


# Create a playlist in Blackboard Ultra - Theming


Last Modified on 12/18/2024 12:57 pm IST

 This article is designated for faculty members.

## About

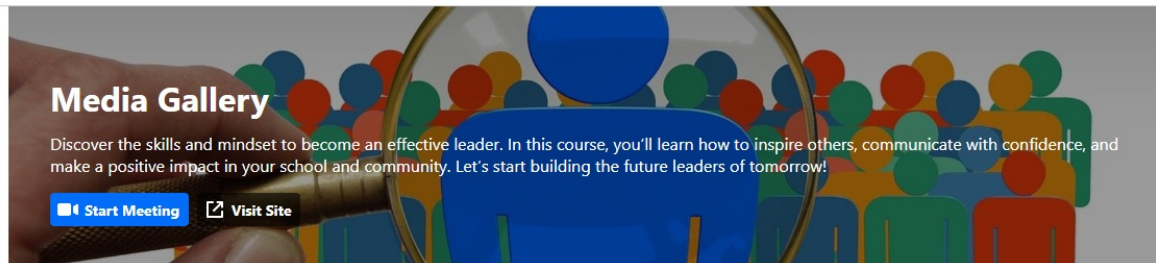
Playlists are a great tool for organizing your content, such as videos, audio files and even documents.

 The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Create a playlist](#).

 If you can't create or add media to a playlist, ask your administrator to give you the required permission.

