


## Media owner & collaborators

 This article is designated for all users.

Media owners can change the media ownership to someone else, this can be useful for example, in case the owner is leaving the organization or switching responsibilities and someone else needs to take ownership of the media. They can also add co-editors, co-publishers, co-viewers, and Webcasting moderators to their media. Adding media collaborators will allow the media to be available on their personal My Media.

 If you cannot access this functionality, ask your administrator to give you the required permission.

### Change media ownership

1. Access the [Edit Media Page](#).
2. Click on the **Collaboration** tab.

Details
Publish
Options
**Collaboration**
Thumbnails
Downloads
Captions
Attachments
Timeline
Replace Media

Media Owner

Change media owner





Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.

Media Collaborators

+ Add Collaborator

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

VIEW ALL PERMISSIONS ▼

Member	User ID	Permission	
Customer Training	customertraining@kaltura.com	Co-Editor, Co-Publisher	 
Instructor	Instructor	Co-Viewer	 

3. Click **Change media owner**.  
The Change Media Owner window is displayed.

### Change Media Owner


Note: Once you change owner you will not be able to edit this media and it will no longer appear in your "My Media" list.

▼ i

Cancel Save

4. Enter the user/group name for the new owner. You can add users/groups that are available on the site and then use the auto-complete function (from 3rd letter and on).
5. Click **Save**.

## Add Collaborators

 Adding a user as a collaborator doesn't provide the user with capabilities overruling their KMS role. For example, when a user with a viewer role is added as a co-editor or co-publisher, that user will not have the ability to edit or publish content.

### To add collaborators

1. Access the [Edit Media Page](#).
2. Click on the **Collaboration** tab.
3. Click **+Add Collaborator**.  
The **Add a Collaborator** window is displayed.

## Add a Collaborator



Select permissions:

- ☐ Co-Editor
- ☐ Co-Publisher
- ☐ Co-Viewer

Cancel

Add

The types of collaborators and their permissions are as follows:

- Co-Editor - can edit the entry'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.
- Co-Publisher - can publish media to their entitled Categories or Channels. This option must be enabled by your KMS administrator for this tab to display. Group support can be enabled for the Media Collaboration features. When enabled, you can select groups that may be assigned as co-editors/publishers for an entry.
- Co-Viewer - can only view media and doesn't have editing or publishing permissions. They are allowed to view unlisted entries.
- Kaltura Webcasting Moderators - also added through the Media Collaboration Tab. 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 be 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.

#### 4. Enter the collaborator's user name or ID or the group's name or ID. You can add

users/groups that are available on the site and you can use the auto-complete function (from 3rd letter and on).

- Choose the type(s) of permissions for the collaborator you are adding to the media entry.
- Click **Add**.
- To view the collaborators' permissions, click **View all Permissions** and select the type of collaborator.

**Media Collaborators** + Add Collaborator

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

VIEW ALL PERMISSIONS ▾

✓ All Permissions

	User ID	Permission	
Co-Editor	customertraining@kaltura.com	Co-Editor, Co-Publisher	
Co-Publisher	Instructor	Co-Viewer	

Use the editing options/icons in the Actions column to edit/delete the collaboration options.

Your KMS administrator can also configure the option of adding co-editors, co-publishers, co-viewers or Webcast Moderators during upload of an entry in KMS or KAF.

## Filter entries for which you have privileges

- On the My Media page, click on **Filters**.

### My Media

Search My Media

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Filters >

Search In: All Fields ▾

- Select one of the filters:

#### Ownership

- ☐ Any Owner
- ☐ Media I or My Group Owns
- ☐ Media My Group Owns
- ☒ Media I Can Edit
- ☐ Media I Can View
- ☐ Media I Can Publish

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