Manage media roles and permissions in Content Hubs

Last Modified on 07/25/2026 12:45 pm 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

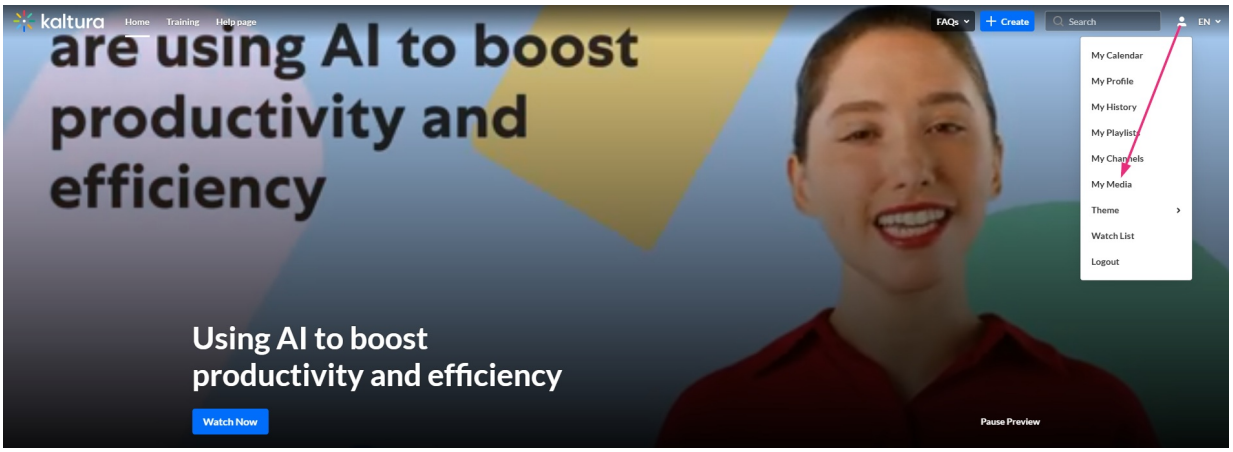
- Media owners
- Co-editors

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

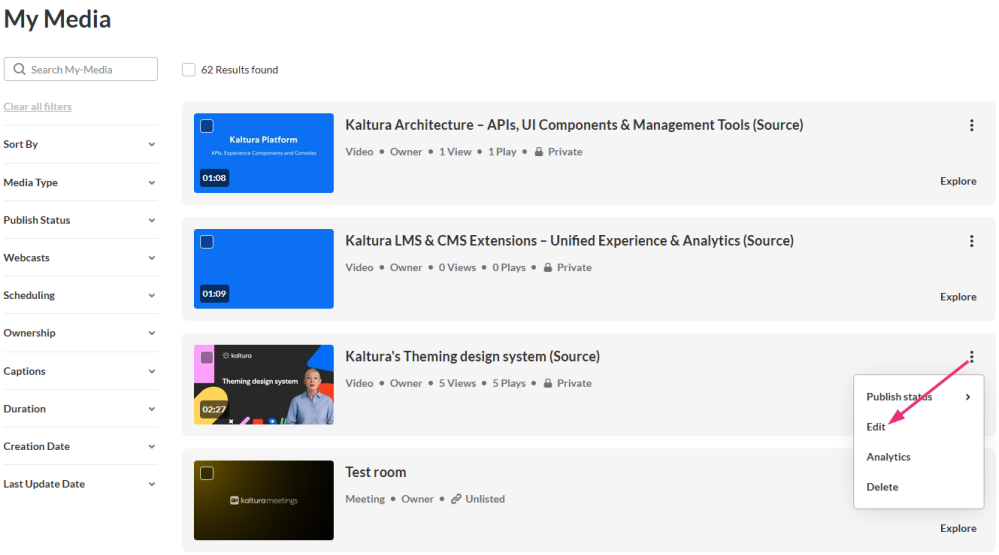
1. From the user menu, select My Media.



