Add media to a playlist in Sakai - Theming

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

This article is designated for faculty members.

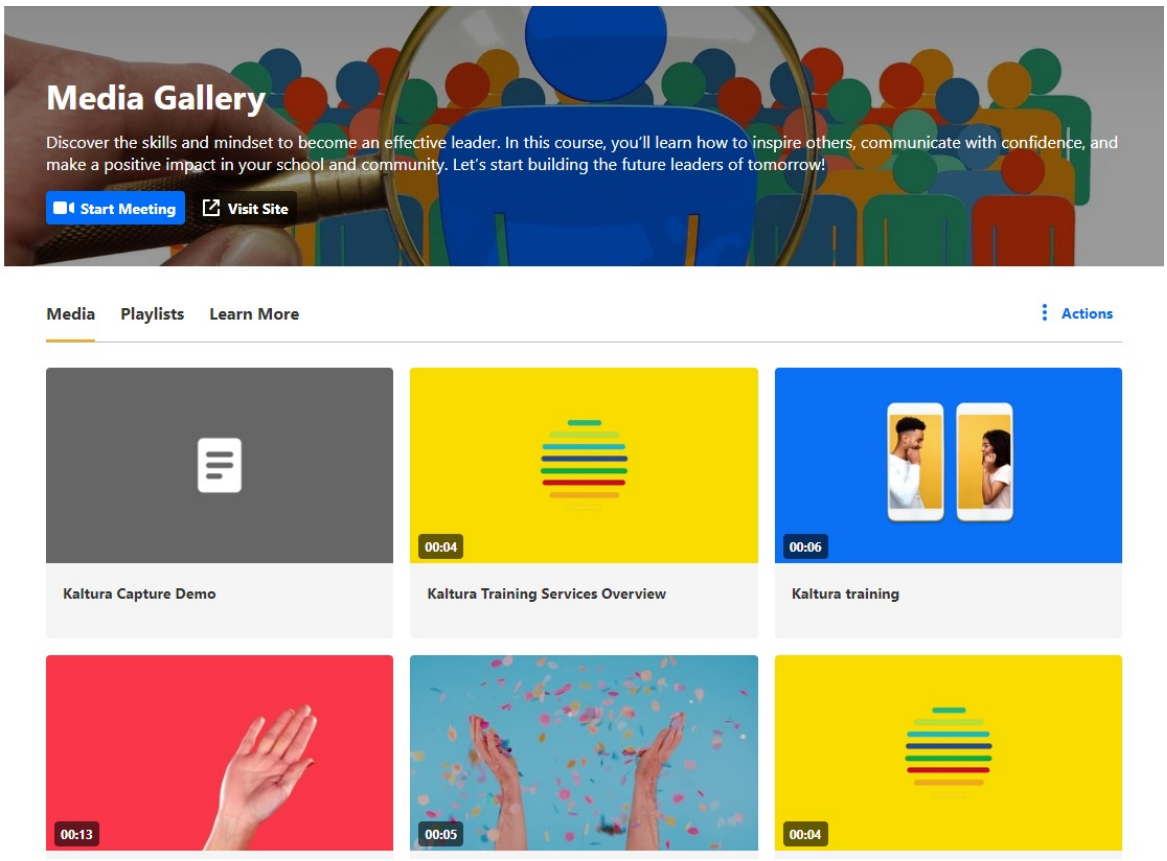
About

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 Theming users. For non-Theming users, please see our article 'Add media to playlist'.

Access the edit playlist page

1. Access the Media Gallery.



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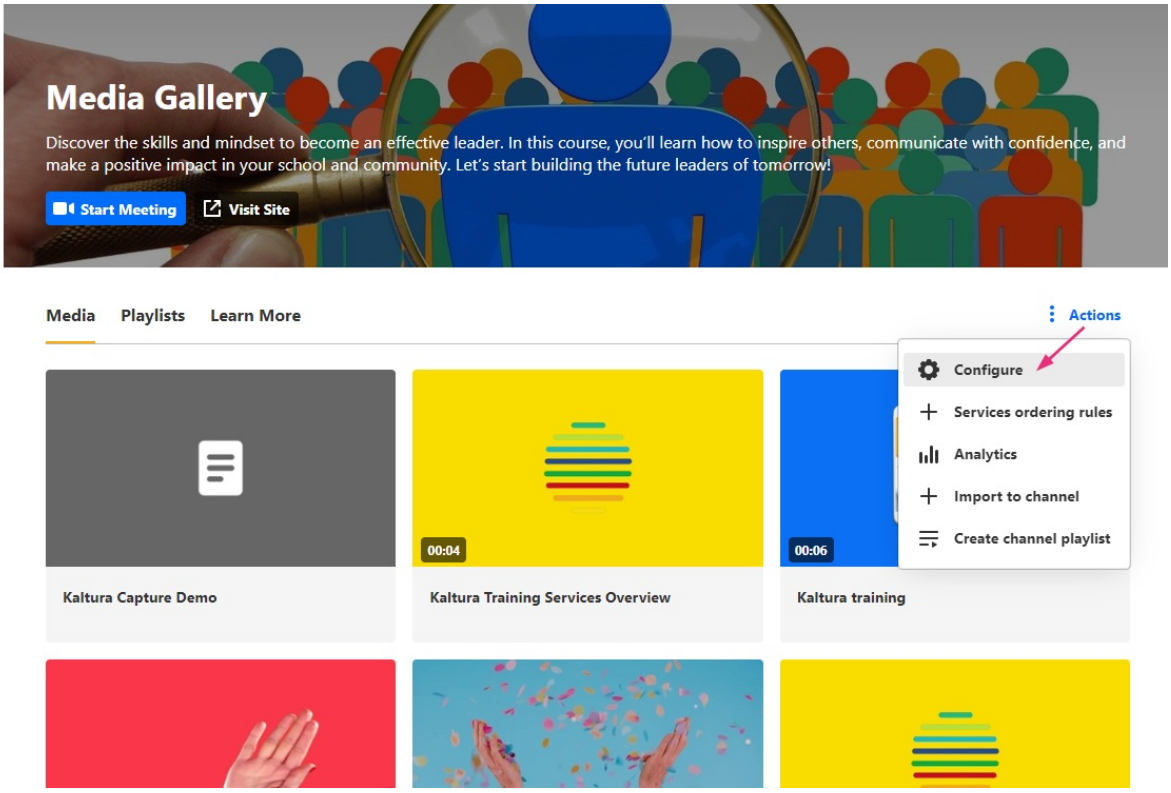
2. At the top right of the Media Gallery, click the **Actions** menu and select **Configure**.



