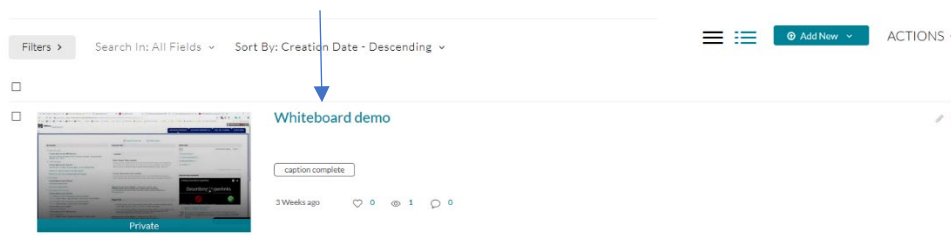


Kaltura How to add a Co-editor

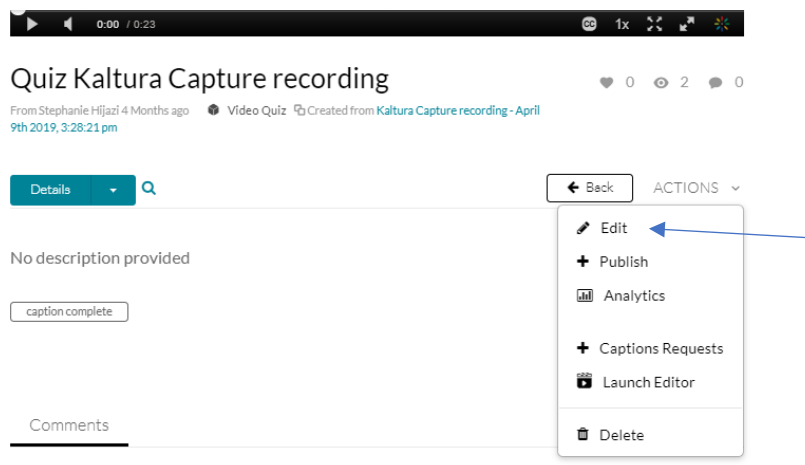
Step 1: In MyCourses, scroll down and click on MyMedia



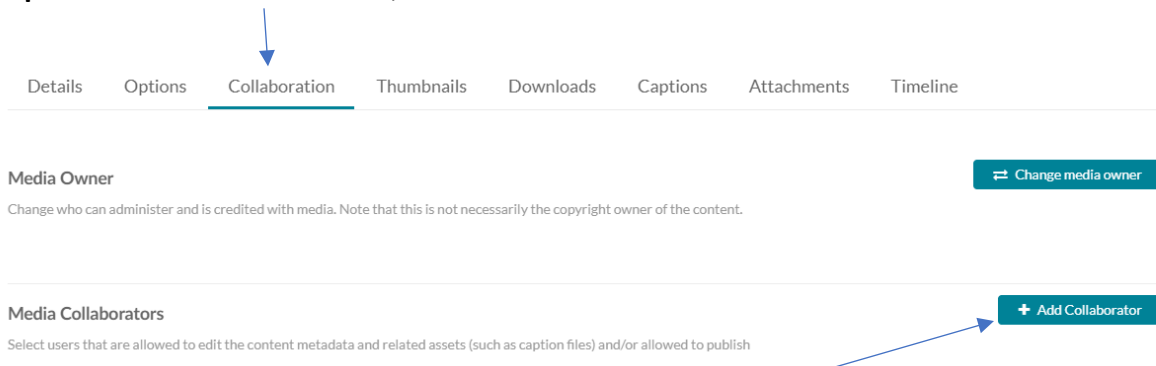
Step 2: Click the media for which you wish to add an editor.



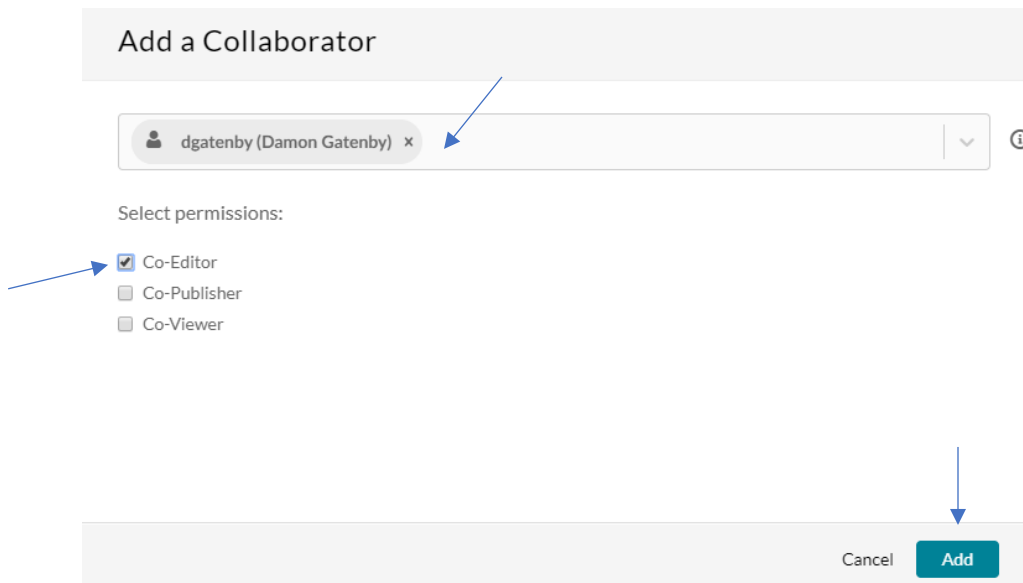
Step 3: Click the Actions drop-down menu and select “Edit.”



Step 4: Click on “Collaboration”, then click on “+ Add Collaborator”



Step 6: Begin typing the name of the user in the field – it will automatically pull up the user account. Then select permissions. And click “Add”.



Co-Editor: Allows the user to edit the video, edit the captions and publish the video to a course.

Co-Publisher: Allows the user to publish the video to their course.

Co-Viewer: Allows the user to view the video in their myMedia repository.