

Add media to a playlist in Sakai

Last Modified on 06/12/2025 8:00 pm IDT

 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.

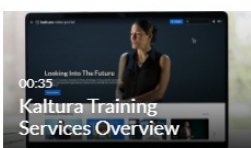
Media Gallery

Start Meeting



Home 50 Media 5 Pending

MY PLAYLIST 312809



THIS IS A NEW PLAYLIST



TRAINING PLAYLIST



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

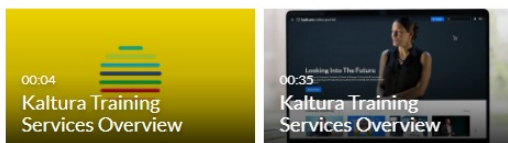
Media Gallery

Home 50 Media 5 Pending

MY PLAYLIST 312809



THIS IS A NEW PLAYLIST



TRAINING PLAYLIST



Start Meeting

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

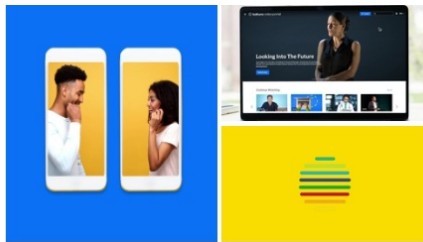
Details **Playlists**

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

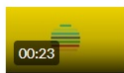
Add description

Add tags

Add Items To Your Playlist

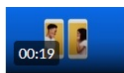
My Media

Search for Media



My stitched video

Created by Customer Training



Learning video

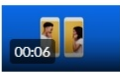
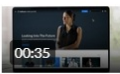

Created by Customer Training



Kaltura Learning

Playlist

3 Items

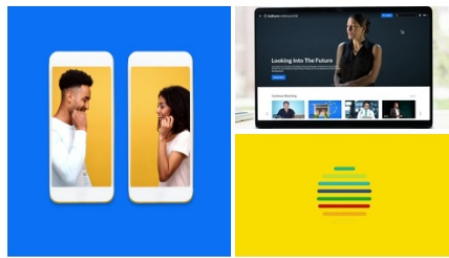
- | | | | |
|-----|---|---|-----|
| = 1 |  | Kaltura training
Created by Customer Training | ... |
| = 2 |  | Kaltura Training Services Overview
Created by Louise Szmoisz | ... |
| = 3 |  | Kaltura Training Services Overview
Created by Customer Training | ... |

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.



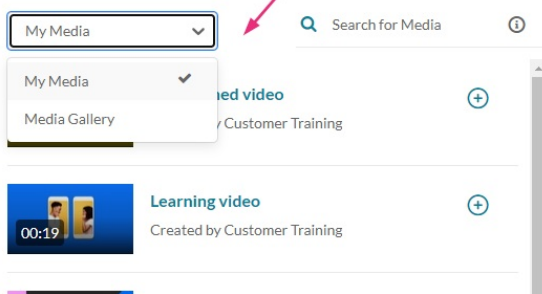
My Playlist 312809

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

Add description

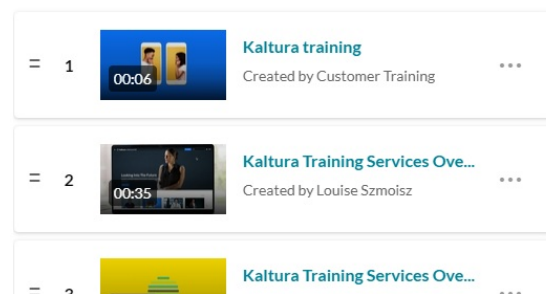
Add tags

Add Items To Your Playlist





Playlist

6 Items



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

00:13

Created by Customer Training

00:04

Demo_Roy_Kaltura_Test

Created by Customer Training

+

00:06

Branding tips

Created by Customer Training

+

00:02

Video Recording - Mon Jun 24 2024 1...

Created by Customer Training

+

Webinars Demo

Created by Customer Training

✓

00:30

AI and Robotics

Created by Customer Training

✓

00:14

Product spotlight: unvieling innovatio...

Created by Customer Training

+

Daniel Pauley - The Ocean's Shifting B...

2

00:35

Kaltura Training Services O...

Created by Louise Szmoisz

...

3

00:04

Kaltura Training Services O...

Created by Customer Training

...

4

00:13

Hello world

Created by Customer Training

...

5

08:12

Succession (HBO) Series Fin...

Created by Customer Training

...

6

00:58

Kaltura_Events_Teaser_(W...

Created by Customer Training

...

7

Webinars Demo

Created by Customer Training

...

