How do I share my Kaltura Video with another faculty?

Tell Me

As a faculty, you may want to share a Kaltura video with another faculty so they are able to publish/embed in their respective courses. Within My Media, Kaltura has a collaborator feature where faculty can designate other faculty as co-editors and co-publishers of their media items. This is extremely beneficial if you work in a collaborate environment in which other people might need to co-edit or share media with you. An example of this might involve an instructor uploading a media item and then designating another faculty as a co-editor and/or co-publisher in order to share the media item with their students.

1. In your course, go to My Media
2. Click on the video to be shared
3. Click the Actions button
4. Click the Edit link
5. Select the **Collaboration** tab

![Image of Collaboration tab](image1.png)

6. Click **Add Collaborator**

![Image of Add Collaborator window](image2.png)

7. The **Add Collaborator** window is displayed

![Image of Add a Collaborator window](image3.png)

8. Enter the collaborator’s user name or ID (**NinerNet ID**)

9. Check the type(s) of permissions for the collaborator you are adding to the media entry (Co-Editor or Co-Publisher)

10. Click **Add**
11. To view the collaborators’ permissions click View all Permissions and select the type of collaborator.

![Media Collaborators](image)

**Collaborator Exist**

Please note that the person you are trying to add must have logged into Kaltura MediaSpace at least once in order for you to be able to find that person and add them as a collaborator. If the user has not logged in at least once, you will get an error message: "Error: user does not exist". Once you’ve confirmed the user has logged into My Media, try adding them as a Collaborator again.

**Related FAQs**

- How Do I Upload a CaptureSpace Video to YouTube?
- How do I download a Kaltura CaptureSpace video in Canvas?
- How do I add an Interactive Video Quiz to a Video?
- How do students upload their completed video to a Video Assignment in Canvas?
- What do I need to know about Fair Use when uploading videos to Kaltura?