

## Create a playlist in Brightspace

Last Modified on 06/13/2025 7:07 pm IDT

 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 non-Theming users. If you have [Theming](#) enabled, please refer to our article 'Create a playlist - Theming'.



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

Watch the video tutorial below to learn how to create a playlist!

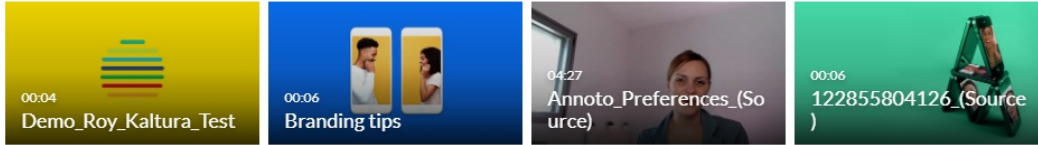
### Create a new playlist

1. Access the Media Gallery.

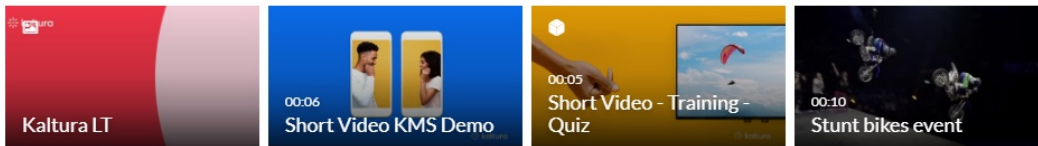
## Media Gallery

[Start Meeting](#)[Home](#) [50 Media](#) [3 Pending](#)

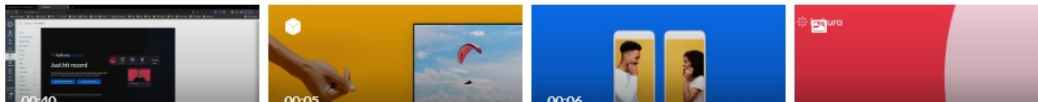
### ADI PLAYLIST



### PLAYLIST 2



### MY PLAYLIST

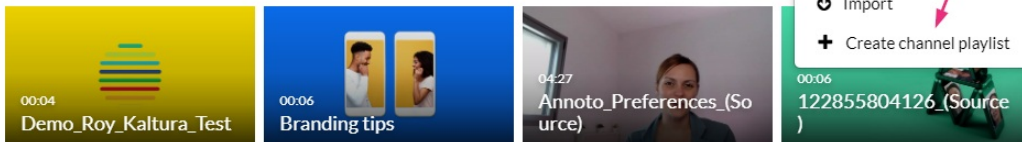


From the hamburger menu, select **Create channel playlist**.

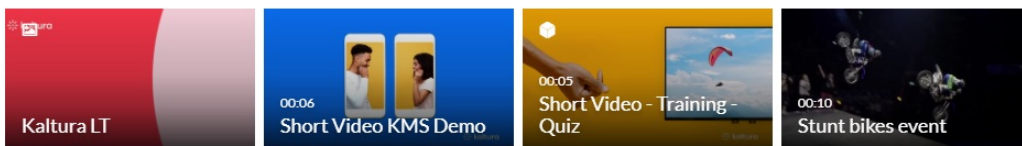
## Media Gallery

[Start Meeting](#)[Home](#) [50 Media](#) [3 Pending](#)

### ADI PLAYLIST

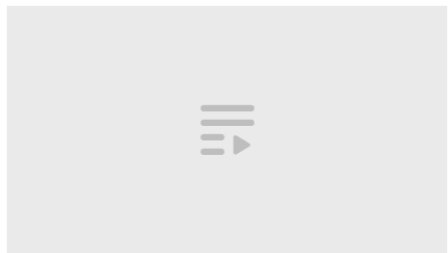


### PLAYLIST 2



### MY PLAYLIST

The **Create Playlist** page displays.



**My Playlist 372809**

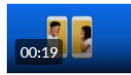
Add description


Add tags

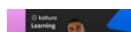
**Add Items To Your Playlist**

My Media ▾

🔍 Search for Media ⓘ


**Learning video**  
Created by Customer Training
+


**Learning video**  
Created by Customer Training
+


**Kaltura Learning**
+

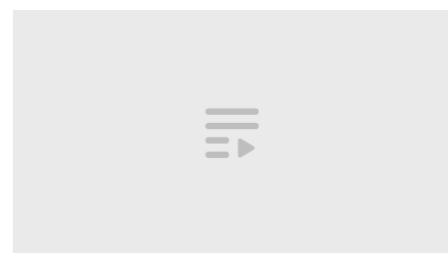
**Playlist**

0 Items



Your playlist is empty

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



**Training playlist**

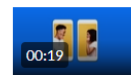
This is a training playlist.

