

Create a playlist in Video Portal

Last Modified on 04/18/2026 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.

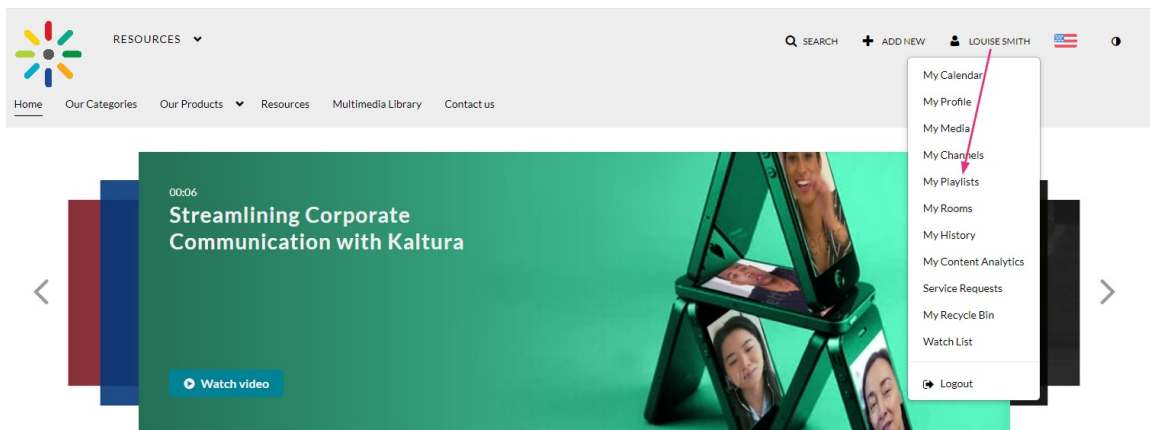
These instructions apply to the **legacy Video Portal**. If you're using the new Video Portal with Theming, see the [Content Hubs category](#).



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.

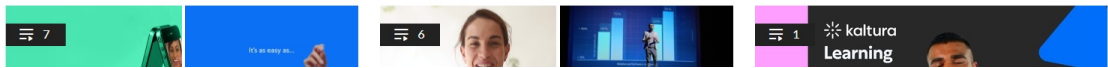
My Playlists

Search My Playlists

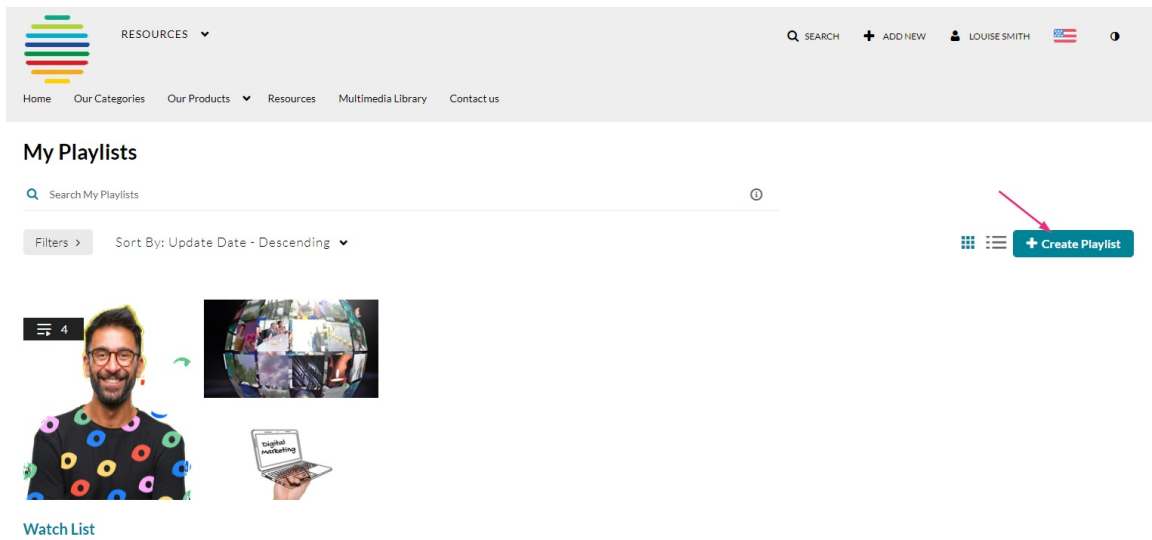
Filters > Sort By: Update Date - Descending ▾ + Create Playlist

