

# Add / Remove collaborators in Brightspace - Theming

Last Modified on 06/13/2025 5:48 pm IDT

2会 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'.

## •

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

# i

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

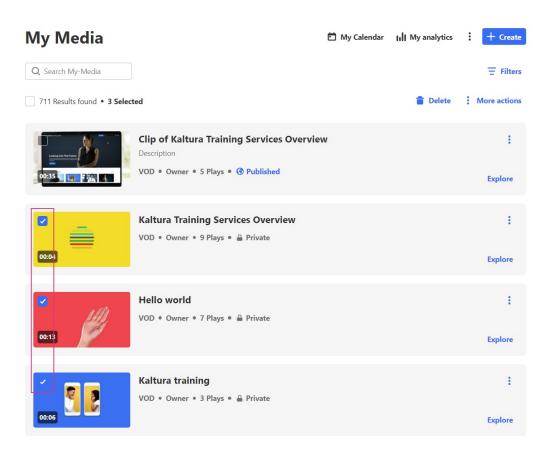
## Add collaborators

1. Access the My Media page.



My Media		📩 My Calendar	III My analytics	:	- Create
Q Search My-Media				-	Filters
712 Results found					
	Branding This is a decription VOD • Owner • 0 Plays • 🔒 Private				:
00:06	VOD - Owner - O riays - B rhvate			E	xplore
Looking ton The February	Clip of Kaltura Training Services Overvier Description	w			÷
00:35	VOD • Owner • 5 Plays • ④ Published			E	xplore
• 🚊	Kaltura Training Services Overview VOD • Owner • 11 Plays • 🔒 Private				:
00:04				E	xplore
	Hello world VOD • Owner • 8 Plays • 🔒 Private				÷
00:13				E	xplore

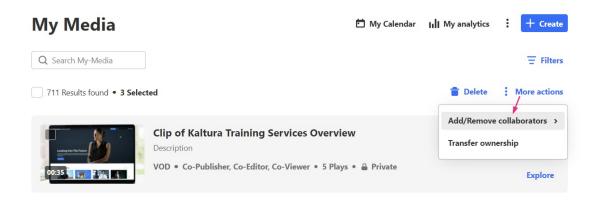
2. Check the box(es) on the top left of the desired entries.



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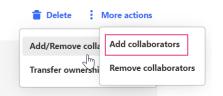


3. Click the **More actions** menu at the top of the page and choose **Add/Remove collaborators.** 



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

4. Choose Add collaborators.



The Add collaboration window displays.

Select users who will have permission to view, publish, and/or edit the me	edia.
Viewer Publisher Editor	
Search collaborators	~
Cancel	Add

Add Collaboration

- 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. 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		📩 My Calendar	III My analytics	: + Create
Q Search My-Media				= Filters
711 Results found • 3 Select	red		👕 Delete	More actions
	Clip of Kaltura Training Services Overvie Description	w		1
00:35	VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays	🔹 e 🔒 Private		Explore
	Kaltura Training Services Overview This is a description.			:
0:00	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	É My	Calendar	III My analytics	: + Create
Q Search My-Media				= Filters
711 Results found • 3 Select	ted		Telete	More actions
			Add/Remove	collaborators >
Lading that the future	Clip of Kaltura Training Services Overview Description		Transfer own	ership
00:35	VOD • Co-Publisher, Co-Editor, Co-Viewer • 5 Plays • 🔒 Pri	ivate		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/Removemplia	Add collaborators
Transfer ownershi	Remove collaborators

### 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.)

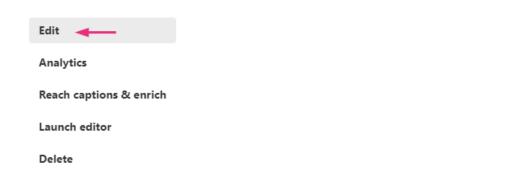
← Back		
(i) (ii) 00:02 / 00:04		<del>;; kaitura</del> ⊲) @ ⊑
Kaltura Training Services Ove	rview	💼 0 🏕 Embed 🚥
By Customer Training • July 16, 2024		Embed
This is a description.		

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



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

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: July 16, 2024 2:15 PM GMT
<del>``` koltura</del> (`) 00:04/00:04 ⊈ "	Launch Editor
Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Time	line Replace Media
Name: (Required) Kaltura Training Services Overview	
Description: Black 🕶 Bold Italic <u>Underline</u> 🗮 🏣 🗉	9 <sub>0</sub> 🔚
This is a description.	
ick the <b>Collaboration</b> tab	

5. Click the **Collaboration** tab.

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

### 6. Click +Add Collaborator.

Details Languages Publish Options	Thumbnails F	Presenters	Downloads	Distribution	Captions	Attachments	Timeline	Replace Media	Display	Chat
Media Owner										
Change who can administer and is credited with media. Note that this is no	ot necessarily the copy	right owner of t	he content.					=	Change me	dia owner
Media Collaborators Select users that are allowed to edit the content metadata and related asso VIEW ALL PERMISSIONS V	ets (such as caption file	es) and/or allow	ed to publish						+ Add Co	llaborator
Member	User ID				Perm	ssion				
Louise Smith	<u>a</u> kal	tura.com			Co-Edi	or, Co-Publisher			×	

#### 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 (Internet in the second se	~	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

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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 asse VIEW ALL PERMISSIONS	ets (such as caption files) and/or allowed to publish		+ 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.

	metadata and related assets (such as caption files) and/or allowed to publish		
VIEW ALL PERMISSIONS V	necauaca anu reialeu assecs (such as capitor mes) anoron anomeu o publism		+ Add Collaborator
✓ All Permissions	User ID	Permission	
Co-Editor	Gkaltura.com	Co-Editor	d" ×
Co-Publisher Co-Viewer	@kaltura.com	Co-Publisher	ê x



#### 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 assev VIEW CO-PUBLISHERS	ets (such as caption files) and/or allowed to publish		+ Add Collaborator
Member	User ID	Permission	
Jennifer	Skaltura.com	Co-Editor	∂ ×
Tal	@kaltura.com	Co-Publisher, Co-Viewer	Ø X

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 @kaltura.com as a media collaborator?
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 V			+ Add Collaborator
Member	User ID	Permission	1
Tal	@kaltura.com	Co-Publisher	2 ×

- 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 ser@kaltura.com □ Co-Editor ☑ Co-Publisher ☑ Co-Viewer			
		Cancel	Update	

#### 4. Click Update.

The changes display.

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#### 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 I	@kaltura.com	Co-Editor	ø ×
Tal	@kaltura.com	Co-Publisher, <mark>Co-Viewer</mark>	ø ×