

# Manage roles and permissions in Canvas

Last Modified on 05/02/2026 3:55 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.

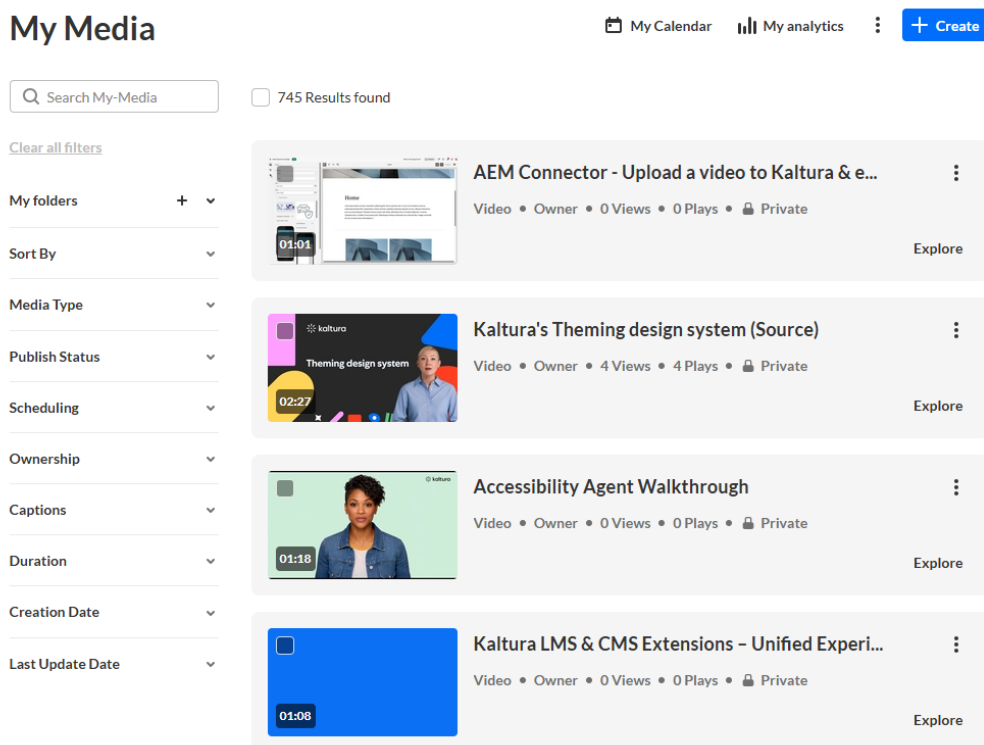
From here, you can view all users associated with the media, understand their roles and permissions, and add collaborators, moderators, and speakers, all in one place.

## Who can use this

- Media owners
- Co-editors (depending on permissions)

## Access the Roles & permissions tab

1. Go to your **My Media**.



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

## My Media

My Calendar My analytics [+ Create](#)

