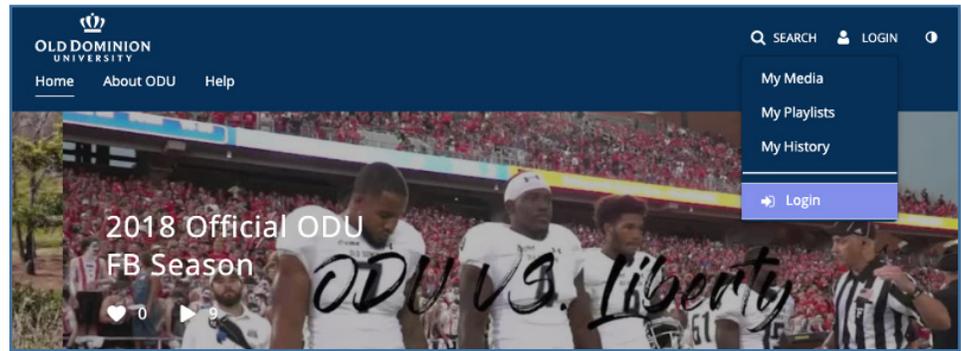


# Kaltura: Collaborating with Others

## Log in to Kaltura MediaSpace

1. Go to [odumedia.mediaspace.kaltura.com](http://odumedia.mediaspace.kaltura.com) and click **Login**.



2. Log in with your MIDAS ID and password.

## Open Media

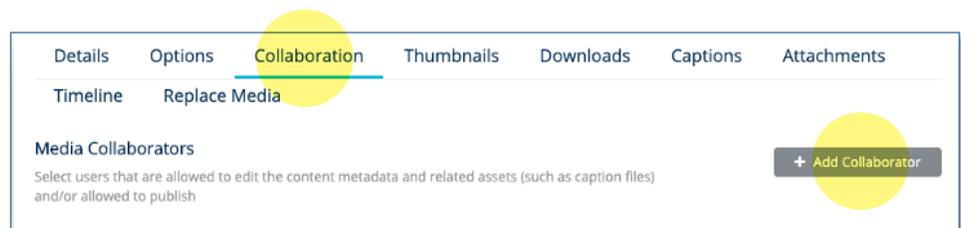
1. At the top of the screen, click on your user name, then select **My Media**.



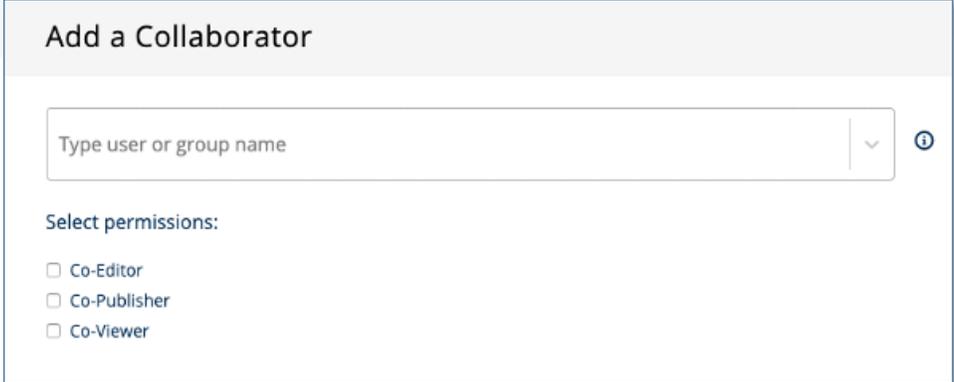
2. Click the **pencil** icon (✎) next to the media you wish to collaborate on.

## Collaborate

1. Click on the **Collaboration** tab to add or remove individuals or groups as collaborators on the video. To add new collaborators, click + **Add Collaborator**.



2. A search box will pop up to help you find users to add.



**Add a Collaborator**

Type user or group name

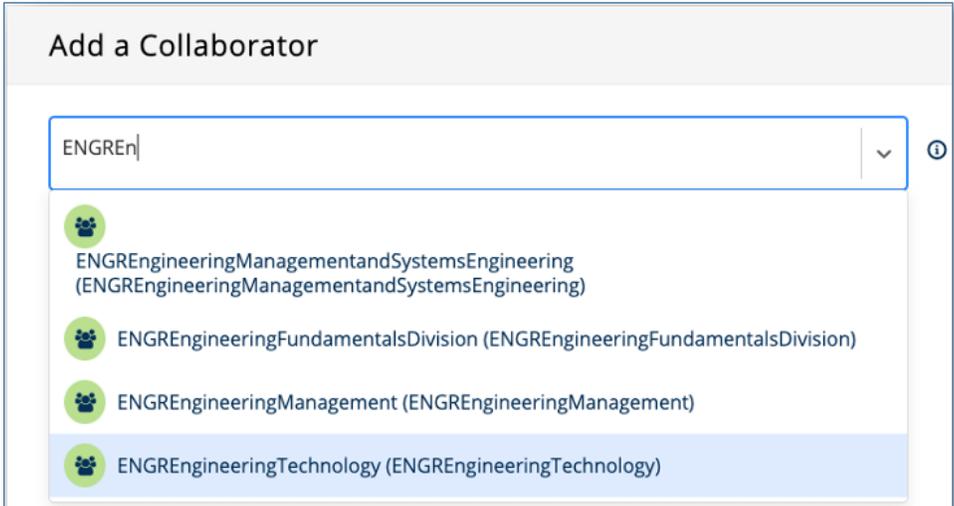
Select permissions:

