

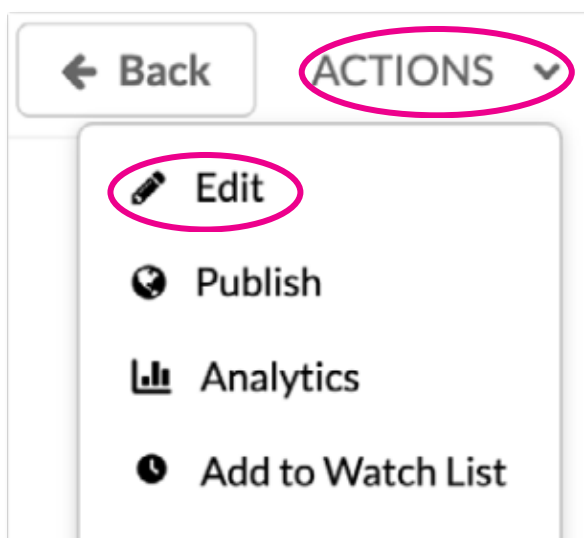
# COLLABORATORS IN KALTURA

If your course includes co-teachers or TAs/GAs, you can grant them access to edit and/or publish your videos by adding them as collaborators.

## ADDING COLLABORATORS

1

Begin by going to My Kaltura and select the video to which you would like to add a collaborator. Under **Actions**, select **Edit**.



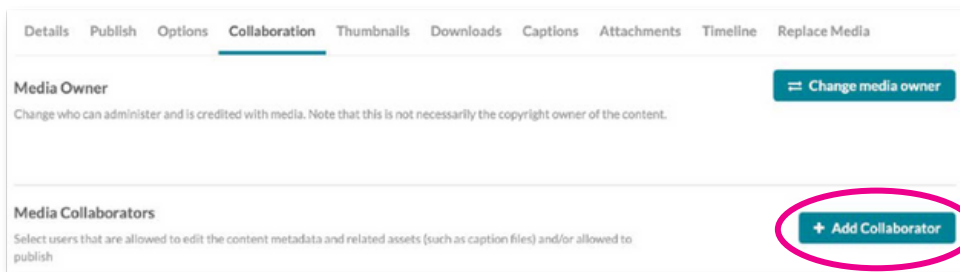
2

Select **Collaboration** from the edit options.



3

From this screen you have the option to change the media owner and/or add collaborators. Select **+Add Collaborator**.



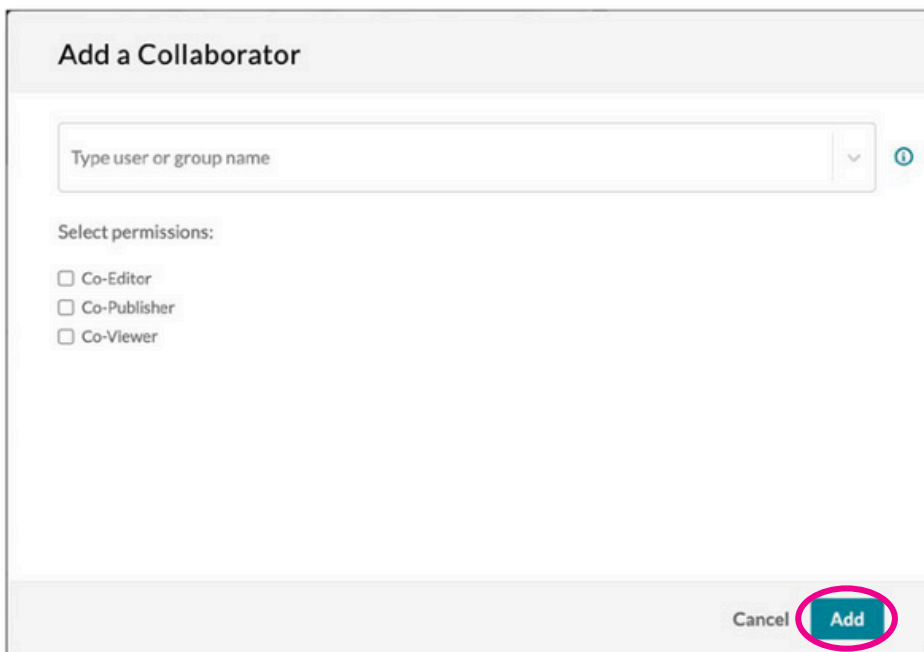
The screenshot shows the 'Collaboration' tab selected in a media management interface. The top navigation bar includes tabs for Details, Publish, Options, Collaboration, Thumbnails, Downloads, Captions, Attachments, Timeline, and Replace Media. The 'Media Owner' section has a 'Change media owner' button. The 'Media Collaborators' section has a '+ Add Collaborator' button, which is circled in pink.

4

Input who you would like to add as a collaborate by Net ID, designate their role, and select **Add**.

➤ **Co-Editor** has access to edit features such as video trimming, chaptering, or adding quiz questions. A Co-Editor however cannot publish.

➤ **Co-Publisher** has the ability to publish but not edit.



The screenshot shows the 'Add a Collaborator' dialog box. It features a text input field labeled 'Type user or group name' with a dropdown arrow and an information icon. Below the input field, there is a section titled 'Select permissions:' with three checkboxes: 'Co-Editor', 'Co-Publisher', and 'Co-Viewer'. At the bottom right, there are 'Cancel' and 'Add' buttons, with the 'Add' button circled in pink.

5

Once collaborators are added they will appear within the Collaboration tab.

### Media Collaborators

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

[+ Add Collaborator](#)

VIEW ALL PERMISSIONS ▾

Member	User ID	Permission	
Victor Venter	vventor	Co-Editor, Co-Publisher, Co-Viewer	<a href="#">✎</a> <a href="#">✕</a>