The **Edit Media Gallery** page displays.

3. Click the **Playlists** tab.

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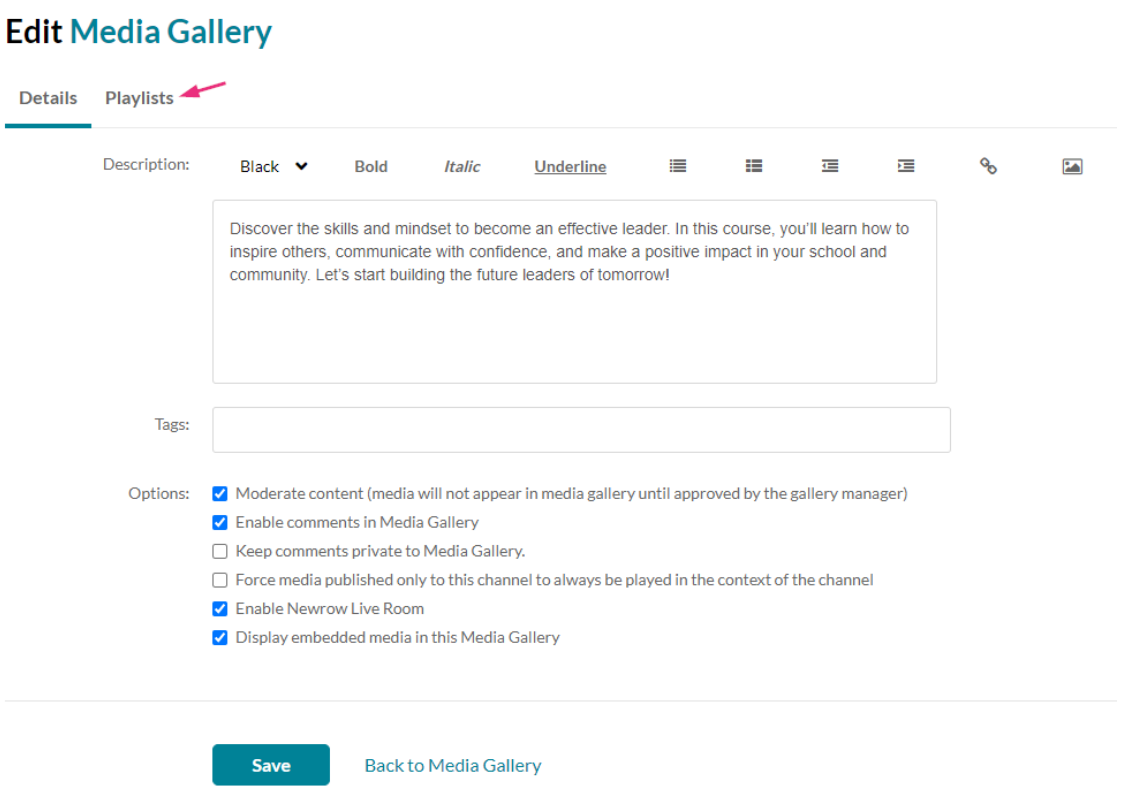
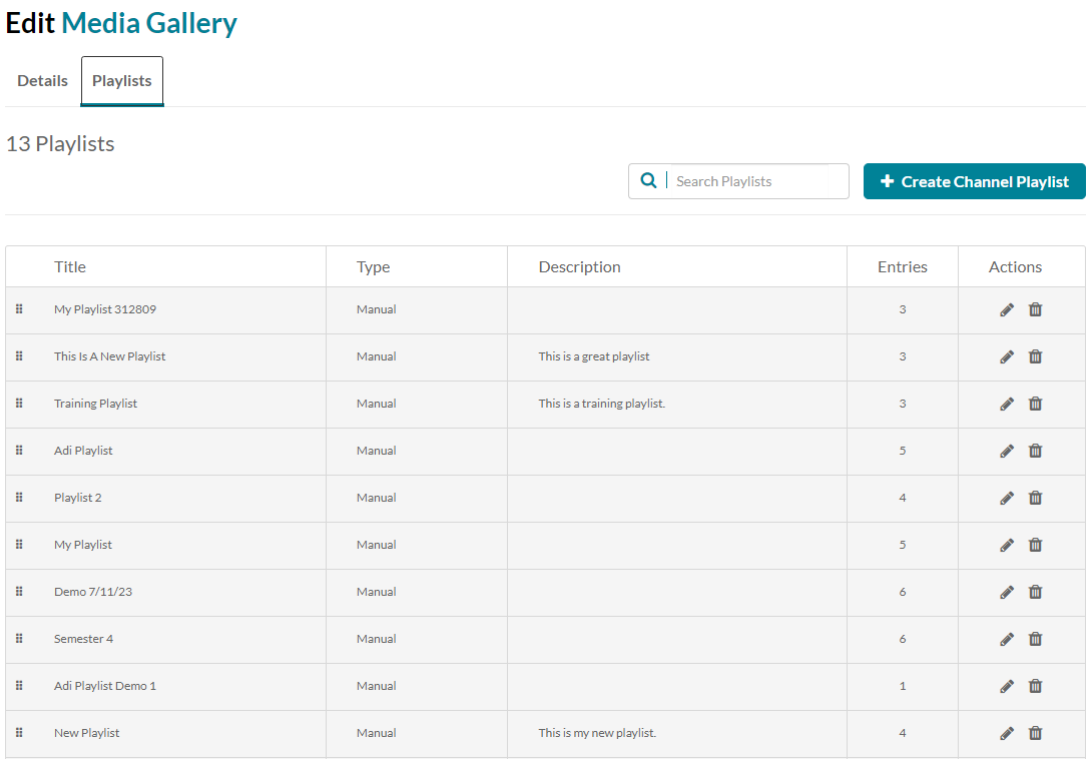