8

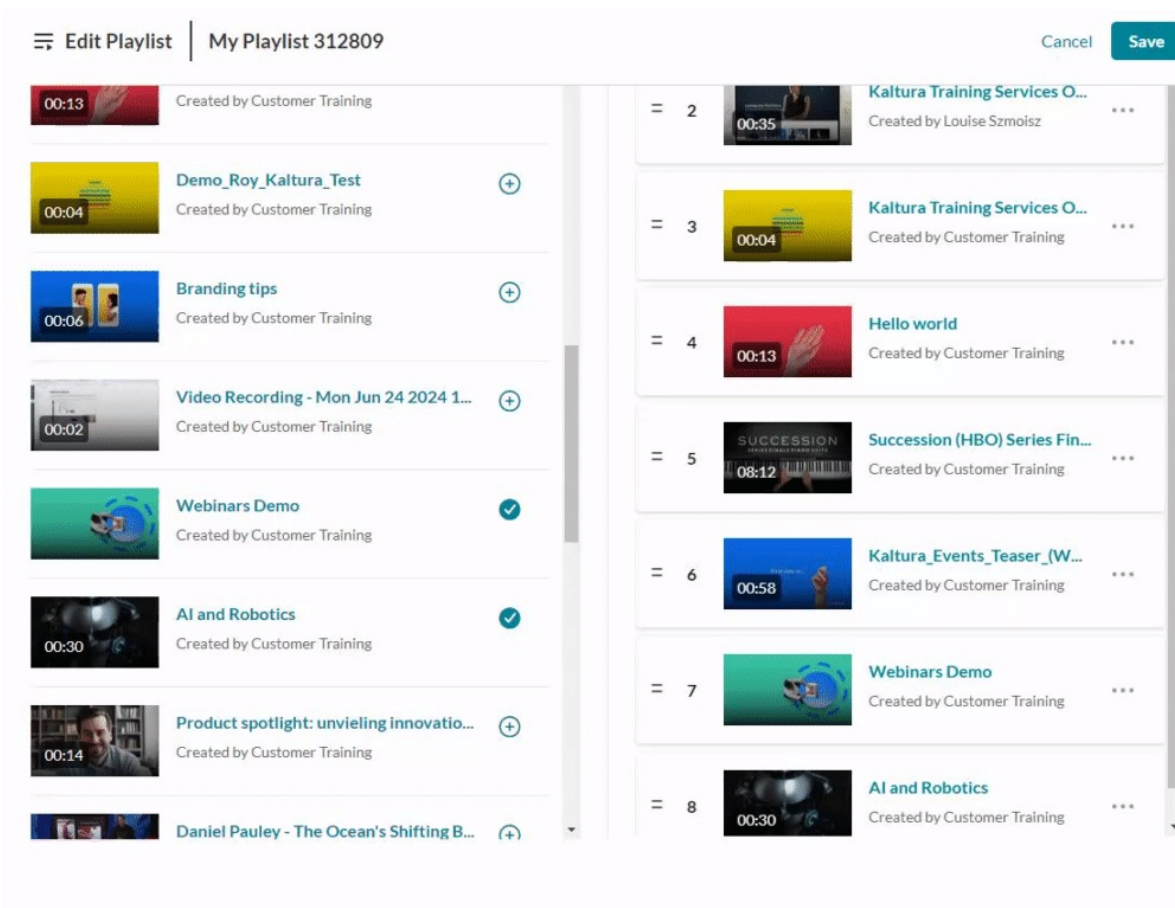
00:30

AI and Robotics

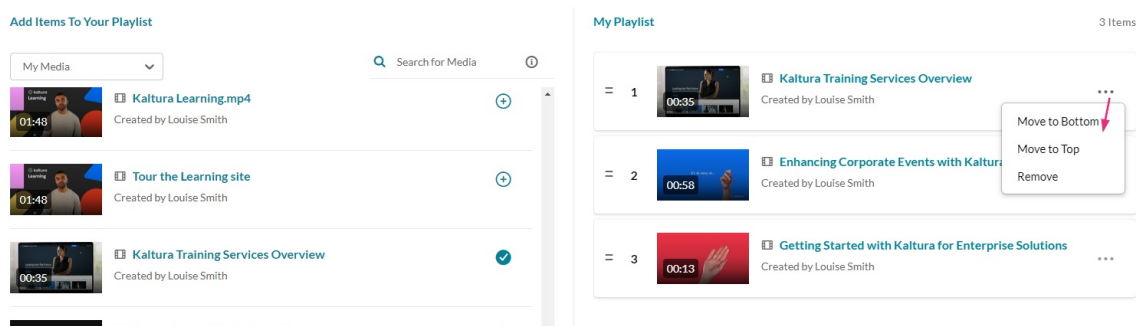
Created by Customer Training

...

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.

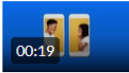


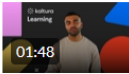
3. When you're happy with your selected items, click **Save**.

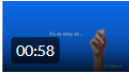
Add Items To Your Playlist

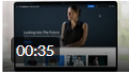
My Media
Search for Media



My stitched video
Created by Customer Training


Learning video
Created by Customer Training


Kaltura Learning
Created by Customer Training

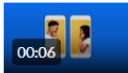

Kaltura Events Teaser_(WM_HD_108...
Created by Customer Training

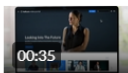

Kaltura Training Services Overview
Created by Louise Szmoisz



Kaltura Training Services Overview
Created by Customer Training


Playlist


6 Items


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

4

Hello world
Created by Customer Training

5

Succession (HBO) Series Final...
Created by Customer Training

6

Kaltura Events Teaser_(WM_...
Created by Customer Training

The **Edit Media Gallery** page displays.

Edit Media Gallery

Details Playlists

Description: Black Bold Italic Underline

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Save

Back to Media Gallery

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

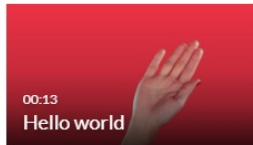
Your modified playlist is ready.

Media Gallery

[Start Meeting](#)


[Home](#) [50 Media](#) [8 Pending](#)

⇒ MY PLAYLIST 312809



⇒ THIS IS A NEW PLAYLIST



⇒ TRAINING PLAYLIST