

# Create a playlist in legacy Video Portal


Last Modified on 06/04/2026 9:15 am IDT

 This article is designated for all users.

## About

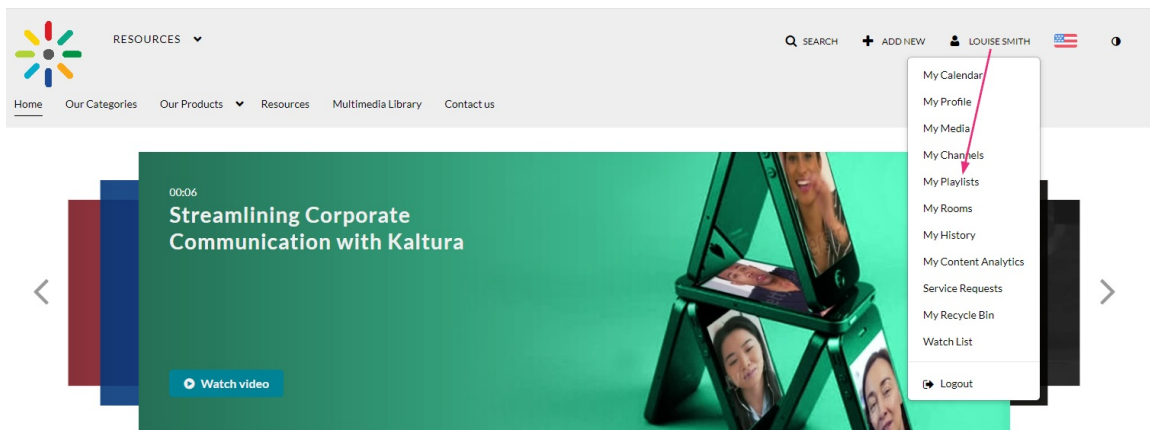
Playlists are a great tool for organizing your content, such as videos, audio files and even documents.

These instructions apply to the **legacy Video Portal**. If you're using the Theming-based Video Portal, please refer to the [Content Hubs category](#).

 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. From the user menu, select **My Playlists**.




The My Playlists page displays.

## My Playlists

Search My Playlists ⓘ

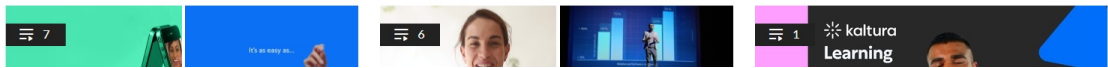
Filters > Sort By: Update Date - Descending ▾ + Create Playlist

