

This document illustrates how to use the Kaltura collaboration features. With these features, you are able to designate other users as owners, co-editors, and co-publishers of media items. This is beneficial if you work in a collaborative environment in which you manipulate or post media for others.

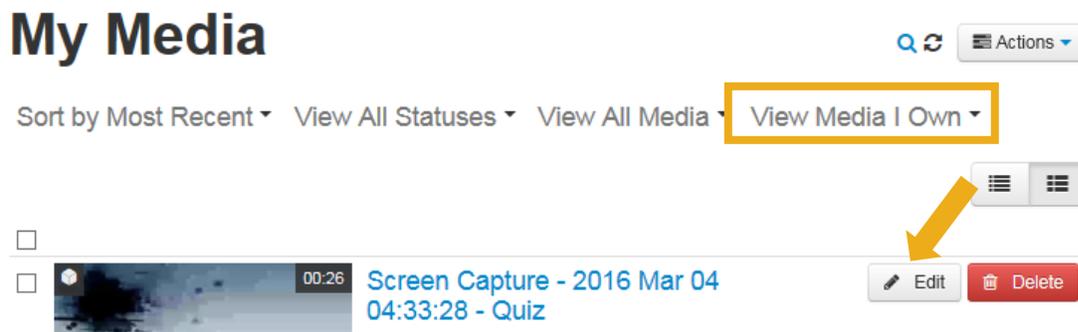
Users do not appear in Kaltura until they have logged into <https://kaltura.uwec.edu/> at least once. If you cannot find the user, ask him/her to log into <https://kaltura.uwec.edu/>.

## Terminology

- ◆ **Media Owner:** user who can administer a media item. Only the *Media Owner* can change the *Media Owners* and add/change the *Co-Editors* and *Co-Publishers*.
  - **IMPORTANT:** Only *Media Owners* can embed Kaltura videos into D2L and download videos from Kaltura.
  - If you make someone else the *Owner* of a video without making yourself a co-editor or co-publisher, you no longer have access to it.
- ◆ **Co-Editor:** user who can do everything the **Media Owner** can *except* change the **Media Owner**, add/change **Co-Editors** and **Co-Publishers**, and publish.
- ◆ **Co-Publisher:** user who can publish a media item. Finding items which you can co-edit or co-publish is tricky. Refer to the instructions at the end of this document.

## Get Started

1. Login to Kaltura with your UWEC credentials, select the **drop-down arrow** next to your name, and select **My Media**.
2. Verify the filter at the top of the **My Media** list is set to **View Media I Own** and select the **Edit** button for the media item you want to change.



3. Select the **Collaboration** tab under the preview of the media.



**NOTE:** Selecting this tab opens a screen with the option of either changing the media owner or adding collaborators.

4. Complete the *Change Media Owner* and/or the *Add Collaborator* sections below.

## Change Media Owner

**IMPORTANT:** Add yourself as a co-editor and co-publisher before changing ownership to have access to the media item after you change the **Media Owner**. If you forget to do this, contact the new *Media Owner* and request to be added as co-editor and co-publisher.

Complete the following steps to change the Media Owner:

1. Select **Change media owner**.
2. Enter the user's name into the *Enter user name* field, select the user's name when it appears below the field, and click **Save**.

**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.

Enter user name

username

Example Person

Cancel Save

## Add Collaborator

Complete the following steps to add a *Co-Editor* and/or *Co-Publisher*:

1. Select **Add Collaborator** and enter the person's username or last name into the *Enter user name* field.
2. Select the user's name when it appears, select the *Co-Editor* or *Co-Publisher* checkbox, and click **Add**.

**Add a Collaborator** ×

Enter a Collaborator example

Co-Editor

Co-Publisher

Cancel Add

## Find Co-Editor or Co-Publisher

When another user makes you a co-editor or co-publisher, you do not receive a notification. By default, the display is set to *Media I Own*. Complete the following steps to find the media items for which you are a co-publisher or a co-editor:

1. Select the **drop-down arrow** next to your name at the top of the screen and select **My Media**.
2. Select *View Media I Own* drop-down arrow and select **Media I Can Publish** or **Media I Can Edit**.

Sort by Most Recent ▾ View All Statuses ▾ View All Media ▾ View Media I Own ▾ Search My Media

Media I Own

Media I Can Publish

Media I Can Edit

Sample Kaltura Video 00:17