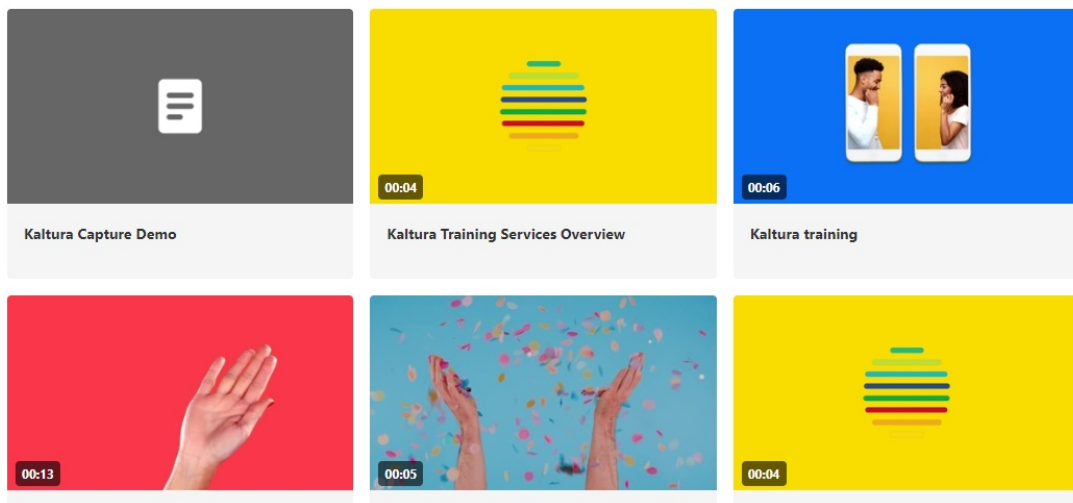
## Create a new playlist

1. Access the [Media Gallery](#).

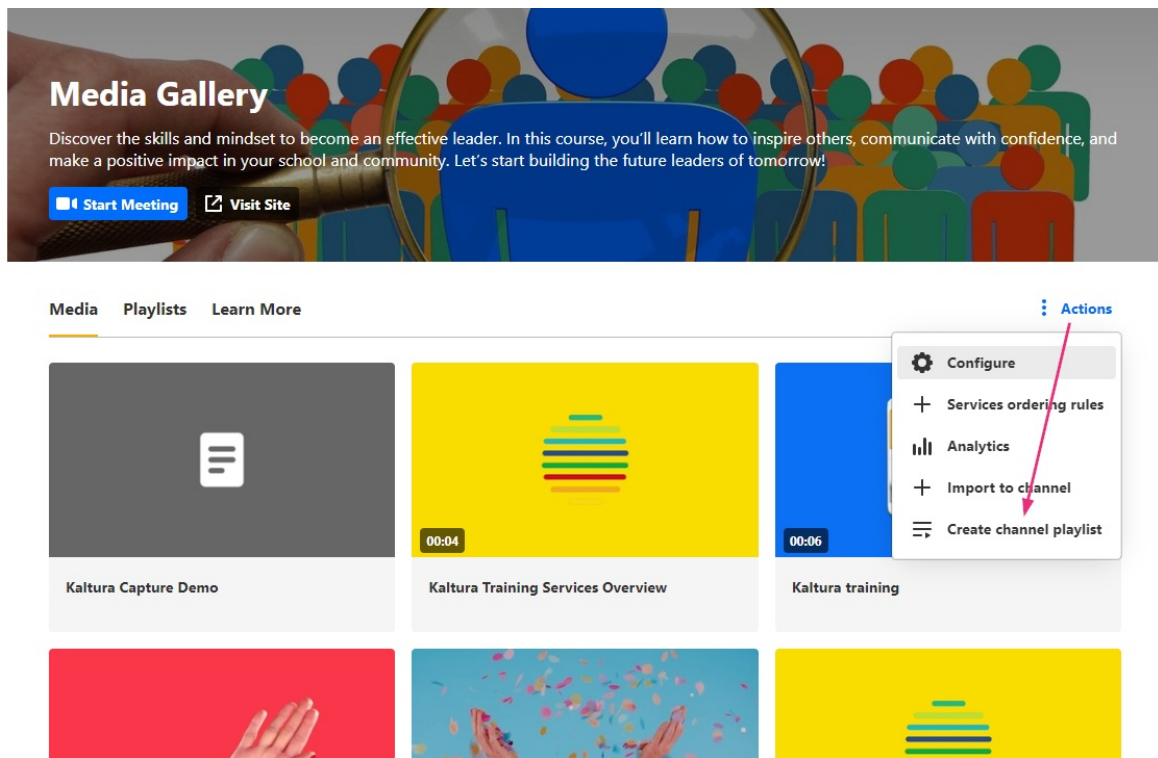


Media Playlists Learn More

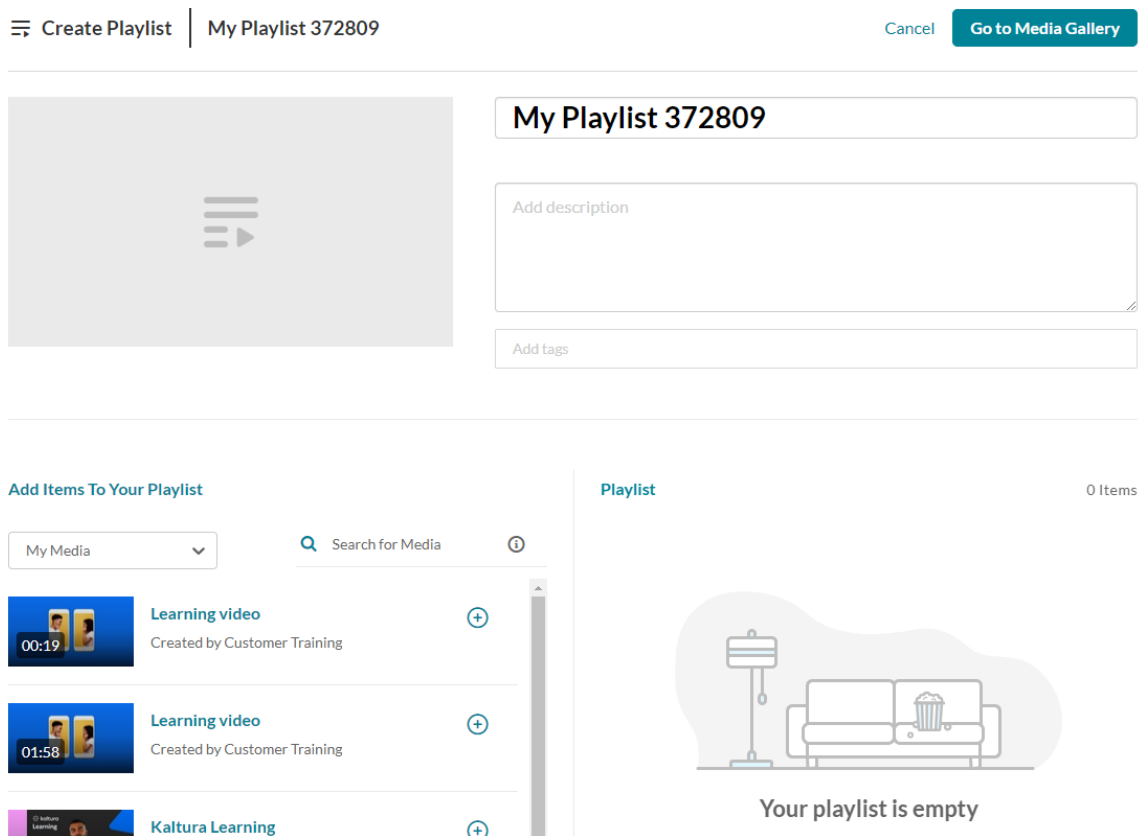
 Actions



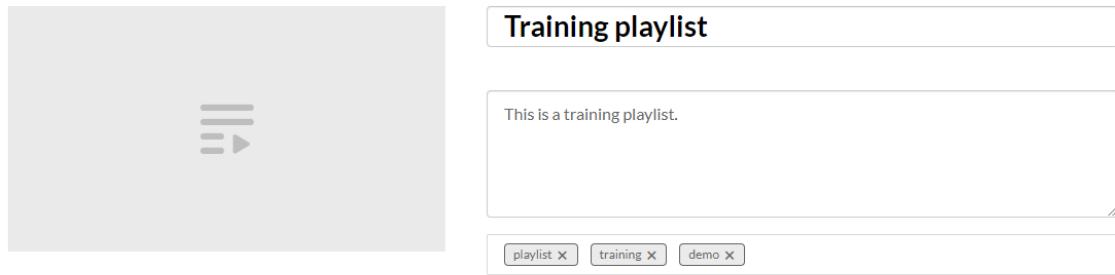
From the **Actions** menu, select **Create channel playlist**.



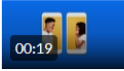

The **Create Playlist** page displays.



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

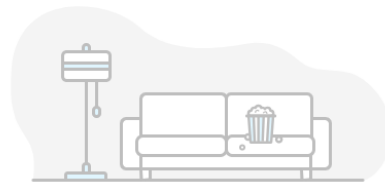
**Add Items To Your Playlist**

My Media  ⓘ


-  **Learning video**  
Created by Customer Training
-  **Learning video**  
Created by Customer Training

