

Add media to a playlist in Brightspace

Last Modified on 05/02/2026 6:09 pm IDT

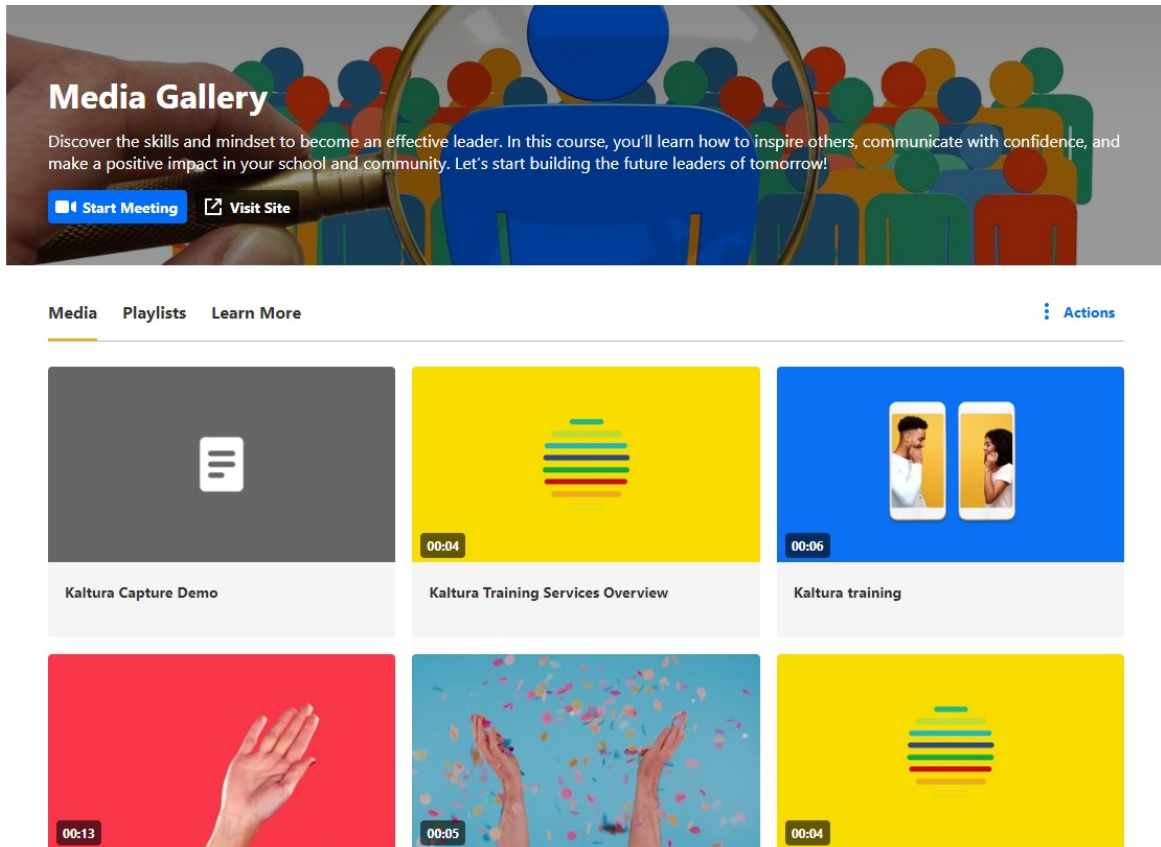
 This article is designated for faculty members.

