


# Create a playlist in Canvas

Last Modified on 05/12/2026 1:45 pm IDT

 This article is designated for faculty members.

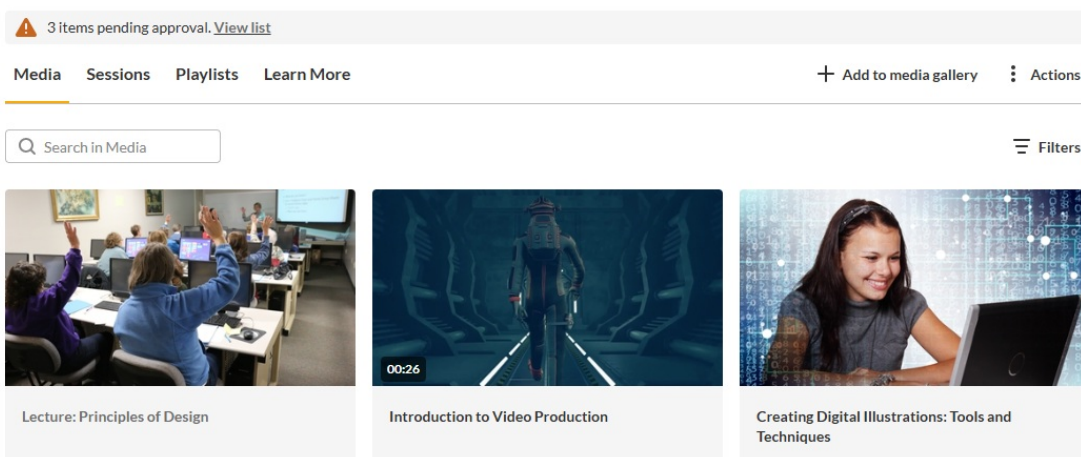
## About

Playlists help you organize media content in one place, including videos, audio files, documents, and Kaltura Video Quizzes.

 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. Access the Media Gallery.



2. From the **Actions** menu, select **Create media gallery playlist**.



### Create media gallery playlist

Name\*

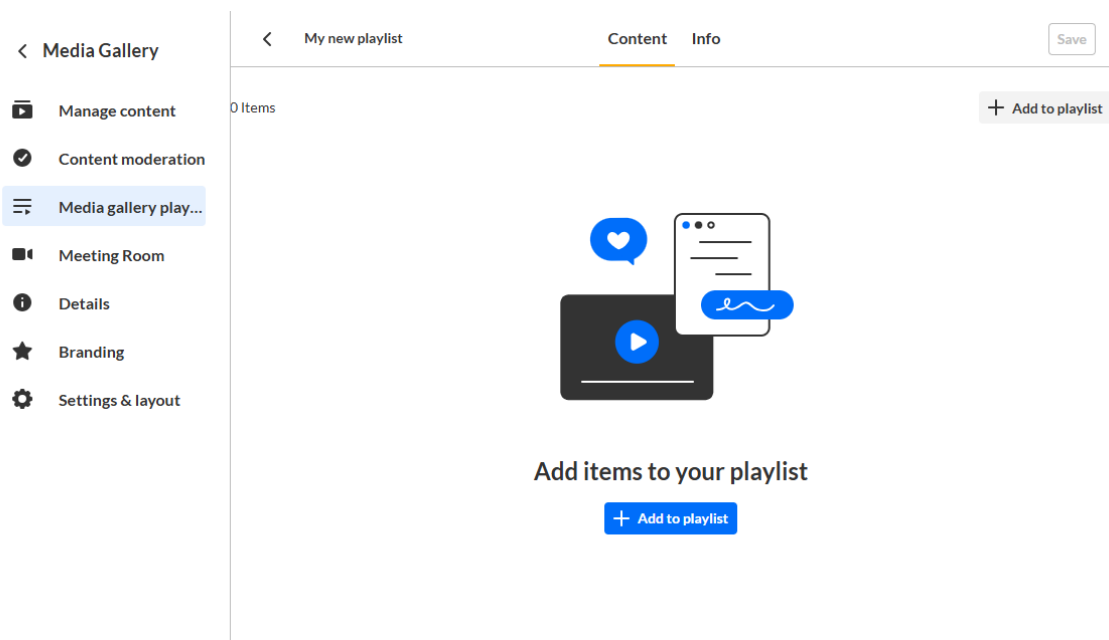
Description

**B** *i* U

This is a new playlist

[Cancel](#) [Create](#)

The playlist edit page opens.

