Kaltura How to add a Co-editor

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

![Image of MyMedia screen]

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

![Image of media selection]

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

![Image of actions menu]

Quiz Kaltura Capture recording

No description provided

Comments
**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”.

**Add a Collaborator**

- **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.