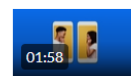
playlist X
training X
demo X

**Add Items To Your Playlist**

My Media ▾

🔍 Search for Media ⓘ


**Learning video**  
Created by Customer Training
+


**Learning video**  
Created by Customer Training
+

**Playlist**

0 Items



## Add items to your playlist

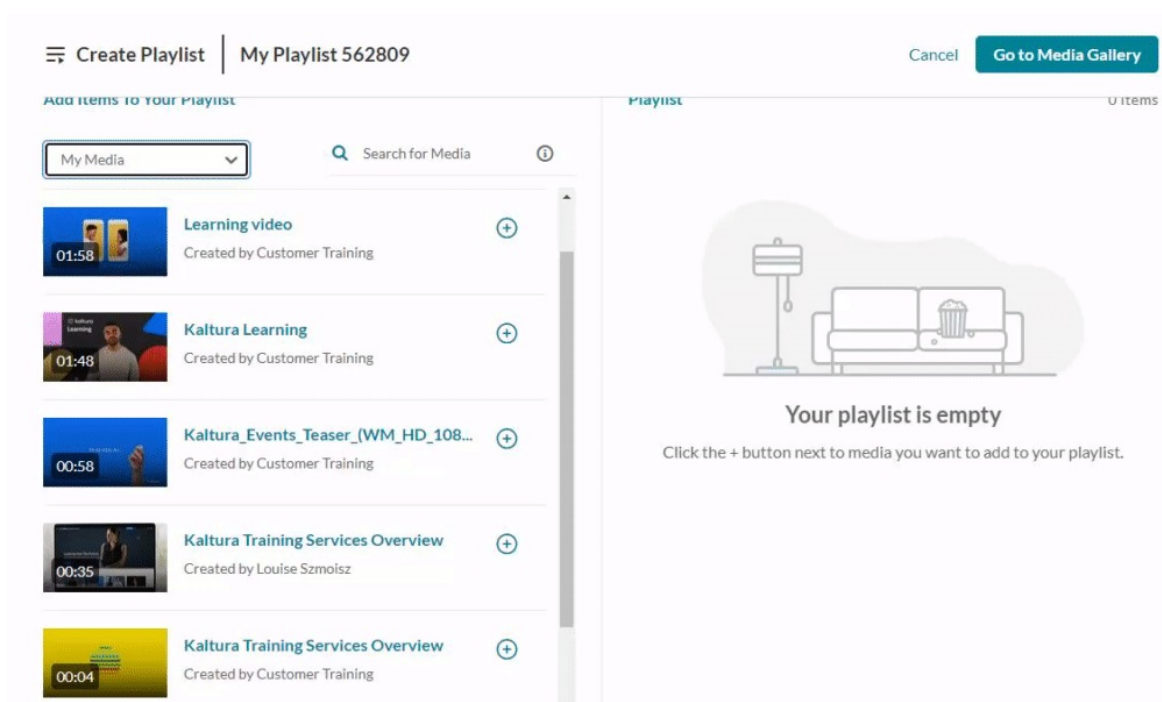


To add Kaltura Video Quizzes and documents to a playlist, ensure your main playlist player is set to a **v7 player**.



## 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.

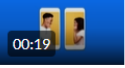
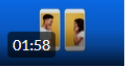
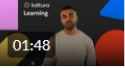
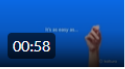
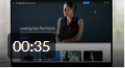



## 2. Click the add button(s) next to the items you want to add.

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.)

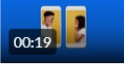


## Add Items To Your Playlist

My Media

-  **Learning video**   
Created by Customer Training
-  **Learning video**   
Created by Customer Training
-  **Kaltura Learning**   
Created by Customer Training
-  **Kaltura Events Teaser\_(WM\_HD\_108...**   
Created by Customer Training
-  **Kaltura Training Services Overview**   
Created by Louise Szmoisz
-  **Kaltura Training Services Overview**

## 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

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.