The playlists in your Media Gallery display.



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

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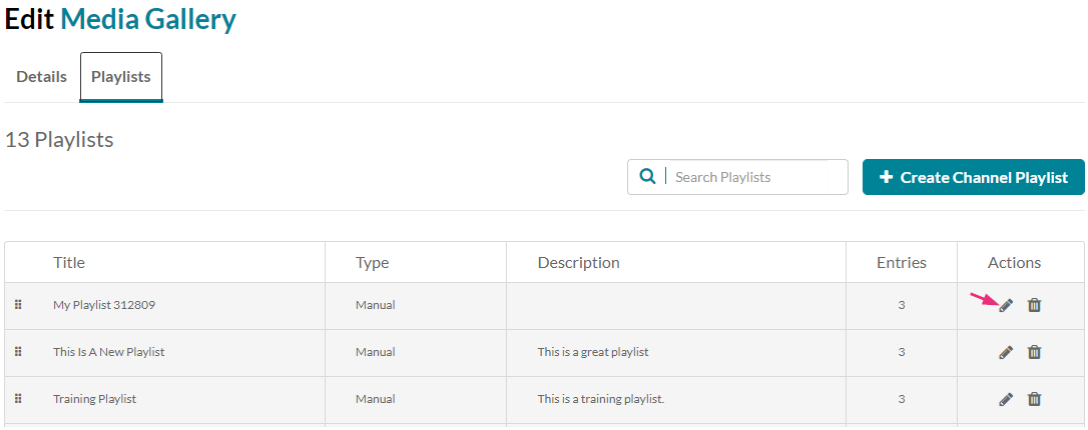
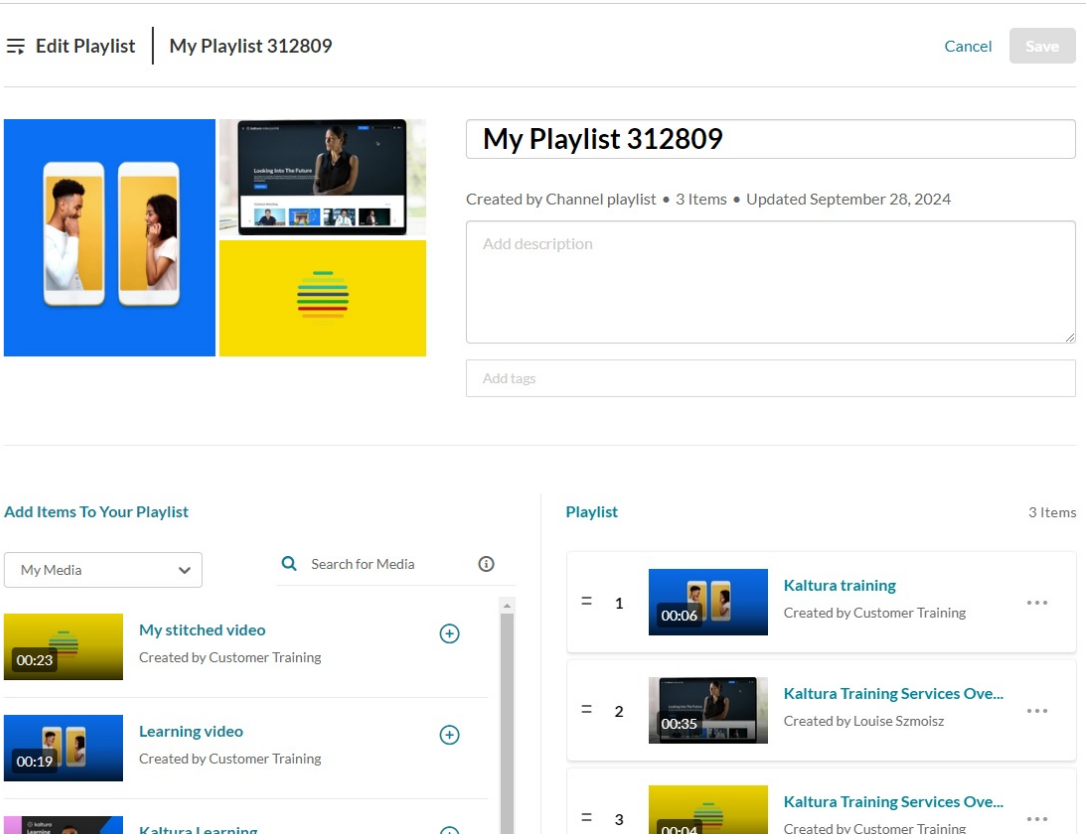


