

# Manage roles and permissions in Content Hubs

Last Modified on 06/17/2026 11:06 am IDT

 This article is designated for all users.

## About

Use the **Roles & permissions** tab to manage who has access to your media and what they're allowed to do.

From here, you can view all users associated with the media, understand their roles and permissions, and add collaborators, moderators, and speakers, all in one place.

## Who can use this

- Media owners
- Co-editors



This feature requires the following to be enabled:

- [Theming module](#) with the '[mediaedit](#)' feature set to 'yes'
- [MediaCollaboration module](#) (for collaborator management only)

## Access the Roles & permissions tab

1. From the user menu, select [My Media](#).



The 'My Media' page displays.

2. Click the **three dots** to the right of the desired media and select **Edit**.

## My Media

Search My-Media  62 Results found

Clear all filters

Sort By

Media Type

Publish Status

Webcasts

Scheduling


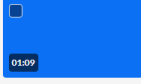
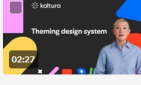
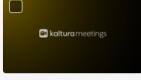
Ownership

Captions

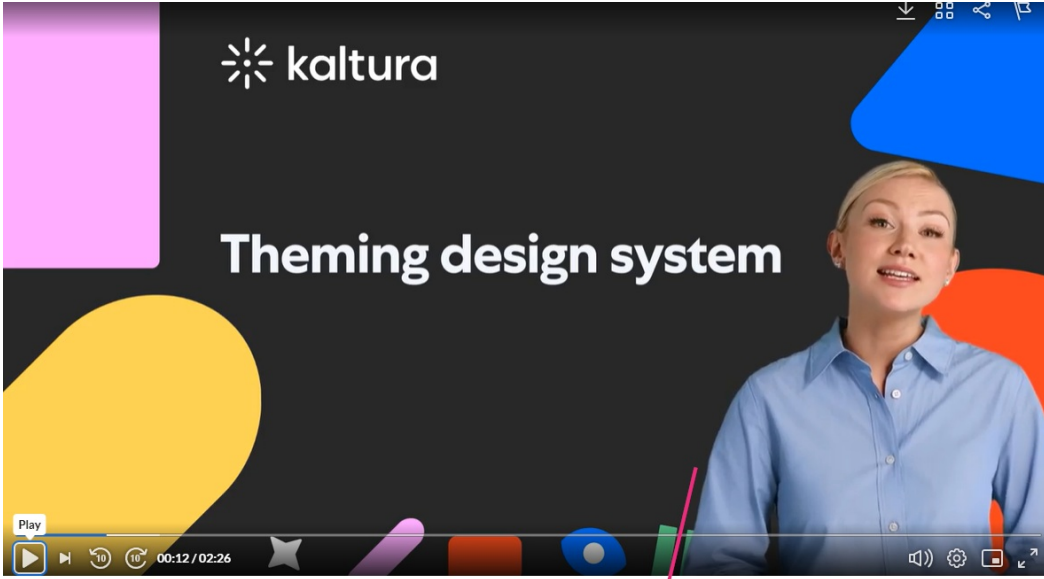
Duration

Creation Date

Last Update Date

-  **Kaltura Architecture - APIs, UI Components & Management Tools (Source)**  
Video • Owner • 1 View • 1 Play • Private Explore
-  **Kaltura LMS & CMS Extensions - Unified Experience & Analytics (Source)**  
Video • Owner • 0 Views • 0 Plays • Private Explore
-  **Kaltura's Theming design system (Source)**  
Video • Owner • 5 Views • 5 Plays • Private Explore  
  - Publish status
  - Edit**
  - Analytics
  - Delete
-  **Test room**  
Meeting • Owner • Unlisted Explore

Alternatively, you can access the edit page from the [media page](#) by clicking the **three dots** below the player and selecting **Edit**.



**Kaltura's Theming design system (Source)** 0 Share ⋮

The edit page opens on the **Details** tab by default, with a left-hand navigation.

< Kaltura's Theming design system (Source)

- Details**
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Assets
- Roles & permissions
- Accessibility

## Details Save

Edit basic details for your media.

**Name \***

**Description**

**B** *i* U

**Tags**

**single text**

**multi text**

+ Add

**single date no time**

**multi date with time**

3. In the left navigation, click the **Roles & permissions** tab to display the 'Roles & permissions' page.

< Kaltura's Theming design system (Source)

- Details
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Roles & permissions**
- Accessibility

## Roles & permissions

Control user access and manage media roles here.