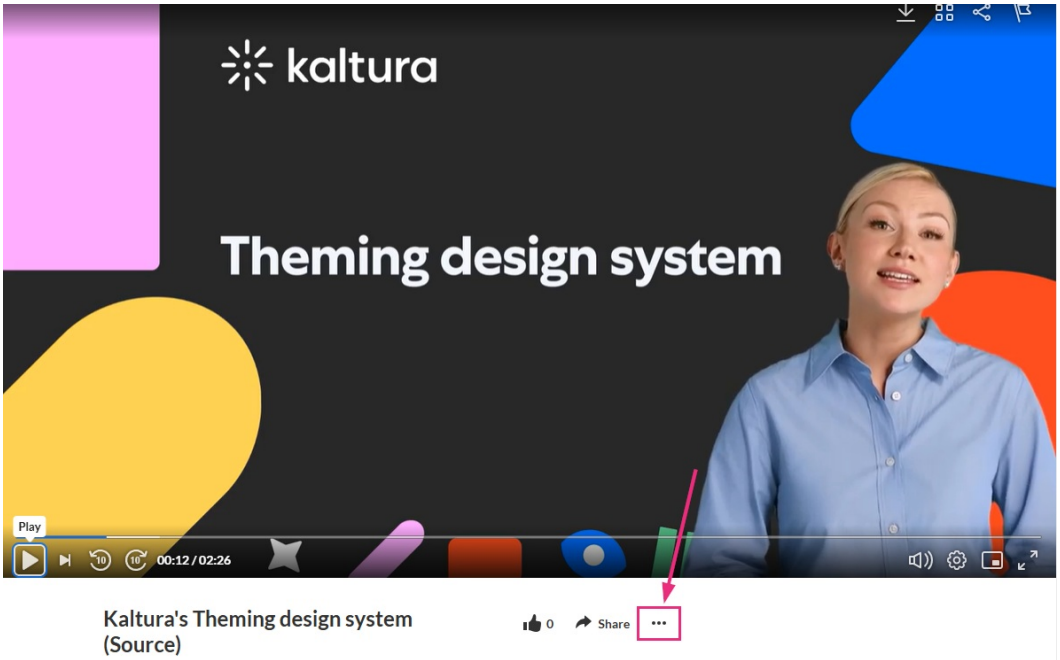
   The 'My Media' page displays.

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

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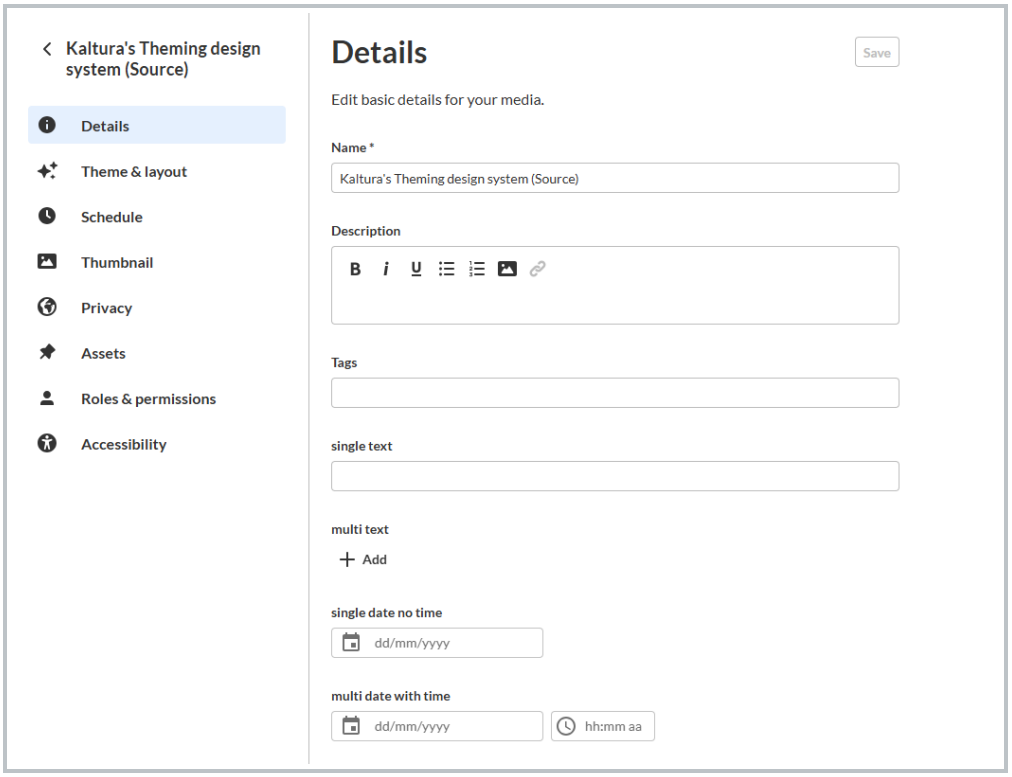


Alternatively, you can access the edit page from the media page by clicking the **three dots** below the player and selecting **Edit**.