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

Search for Media

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

Search for Media

Add items to your playlist



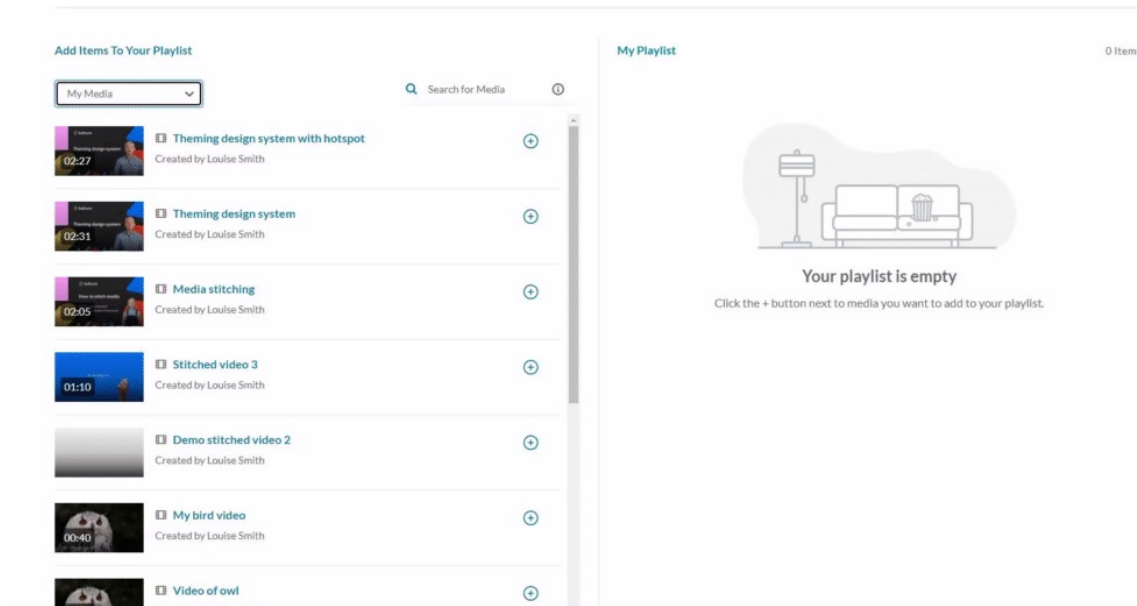
To add Kaltura Video Quizzes and documents to a playlist, ensure your main playlist player is set to a **v7 player**.

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:

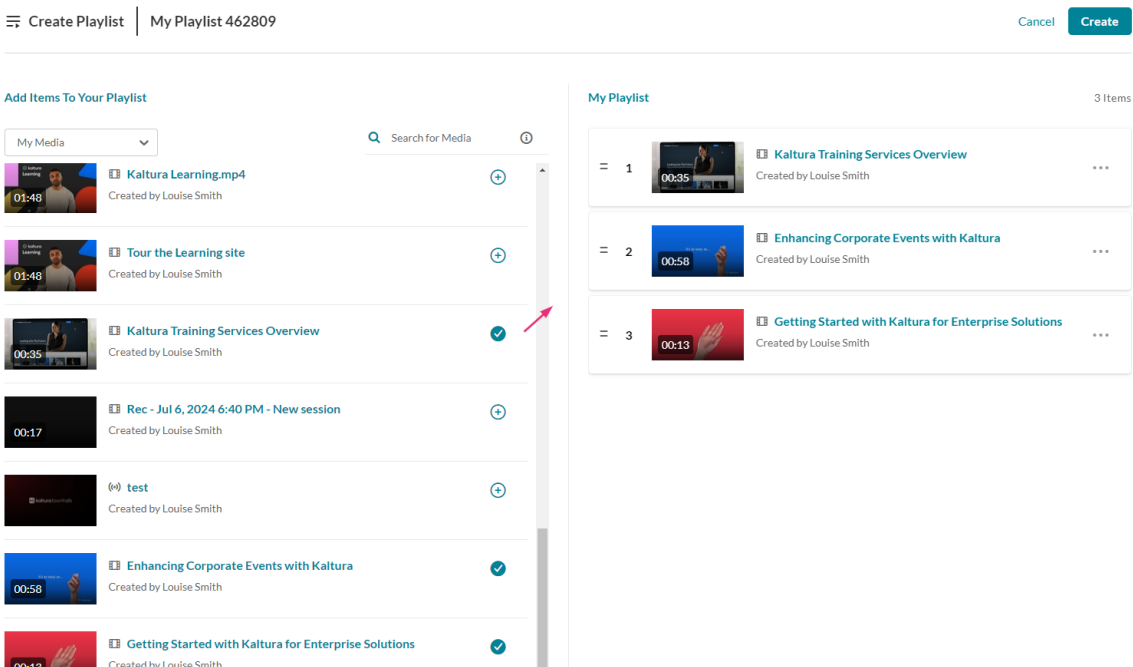
- **My Media** - Select this to display media from your [My Media](#) library.
- **All Shared Content** - Select this to display shared media that is available for you

to share.