View all permissions
86 Users

Manage speakers
Export list
+ Add users

Name	Email	ID	Permission	
Cassie Brice	cassie.brice@kaltura.com	cassie.b	Editor	...
Product team <small>(Group)</small>	product.team@kaltura.com	product_team	Publisher	...
Riley Smith <small>(You)</small>	riley.smith@kaltura.com	rileys12	Viewer	...
Noah Brown <small>(Owner)</small>	noah.brown@kaltura.com	noah.brown.144	Chat moderator, room mod...	...
Jordan Hale	jordan.hale@kaltura.com	jordan.h8	Viewer, Publisher	...
Avery Liu	avery.liu@kaltura.com	avery,300aisa9idsfo300ais...	Editor, Publisher	...
Sam Patel	sam.patel@kaltura.com	sam.p22	Chat moderator	...
Lee Thompson <small>(Invitee)</small>	lee.thompson@kaltura.com	lee.t66	Group viewers	...





All edit actions apply immediately. There is no **Save** button on this page.

## View users and permissions

All users associated with the media are displayed in a list.

## Roles & permissions

Control user access and manage media roles here.

Name	Email	ID	Permission	
 Cassie Brice	cassie.brice@kaltura.com	cassie.b	Editor	⋮
 Product team <span>Group</span>	product.team@kaltura.com	product_team	Publisher	⋮
 Riley Smith <span>You</span>	riley.smith@kaltura.com	riley.s12	Viewer	⋮
 Noah Brown <span>Owner</span>	noah.brown@kaltura.com	noah.brown.144	Chat moderator, room mod...	⋮

For each user, you can see:

- **Name, profile picture** (or initials), and **role indicator** (for example, 'Owner' or 'You')
- **Email or user ID** (depending on system settings)
- **Assigned permissions**



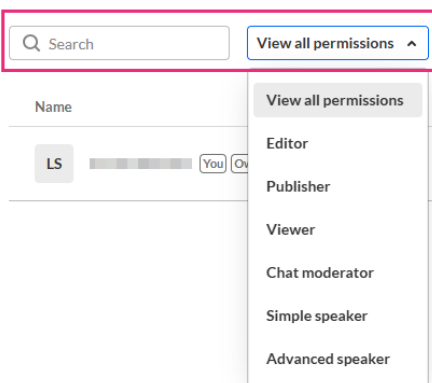
If a user has multiple permissions, hover to view the full set.

At the top of the page, you can:

- Search for users by name, email, or ID
- Filter users by permission type
- See the total number of users with access

## Roles & permissions

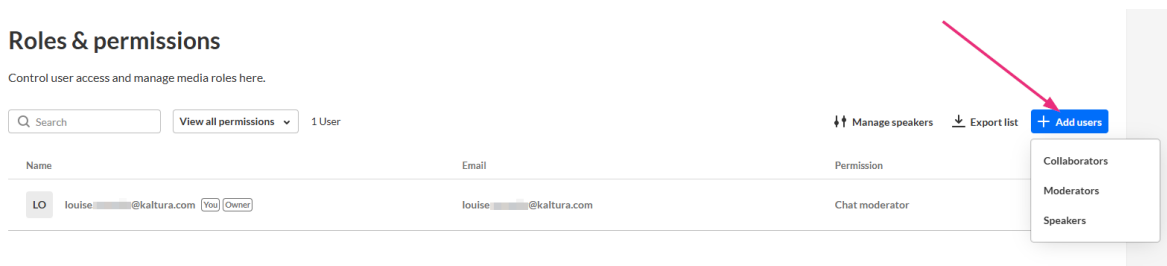
Control user access and manage media roles here.



The screenshot shows the top of the 'Roles & permissions' page. A search bar with a magnifying glass icon and the text 'Search' is highlighted with a red box. To its right is a dropdown menu labeled 'View all permissions' with a downward arrow. Below the search bar, a table row is partially visible, showing a user with initials 'LS' and a role indicator 'You'. A dropdown menu is open from the 'View all permissions' button, listing the following permissions: Editor, Publisher, Viewer, Chat moderator, Simple speaker, and Advanced speaker.

## Add users

1. Click **Add users** at the top right to assign people to the media.



2. You can add users as:
  - **Collaborators**
  - **Moderators**
  - **Speakers**
3. Select the type of user you want to add, then choose users and assign their roles and permissions, as follows:

## Add collaborators

Collaborators are users who can access and manage the media itself.



Adding and managing collaborators requires the [MediaCollaboration module](#) to be enabled.



For detailed information about collaborator roles and permissions, see [Collaborator roles and permissions](#).

1. From the **Add users** menu, select **Collaborators**.  
The 'Add collaborators' window opens.

## Add collaborators

Select users who will have permission to view, publish, or edit content in this media.

