


Add media to a playlist in Blackboard Ultra

Last Modified on 12/18/2024 12:53 pm IST

 This article is designated for faculty members.

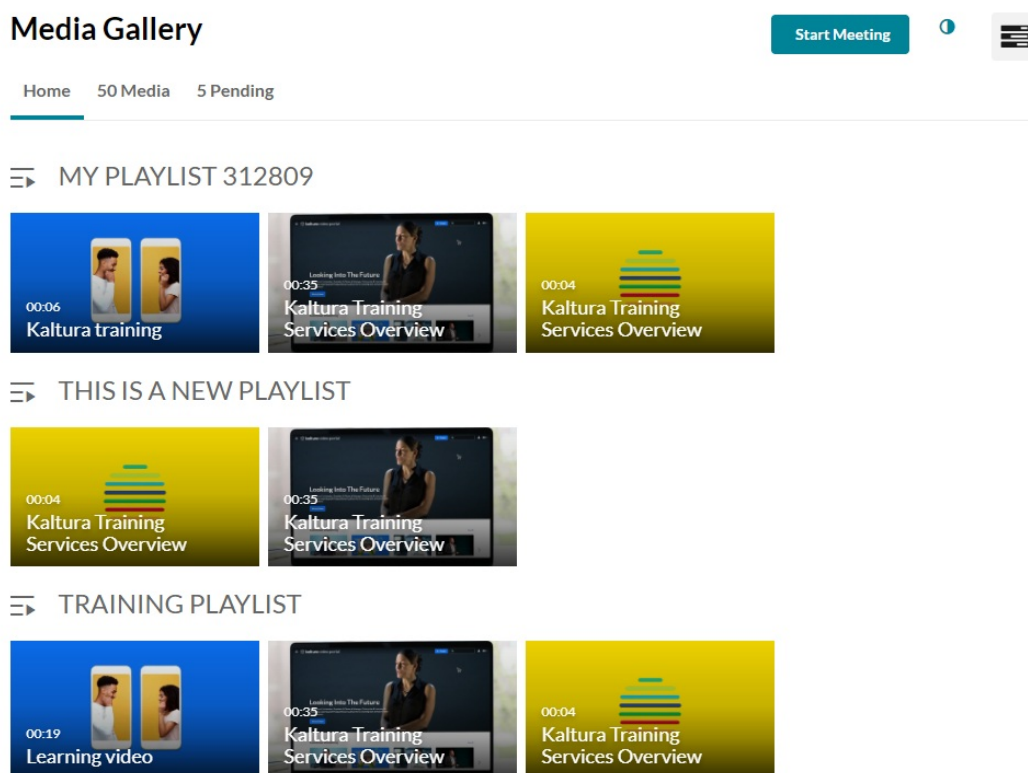
About


Playlists serve as an effective tool for organizing and presenting media content. You can conveniently add media to playlists, thereby improving the accessibility and engagement of your content.

 These instructions are for non-Theming users. For [Theming](#) users, please see our article [Add media to playlist - Theming](#).

Access the edit playlist page

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



Media Gallery Start Meeting 

Home 50 Media 5 Pending

⇒ MY PLAYLIST 312809

- 00:06 Kaltura training
- 00:35 Kaltura Training Services Overview
- 00:04 Kaltura Training Services Overview

⇒ THIS IS A NEW PLAYLIST

- 00:04 Kaltura Training Services Overview
- 00:35 Kaltura Training Services Overview

⇒ TRAINING PLAYLIST

- 00:19 Learning video
- 00:35 Kaltura Training Services Overview
- 00:04 Kaltura Training Services Overview

2. At the top right of the Media Gallery, click the hamburger menu and select **Edit**.

Media Gallery

Home 50 Media 5 Pending

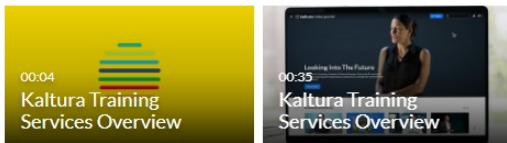
Start Meeting

- Edit
- Analytics
- + Services ordering rules
- Import
- + Create channel playlist

MY PLAYLIST 312809



THIS IS A NEW PLAYLIST



TRAINING PLAYLIST



The **Edit Media Gallery** page displays.

3. Click the **Playlists** tab.

Edit Media Gallery

Details **Playlists**

Description: Black **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

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!