About

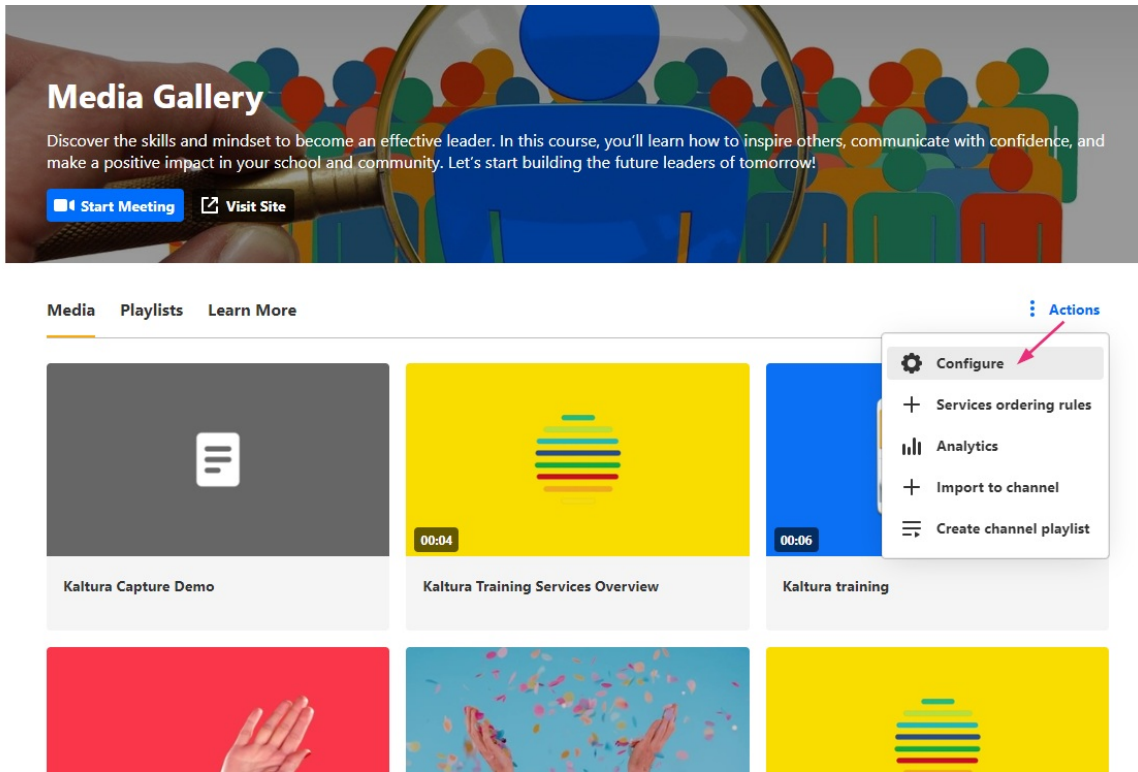
Playlists serve as an effective tool for organizing and presenting media content. You can conveniently add media to playlists, thereby improving the accessibility and engagement of your content.

Access the edit playlist page

1. Access the Media Gallery.



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.

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

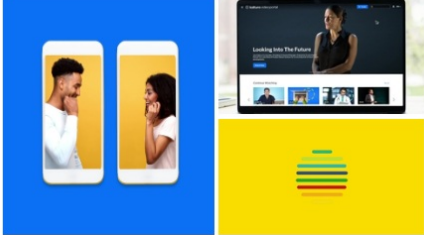
Details **Playlists**

13 Playlists

[+ Create Channel Playlist](#)

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# My Playlist 312809	Manual		3	
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The **Edit Playlist** page displays.



My Playlist 312809

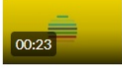
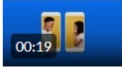

Created by Channel playlist • 3 Items • Updated September 28, 2024

Add description


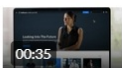

Add tags

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:

