

Send an invitation link to access your media in Brightspace

Last Modified on 05/02/2026 5:26 pm IDT

 This article is designated for all users.

About

As a media owner, co-owner, co-editor, or co-publisher, you can invite users to access a specific media entry, such as a video or live event.

Invite links provide secure, role-based access without requiring the invited user to sign in through the site's normal authentication process. The roles available depend on the media type (see [Select invitation type](#) below).



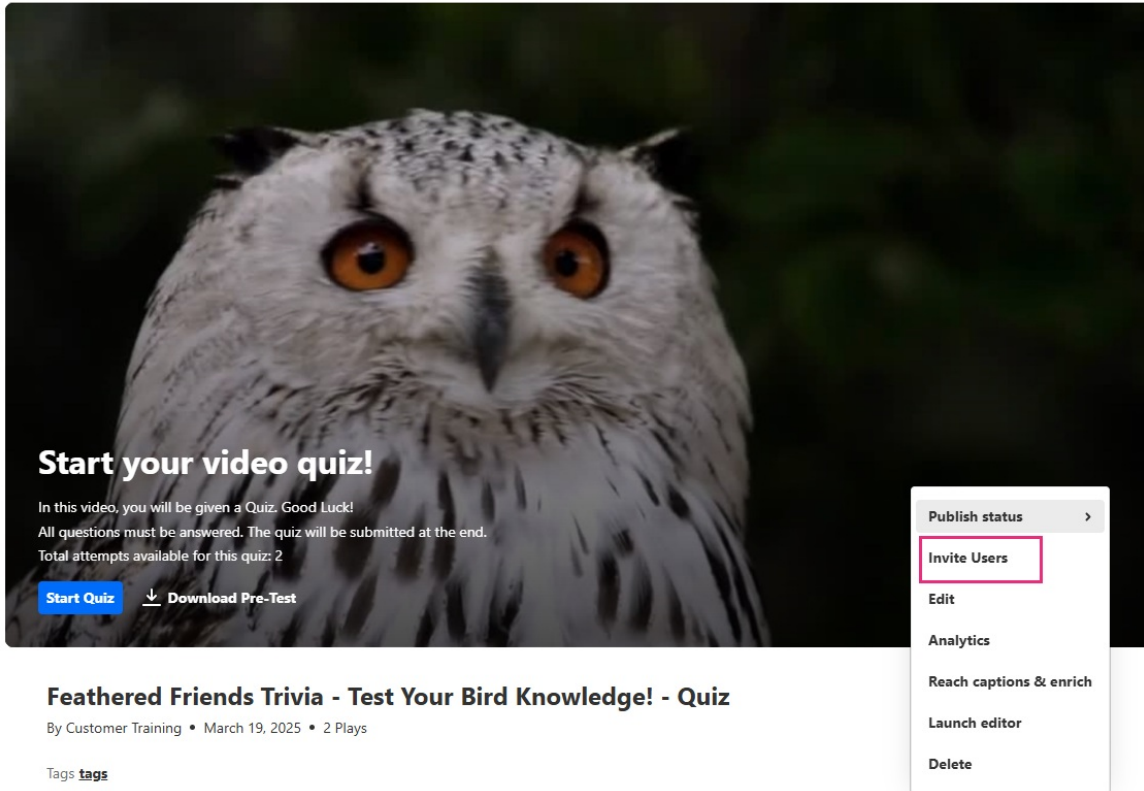
You can also invite users to join a **Kaltura Room** session. For details, see *Send an invitation link to join your Kaltura Room*.



Admins can control settings that affect invites in the [Invitetomedia module](#).

Send a link

1. Go to the media page for your media entry.
2. Click the **three-dot menu** below the screen and select **Invite users**.



Start your video quiz!

