


Create a playlist in Blackboard Ultra


Last Modified on 12/18/2024 12:50 pm IST

 This article is designated for faculty members.

About

Playlists are a great tool for organizing your content, such as videos, audio files and even documents.

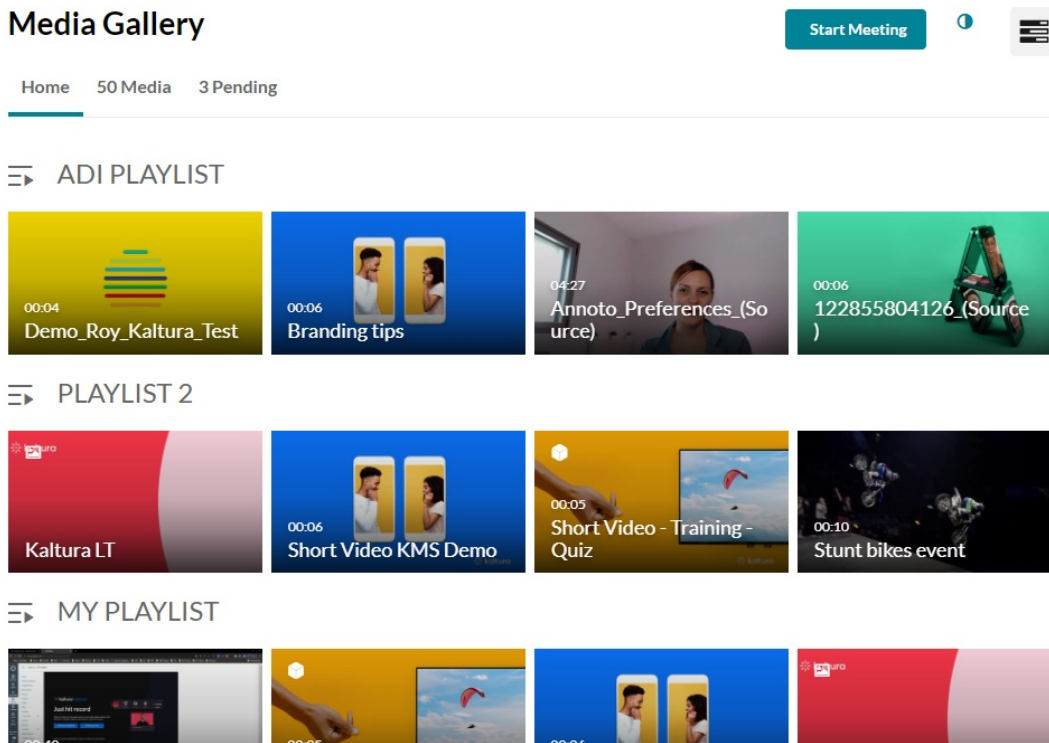
 The instructions below are for non-Theming users. If you have [Theming](#) enabled, please refer to our article [Create a playlist - Theming](#).

 If you can't create or add media to a playlist, ask your administrator to give you the required permission.

Watch the video tutorial below to learn how to create a playlist!

Create a new playlist

1. Access the [Media Gallery](#).

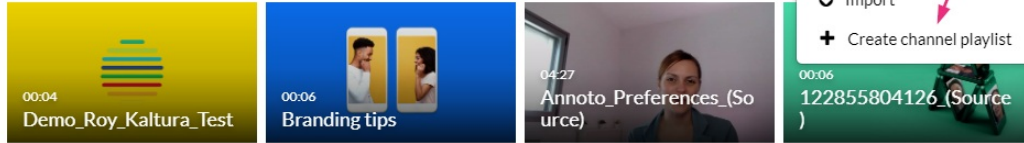


From the [hamburger](#) menu, select **Create channel playlist**.

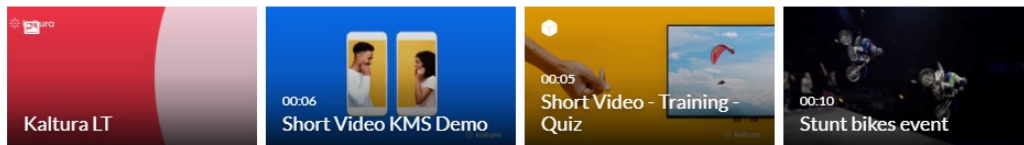
Media Gallery

Home 50 Media 3 Pending

ADI PLAYLIST



PLAYLIST 2

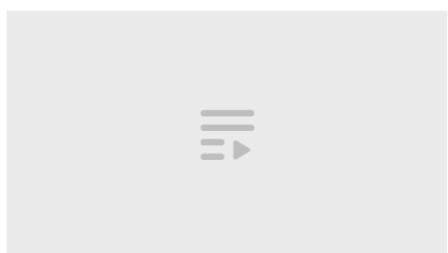


Start Meeting

- Edit
- Analytics
- Services ordering rules
- Import
- Create channel playlist

The **Create Playlist** page displays.