Search My-Media

745 Results found

Clear all filters

My folders +

Sort By

Media Type

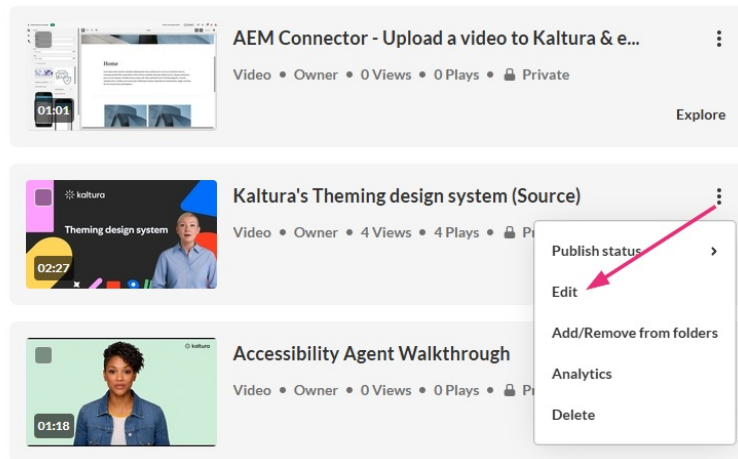
Publish Status

Scheduling

Ownership

Captions

Duration



**AEM Connector - Upload a video to Kaltura & e...**  
Video • Owner • 0 Views • 0 Plays • Private

**Kaltura's Theming design system (Source)**  
Video • Owner • 4 Views • 4 Plays • Private

**Accessibility Agent Walkthrough**  
Video • Owner • 0 Views • 0 Plays • Private

- Publish status
- Edit**
- Add/Remove from folders
- Analytics
- Delete

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



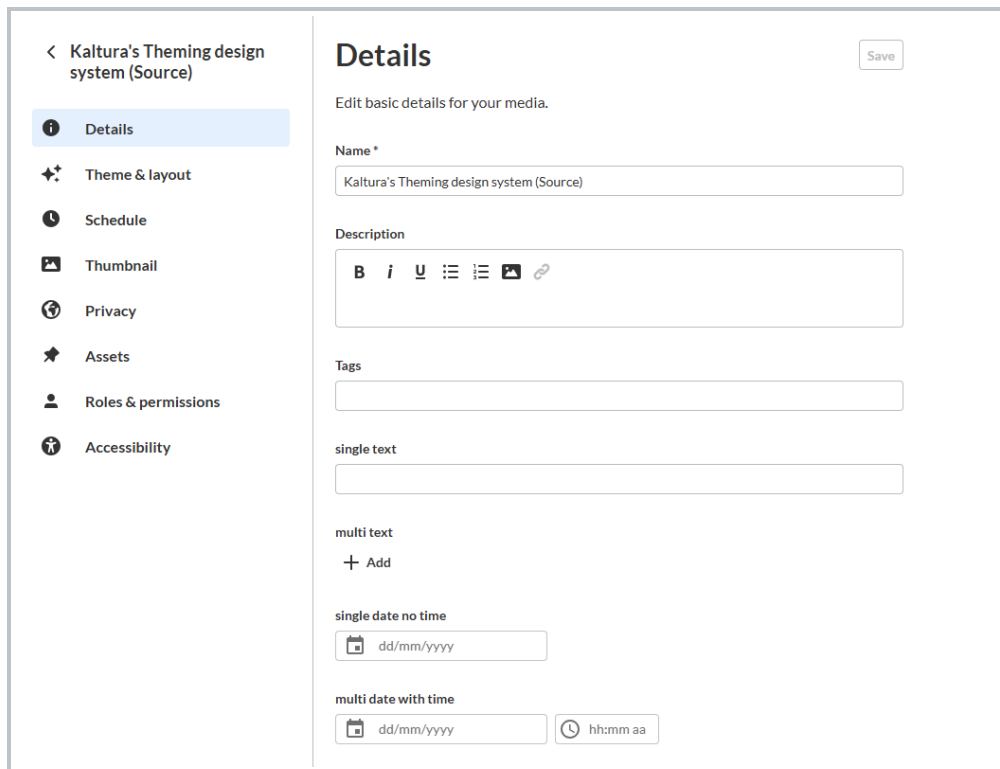
**kaltura**

**Theming design system**

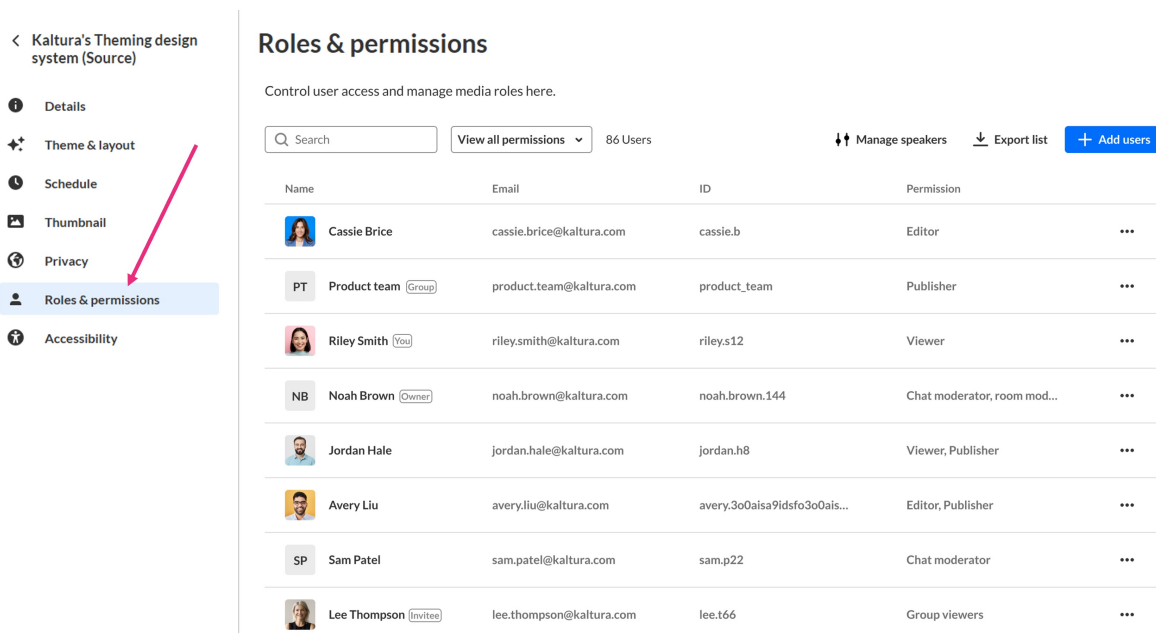
Play 00:12 / 02:26

Kaltura's Theming design system (Source) 0 Share ...

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



- 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.

## 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**



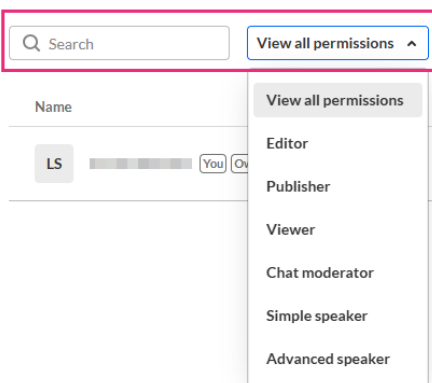
If a user has multiple permissions, hover to view the full set.

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

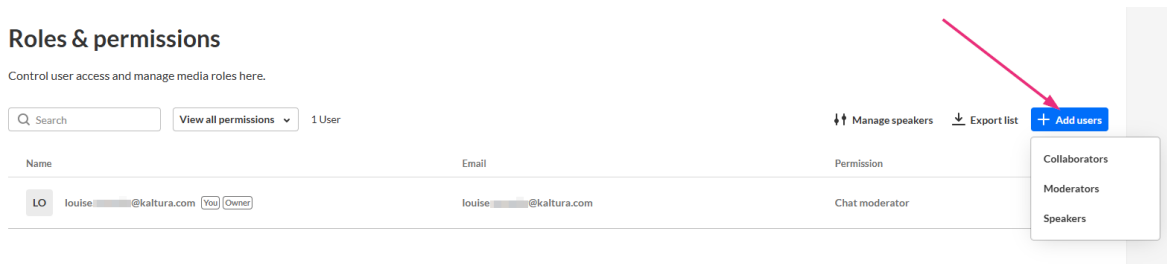
Control user access and manage media roles here.



The screenshot shows the top of the 'Roles & permissions' page. A search bar and a 'View all permissions' dropdown are highlighted with a red box. Below, a user profile for 'LS' is shown with a dropdown menu open, listing various 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:
  - o **Collaborators**
  - o **Moderators**
  - o **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.

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

2. **Select users** - Search for and select one or more users
3. **Select permissions** - Choose at least one permission:
  - o **Editor** - Can edit this media's details and metadata, trim media, replace media, edit captions, chapters, and slides. Co-editors can't delete media.
  - o **Publisher** - Can publish this media to their entitled galleries or channels.
  - o **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 Add

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 and manage speakers

Speakers are users associated with the media for presentation purposes (for example, in

sessions or 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. **Select users** - Search for and select one or more users.