The **Edit Playlist** page displays.



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.

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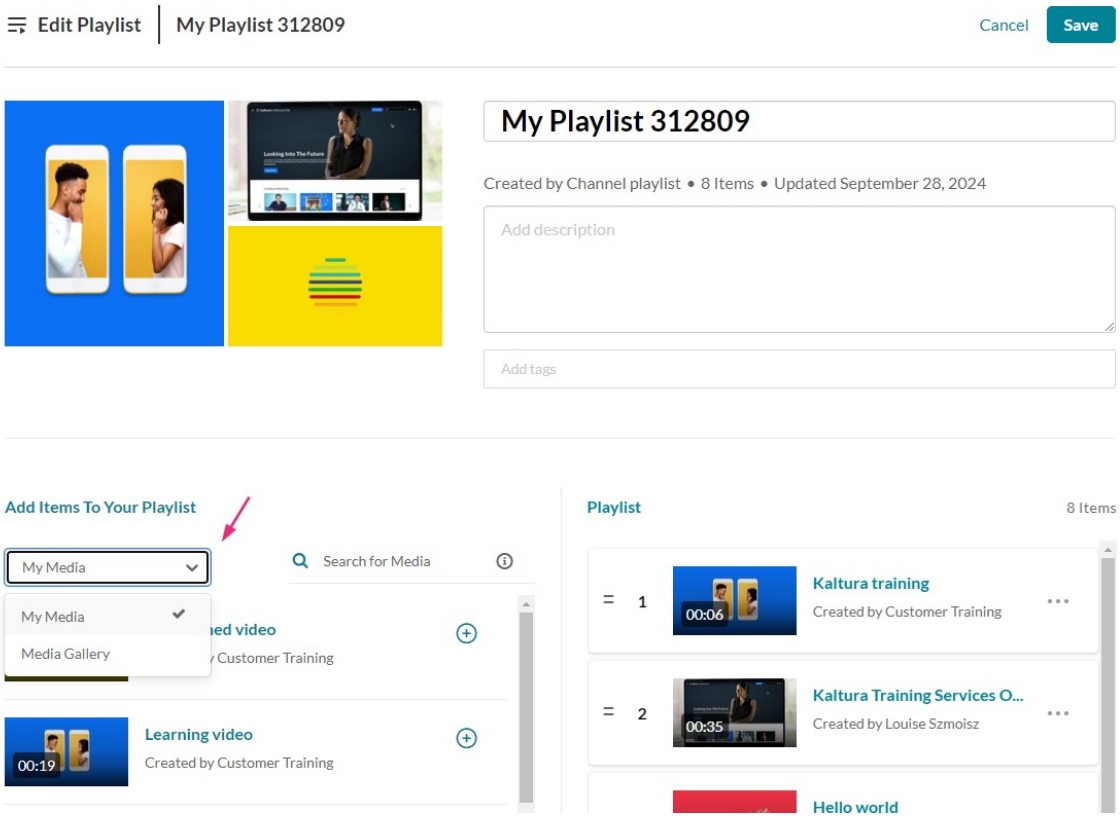

2. Click the add button(s) ⊕ next to the items you want to add.

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.)