Create Playlist | My Playlist 372809 Cancel Go to Media Gallery



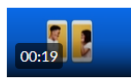
My Playlist 372809

Add description

Add tags


Add Items To Your Playlist

My Media Search for Media

- 

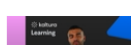
Learning video

Created by Customer Training

+
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Learning video


Created by Customer Training

+
- 

Kaltura Learning

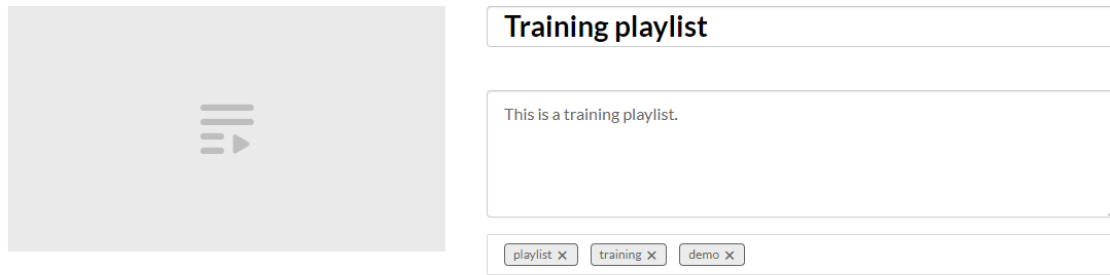
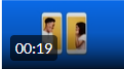
+

Playlist 0 Items



Your playlist is empty


2. Add a title (default is 'My Playlist'), description, and tags.

**Add Items To Your Playlist****Playlist**

0 Items



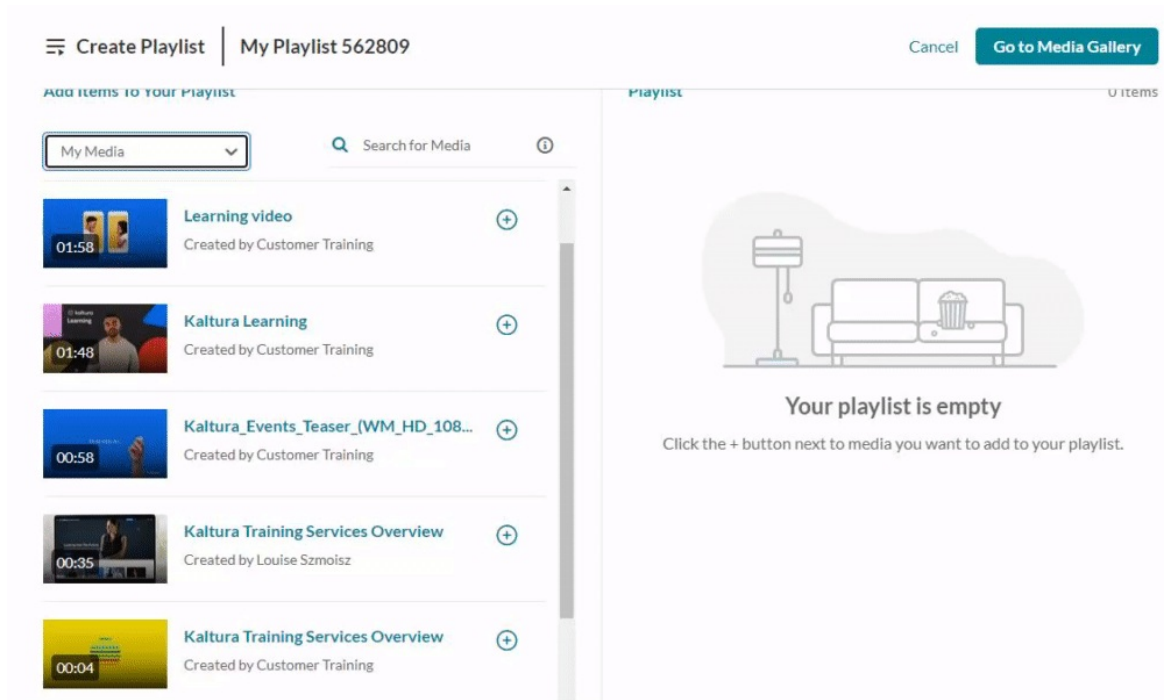
Add items to your playlist

 To add Kaltura Video Quizzes and documents to a playlist, ensure your main playlist player is set to a **v7 player**.