## Add Items To Your Playlist

My Media

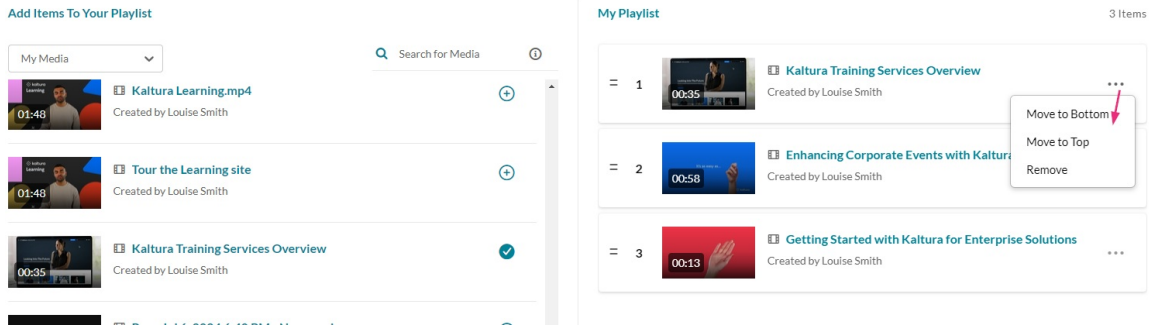
-  **DC-9-50+Pushback.mp4**   
Created by Louise Smith
-  **Kaltura Learning.mp4**   
Created by Louise Smith
-  **Tour the Learning site**   
Created by Louise Smith
-  **Kaltura Training Services Overview**   
Created by Louise Smith
-  **Rec - Jul 6, 2024 6:40 PM - New session**   
Created by Louise Smith

## My Playlist

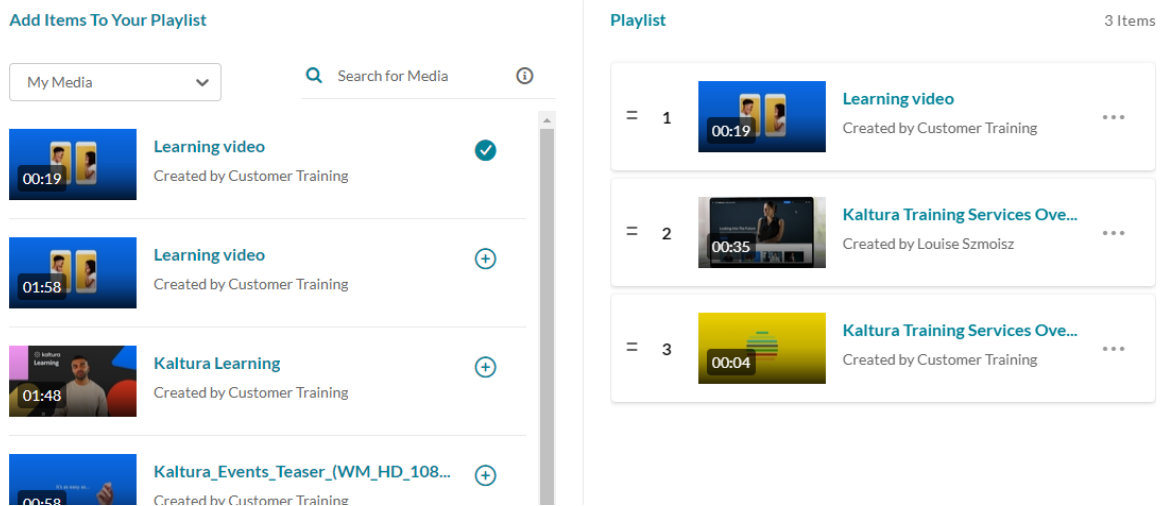
4 Items

-  **Enhancing Corporate Events with Kaltura**   
Created by Louise Smith
-  **Kaltura Learning.mp4**   
Created by Louise Smith
-  **Getting Started with Kaltura for Enterprise Solutions**   
Created by Louise Smith
-  **Kaltura Training Services Overview**   
Created by Louise Smith

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**.



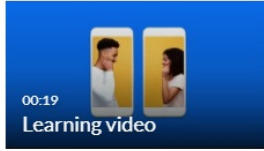
Your playlist displays at the top of the Media Gallery.

## Media Gallery

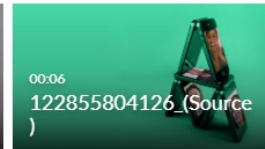
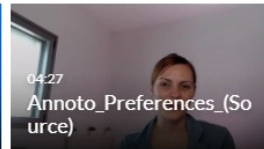
[Start Meeting](#)

[Home](#) [50 Media](#) [5 Pending](#)

### ⇒ TRAINING PLAYLIST



### ⇒ ADI PLAYLIST



### ⇒ PLAYLIST 2