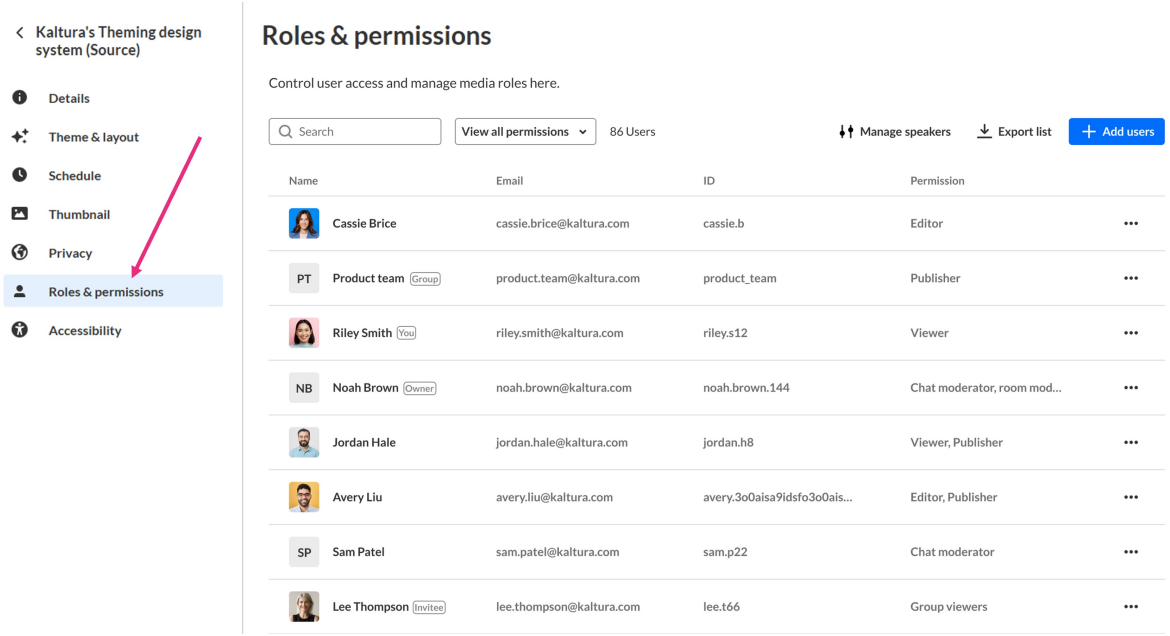


The edit page opens on the **Details** tab by default, with a left-hand navigation.