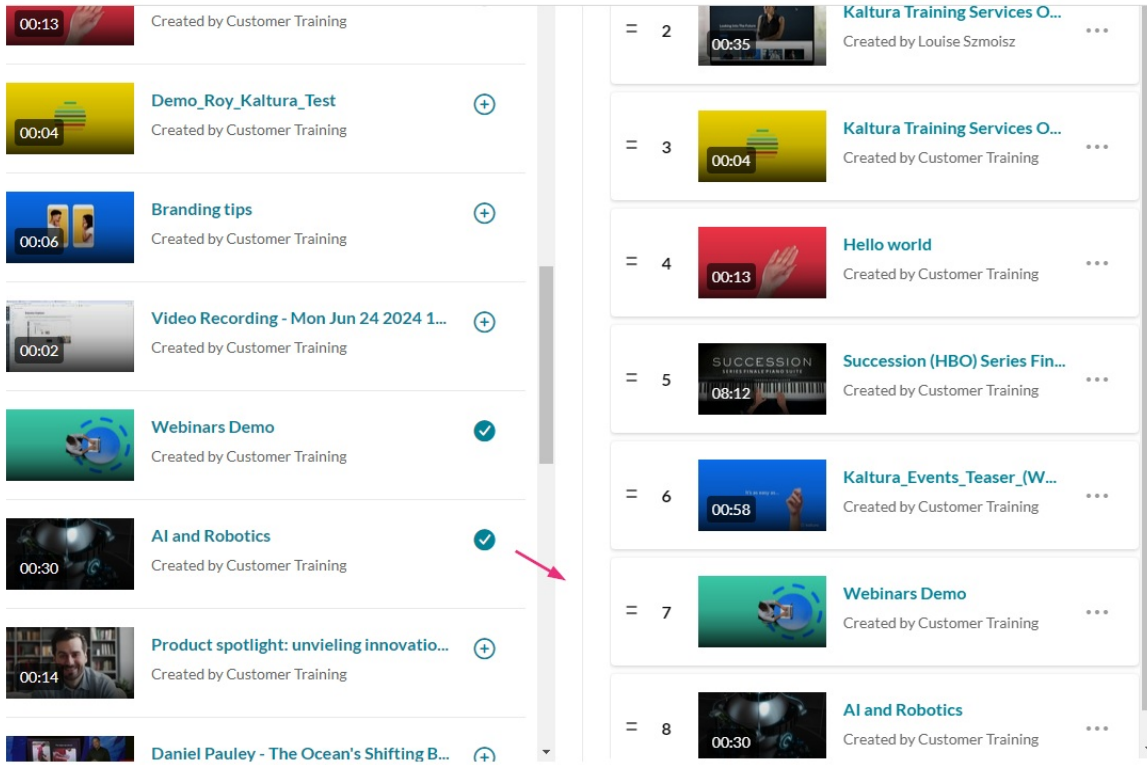
- **My Media** - Select this to display media from your My Media library.
- **Media Gallery** - Select this to display media that is available in your Media Gallery.