**Playlist**

0 Items



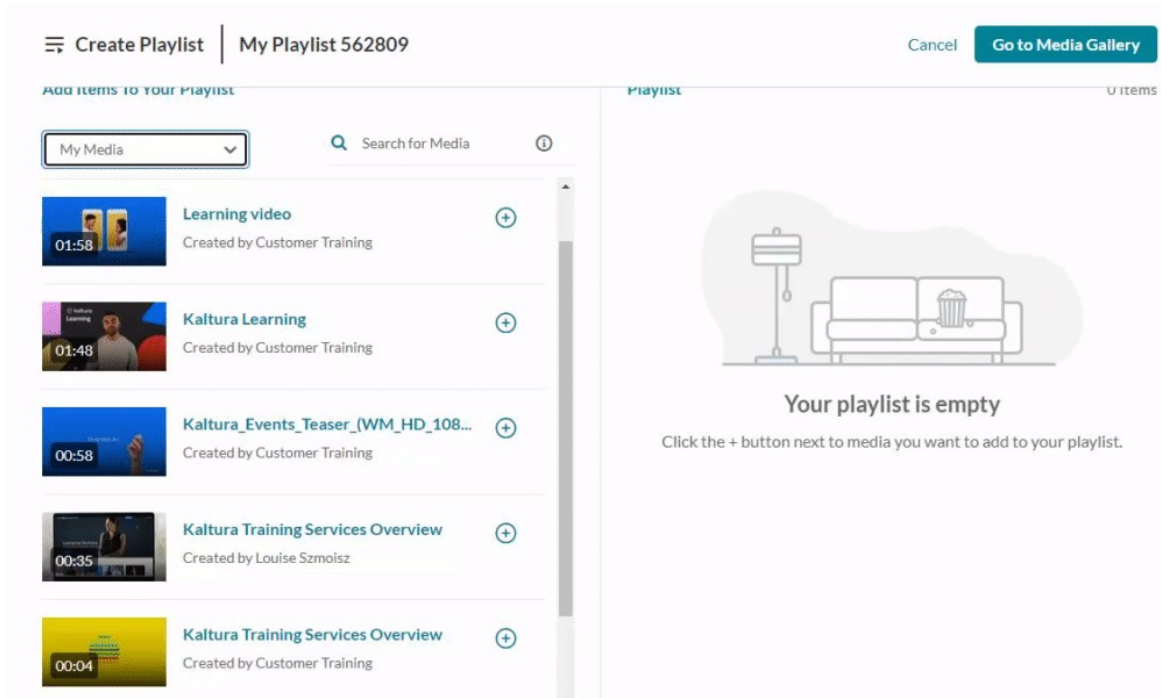
## Add items to your playlist

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



Create Playlist | My Playlist 562809 Cancel Go to Media Gallery



Add Items To Your Playlist Search for Media

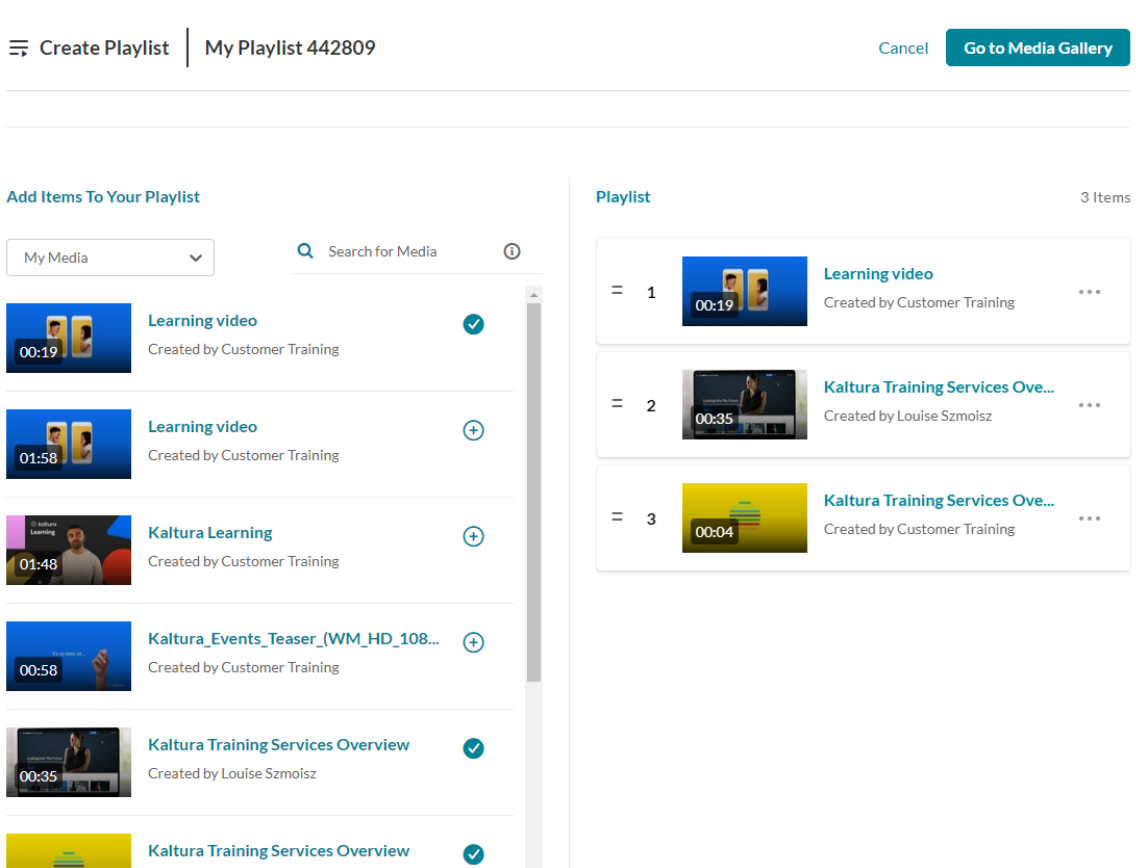
- Learning video** (01:58) Created by Customer Training (+)
- Kaltura Learning** (01:48) Created by Customer Training (+)
- Kaltura Events Teaser (WM\_HD\_108...** (00:58) Created by Customer Training (+)
- Kaltura Training Services Overview** (00:35) Created by Louise Szmoisz (+)
- Kaltura Training Services Overview** (00:04) Created by Customer Training (+)

**Playlist** 0 Items

**Your playlist is empty**  
 Click the + button next to media you want to add to your playlist.




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.)