**4**




**Watch List**  
Updated September 27, 2024  
[Playlist Details](#)


**7**



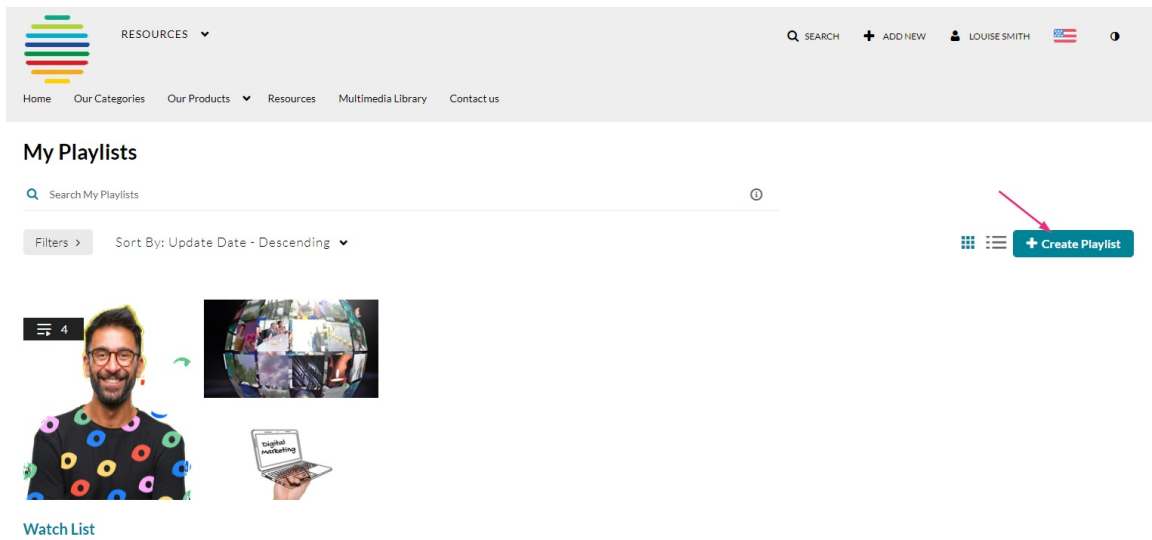
**6**



**1**



2. At the top right, click **+Create Playlist**.



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## My Playlists

Search My Playlists ⓘ

Filters > Sort By: Update Date - Descending ▾ + Create Playlist


**4**



**Watch List**

The **Create Playlist** page displays.

☰ Create Playlist | My Playlist 432709 Cancel **Create**




Add description


Add tags

**Add Items To Your Playlist**

My Media ▾



Theming design system with hotspot  
Created by Louise Smith

**My Playlist** 0 Items



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

☰ Create Playlist | My Playlist 402809 Cancel **Create**




This is my new playlist.


new X
playlist X
demo X

**Add Items To Your Playlist**

My Media ▾


Theming design system with hotspot  
Created by Louise Smith

**My Playlist** 0 Items



## Add items to your playlist



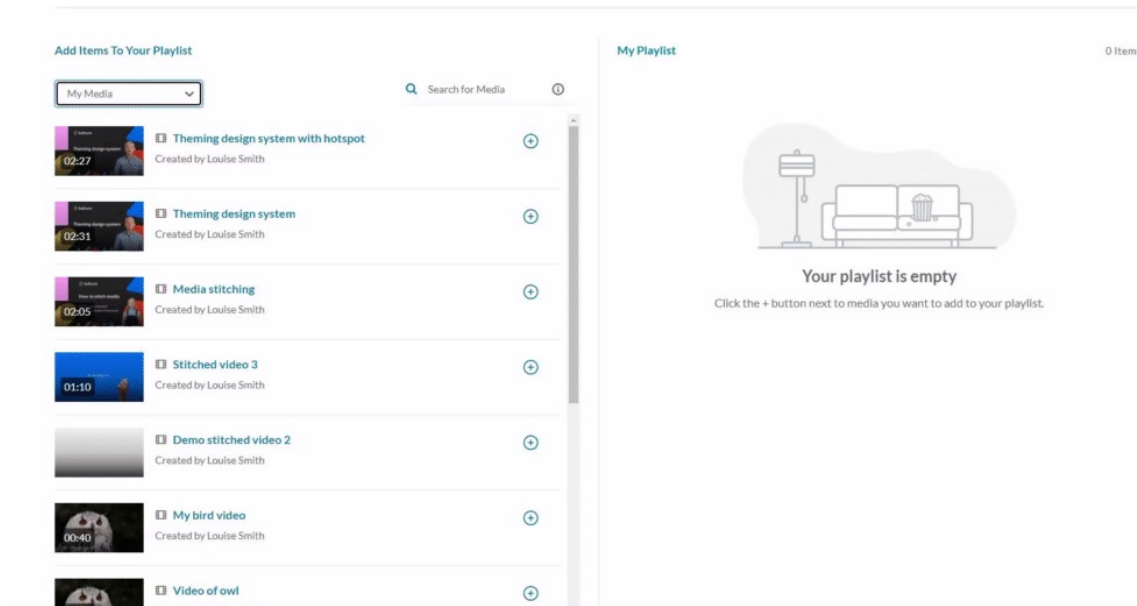
To add Kaltura Video Quizzes and documents to a playlist, ensure your main playlist player is set to a **v7 player**.