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

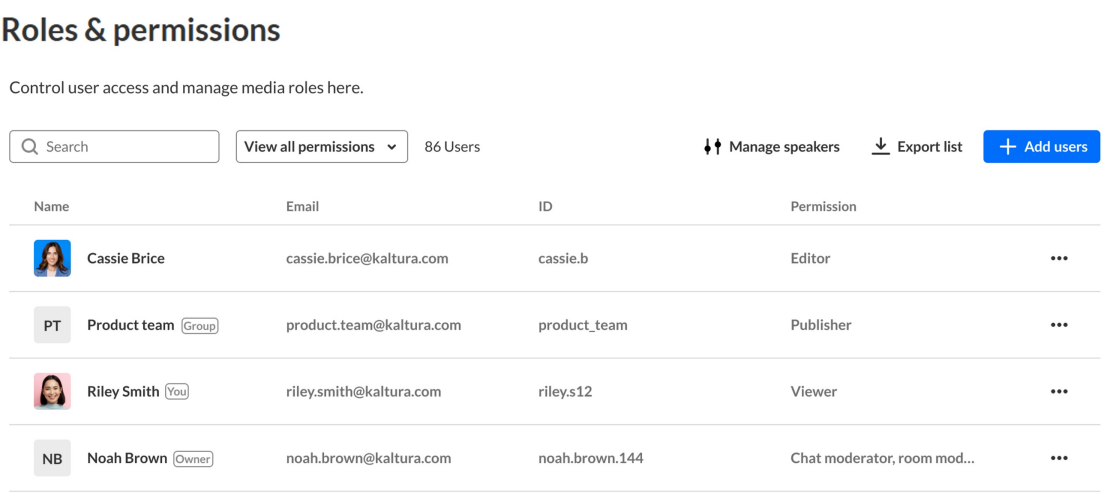


All edit actions apply immediately. There is no **Save** button on this page.

View users and permissions

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

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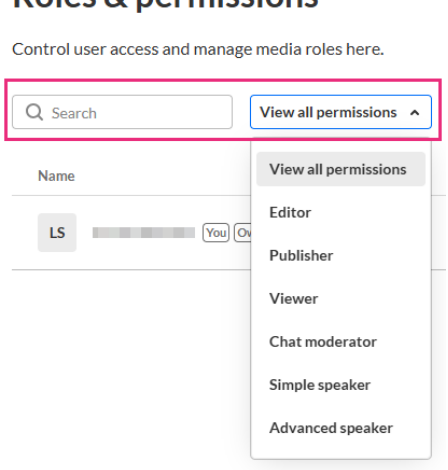
For each user, you can see:

- **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:

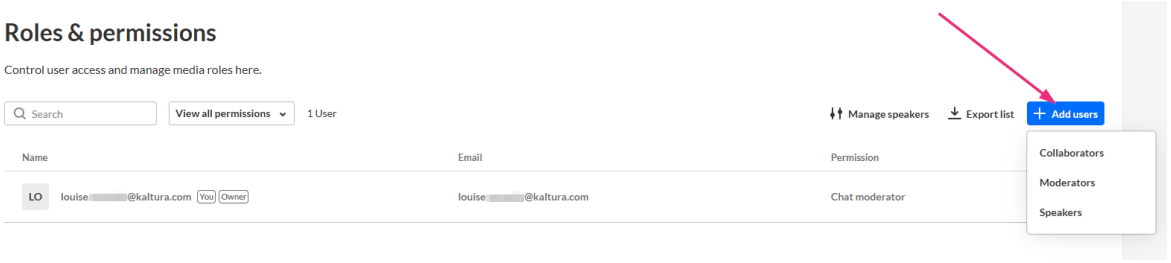
- Search for users by name, email, or ID
- Filter users by permission type
- See the total number of users with access



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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

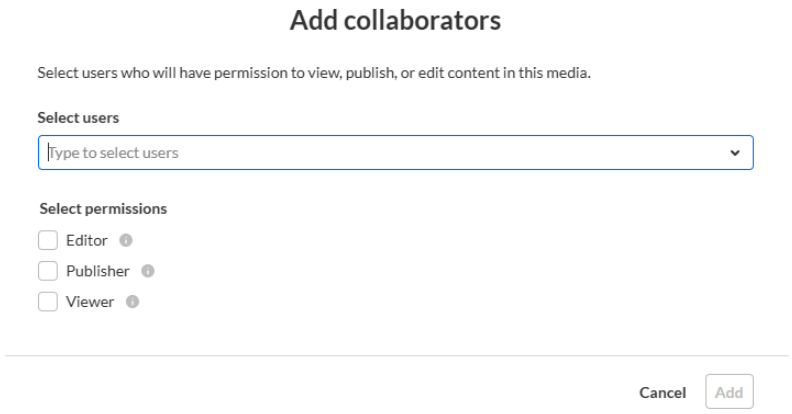
Collaborators are users who can access and manage the media itself.

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.

