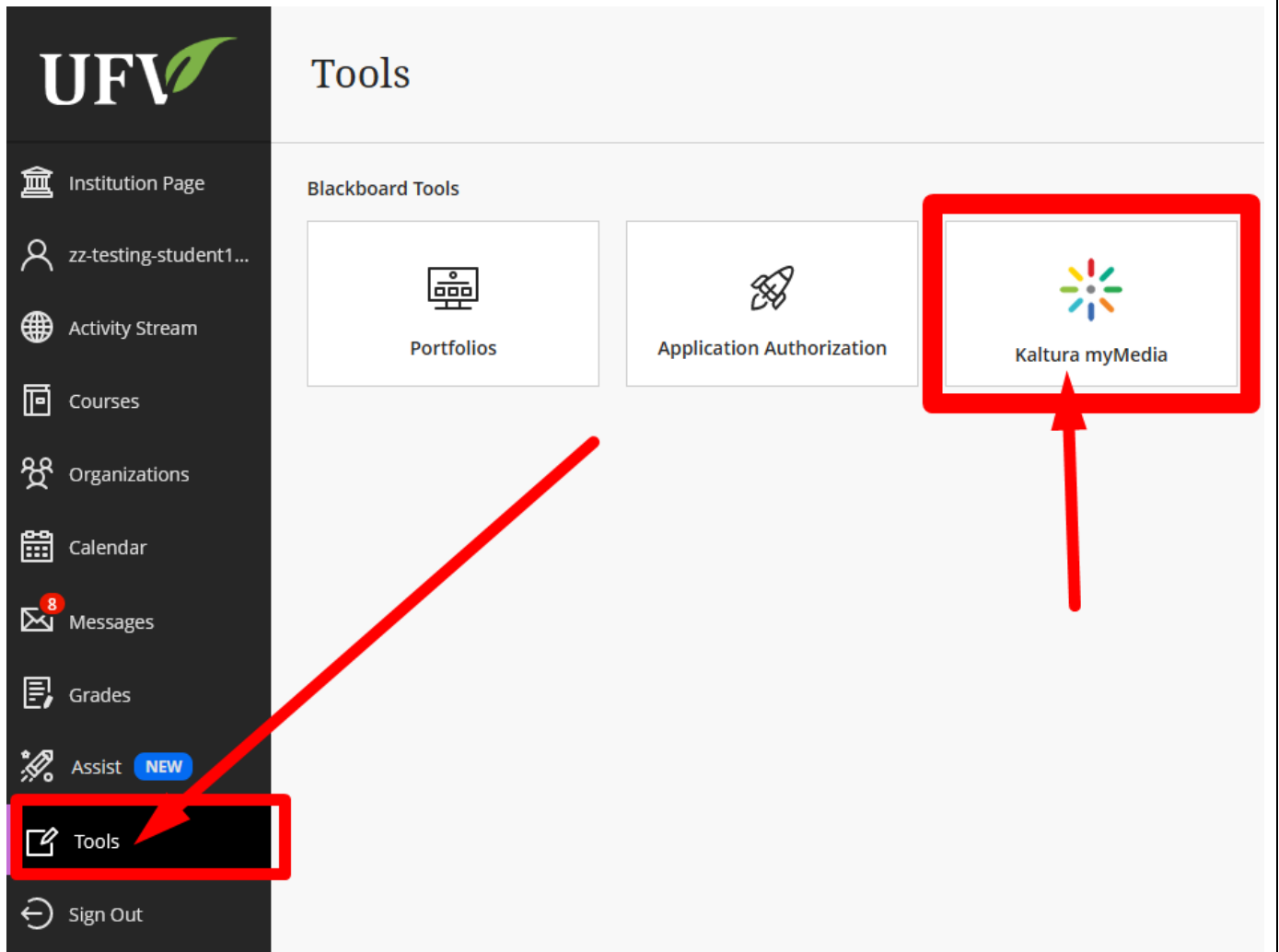


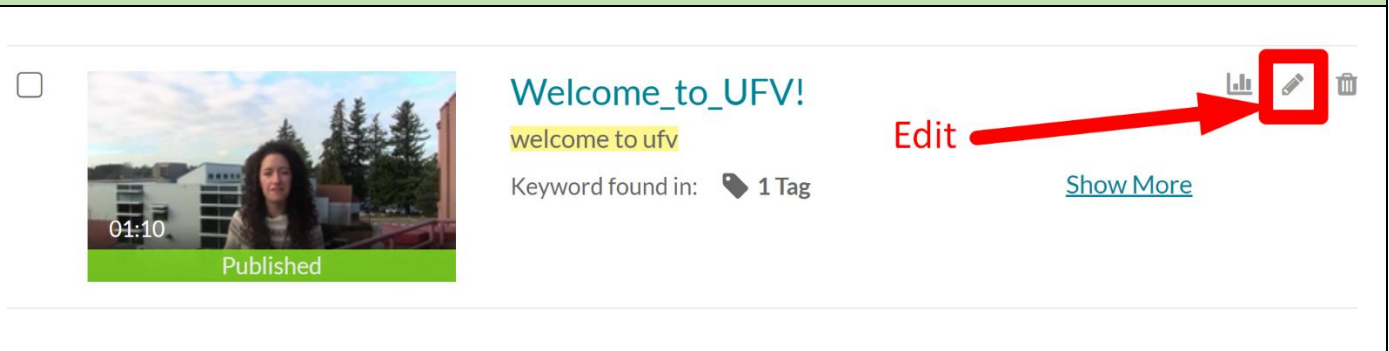
My Media: How to Add Collaborators

1] **Tools** (on the left menu) > **Kaltura myMedia**



The screenshot shows the Blackboard interface. On the left is a dark navigation menu with the UFV logo at the top. The menu items include: Institution Page, zz-testing-student1..., Activity Stream, Courses, Organizations, Calendar, Messages (with a red '8' notification badge), Grades, Assist (with a blue 'NEW' badge), Tools (highlighted with a red box and a red arrow pointing to it), and Sign Out. The main content area is titled 'Tools' and contains a section for 'Blackboard Tools' with three cards: 'Portfolios', 'Application Authorization', and 'Kaltura myMedia' (highlighted with a red box and a red arrow pointing to it).

2] **Edit**



The screenshot shows a video player interface. On the left is a video thumbnail with a '01:10' duration and a 'Published' status. The video title is 'Welcome_to_UFV!' with a yellow highlight. Below the title is the text 'welcome to ufv' and 'Keyword found in: 1 Tag'. On the right side of the video player, there are three icons: a list icon, an edit icon (highlighted with a red box and a red arrow labeled 'Edit'), and a trash icon. Below these icons is a 'Show More' link.

3] Collaboration > Add Collaborator

Edit Welcome to UFV!

Published



This media was viewed 42 times and played 21 times.

Published in:
1 Media Gallery:

Embedded In Context - Blackboard

Launch Editor Delete

Details Options **Collaboration** Thumbnails Captions Attachments Timeline
Replace Video

Media Collaborators

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

+ Add Collaborator

4] Type a collaborator's UFV ID > Co-Publisher (and/or Co-Editor) > Add

Add a Collaborator

Enter a Collaborator:
(Required)

300099999

Please input at least 3 characters per search name in order to get suggested search results. 2 letters names, put inside quotation marks.

Select Permissions:
(Required)

Co-Editor
 Co-Publisher

Cancel

Add

5] Check if everything is okay. You can still add, edit or delete collaborators.

Media Collaborators

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

[View All Permissions](#) ▾

Check

Add

+ Add Collaborator

Member	User ID	Permission	
[REDACTED]	3000 [REDACTED]	Co-Editor, Co-Publisher	 

Edit

Delete

Revised on JAN 09, 2024 by Soowook Kim.