### 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:

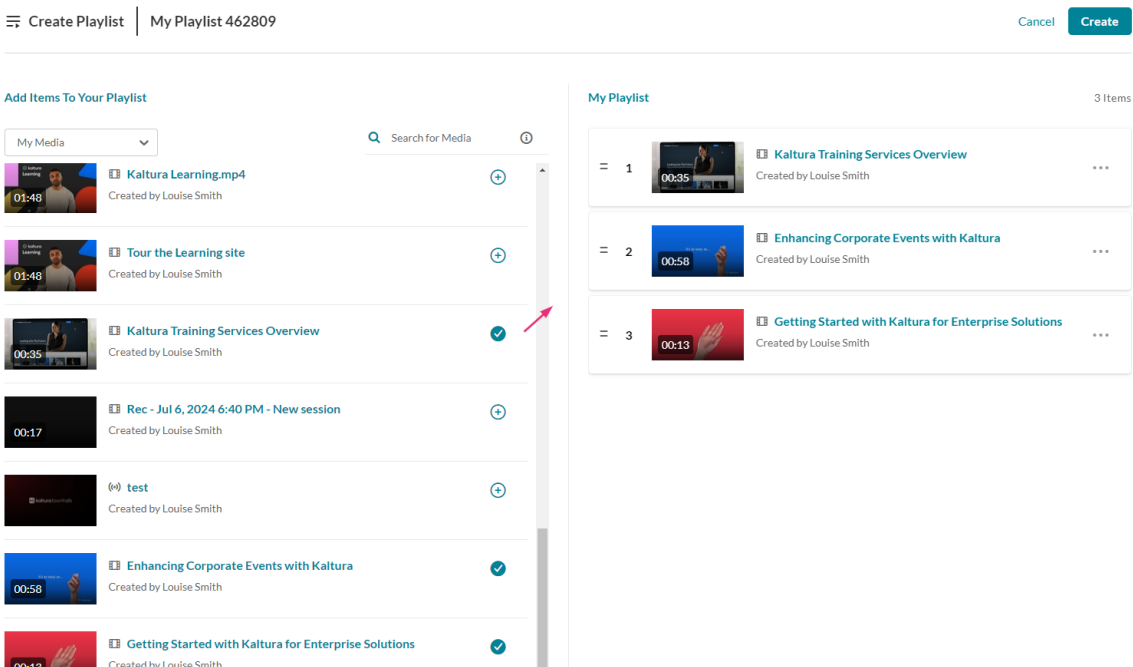
- **My Media** - Select this to display media from your [My Media](#) library.
- **All Shared Content** - Select this to display shared media that is available for you

to share.

