

Create a playlist in Content Hubs

Last Modified on 04/14/2026 7:25 pm IDT

 This article is designated for all users.

About

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

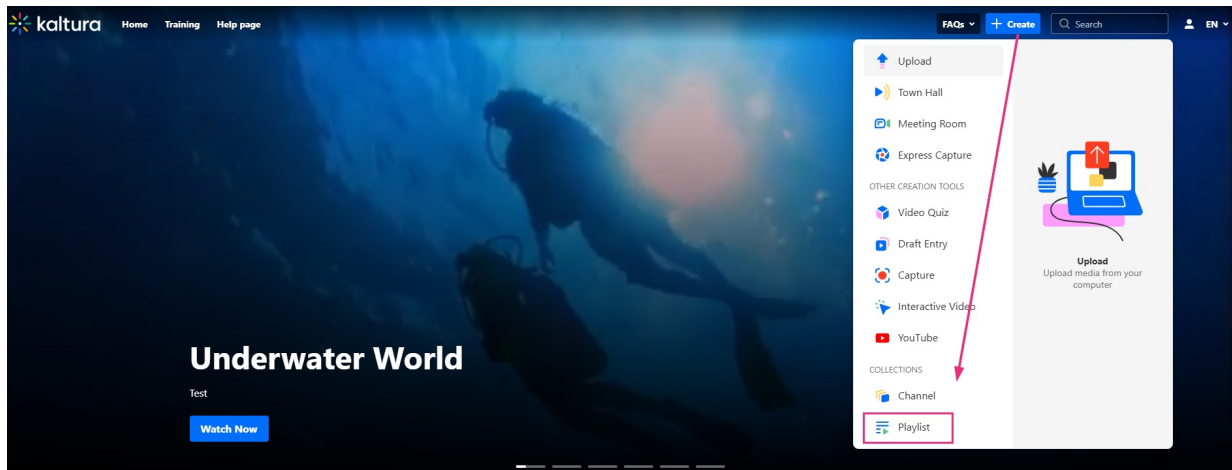
In Content Hubs, you can create them from [My Playlists](#), [My Media](#), the [Channel Edit](#) page, or the [+Create menu](#) (the quickest path).



- This feature requires the [Theming module](#) to be enabled, with the 'createplaylist' feature set to 'Yes'.
- If you can't create or add media to a playlist, ask your administrator to give you the required permission.

Create a new playlist

1. Select **Playlist** from the **+Create** menu.







The 'Create playlist' window opens.

Create playlist

Name *

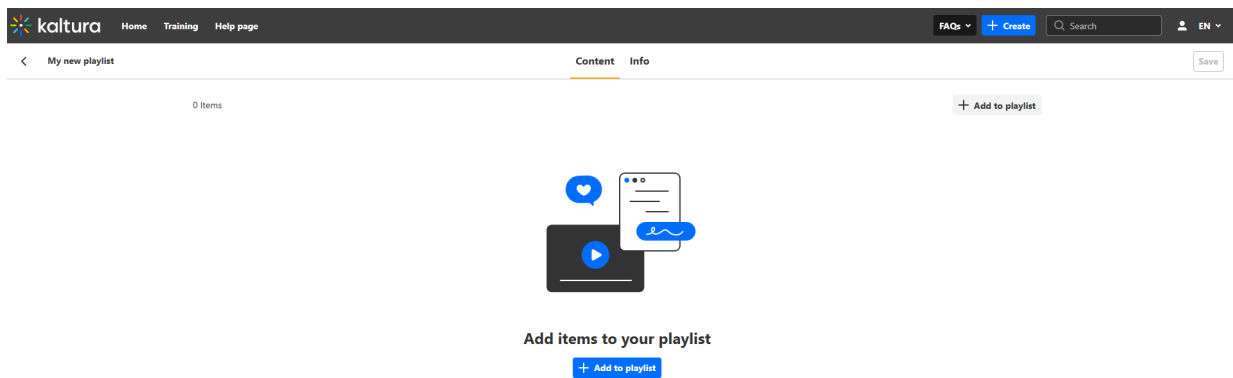
Description

B *i* u    

Cancel [Create](#)

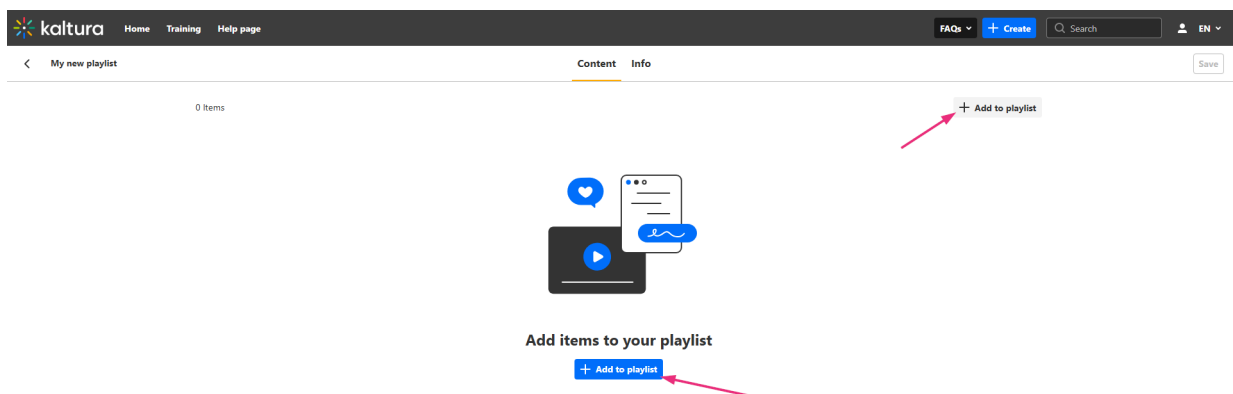
2. Add a name and description.
3. Click **Create** (bottom right).