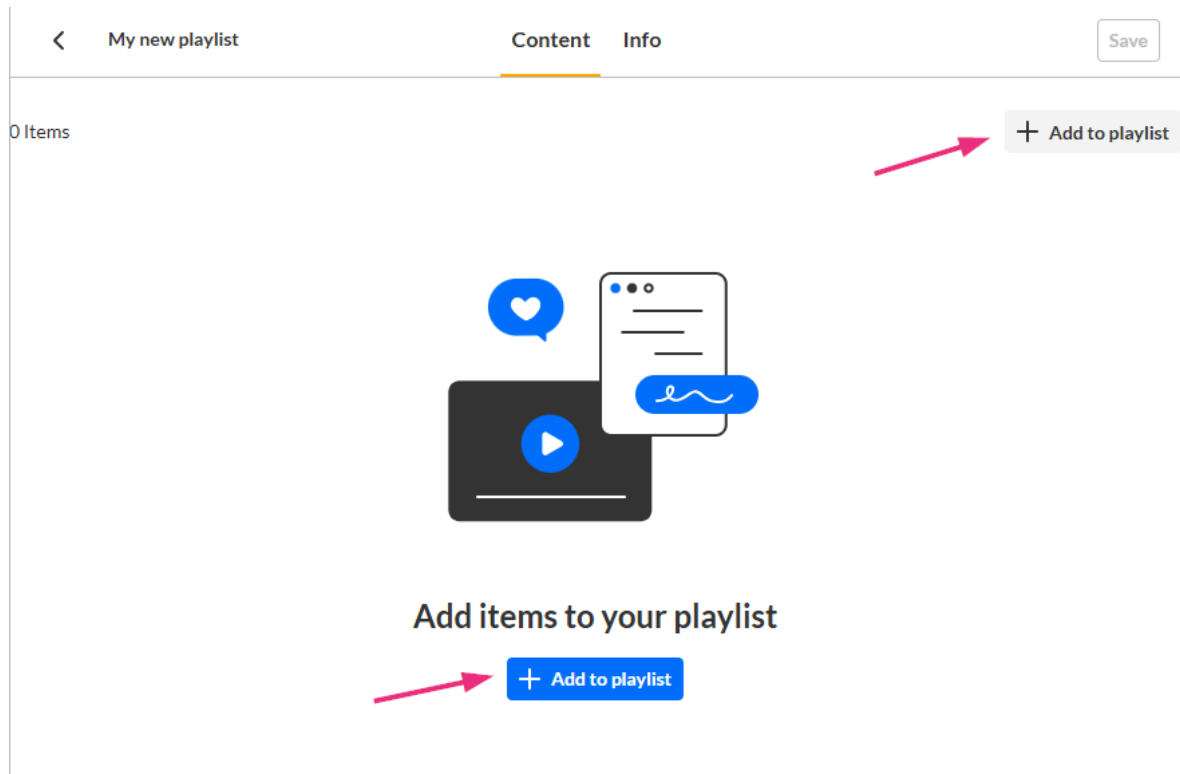


## Add items to your playlist

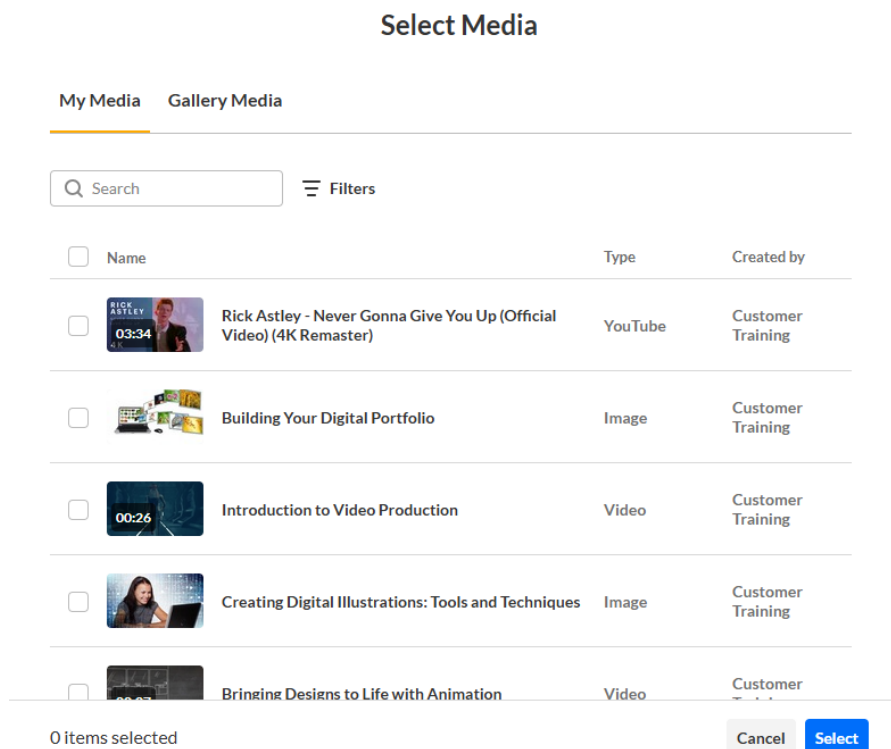


To add Kaltura Video Quizzes and documents to a playlist, ensure your main playlist player is a **v7 player**.

1. Click **Add to playlist**.



The 'Select Media' window opens.



2. Choose the media you want for your playlist.

- **My Media** - Select this to display media from your **My Media** library.

- **Gallery media** - Select this to display media that is available in the Media Gallery.

You can also use the search function to find the media you want.



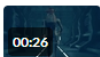


3. Select the checkbox next to each item you want to add.

4. Click **Select**.

### Select Media

My Media Gallery Media

Search Filters

<input type="checkbox"/>	Name	Type	Created by
<input checked="" type="checkbox"/>	 Rick Astley - Never Gonna Give You Up (Official Video) (4K Remaster)	YouTube	Customer Training
<input checked="" type="checkbox"/>	 Building Your Digital Portfolio	Image	Customer Training