Create Playlist | My Playlist 442809 Cancel Go to Media Gallery

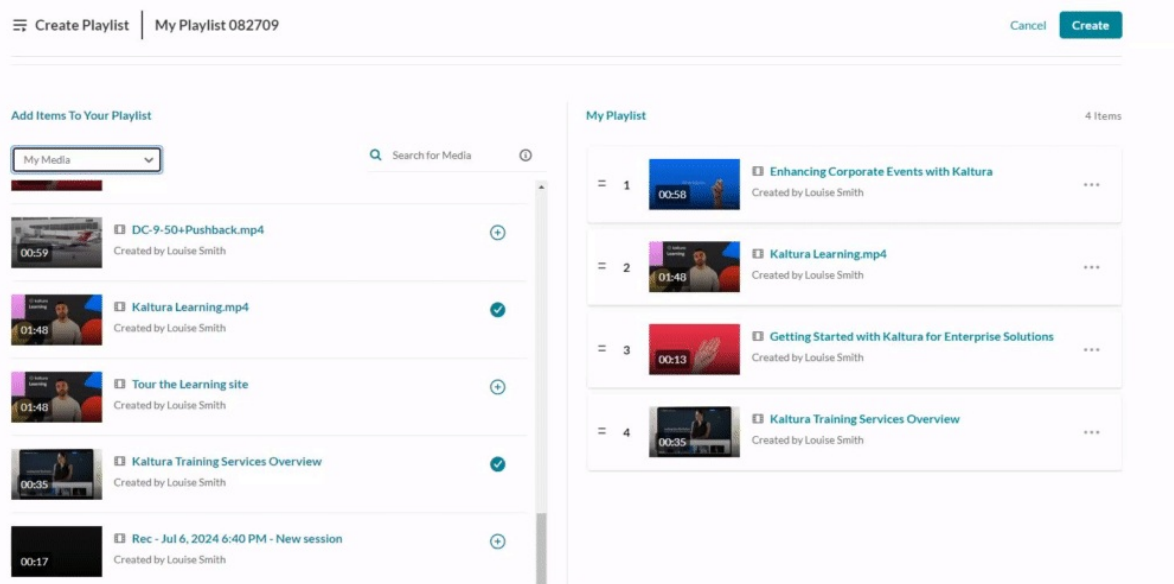
Add Items To Your Playlist Search for Media

- Learning video** (00:19) Created by Customer Training 
- Learning video** (01:58) Created by Customer Training (+)
- Kaltura Learning** (01:48) Created by Customer Training (+)
- Kaltura Events Teaser (WM\_HD\_108...** (00:58) Created by Customer Training (+)
- Kaltura Training Services Overview** (00:35) Created by Louise Szmoisz 
- Kaltura Training Services Overview** (00:04) Created by Customer Training 

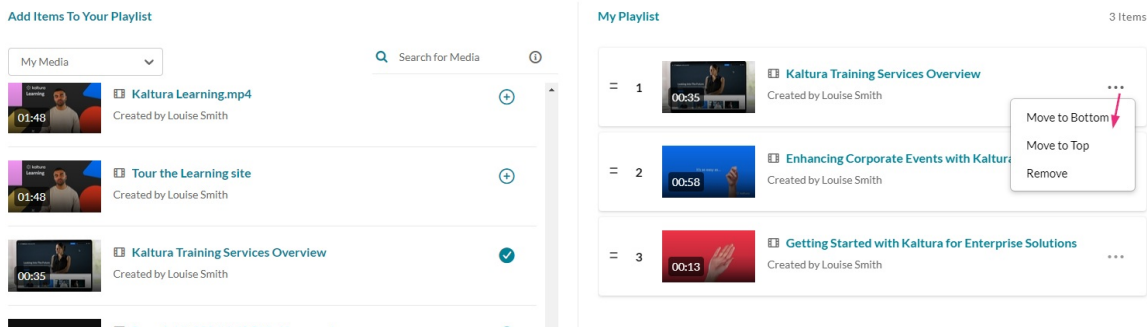
**Playlist** 3 Items

- Learning video** (00:19) Created by Customer Training
- Kaltura Training Services Overview** (00:35) Created by Louise Szmoisz
- Kaltura Training Services Overview** (00:04) 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 spot in the playlist.



