

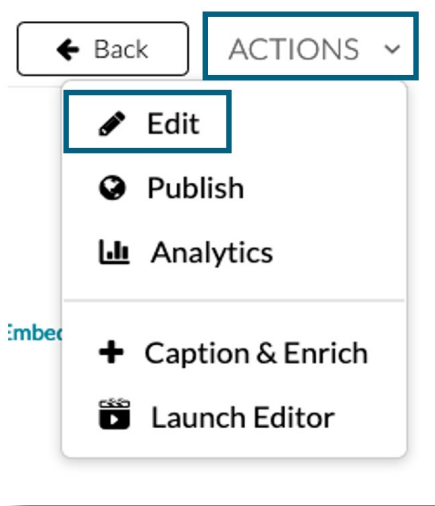
ADDING COLLABORATORS IN KALTURA

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.



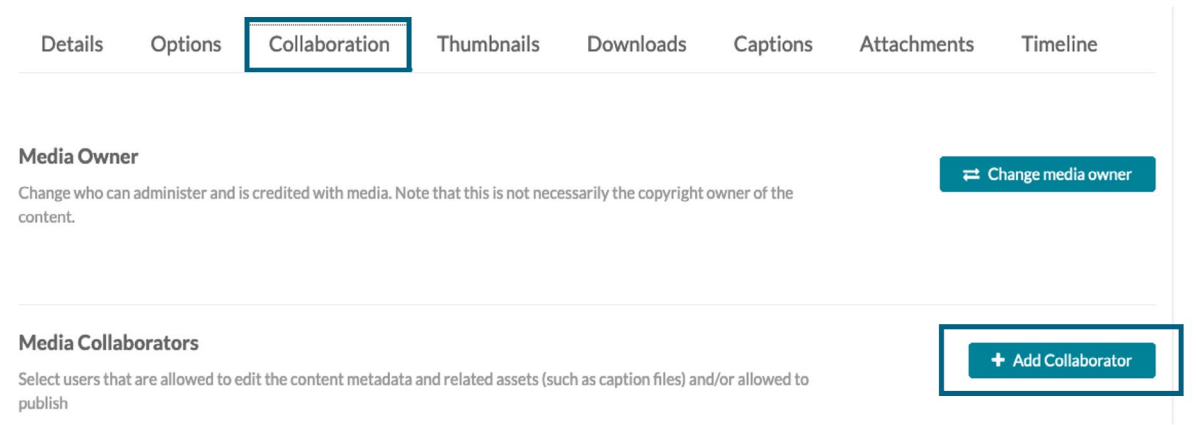
Was this resource helpful? [Tell us how we did.](#)

Developed by Digital Learning, USF Innovative Education • Visit us on [LinkedIn](#)

Additional faculty resources at [USF Digital Learning](#) • Email facultysupport@usf.edu for questions & training

03

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



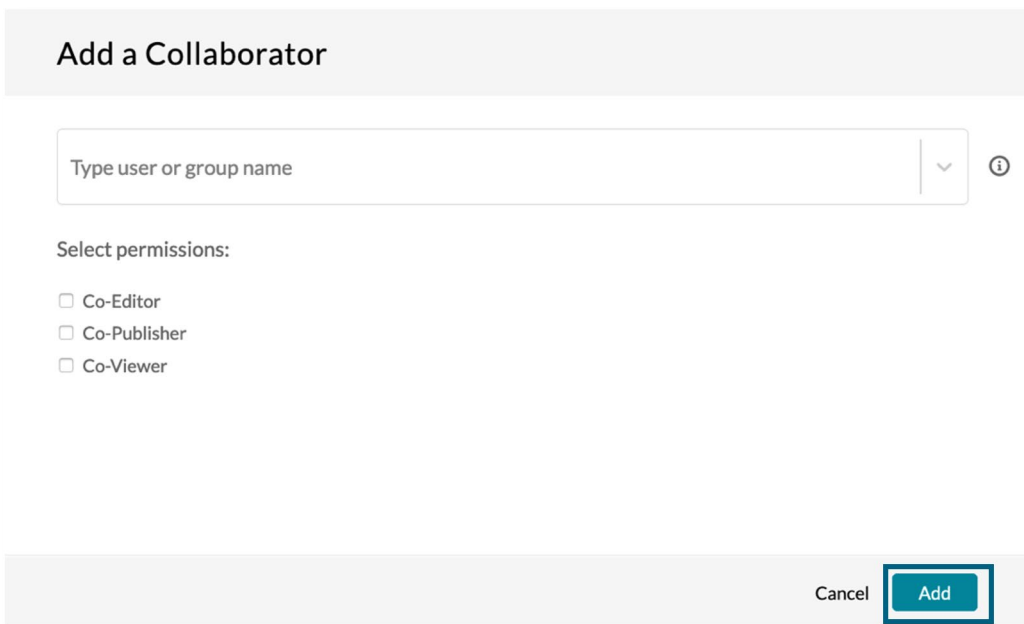
The screenshot shows a navigation menu with tabs: Details, Options, Collaboration (highlighted with a blue box), Thumbnails, Downloads, Captions, Attachments, and Timeline. Below the tabs, there are two main sections:

- Media Owner**: Includes a description "Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content." and a button labeled "Change media owner".
- Media Collaborators**: Includes a description "Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish" and a button labeled "+ Add Collaborator" (highlighted with a blue box).

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.



The dialog box is titled "Add a Collaborator" and contains the following elements:

- A search input field with the placeholder text "Type user or group name" and a dropdown arrow on the right.
- A section titled "Select permissions:" with three radio button options:
 - Co-Editor
 - Co-Publisher
 - Co-Viewer
- At the bottom right, there are two buttons: "Cancel" and "Add" (highlighted with a blue box).

Was this resource helpful? [Tell us how we did.](#)

Developed by Digital Learning, USF Innovative Education • Visit us on [LinkedIn](#)
Additional faculty resources at [USF Digital Learning](#) • Email facultysupport@usf.edu for questions & training

05





Once collaborators are added they will appear on 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	
Arleen Janz (admin)	lms-amjanz	Co-Editor, Co-Publisher, Co-Viewer	 
Arleen Janz	amjanz	Co-Editor, Co-Publisher, Co-Viewer	 

Was this resource helpful? [Tell us how we did.](#)

Developed by Digital Learning, USF Innovative Education • Visit us on [LinkedIn](#)

Additional faculty resources at [USF Digital Learning](#) • Email facultysupport@usf.edu for questions & training