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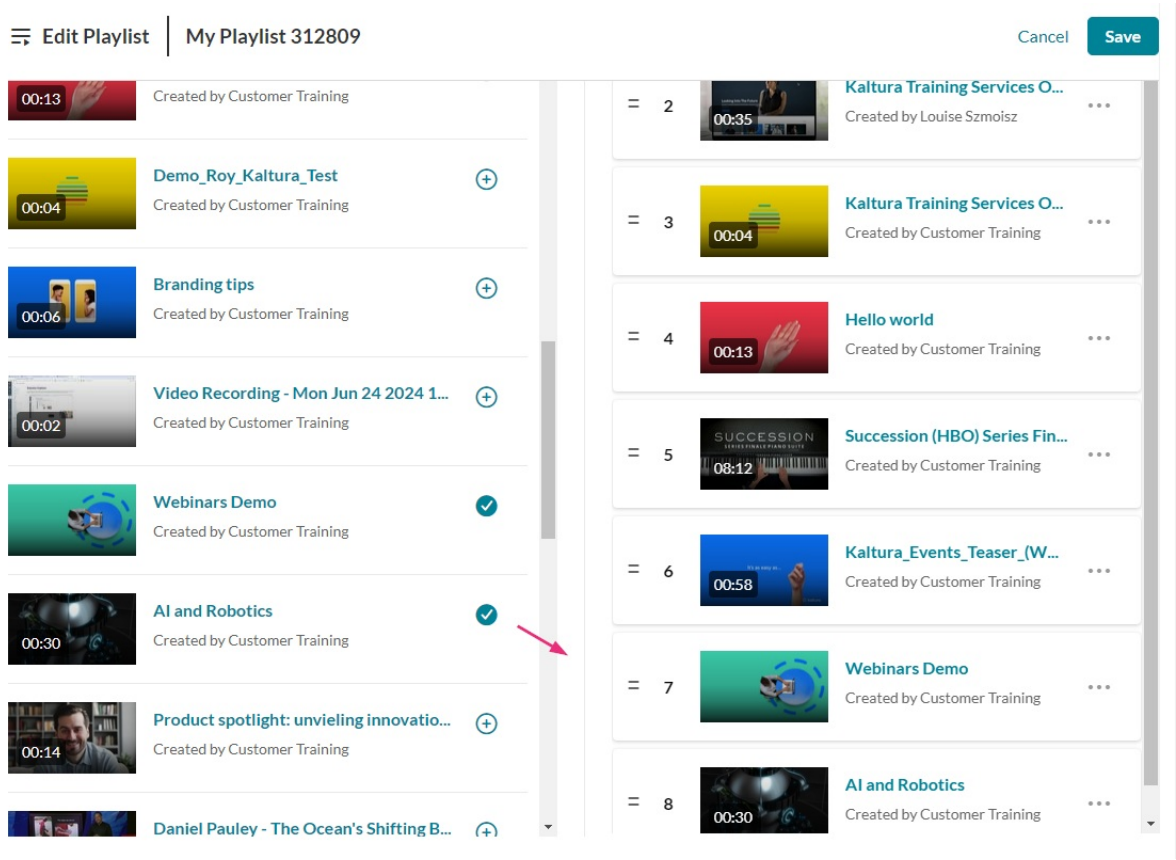

To manually reorder media in the playlist, grab the two lines to the left of the media and drag to the desired spot in the playlist.