<input checked="" type="checkbox"/>	 Introduction to Video Production	Video	Customer Training
<input checked="" type="checkbox"/>	 Creating Digital Illustrations: Tools and Techniques	Image	Customer Training
<input type="checkbox"/>	 Bringing Designs to Life with Animation	Video	Customer Training

4 items selected

Cancel Select





The selected items display in the playlist page.

< Media Gallery

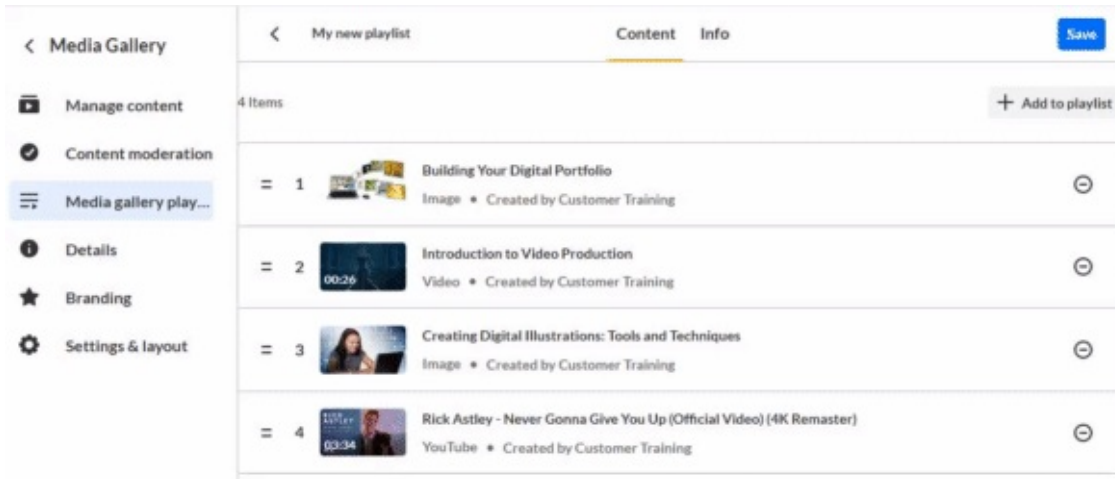
- Manage content
- Content moderation
- Media gallery play...
- Details
- Branding
- Settings & layout

< My new playlist Content Info Save

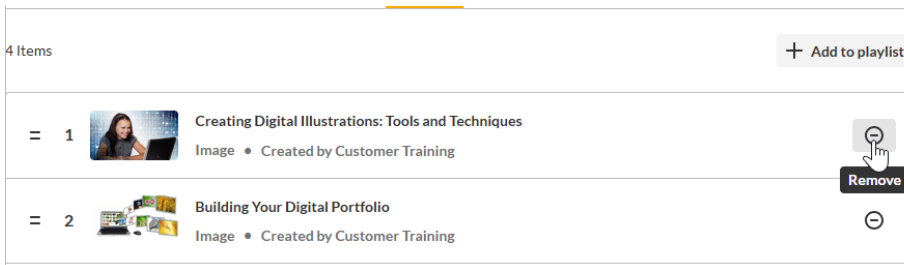
4 Items + Add to playlist

= 1	 Building Your Digital Portfolio Image • Created by Customer Training	⊖
= 2	 Introduction to Video Production Video • Created by Customer Training	⊖
= 3	 Creating Digital Illustrations: Tools and Techniques Image • Created by Customer Training	⊖
= 4	 Rick Astley - Never Gonna Give You Up (Official Video) (4K Remaster) YouTube • Created by Customer Training	⊖