In this video, you will be given a Quiz. Good Luck!
All questions must be answered. The quiz will be submitted at the end.
Total attempts available for this quiz: 2

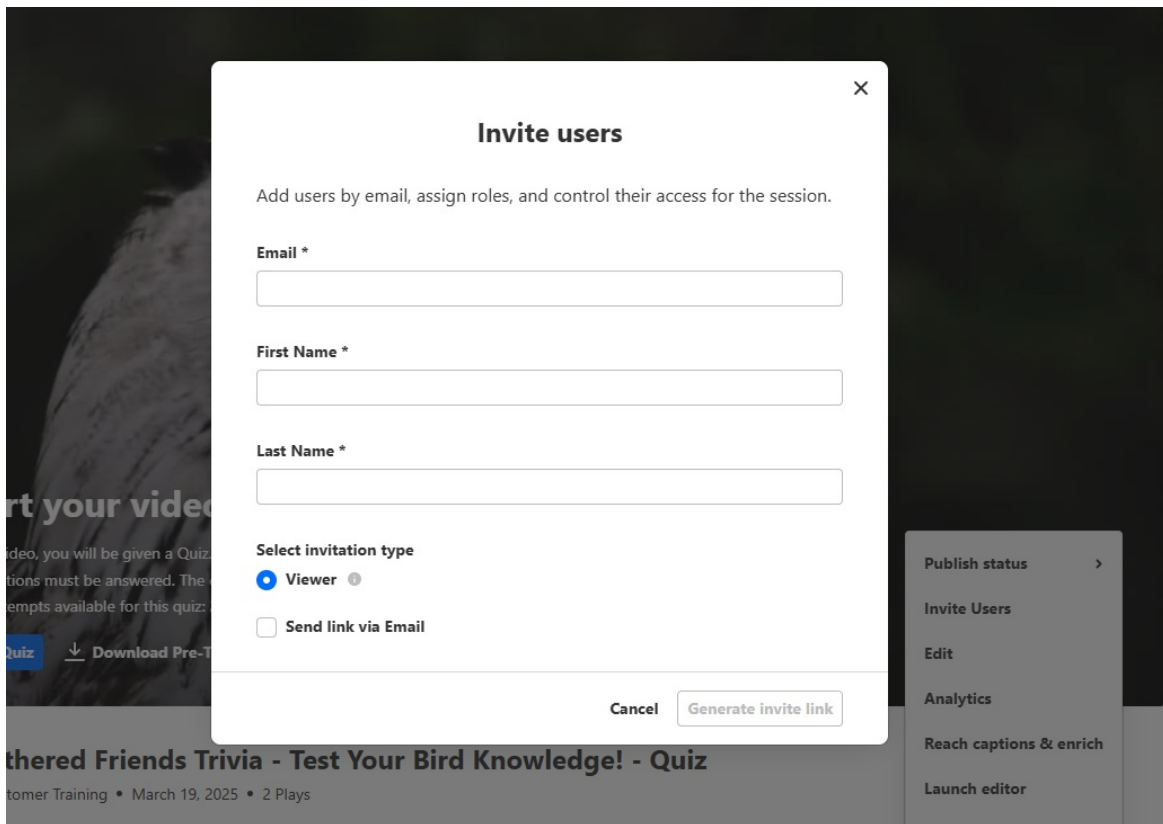
[Start Quiz](#) [Download Pre-Test](#)

Feathered Friends Trivia - Test Your Bird Knowledge! - Quiz
By Customer Training • March 19, 2025 • 2 Plays

Tags **tags**

- Publish status >
- Invite Users**
- Edit
- Analytics
- Reach captions & enrich
- Launch editor
- Delete

The 'Invite users' window opens.



Invite users [X]

Add users by email, assign roles, and control their access for the session.

Email *

First Name *

Last Name *

Select invitation type

Viewer

Send link via Email

[Cancel](#) [Generate invite link](#)

3. In the 'Invite users' window, complete the following:

- **Email address** – (Required) Begin typing the participant’s email. If there’s a match with an existing user, they’ll appear in the drop-down menu. Select the correct person to auto-fill their details. If they’re not in the system, type the full email address.
- **First and last name** – (Required) Enter the participant’s name.
- **Select an invitation type** - Options depend on the media type:

For video, quiz, document, audio, and similar entries: **Viewer** only (gives access to the media page)