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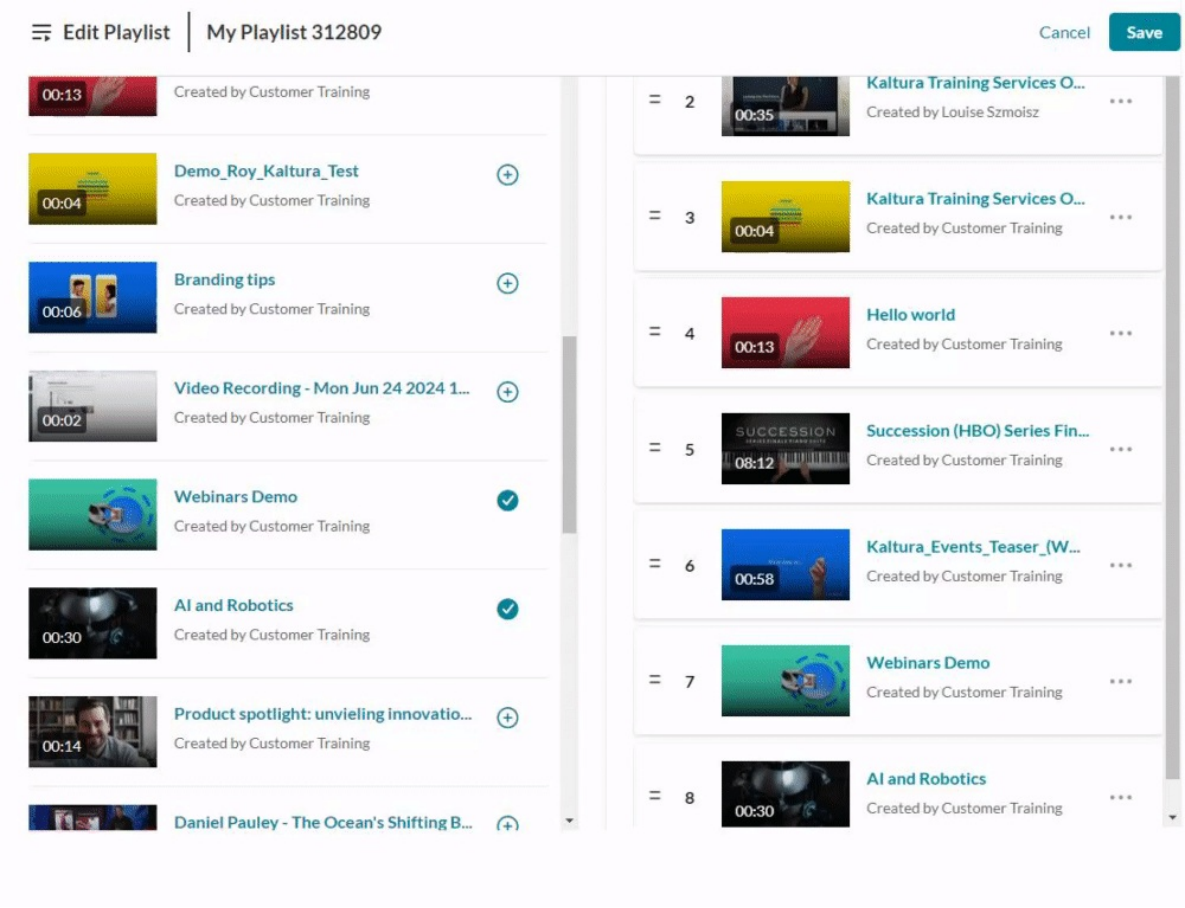
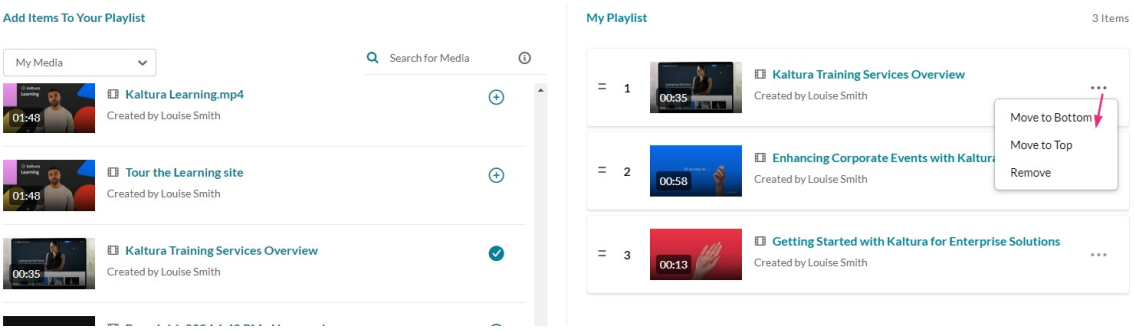


You can also click the **three dots menu** next to an item and move the item to the top or bottom of the playlist, or to remove the item.



