


Create a playlist


Last Modified on 09/30/2024 10:42 am IDT

 This article is designated for all users.

About

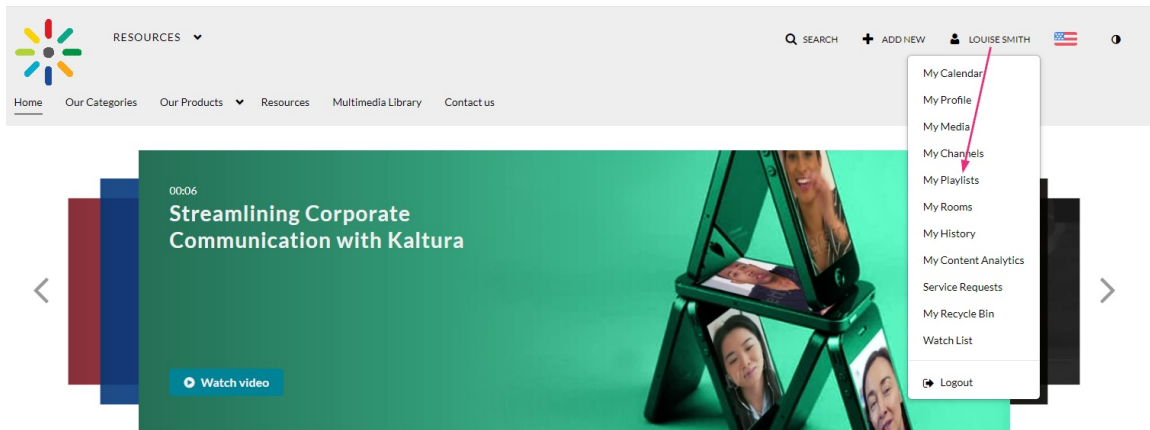
Playlists are a great tool for organizing your content, such as videos, audio files and even documents.

 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 [KMS](#) 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 ▾

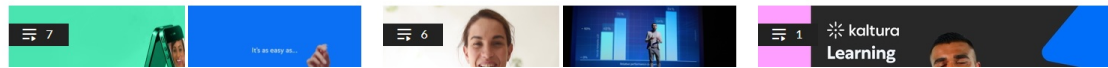
⌵ ⌵ ⌵ [+ Create Playlist](#)



Watch List

Updated September 27, 2024

[Playlist Details](#)



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

My Playlists

Search My Playlists ⓘ

Filters > Sort By: Update Date - Descending ▾


⌵ ⌵ ⌵ [+ Create Playlist](#)



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

Search for Media 🔍

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 ▾



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Search for Media 🔍

My Playlist 0 Items

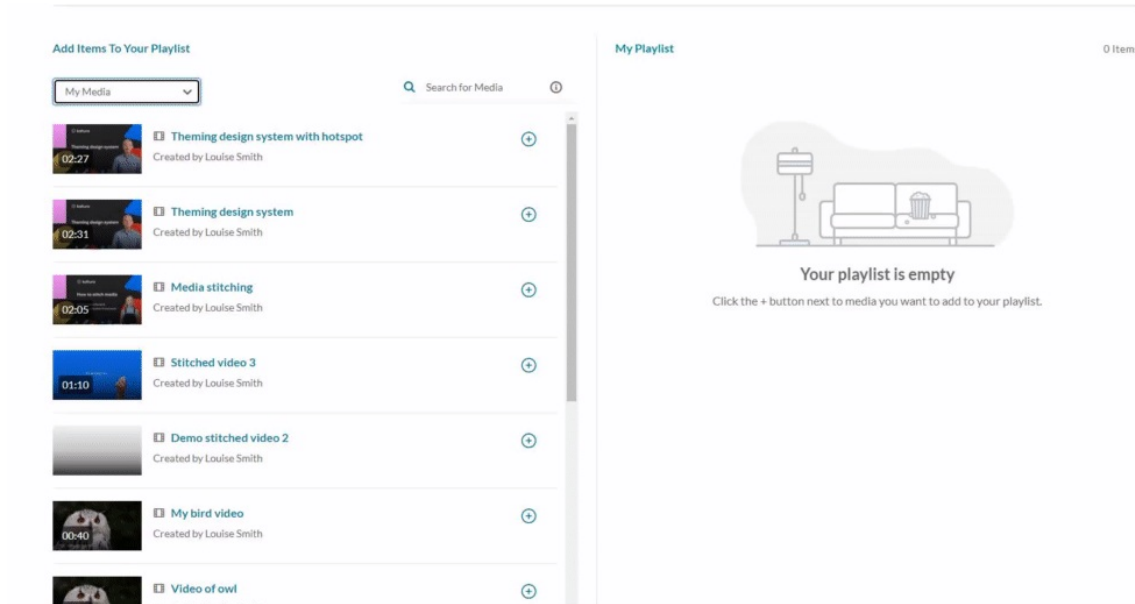
Add items to your playlist

⚠️ 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.