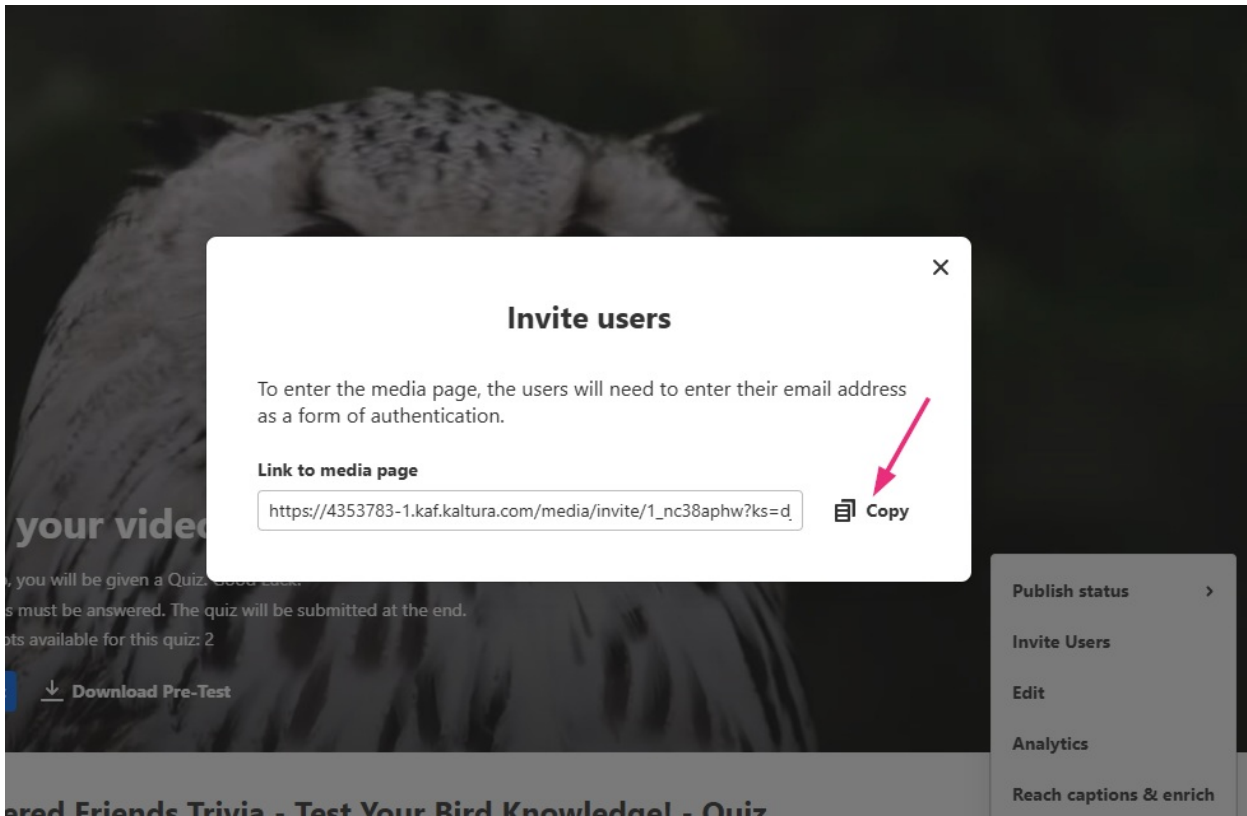
For live sessions (webcast, simulive, DIY live):

- **Viewer** – Access to the live session, chat, Q&A, and answer interactions
 - **Moderator** – Access to Q&A moderation and backchannel
 - **Speaker** – Access to Q&A and backchannel
- **Send link via email** - Check this box if you want the system to email the invite to the user. The email uses the template your admin set up and includes the invitee’s name, session details, and a direct link to join. If no template is configured, this option won’t appear.

4. Click **Generate invite link** at the bottom right.

A confirmation window opens.