- Co-Editor
- Co-Publisher
- Co-Viewer

3. Click in the search bar and start typing slowly to search for a user or group. As you type, users and MIDAS groups will start to populate. Click on the name of the user or group once you see it in the list.

You'll find MIDAS groups for all major ODU offices, colleges and departments as well as many of the current roles.

*Example: If you want to add all members of the Department of Engineering Technology as Co-Viewers to a video, start typing the MIDAS group name. Select the group from the list:*

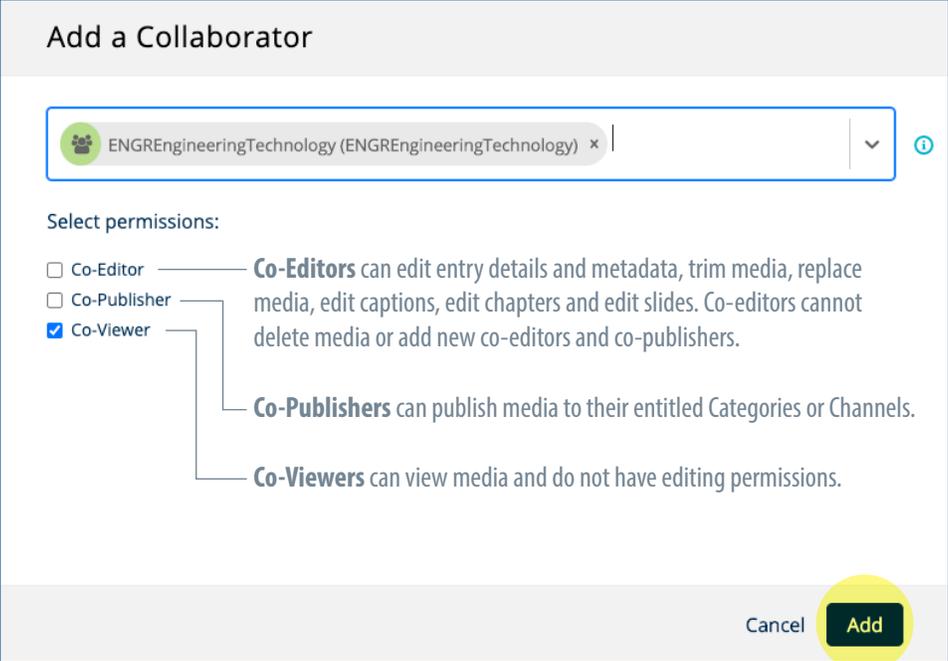


**Add a Collaborator**

ENGRen

-  ENGREngineeringManagementandSystemsEngineering (ENGREngineeringManagementandSystemsEngineering)
-  ENGREngineeringFundamentalsDivision (ENGREngineeringFundamentalsDivision)
-  ENGREngineeringManagement (ENGREngineeringManagement)
-  ENGREngineeringTechnology (ENGREngineeringTechnology)

4. You can make users or groups co-editors, co-publishers or co-viewers. Select any or all of the check boxes, then click **Add**.



**Add a Collaborator**

ENREngineeringTechnology (ENREngineeringTechnology) x | v ⓘ

Select permissions:

- Co-Editor
- Co-Publisher
- Co-Viewer

**Co-Editors** can edit entry details and metadata, trim media, replace media, edit captions, edit chapters and edit slides. Co-editors cannot delete media or add new co-editors and co-publishers.

**Co-Publishers** can publish media to their entitled Categories or Channels.

**Co-Viewers** can view media and do not have editing permissions.

Cancel **Add**

Access to Kaltura is available to all faculty, staff and students at ODU, but accounts are not activated until a user logs in for the first time. If you are searching and cannot find someone, that individual has probably not logged into Kaltura yet. Once they log in for the first time, you should be able to find them and add them as a collaborator.

Not ALL MIDAS groups have been added to Kaltura. If you need access to a particular MIDAS group that you can't find, contact the [ITS Help Desk](#).