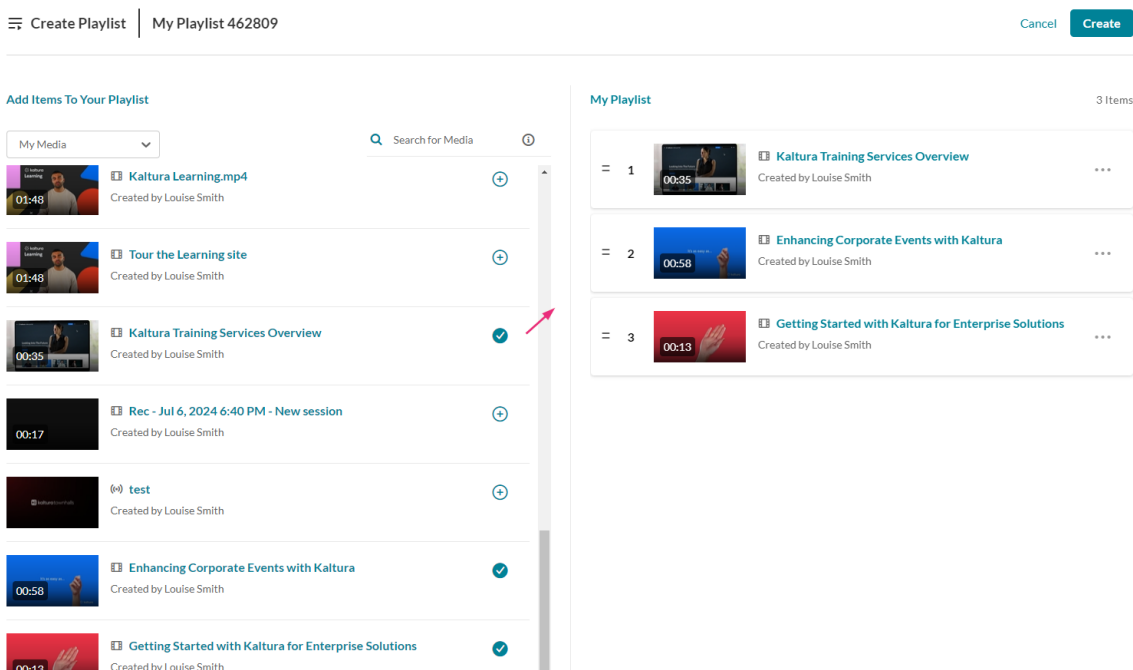
You can use the search function to find the media you want to add, or use the drop-down menu. The menu includes the following two options:

- **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.