5. Copy the generated link from the confirmation window.



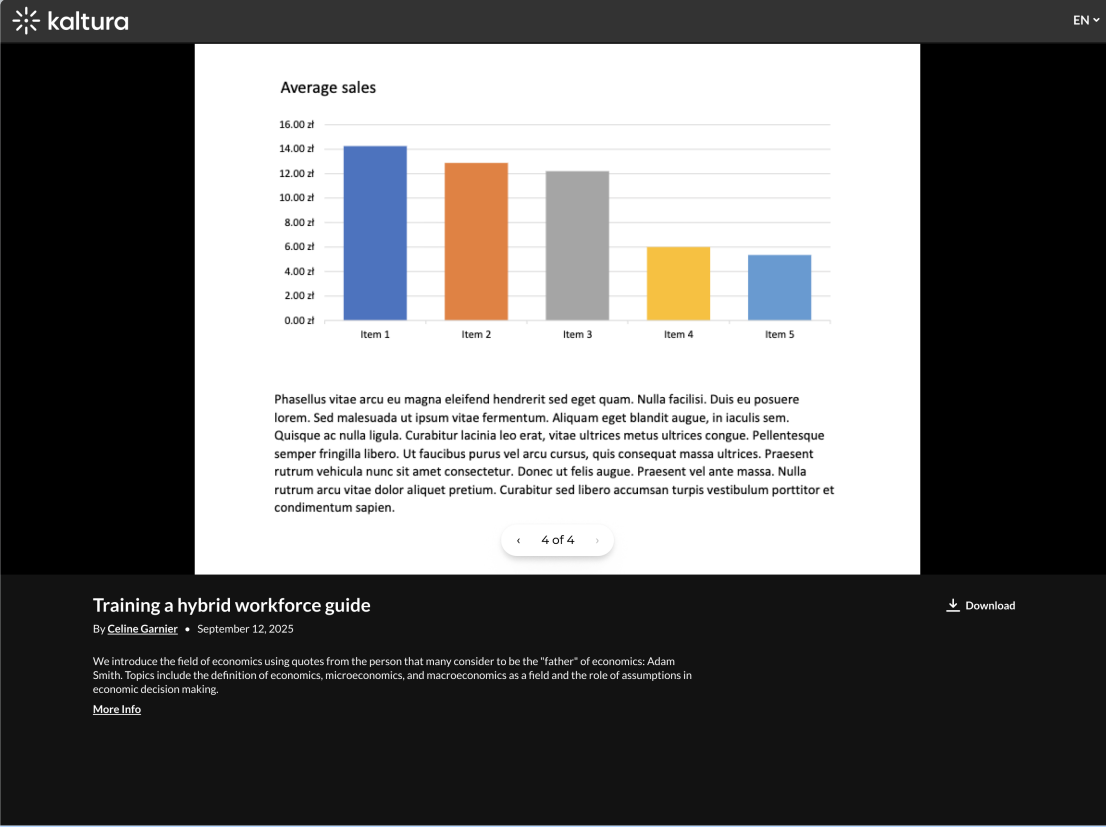
6. Share the link with the invitee using your preferred method.



For security, links may only work once or for a limited time, depending on admin settings. In addition, links can't be reused on multiple devices.

What the invitee sees

For **video, quiz, document, audio**, and similar entries, the invitee will access the media page as a viewer.



Average sales

Item	Average sales (€)
Item 1	14.00
Item 2	12.00
Item 3	12.00
Item 4	6.00
Item 5	5.00

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4 of 4

Training a hybrid workforce guide
By [Celine Garnier](#) • September 12, 2025 Download

We introduce the field of economics using quotes from the person that many consider to be the "father" of economics: Adam Smith. Topics include the definition of economics, microeconomics, and macroeconomics as a field and the role of assumptions in economic decision making.
[More info](#)

Media page showing a document entry

For live sessions (webcast, simulative, DIY live) –

- **If the session hasn't started** – The invitee will access the page with event details and a countdown until the start time.
- **When the session is open** – The lobby screen always appears, even if the invitee is logged in.

If the invitee is already logged into the same media page – Clicking the invite link will immediately upgrade their role (for example, from viewer to moderator or speaker) without requiring them to log out and back in.



For the user guide, see *Access media from an invite link in Canvas*.

Troubleshooting

If an invitee can't access a media entry, check the following:

- **Expired or already used link** – You should generate and share a new link.
- **Email doesn't match** – Remind the invitee to use the same email address that received the invite.



- **Media deleted or invite removed** – The invite won't work. You should check the media status and send a new invite if needed.
 - **Domain restrictions** – If the invitee's email domain is blocked, try a different email address or contact the admin.
 - **Role didn't update** – If you promoted an invitee but they don't see their new permissions, ask them to refresh the page.
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