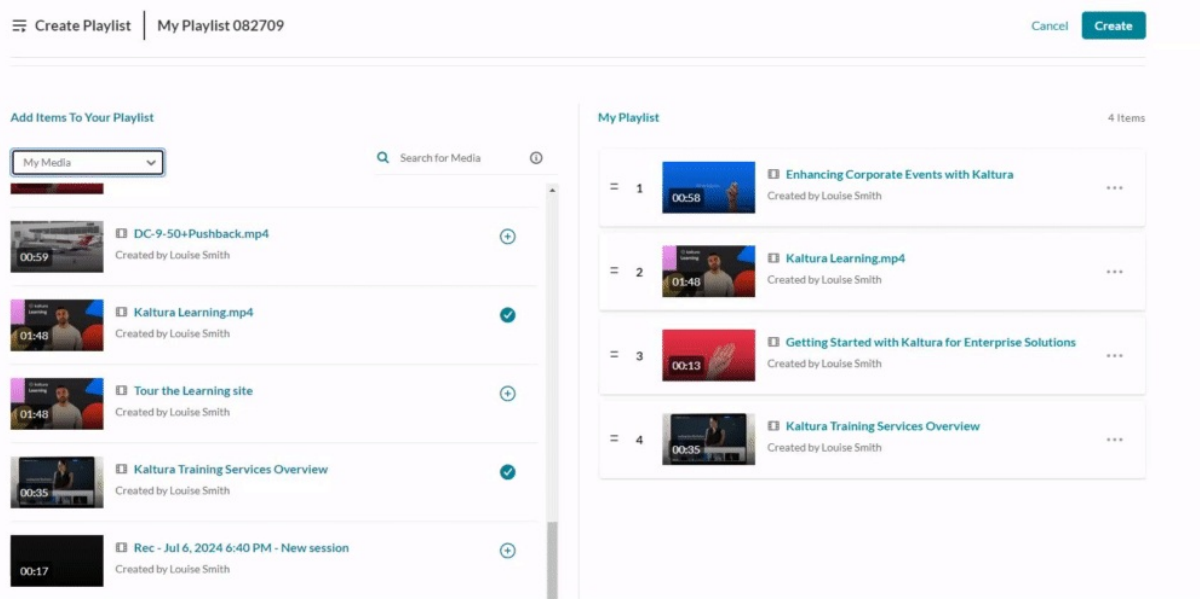


2. Click the add button(s)  next to the items you want to add.

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.



Create Playlist | My Playlist 082709 Cancel **Create**

Add Items To Your Playlist

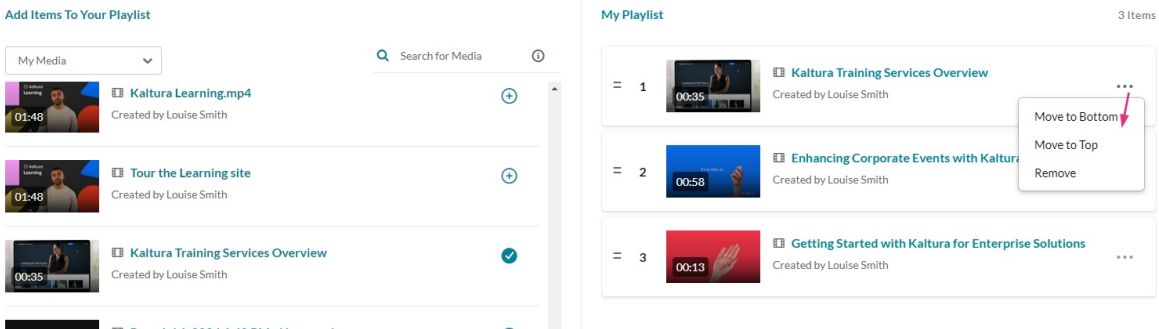
My Media

- DC-9-50+Pushback.mp4 (00:59) Created by Louise Smith
- Kaltura Learning.mp4 (01:48) Created by Louise Smith
- Tour the Learning site (01:48) Created by Louise Smith
- Kaltura Training Services Overview (00:35) Created by Louise Smith
- Rec - Jul 6, 2024 6:40 PM - New session (00:17) Created by Louise Smith

My Playlist 4 Items

- 1 Enhancing Corporate Events with Kaltura (00:58) Created by Louise Smith
- 2 Kaltura Learning.mp4 (01:48) Created by Louise Smith
- 3 Getting Started with Kaltura for Enterprise Solutions (00:13) Created by Louise Smith
- 4 Kaltura Training Services Overview (00:35) Created by Louise Smith

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.