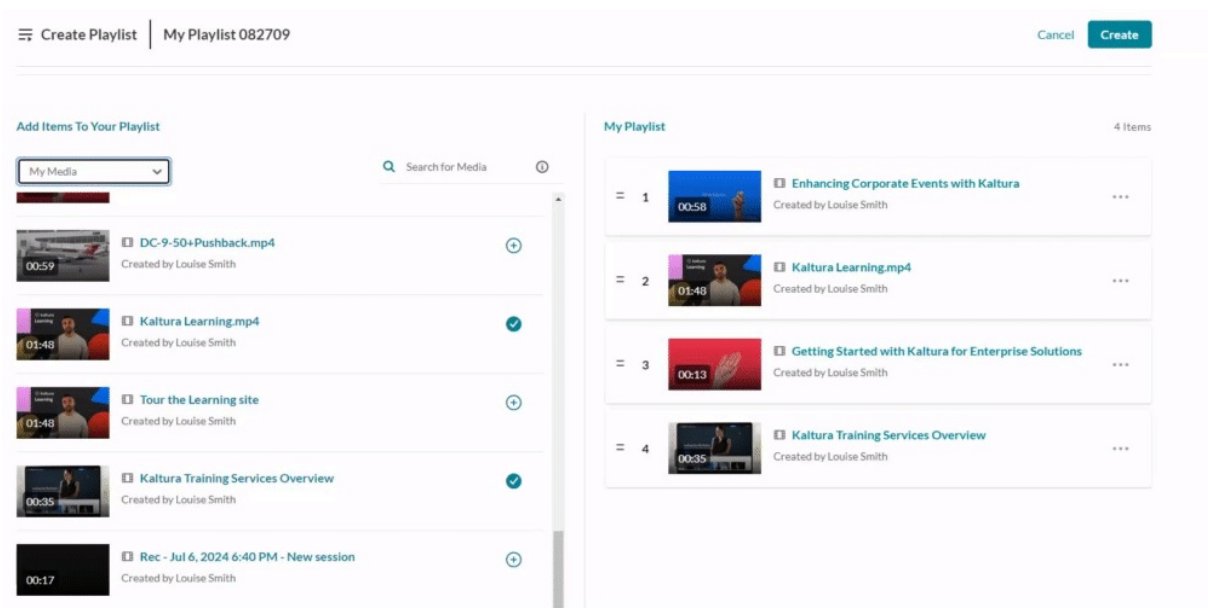


2. Click the add button(s)  next to the items you want to add.

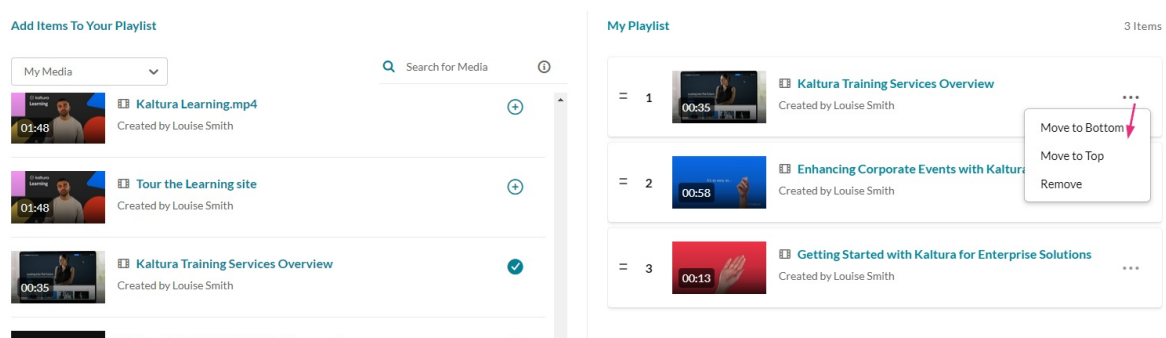
The selected items show a check symbol  and move into the **My Playlist** column on the right. (If you change your mind and don't want that item, just click the check symbol  to remove it.)



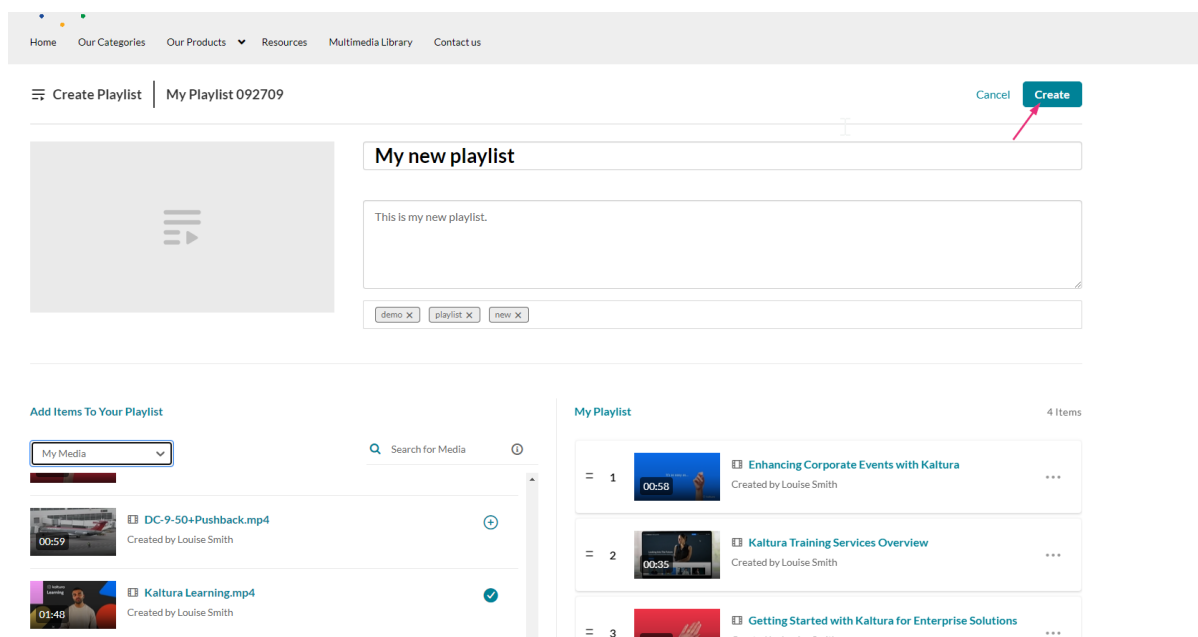
To manually reorder media in the playlist, grab the two lines to the left of the media and drag to the desired spot in the playlist.



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**.

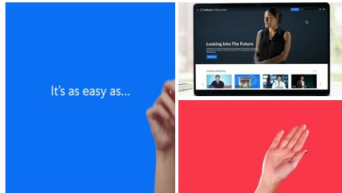


Your playlist is ready.

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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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Learn more

- [Edit a playlist](#)
- [Access a playlist](#)
- [Delete a playlist](#)
- [Reorder media in a playlist](#)
- [Remove media from a playlist](#)
- [Embed a playlist on a website](#)

[template("cat-subscribe")]