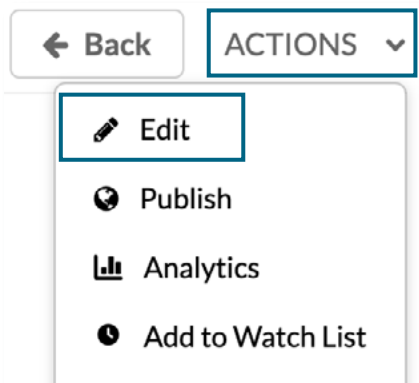# ADDING COLLABORATORS IN KALTURA

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

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

02 Select **Collaboration** from the edit options.

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

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

04 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.

Add a Collaborator

Type user or group name   ⌄   ⓘ

Select permissions:

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

Cancel   Add

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05 Once collaborators are added they will appear on the Collaboration tab.

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