

Add media to a playlist in Canvas

Last Modified on 05/12/2026 2:41 pm IDT

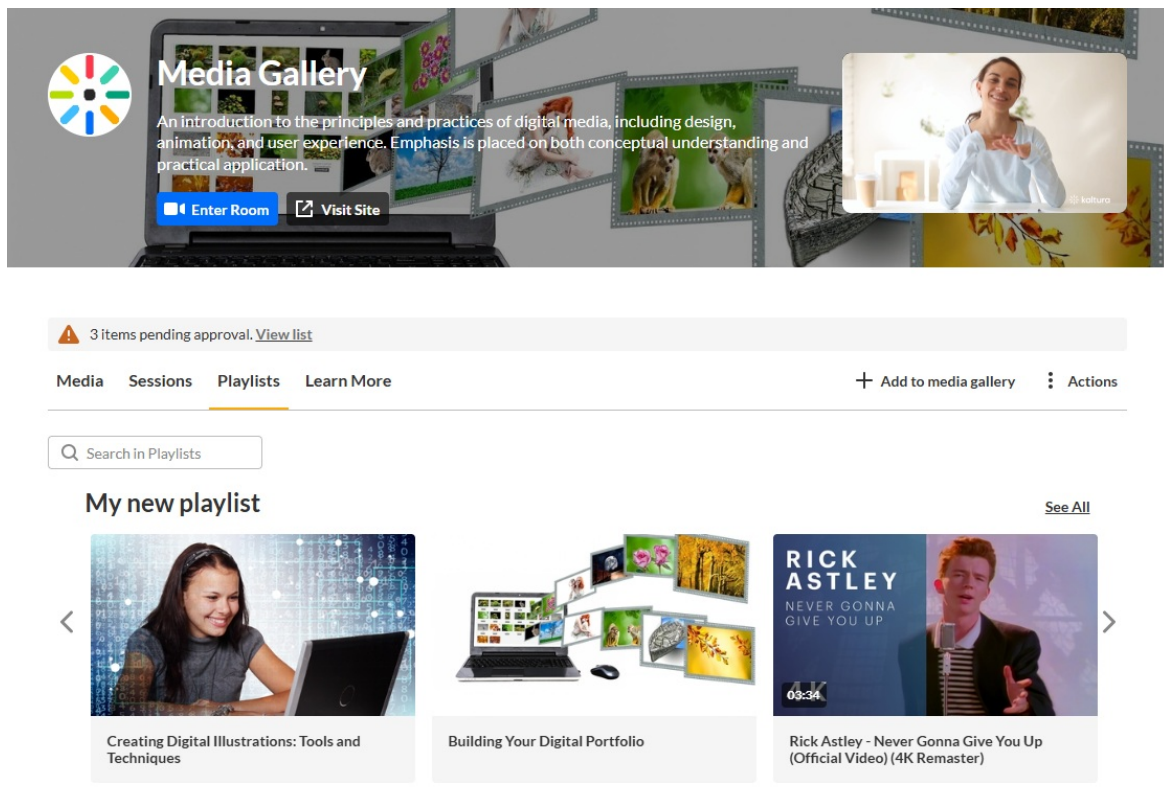
 This article is designated for faculty members.