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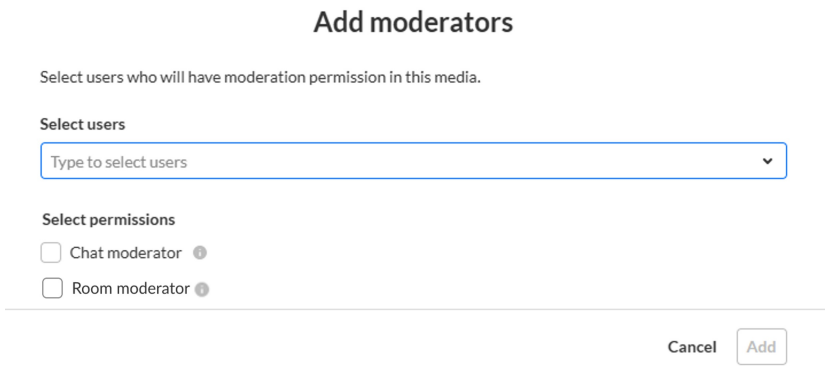
2. **Select users** - Search for and select one or more users. Users can only be added if they already have an account in the application.
3. **Select permissions** - Choose at least one permission:
   - **Editor** - Can edit this media's details and metadata, trim media, replace media, edit captions, 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.



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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.

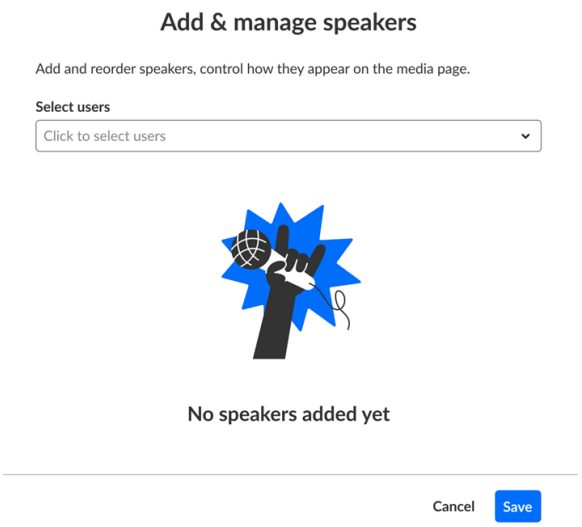
If a user already exists in the list, the selected moderator roles are added to their existing permissions.

Add speakers

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

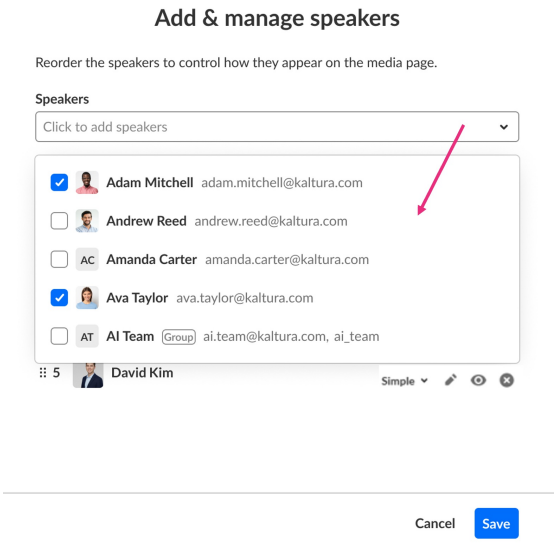
1. From the **Add users** menu, select **Speakers**.

   The 'Add & manage speakers' window opens.



2. Search for and select one or more users.

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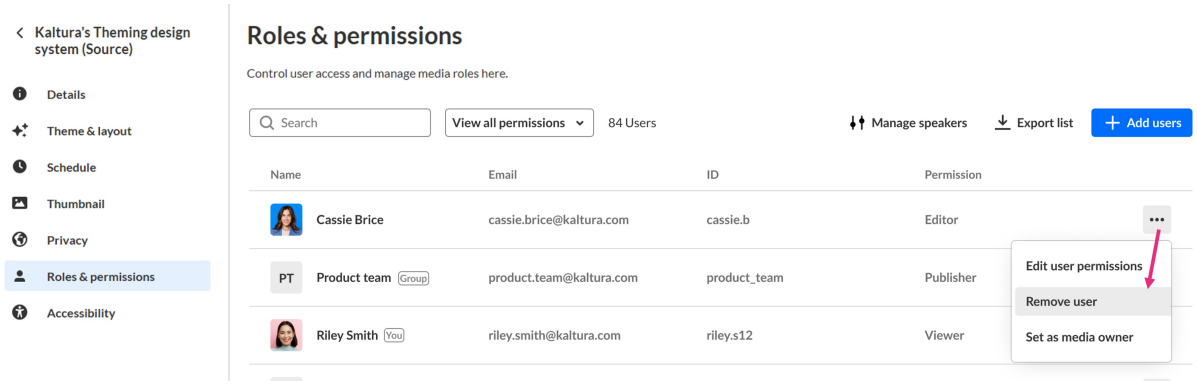
3. Click **Save**.