Tags:

- Options:
- Moderate content (media will not appear in media gallery until approved by the gallery manager)
 - Enable comments in Media Gallery
 - Keep comments private to Media Gallery.
 - Force media published only to this channel to always be played in the context of the channel
 - Enable Newrow Live Room
 - Display embedded media in this Media Gallery

Save [Back to Media Gallery](#)

The playlists in your Media Gallery display.

Edit Media Gallery

Details **Playlists**

13 Playlists

[+ Create Channel Playlist](#)

Title	Type	Description	Entries	Actions
# My Playlist 312809	Manual		3	
# This Is A New Playlist	Manual	This is a great playlist	3	
# Training Playlist	Manual	This is a training playlist.	3	
# Adi Playlist	Manual		5	
# Playlist 2	Manual		4	
# My Playlist	Manual		5	
# Demo 7/11/23	Manual		6	
# Semester 4	Manual		6	
# Adi Playlist Demo 1	Manual		1	
# New Playlist	Manual	This is my new playlist.	4	

Locate the desired playlist and click the pencil icon at the far right.

Edit Media Gallery

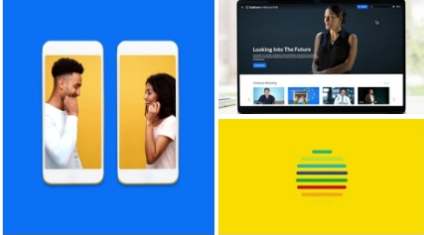
Details **Playlists**

13 Playlists

[+ Create Channel Playlist](#)

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The **Edit Playlist** page displays.



My Playlist 312809

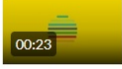
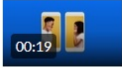

Created by Channel playlist • 3 Items • Updated September 28, 2024

Add description


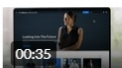

Add tags

Add Items To Your Playlist

My Media Q Search for Media ⓘ

-  **My stitched video**
Created by Customer Training +
-  **Learning video**
Created by Customer Training +
-  **Kaltura Learning** ⌵

Playlist 3 Items

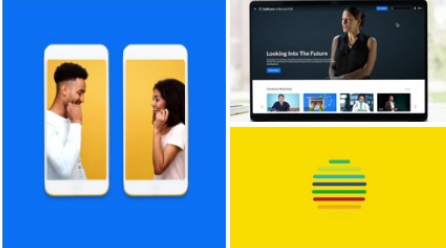
- = 1  **Kaltura training**
Created by Customer Training ⋮
- = 2  **Kaltura Training Services Ove...**
Created by Louise Szmoisz ⋮
- = 3  **Kaltura Training Services Ove...**
Created by Customer Training ⋮

Add media to your playlist

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 your Media Gallery.



My Playlist 312809

Created by Channel playlist • 6 Items • Updated September 28, 2024

Add description

Add tags

Add Items To Your Playlist

My Media

My Media

Media Gallery

Search for Media

ed video

Customer Training

Learning video

Created by Customer Training

Playlist

6 Items

= 1

00:06

Kaltura training

Created by Customer Training

= 2

00:35

Kaltura Training Services Ove...



Created by Louise Szmoisz

= 3

00:00

Kaltura Training Services Ove...

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

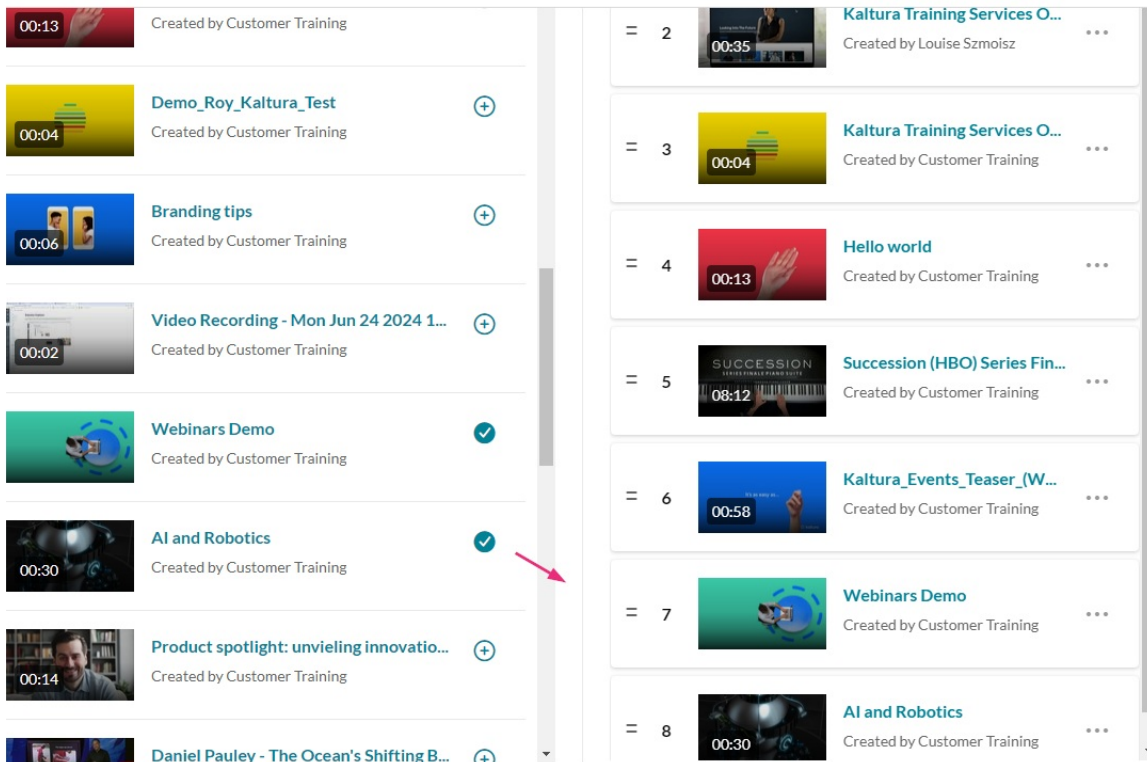
The selected items show a check symbol  and move into the **My Playlist** column on the right. (If you change your mind and don't want that item, just click the check symbol  to remove it.)