About

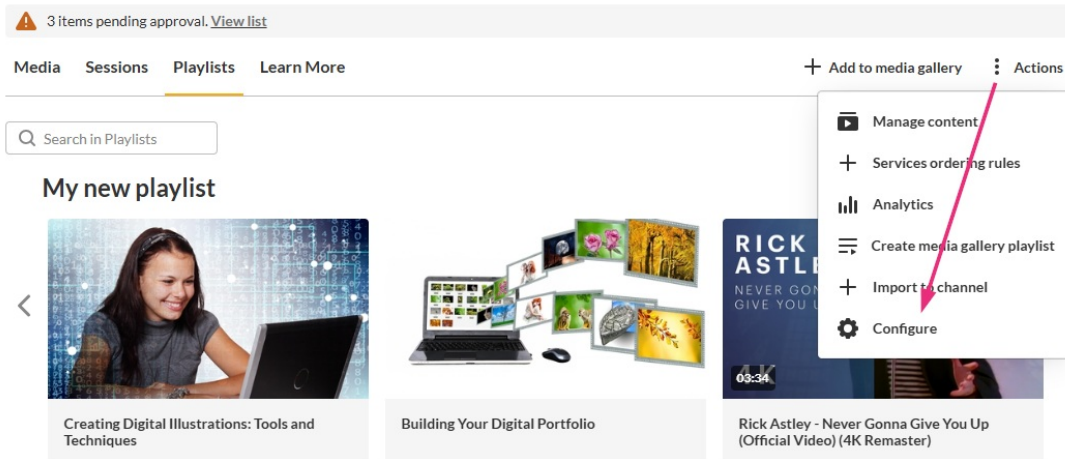
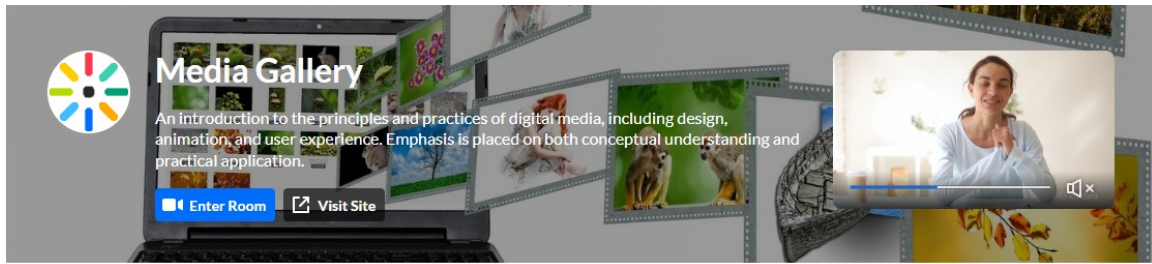
Playlists help you organize and present media content in a structured way. You can edit playlists at any time to add or remove media, reorder items, and update playlist details.

Access the edit playlist page

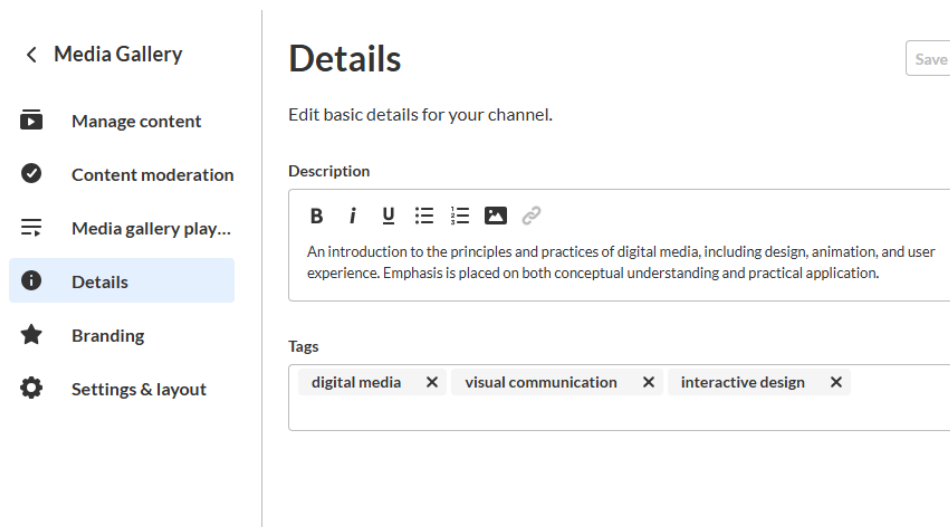
1. Access the Media Gallery.



2. At the top right of the Media Gallery, click the **Actions** menu and select **Configure**.



The edit page opens on the **Details** tab by default.



3. In the left navigation panel, click **Media gallery playlists**.







← Media Gallery

- 📺 Manage content
- 🛡️ Content moderation
- ☰ Media gallery play...
- ℹ️ Details
- ★ Branding
- ⚙️ Settings & layout

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	ⓘ ...
= 4	 My Playlist 312809	5	ⓘ ...
= 5	 Training playlist	3	ⓘ ...
= 6	 My Playlist	5	ⓘ ...

Locate the desired playlist, click the **three-dot menu** and select **Edit**.