1. Choose the media you want for your playlist.

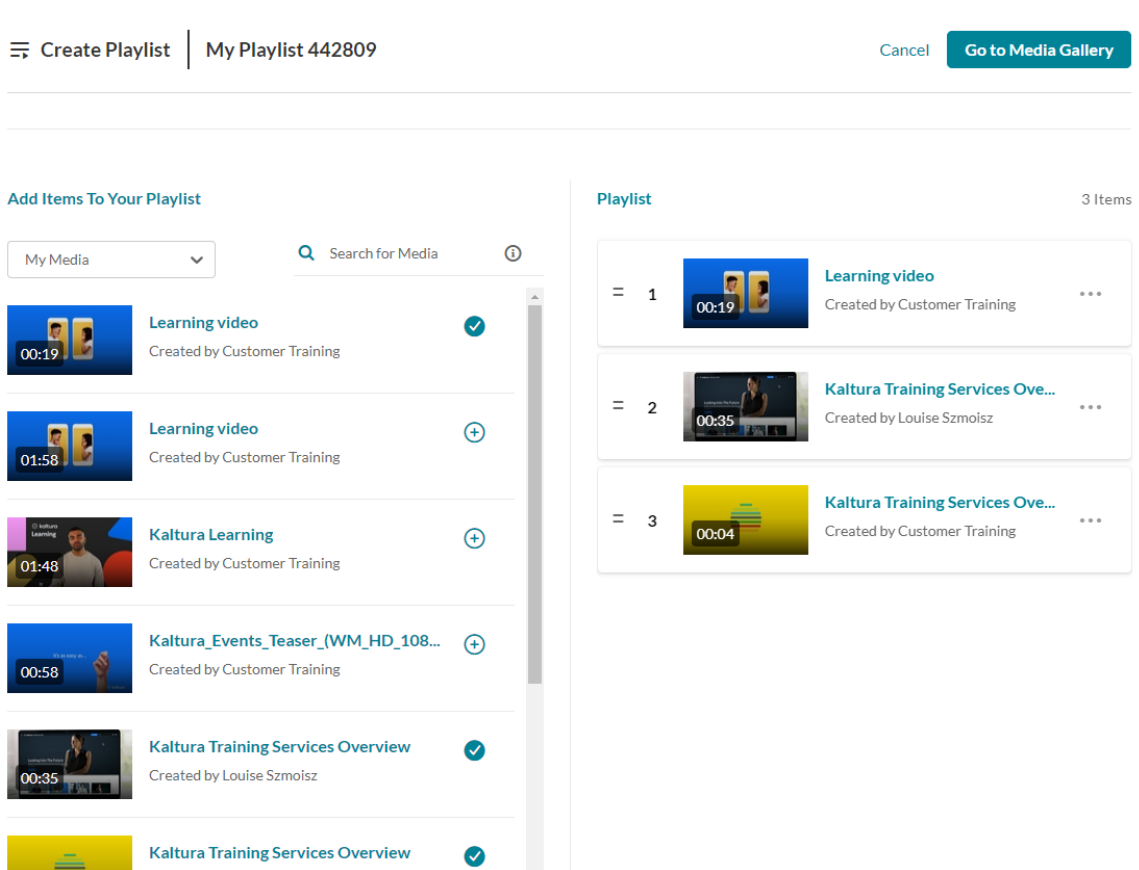
You can use the search function to find the media you want to add, or use the drop-down menu. The menu includes the following two options:

- **My Media** - Select this to display media from your [My Media](#) library.
- **Media Gallery** - Select this to display media that is available in the Media Gallery.