### Select users

### Select permissions

- Editor ⓘ
- Publisher ⓘ
- Viewer ⓘ

Cancel

Add

2. **Select users** - Search for and select one or more users. Users can only be added if they already have an account in the application.
3. **Select permissions** - Choose at least one permission:
  - **Editor** - Can edit this media's details and metadata, trim media, replace media, edit captions, chapters, and slides. Co-editors can't delete media.
  - **Publisher** - Can publish this media to their entitled galleries or channels.
  - **Viewer** - Can only view this media and doesn't have editing or publishing permissions.
4. Click **Add** to apply your changes.

If a user already has access to the media, the selected permissions are added to their existing permissions.

## Add moderators

Moderators are users who can manage interactions in sessions associated with the media (such as chat or room moderation).

1. From the **Add users** menu, select **Moderators**.  
The 'Add moderators' window opens.

## Add moderators

Select users who will have moderation permission in this media.

Select users

Select permissions

- Chat moderator ⓘ
- Room moderator ⓘ

Cancel

2. **Select users** - Search for and select one or more users
3. **Select permissions** - Choose at least one role:
  - **Chat moderator** - Can manage chat interactions for this media, including moderating messages, Q&A, and polls. Chat moderators can remove messages, answer or dismiss questions, and manage audience interactions, but can't edit the media or its settings.
  - **Room moderator** (relevant only for [Kaltura Room](#) entries) - Can manage the live room experience for this media, including moderating participants, controlling who can speak or present, and managing in-room interactions, but can't edit the media or its settings.
4. Click **Add** to apply your changes.

If a user already exists in the list, the selected moderator roles are added to their existing permissions.

## Add speakers

Speakers are users associated with the media for presentation purposes, such as sessions and events.

1. From the **Add users** menu, select **Speakers**.

The 'Add & manage speakers' window opens.

### Add & manage speakers

Add and reorder speakers, control how they appear on the media page.

Select users



No speakers added yet




Cancel **Save**





2. Search for and select one or more users.

### Add & manage speakers

Reorder the speakers to control how they appear on the media page.

Speakers

<input checked="" type="checkbox"/>	 <b>Adam Mitchell</b> adam.mitchell@kaltura.com
<input type="checkbox"/>	 <b>Andrew Reed</b> andrew.reed@kaltura.com
<input type="checkbox"/>	<b>AC</b> <b>Amanda Carter</b> amanda.carter@kaltura.com
<input checked="" type="checkbox"/>	 <b>Ava Taylor</b> ava.taylor@kaltura.com
<input type="checkbox"/>	<b>AT</b> <b>AI Team</b> <small>(Group)</small> ai.team@kaltura.com, ai_team

5  **David Kim** Simple   

Cancel **Save**

3. Click **Save**.

The selected users are added as speakers for the media.

For information about managing speaker settings, speaker visibility, and custom speaker information, see [Add and manage speakers](#).



## Manage existing users

All assigned users appear in a list on the 'Roles & permissions' page. Use the **three-dot menu** on the right to manage each user.

## Roles & permissions

Control user access and manage media roles here.

Search  View all permissions 84 Users Manage speakers Export list Add users

Name	Email	ID	Permission
 Cassie Brice	cassie.brice@kaltura.com	cassie.b	Editor
PT Product team <small>Group</small>	product.team@kaltura.com	product_team	Publisher
 Riley Smith <small>You</small>	riley.smith@kaltura.com	riley.s12	Viewer

...  
 Edit user permissions  
 Remove user  
 Set as media owner

## Edit user permissions

1. Click the **three-dot menu** and select **Edit user permissions**.  
The 'Edit user' window opens.

### Edit user

Change the user's permissions to view, publish, and/or edit content in this media.

Select permissions

Viewer ⓘ

Editor ⓘ

Publisher ⓘ

Chat moderator ⓘ

Room moderator ⓘ

---

Cancel Update

2. Select or clear the relevant permissions (for example, Viewer, Editor, Publisher, or moderator roles). At least one permission must be selected.
3. Click **Update** to apply your changes.

Changes are applied immediately.

## Remove users

1. Click the **three-dot menu** and select **Remove user**.  
A confirmation message displays.
2. Click **Delete** to continue.

Once removed, the user is no longer associated with the media and is removed from all related roles (including speakers, if applicable).

## Set as media owner

1. Click the **three-dot menu** and select **Set as media owner**.

A confirmation message displays.

### Set as media owner

By changing ownership, 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.

---

Make myself a collaborator

Cancel

Transfer ownership

Only one owner can exist at a time. After transferring ownership, permissions are updated accordingly.

2. In the confirmation message popup, you can optionally select **Make myself a collaborator** to retain access to the media after the transfer.
3. Click **Transfer ownership** to complete the transfer.

Available roles and actions may vary depending on your permissions and system configuration.

---