Add Items To Your Playlist

My Media

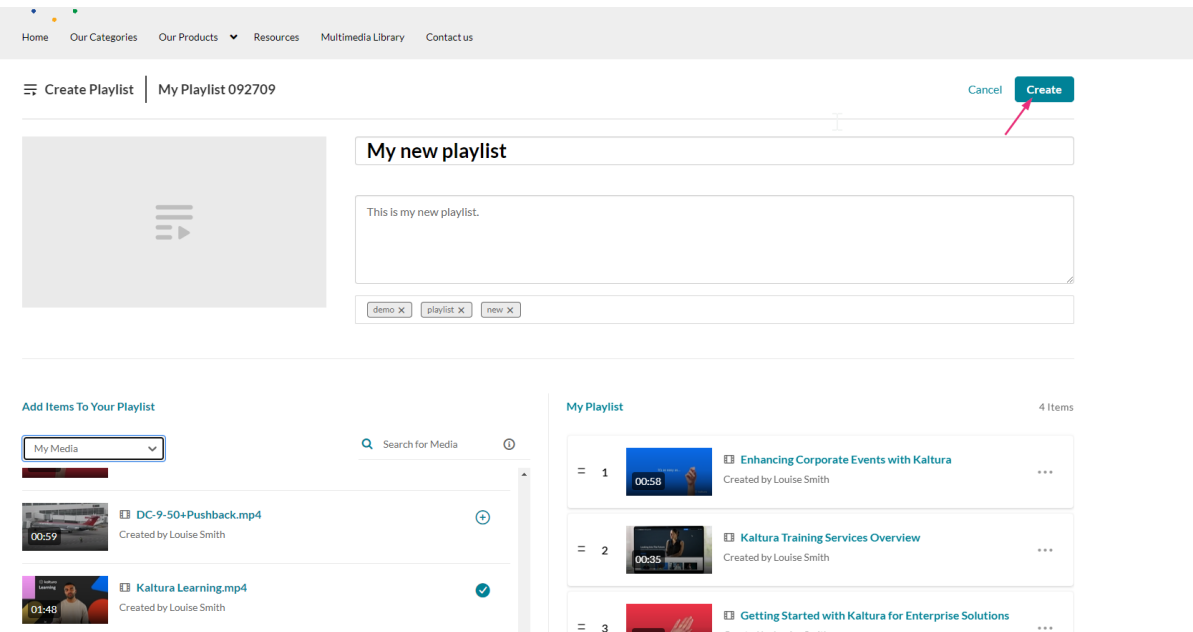
- Kaltura Learning.mp4 (01:48) Created by Louise Smith
- Tour the Learning site (01:48) Created by Louise Smith
- Kaltura Training Services Overview (00:35) Created by Louise Smith

My Playlist 3 Items

- 1 Kaltura Training Services Overview (00:35) Created by Louise Smith
- 2 Enhancing Corporate Events with Kaltura (00:58) Created by Louise Smith
- 3 Getting Started with Kaltura for Enterprise Solutions (00:13) Created by Louise Smith

Context menu options: Move to Bottom, Move to Top, Remove

3. When you're happy with your selected items, click **Create**.



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Create Playlist | My Playlist 092709 Cancel **Create**

My new playlist

This is my new playlist.

demo x playlist x new x

Add Items To Your Playlist

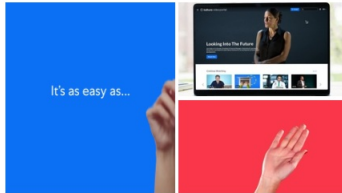
My Media

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My Playlist 4 Items

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Your playlist is ready.



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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
- 1



Enhancing Corporate Events with Kaltura

Created by Louise Smith


>
- 2



Kaltura Training Services Overview

Created by Louise Smith

>
- 3



Getting Started with Kaltura for Enterprise Solutions

Created by Louise Smith

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