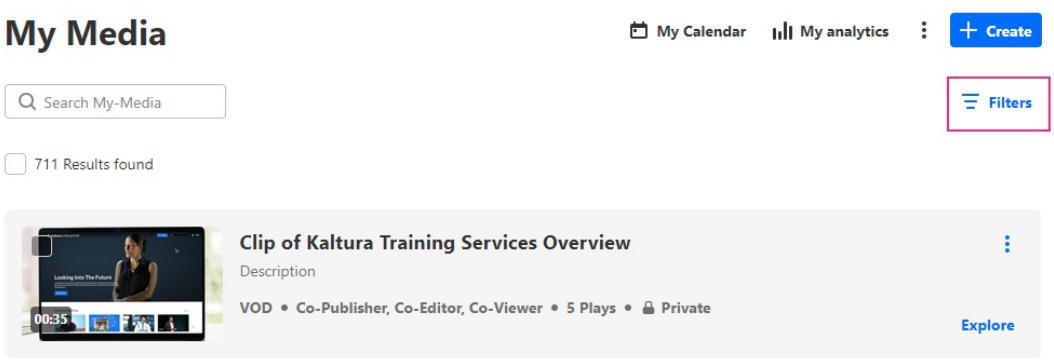
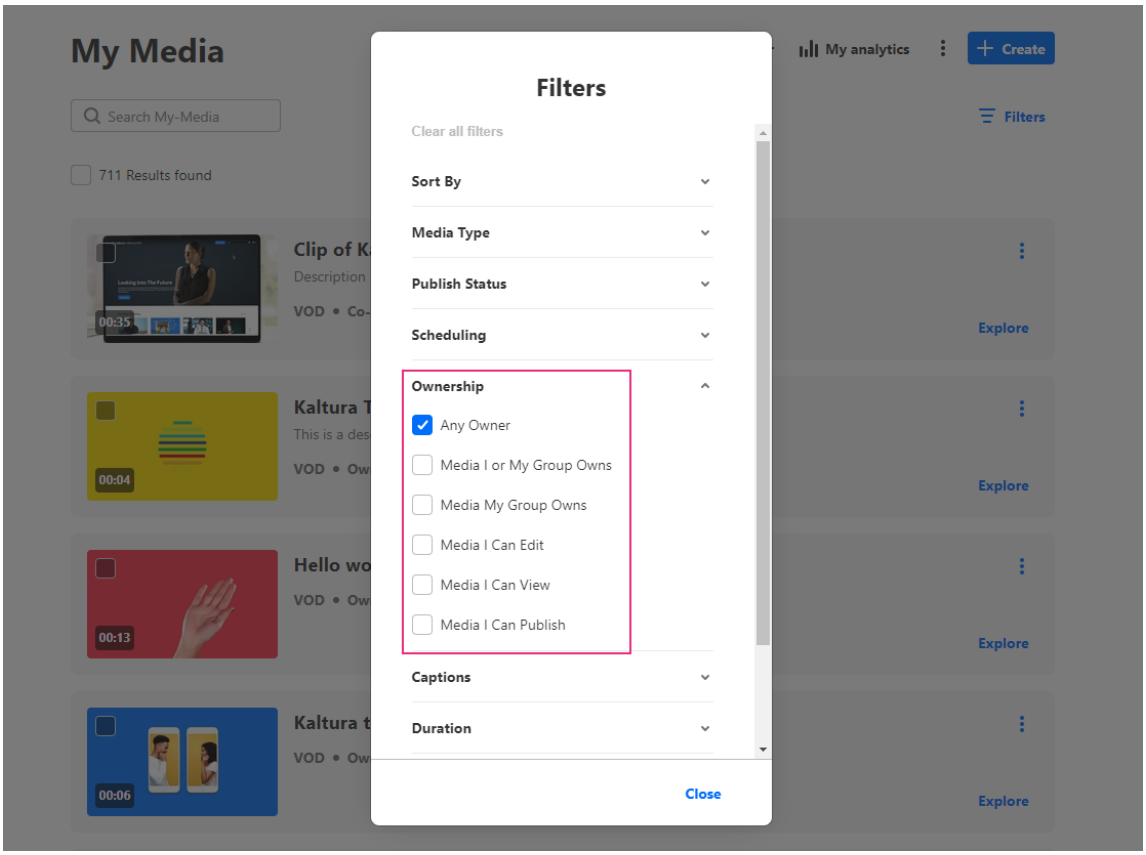


2. Select one or more of the filters.



The results display immediately.

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