Edit Playlist

My Playlist 312809

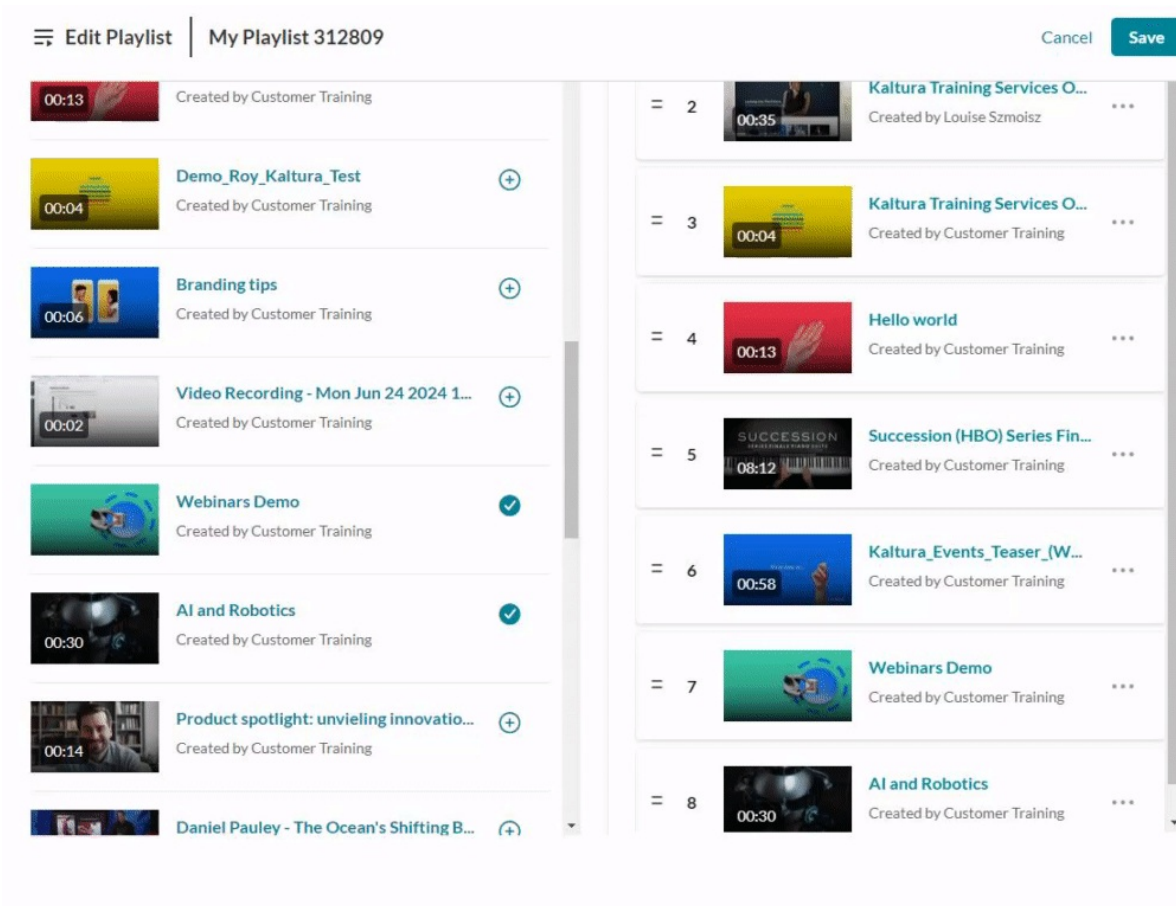
Cancel

Save

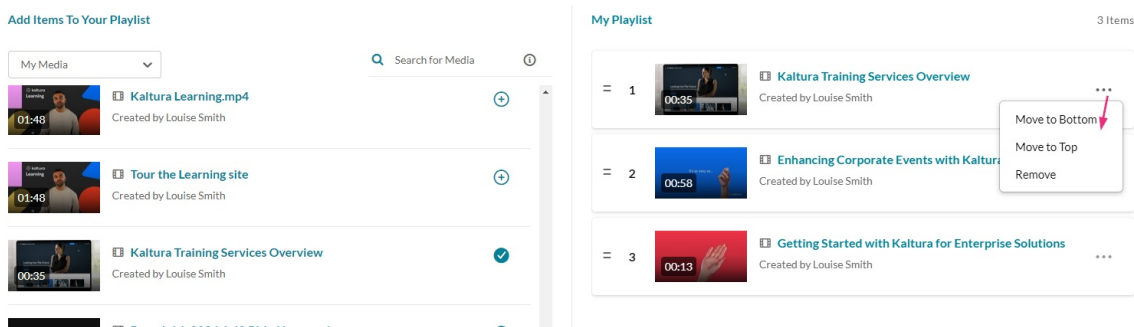


Item	Duration	Created by	Order
[Thumbnail]	00:13	Customer Training	
Demo_Roy_Kaltura_Test	00:04	Customer Training	
Branding tips	00:06	Customer Training	
Video Recording - Mon Jun 24 2024 1...	00:02	Customer Training	
Webinars Demo		Customer Training	
AI and Robotics	00:30	Customer Training	
Product spotlight: unveiling innovatio...	00:14	Customer Training	
Daniel Pauley - The Ocean's Shifting B...			
[Thumbnail]	00:35	Louise Szmoisz	2
Kaltura Training Services O...	00:04	Customer Training	3
Hello world	00:13	Customer Training	4
Succession (HBO) Series Fin...	08:12	Customer Training	5
Kaltura Events Teaser (W...	00:58	Customer Training	6
Webinars Demo		Customer Training	7
AI and Robotics	00:30	Customer Training	8

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.




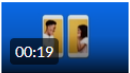
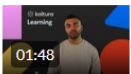
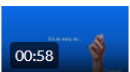
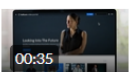

You can also click the **three dots menu** next to an item and move the item to the top or bottom of the playlist, or to remove the item.



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


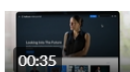


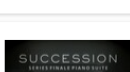