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

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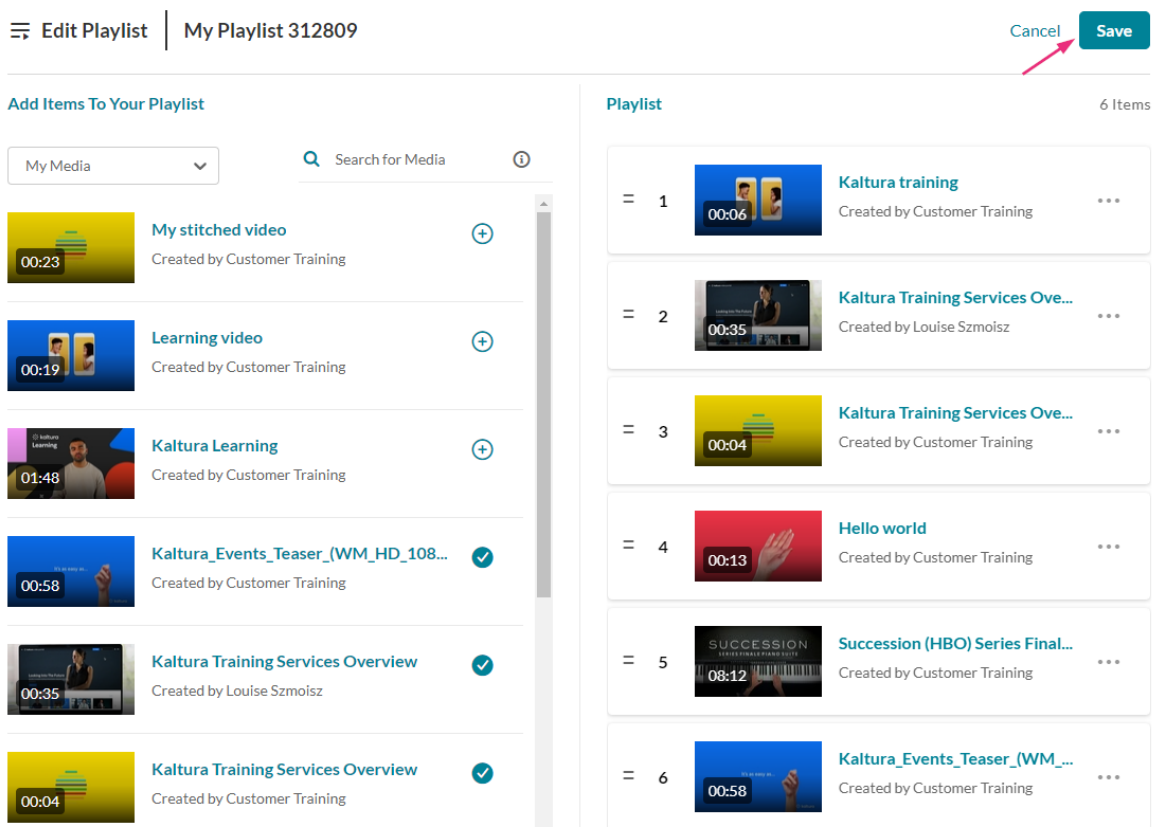
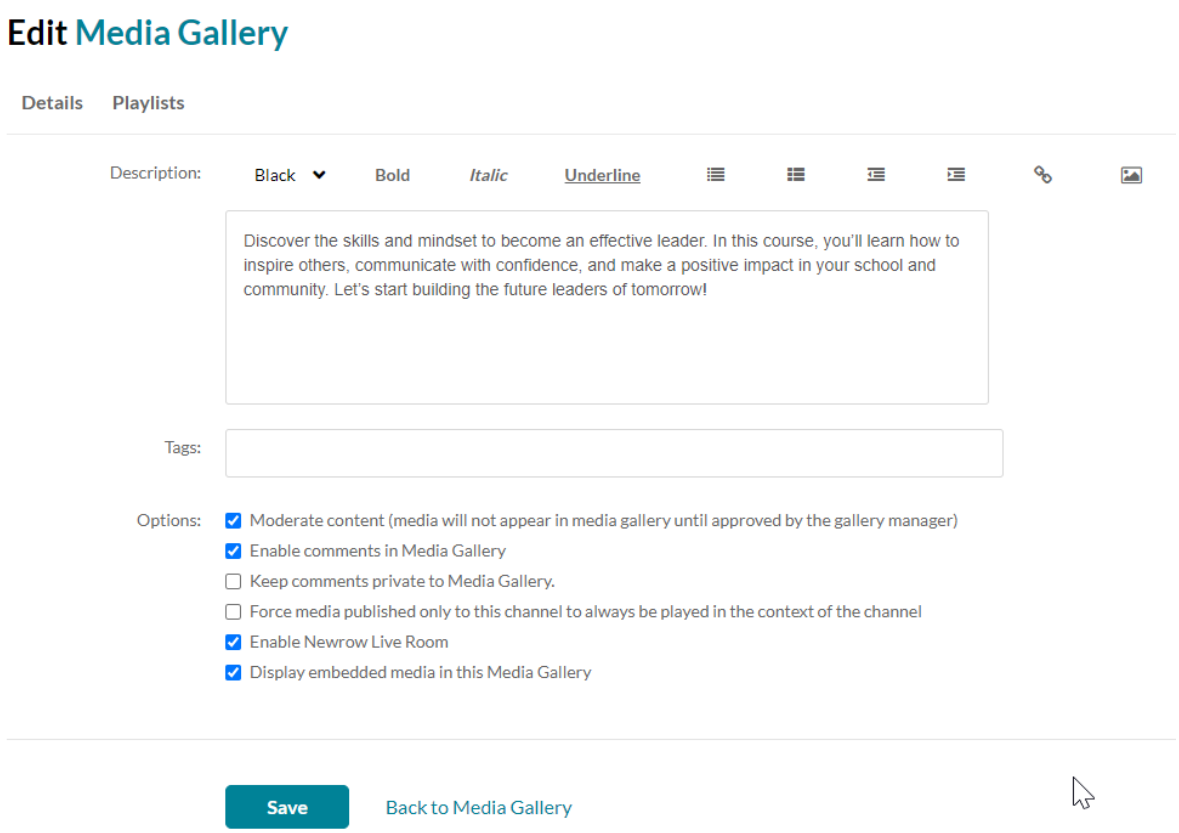


The **Edit Media Gallery** page displays.