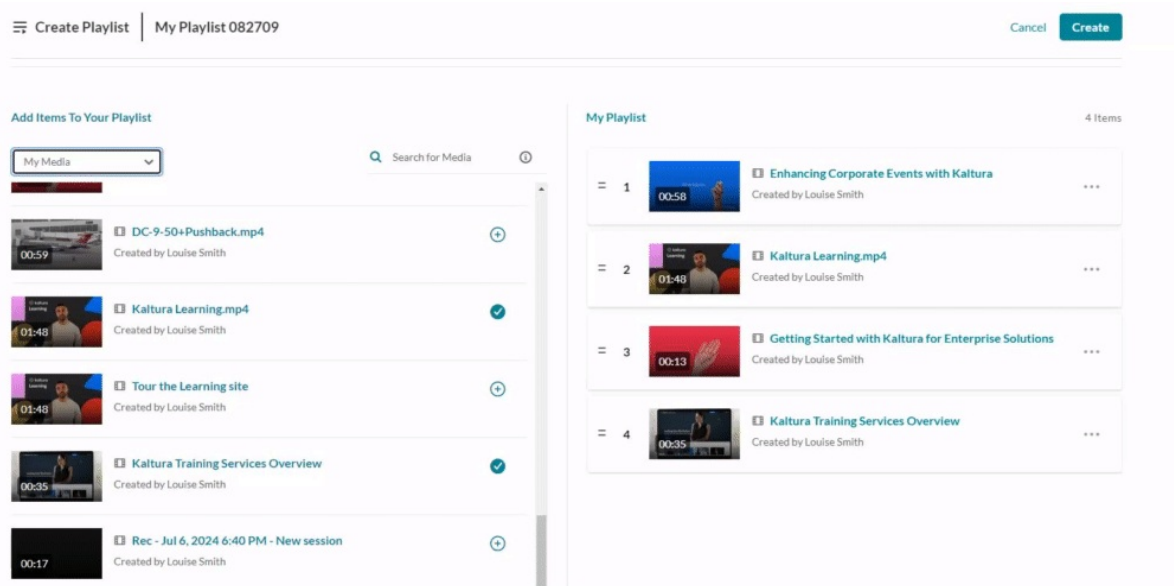


2. Click the add button(s)  next to the items you want to add.

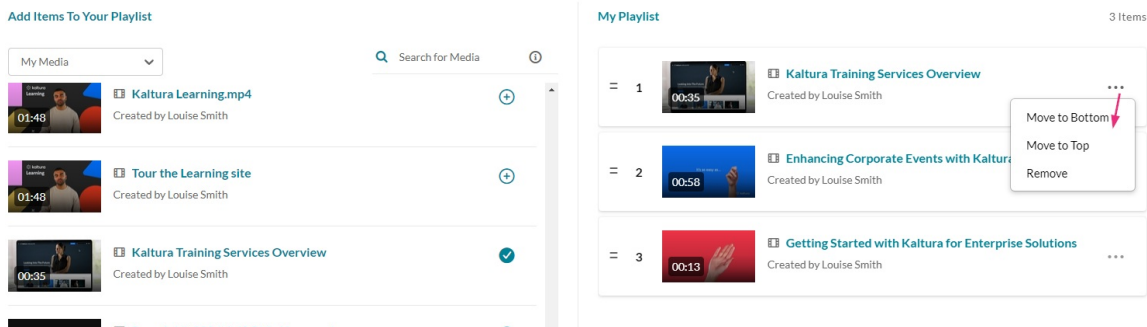
The selected items show a check symbol  and move into the **My Playlist** column on the right. (If you change your mind and don't want that item, just click the check symbol  to remove it.)



To manually reorder media in the playlist, grab the two lines to the left of the media and drag to the desired spot in the playlist.



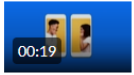
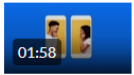
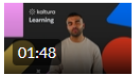

You can also click the **three dots menu** next to an item and move the item to the top or bottom of the playlist, or to remove the item.



3. When you're happy with your selected items, click **Go to Media Gallery**.


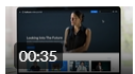

Add Items To Your Playlist

My Media ▼ 🔍 Search for Media ℹ️

-  **Learning video**
Created by Customer Training ✓
-  **Learning video**
Created by Customer Training +
-  **Kaltura Learning**
Created by Customer Training +
-  **Kaltura_Events_Teaser_(WMM_HD_108...**
Created by Customer Training +

Playlist

3 Items

- 1**  **Learning video**
Created by Customer Training ⋮
- 2**  **Kaltura Training Services Ove...**
Created by Louise Szmoisz ⋮
- 3**  **Kaltura Training Services Ove...**
Created by Customer Training ⋮



Your playlist displays at the top of the Media Gallery.

Media Gallery


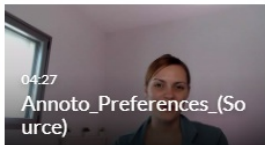
Start Meeting ℹ️ ☰

Home **50 Media** 5 Pending

TRAINING PLAYLIST

-  **Learning video**
00:19
-  **Kaltura Training Services Overview**
00:35
-  **Kaltura Training Services Overview**
00:04

ADI PLAYLIST

-  **Demo_Roy_Kaltura_Test**
00:04
-  **Branding tips**
00:06
-  **Annoto_Preferences_(Source)**
04:27
-  **122855804126_(Source)**
00:06

PLAYLIST 2

Learn more

- [Edit playlist details](#)
- [Delete a playlist](#)
- [Remove media from a playlist](#)
- [Embed a playlist on a website](#)
- [Modify the playlist order](#)