Add Items To Your Playlist

My Media ⓘ

-  **My stitched video** +
Created by Customer Training
-  **Learning video** +
Created by Customer Training
-  **Kaltura Learning** +
Created by Customer Training
-  **Kaltura_Events_Teaser_(WM_HD_108...** ✓
Created by Customer Training
-  **Kaltura Training Services Overview** ✓
Created by Louise Szmoisz
-  **Kaltura Training Services Overview** ✓
Created by Customer Training

Playlist

6 Items

-  **Kaltura training** ...
Created by Customer Training
-  **Kaltura Training Services Ove...** ...
Created by Louise Szmoisz
-  **Kaltura Training Services Ove...** ...
Created by Customer Training
-  **Hello world** ...
Created by Customer Training
-  **Succession (HBO) Series Final...** ...
Created by Customer Training
-  **Kaltura_Events_Teaser_(WM_...** ...
Created by Customer Training

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 Description: **Black** **Bold** *Italic* Underline      

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Save
[Back to Media Gallery](#)

4. Click **Save** to navigate back to the Media Gallery.

Your modified playlist is ready.

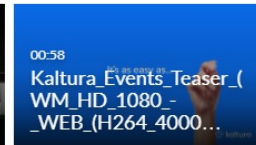
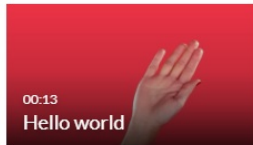
Media Gallery

Start Meeting



Home 50 Media 8 Pending

MY PLAYLIST 312809



THIS IS A NEW PLAYLIST



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