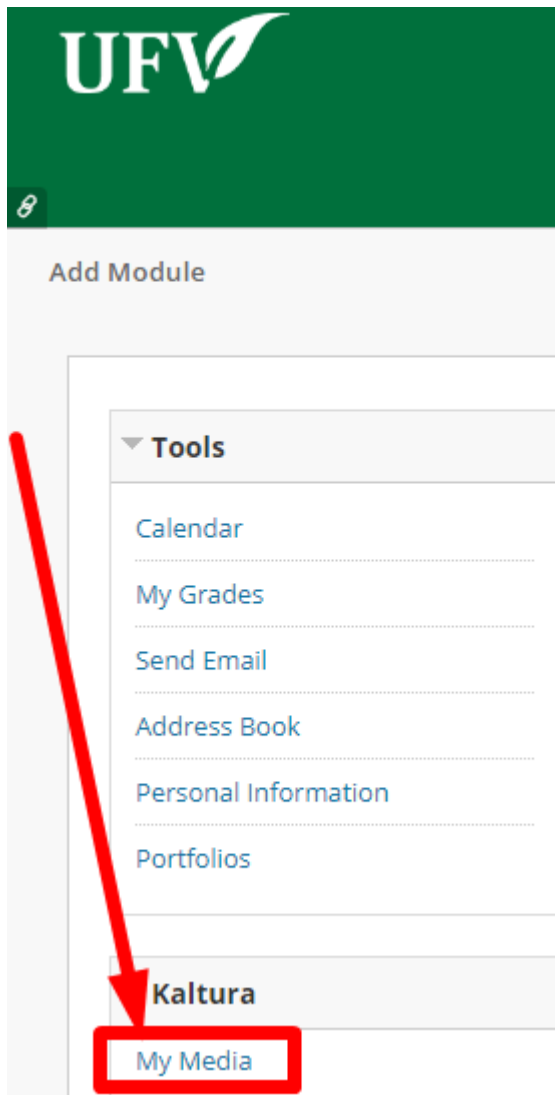


My Media: How to Add Collaborators

1] **My Blackboard** > **My Media** (usually on the left side, under *Tools*)



UFV

8

Add Module

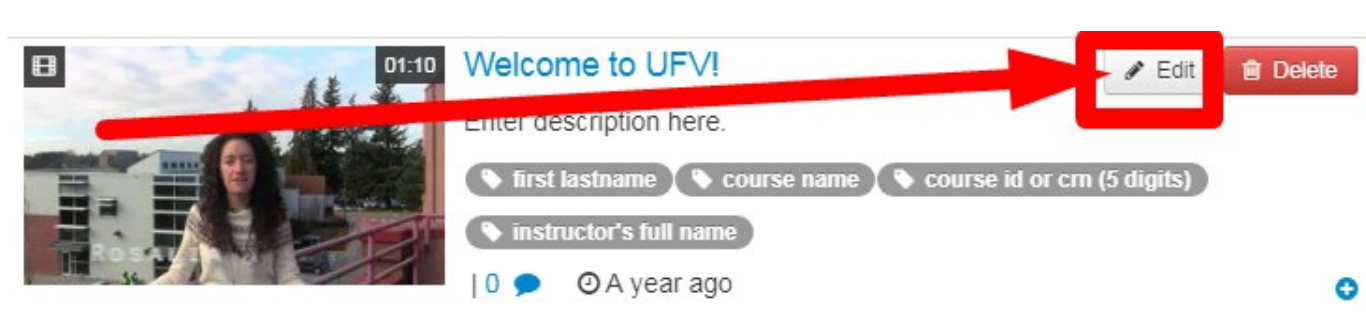
▼ Tools

- Calendar
- My Grades
- Send Email
- Address Book
- Personal Information
- Portfolios

Kaltura

My Media

2] **Edit:** *Never click on the video.*



01:10 Welcome to UFV!

Enter description here.

first lastname course name course id or crn (5 digits)

instructor's full name

| 0 A year ago

Edit Delete

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 181005 by Soowook Kim.