You'll be redirected to the edit playlist page to add media and organize your list.

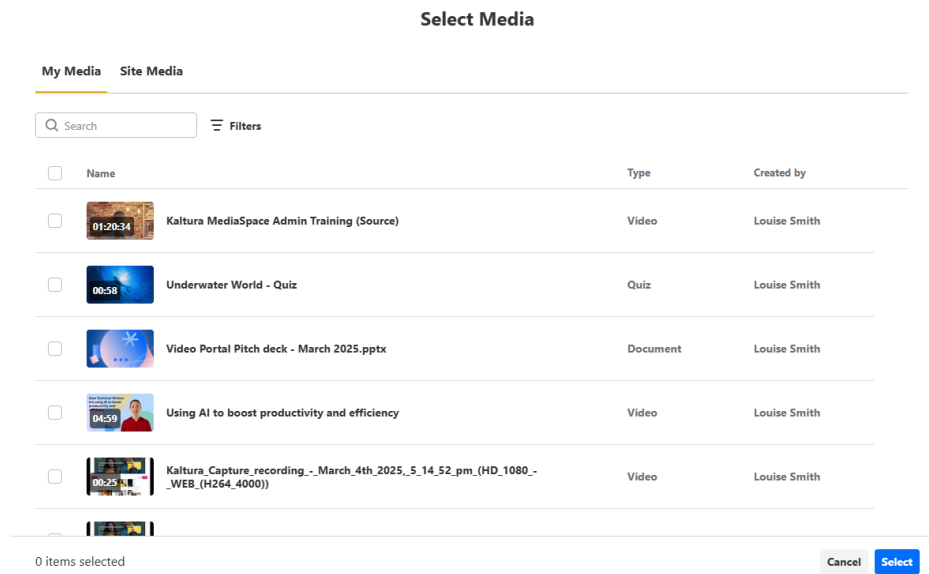


Add items to your playlist

1. Click **Add to playlist** (top right or center of the page).



The 'Select media' window opens.



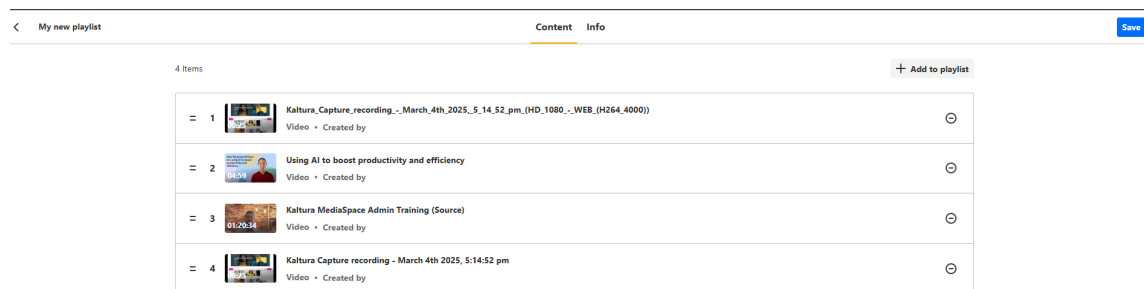
2. Check the boxes next to the items you want to add in the tabs:

- **My Media** - add media from [My Media](#)
- **Site media** - add items from the site-wide repository that you're entitled to use

You can use the search function to find the media.

3. Click **Select** (bottom right).

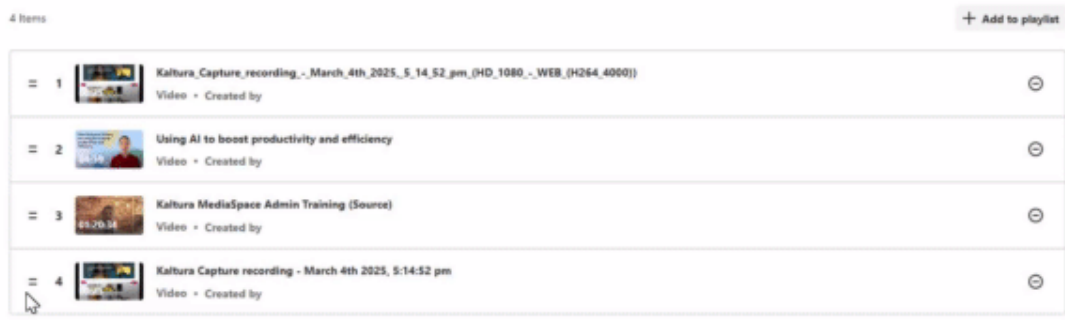
The playlist **Content** tab displays.



4. When you're happy with your playlist, click **Save** (top right).

Change order of items

- **Mouse:** Drag the handles (two lines) to the left to move the item.
- **Keyboard:** Tab to the handle → Space/Enter to pick up → ↑/↓ to move → Space/Enter to drop (Esc cancels).



Remove items

Click the remove icon next to an item to take it out of the playlist.



Playlist thumbnails

- The playlist thumbnail defaults to the first item in the playlist. If you change the order, it updates after you save.
- For an empty playlist, no thumbnail is shown until you add items.