Each selected speaker appears in a list.

### Add & manage speakers

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

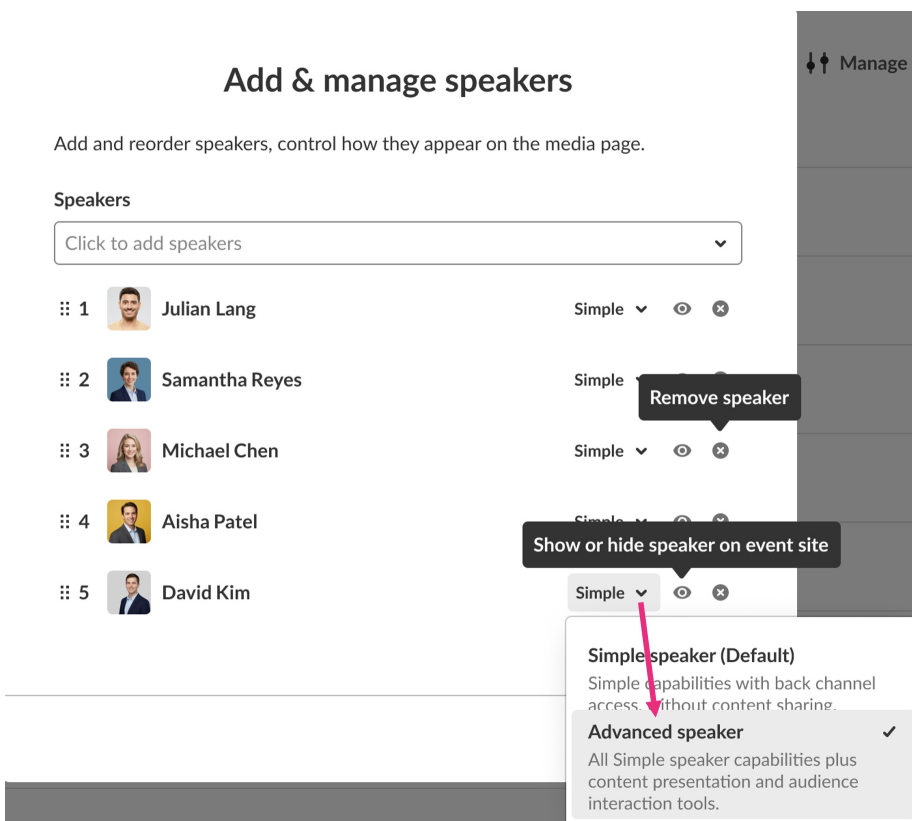
Select users

:: 1	 <b>Julian Lang</b> <span>Invitee</span>	Simple ▾		
:: 3	 <b>Michael Chen</b>	Simple ▾		
:: 2	 <b>Samantha Reyes</b> <span>Group</span>	Simple ▾		
:: 4	 <b>Aisha Patel</b>	Simple ▾		
:: 5	 <b>David Kim</b>	Simple ▾		

Cancel Save

You can configure the speakers settings as follows:

- Reorder speakers to control how they appear by grabbing the **six dots** to the left of the speaker and dragging to reorder.
- Change the speaker type:
  - **Simple speaker** (default) - Provides basic speaker capabilities, such as displaying speaker information.
  - **Advanced speaker** (relevant only for [Kaltura Room](#) entries) - Provides additional capabilities, such as enhanced presentation and audience interaction features.
- Show or hide the speaker on the event site using the **eye icon**.
- Remove a speaker by clicking the **x icon**.



Changes are applied immediately.

## 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.



< 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.

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

- 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 ⓘ

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Cancel Update

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

Changes are applied immediately.

## Remove users

- Click the **three-dot menu** and select **Remove user**.  
A confirmation message displays.
- 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

- 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.

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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.

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