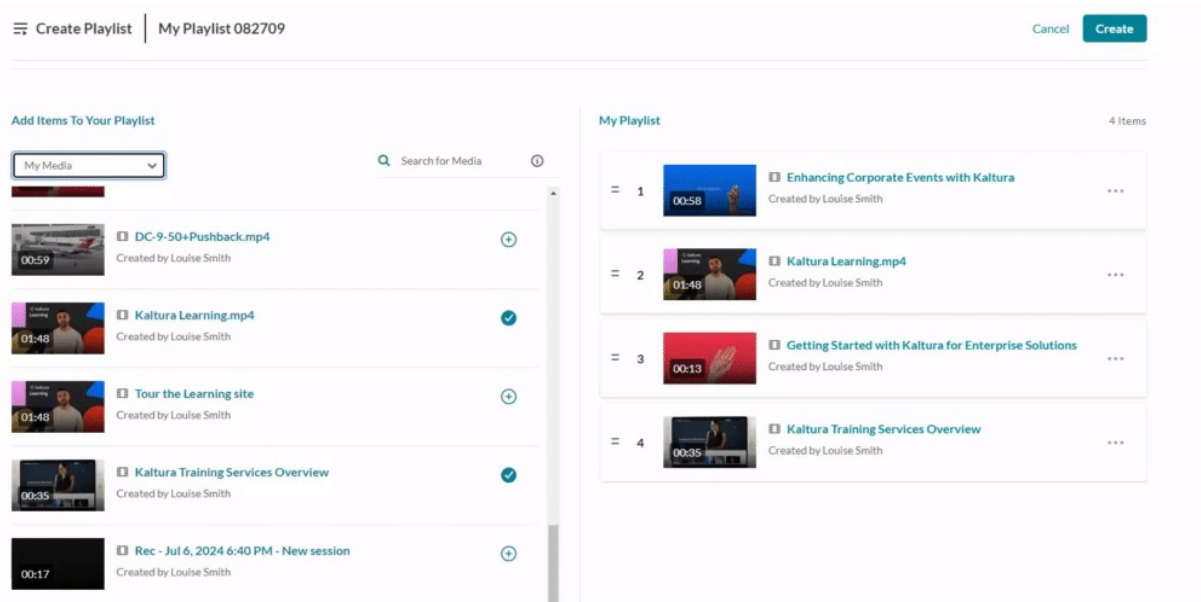


2. Click the add button(s)  next to the items you want to add.

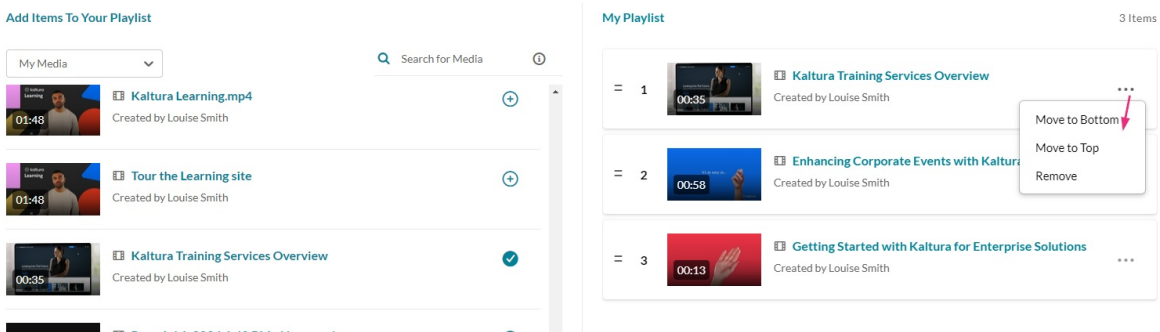
The selected items show a check symbol  and move into the **My Playlist** column on the right. (If you change your mind and don't want that item, just click the check symbol  to remove it.)



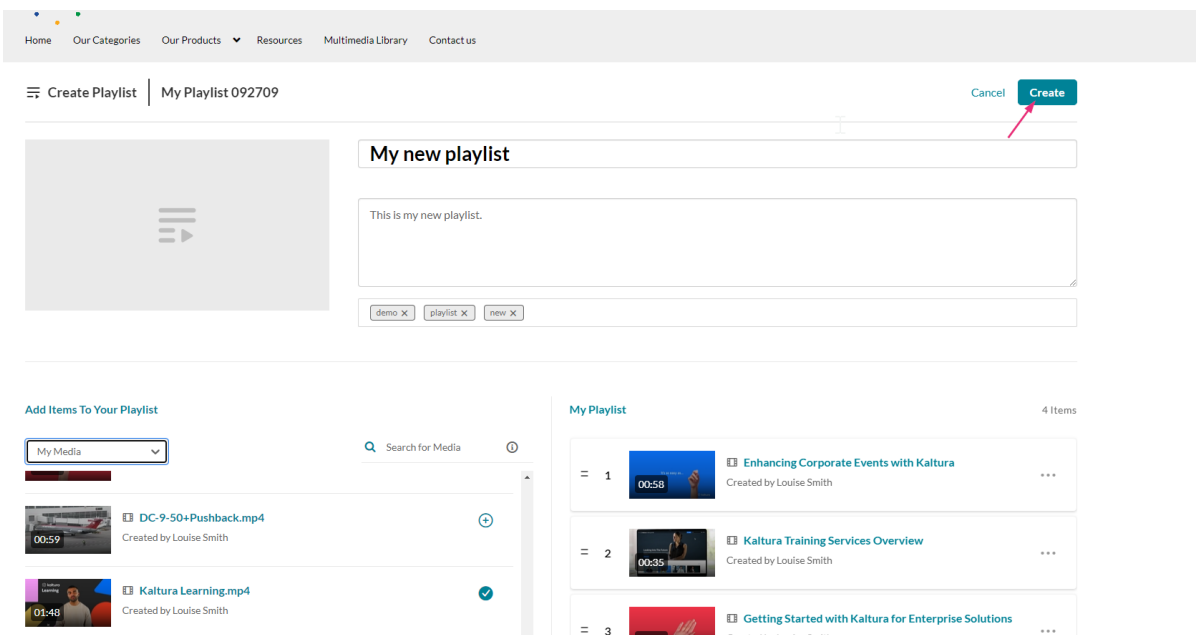
To manually reorder media in the playlist, grab the two lines to the left of the media and drag to the desired spot in the playlist.



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 **Create**.

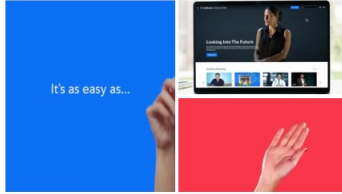


Your playlist is ready.

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


### My new playlist

Created by Louise Smith • 4 Items • Updated September 27, 2024

This is my new playlist.

demo playlist new

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