   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.

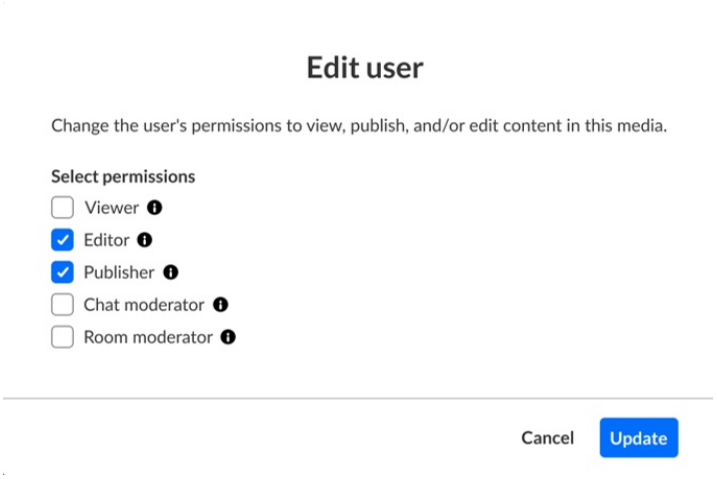


Edit user permissions

1. Click the **three-dot menu** and select **Edit user permissions**.

   The 'Edit user' window opens.

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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.

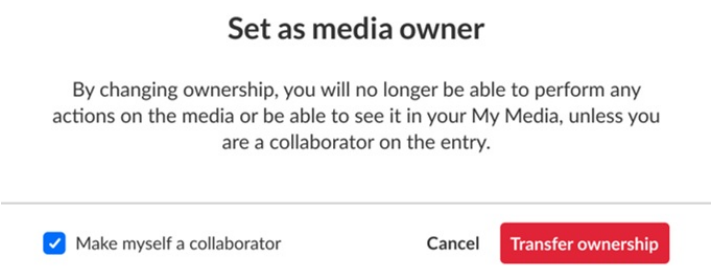
Remove users

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.



   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**

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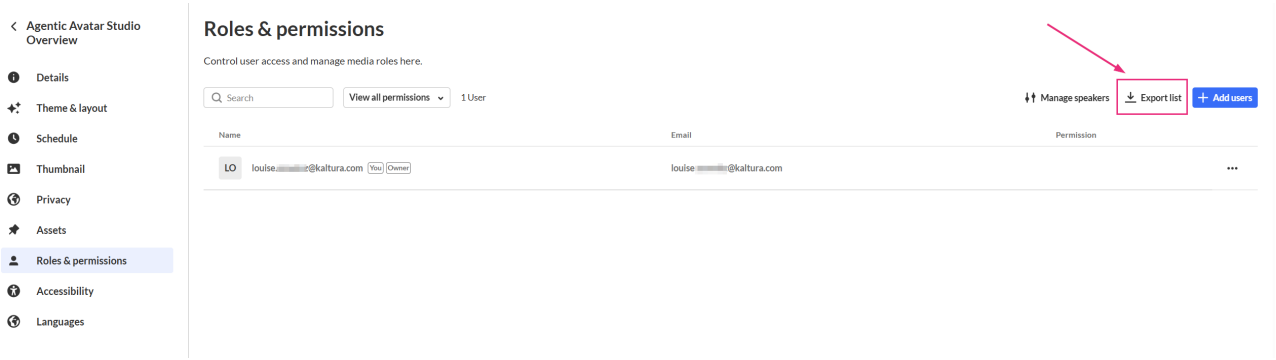
collaborator to retain access to the media after the transfer.

3. Click **Transfer ownership** to complete the transfer.

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

Download the user list

To download a CSV list of all users who have access to the media, click **Export list**.



The downloaded file includes user details and assigned permissions.

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