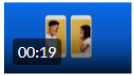
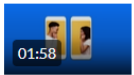
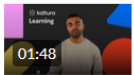

You can also click the **three dots menu** next to an item and move the item to the top or bottom of the playlist, or to remove the item.



3. When you're happy with your selected items, click **Go to Media Gallery**.

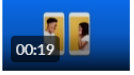
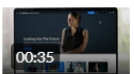

## Add Items To Your Playlist

My Media  ⓘ

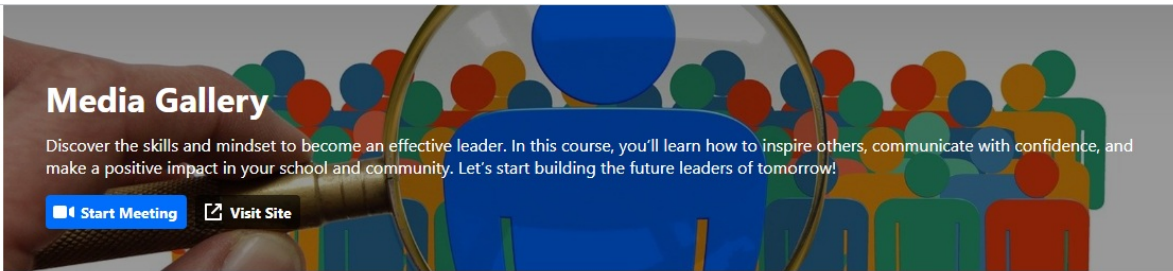
-  **Learning video**  
Created by Customer Training ✓
-  **Learning video**  
Created by Customer Training +
-  **Kaltura Learning**  
Created by Customer Training +
-  **Kaltura\_Events\_Teaser\_(WMM\_HD\_108...**  
Created by Customer Training +

## Playlist

3 Items

-  **Learning video**  
Created by Customer Training ...
-  **Kaltura Training Services Ove...**  
Created by Louise Szmoisz ...
-  **Kaltura Training Services Ove...**  
Created by Customer Training ...



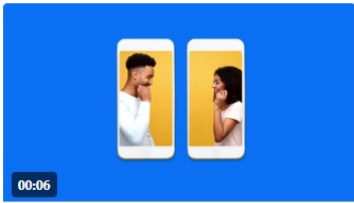



The Media Gallery page displays. Just click the **Playlists** tab to view your new playlist.



**Media Gallery**  
Discover the skills and mindset to become an effective leader. In this course, you'll learn how to inspire others, communicate with confidence, and make a positive impact in your school and community. Let's start building the future leaders of tomorrow!

[Start Meeting](#) [Visit Site](#)

**Media** **Playlists** [Learn More](#) ⋮ Actions

-  **Kaltura Capture Demo**
-  **Kaltura Training Services Overview**
-  **Kaltura training**
- 
- 
- 

Your playlist displays at the top of the Media Gallery.



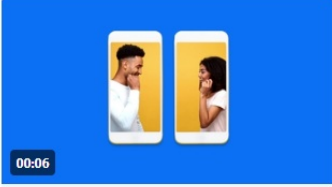
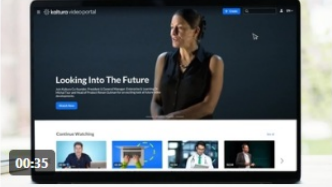

## Media Gallery

Discover the skills and mindset to become an effective leader. In this course, you'll learn how to inspire others, communicate with confidence, and make a positive impact in your school and community. Let's start building the future leaders of tomorrow!

[Start Meeting](#) [Visit Site](#)

Media **Playlists** Learn More Actions

### My Playlist 312809 See All

-  **Kaltura training**
-  **Kaltura Training Services Overview**
-  **Kaltura Training Services Overview**

## Learn more

- [Edit playlist details](#)
- [Delete a playlist](#)
- [Manage playlists](#)
- [Remove media from a playlist](#)
- [Embed a playlist on a website](#)
- [Modify the playlist order](#)