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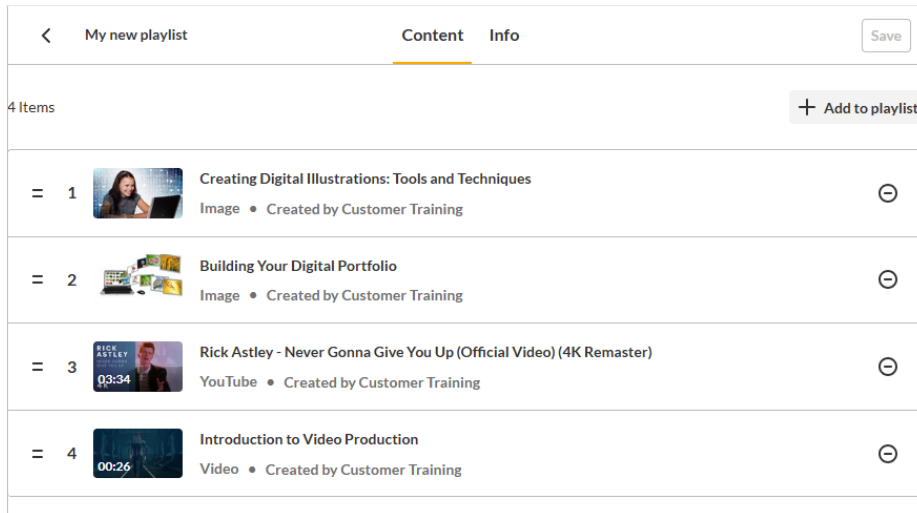
	Name	Items	
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= 2	 Introduction to Digital Arts and Sciences		
= 3	 My Playlist 531802		
= 4	 My Playlist 312809	5	ⓘ ...

Play Media

Edit

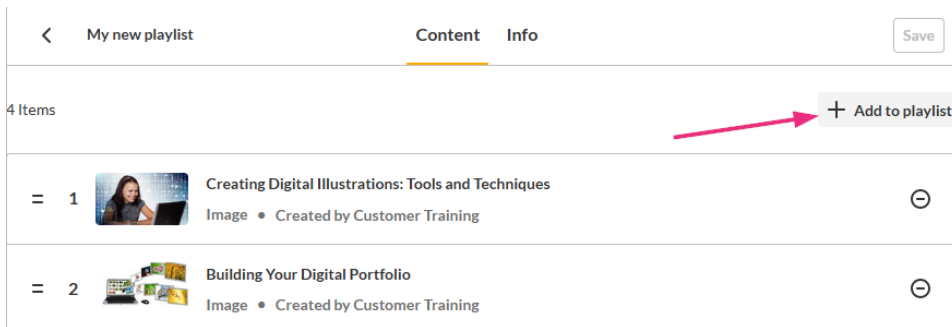
Delete

The edit playlist page displays.

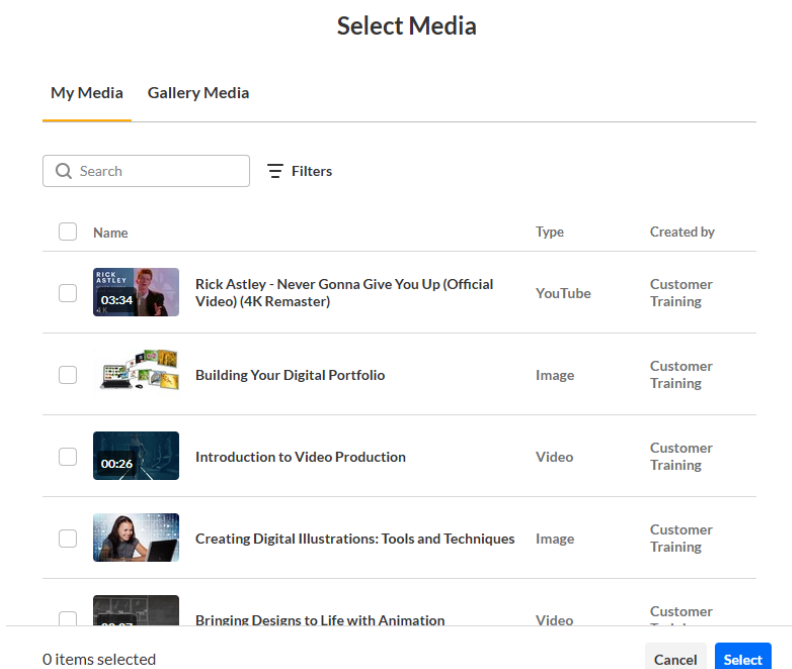


Add media

1. Click **Add to playlist** at the top right.



The 'Select media' window opens.



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

- **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 use the search function to find the media.



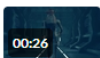


3. Select the checkbox next to each item you want to add.

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

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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	⊖