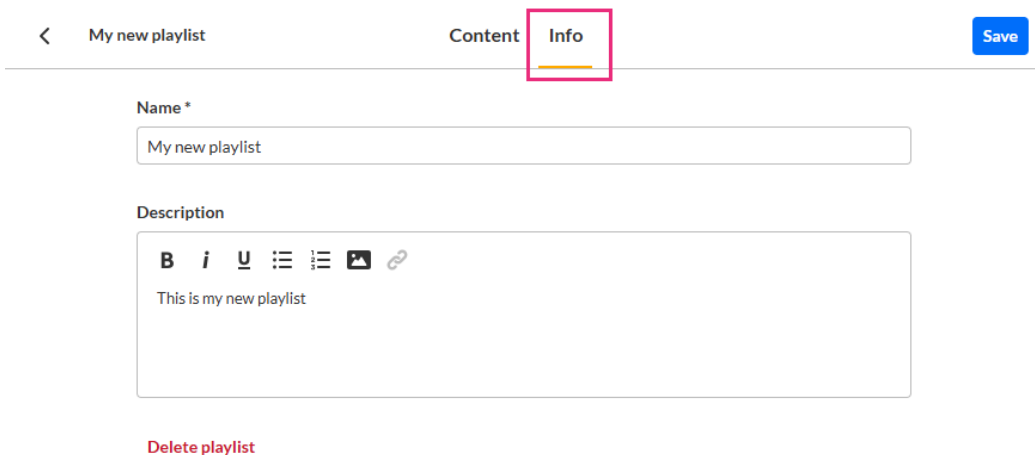
To manually reorder media in the playlist, grab the two lines to the left of the media and drag to the desired position in the playlist.



To remove an item, click the **remove icon** at the far right.



If you would like to update the playlist details, click the **Info** tab at the top and make your updates.







5. When you're happy with your selected items, click **Save** at the top right.

The 'Media gallery playlists' page displays with your new playlist shown at the top.

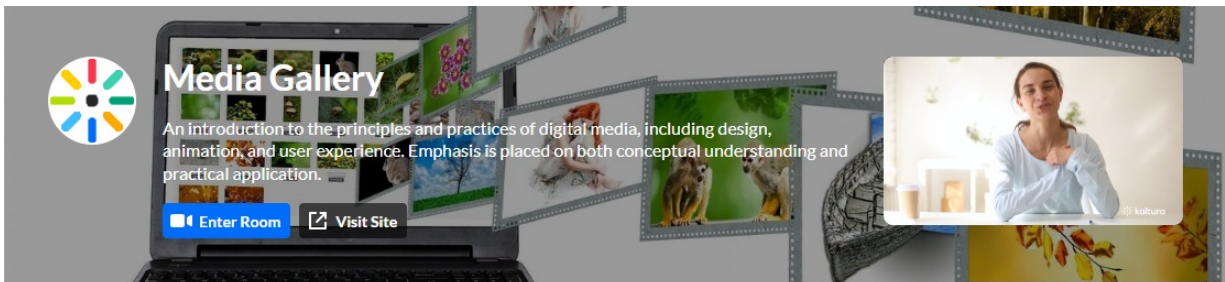
## Media gallery playlists

Update and arrange your playlists to shape your media gallery content.

16 Playlists
+ Create media gallery playlist

	Name	Items		
= 1	 My new playlist 	4	!	...
= 2	 Introduction to Digital Arts and Sciences	8	!	...
= 3	 My Playlist 531802	5	!	...

Your playlist also displays at the top of the Media Gallery playlists tab.




⚠ 3 items pending approval. [View list](#)


Media Sessions **Playlists** Learn More
+ Add to media gallery ⋮ Actions

### My new playlist


See All



Creating Digital Illustrations: Tools and Techniques



Building Your Digital Portfolio



Rick Astley - Never Gonna Give You Up (Official Video) (4K Remaster)