Create and Add Media to a Playlist in MediaSpace

This article describes how to create and add media to a playlist in KMS.

NOTE: If you cannot create or add media to a playlist, ask your MediaSpace administrator to give you the required permission.

From the My Playlists Page

1. Access the My Playlists page and click Create Playlist button. The Create Playlist window displays.
2. Type a Title (required), Description, and Tags for the playlist.
3. Click Add. You are redirected to the Edit Playlist Details page. See Edit Playlist Details for information on using this page.

From a Media's Entry Page

1. Browse to a media's entry page that you want to add to a playlist, then start with step 2 below.

From the My Media Page

1. Access the My Media page and check the box(es) to the left of at least one media you would like to add to the playlist.
2. Select Add to Playlist from the ACTIONS drop down menu. Additional functionality displays.
1. Click Create New Playlist, then type a name for the new playlist in the New Playlist Title field.
2. Click Create. The newly created playlist is shown in the list.
3. Click Add. A message displays that this playlist was created successfully and the user is given a link to edit the playlist.

To add media to an existing playlist

1. Click to choose a playlist from the list.
2. After you have made your selection, click Add. A message displays that this media was added to the playlist.

From the Edit Playlist Details Page

1. Access the Edit Playlist Details Page.
2. Click Add to Playlist button.

The Library displays.
3. In the Add Items to Your Playlist section, you may change the library. Select My Media or All Shared Content (equivalent to a global search in MediaSpace). Note that All Shared Content is not available in KAF.

4. Type search criteria in the Search field and click Enter. In the example below, the user searched for the word "Tutorial".
5. Check the box(es) next to the items you want to add to your playlist.

6. Click Done. The selected media has now been added to the playlist.

See additional information on playlists as follows:

- Preview a playlist.
- Delete a playlist.
- Reorder media in a playlist.
- Remove media from a playlist.
- Copy the playlist’s embed code to paste it on a web site.