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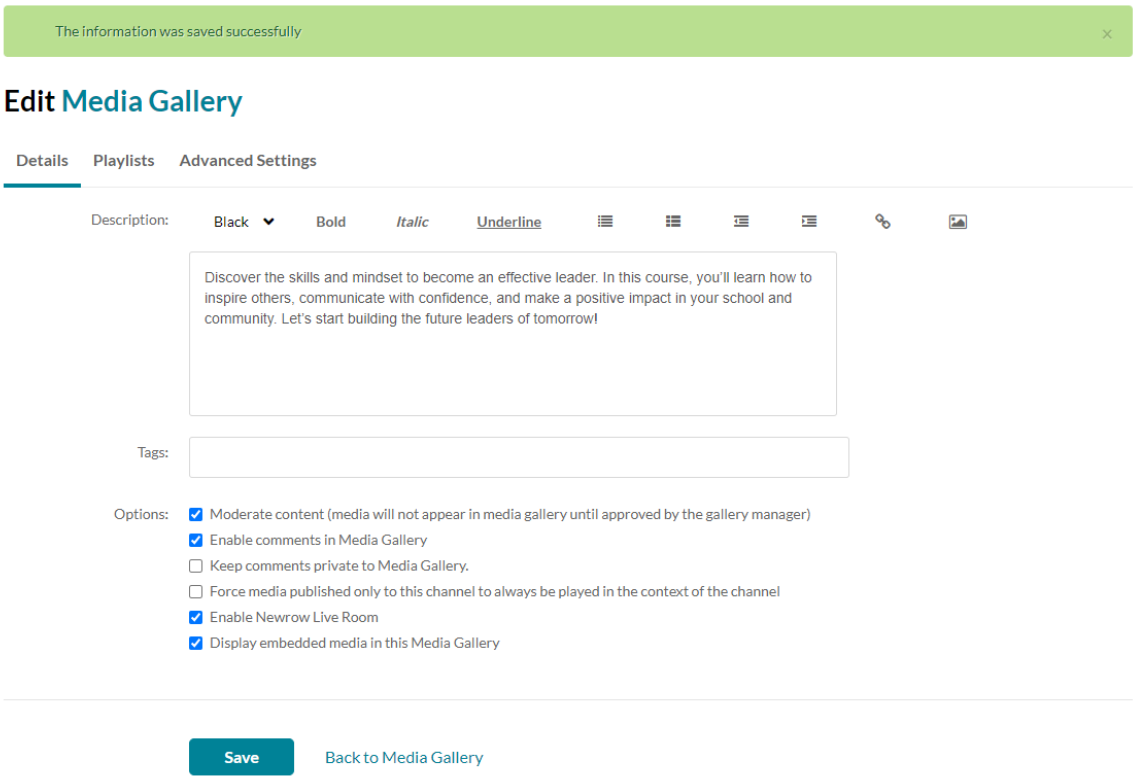
4. Click **Save** to save your changes.

A success message displays: *The information was saved successfully.*



5. Click **Back to Media Gallery** at the bottom of the page.

6. On the Media Gallery page, click the **Playlists** tab to view your modified playlist.

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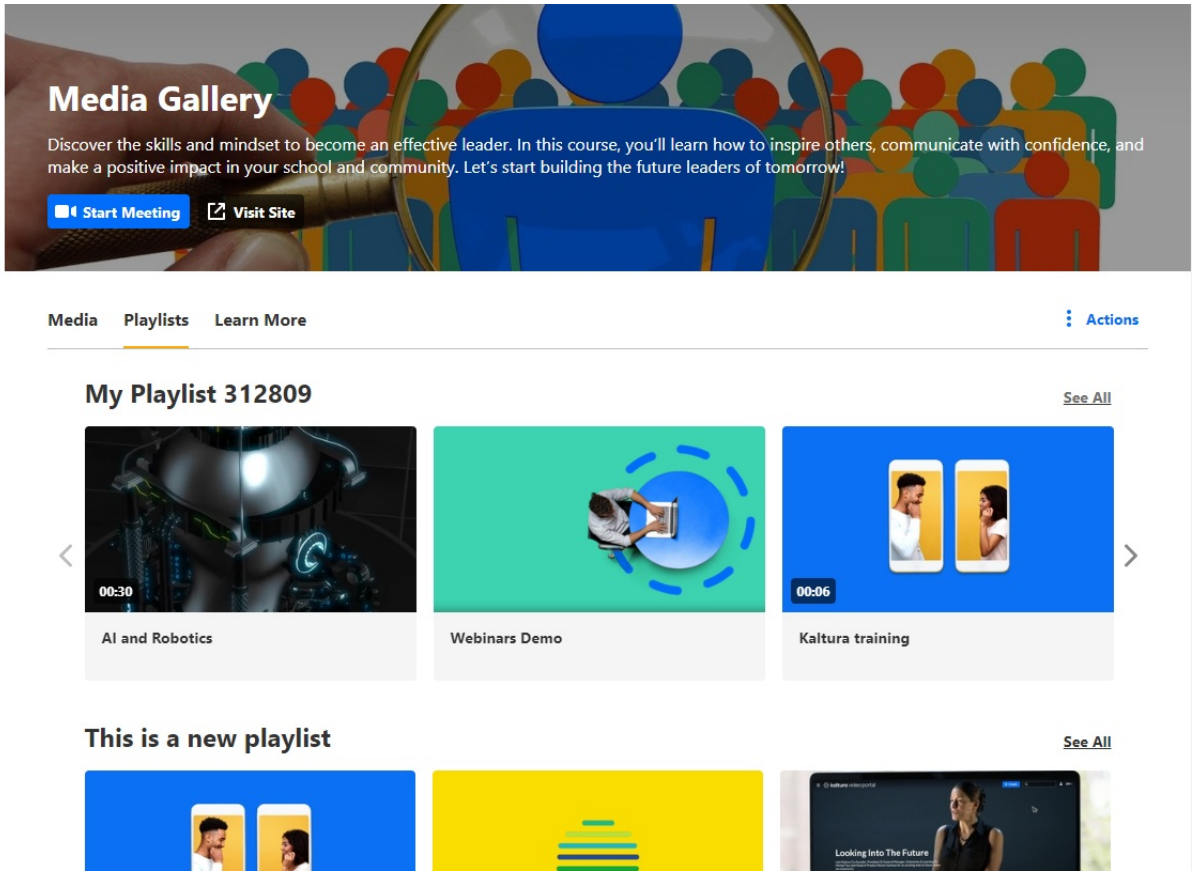

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