Edit Playlist

My Playlist 312809

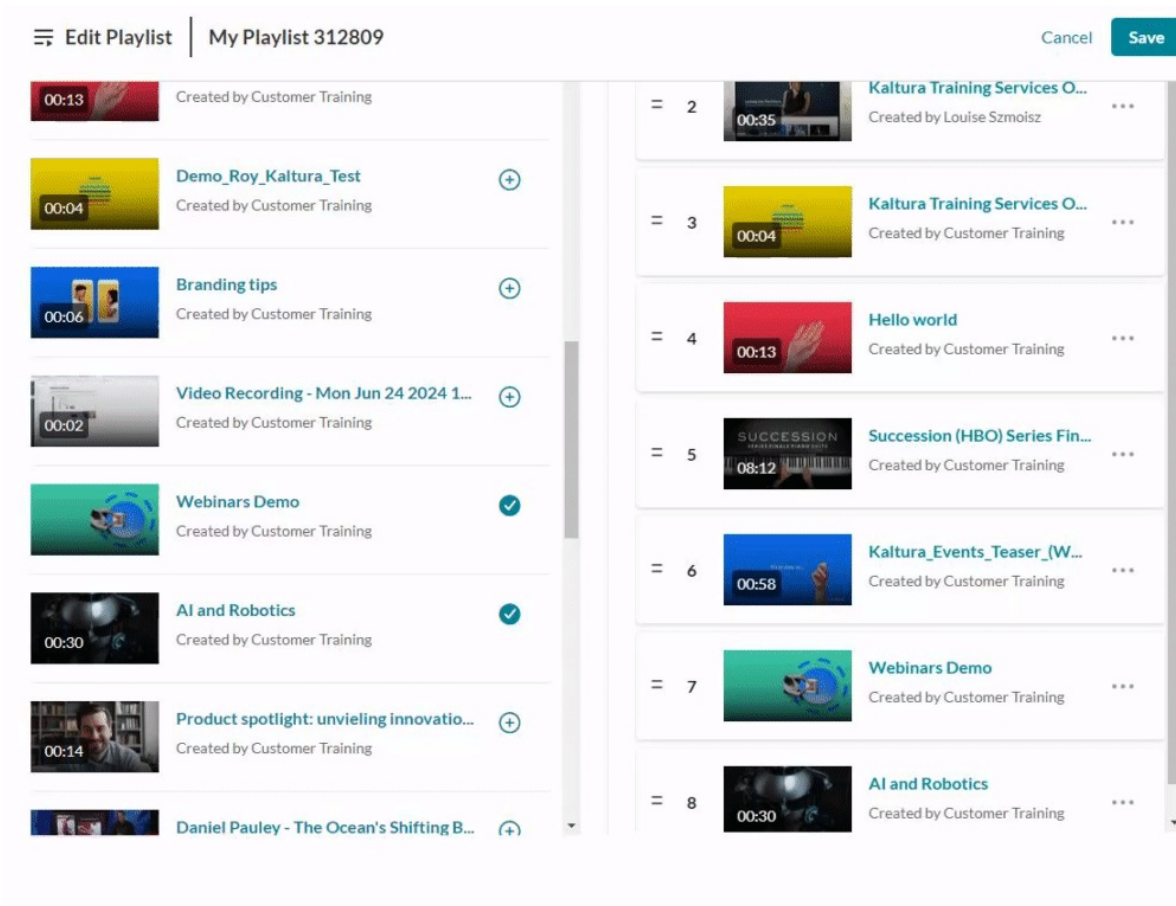
Cancel

Save

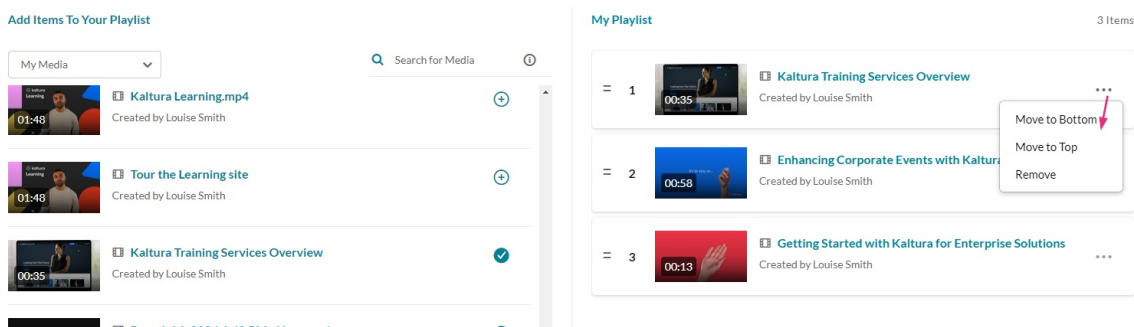


Item Index	Thumbnail	Title	Duration	Creator
1	[Red background]	Created by Customer Training	00:13	Customer Training
2	[Yellow background]	Demo_Roy_Kaltura_Test	00:04	Customer Training
3	[Blue background]	Branding tips	00:06	Customer Training
4	[White background]	Video Recording - Mon Jun 24 2024 1...	00:02	Customer Training
5	[Green background]	Webinars Demo	[Not visible]	Customer Training
6	[Dark background]	AI and Robotics	00:30	Customer Training
7	[Man speaking]	Product spotlight: unveiling innovatio...	00:14	Customer Training
8	[Daniel Pauley]	Daniel Pauley - The Ocean's Shifting B...	[Not visible]	Customer Training
2	[Person speaking]	Kaltura Training Services O...	00:35	Louise Szmoisz
3	[Yellow background]	Kaltura Training Services O...	00:04	Customer Training
4	[Red background]	Hello world	00:13	Customer Training
5	[Succession title card]	Succession (HBO) Series Fin...	08:12	Customer Training
6	[Blue background]	Kaltura Events Teaser_(W...	00:58	Customer Training
7	[Green background]	Webinars Demo	[Not visible]	Customer Training
8	[Dark background]	AI and Robotics	00:30	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**.

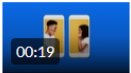
Add Items To Your Playlist

My Media
Search for Media



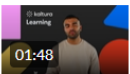
My stitched video
Created by Customer Training

+



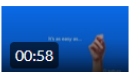
Learning video
Created by Customer Training

+



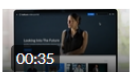
Kaltura Learning
Created by Customer Training

+




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

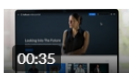
6 Items

- = 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

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!

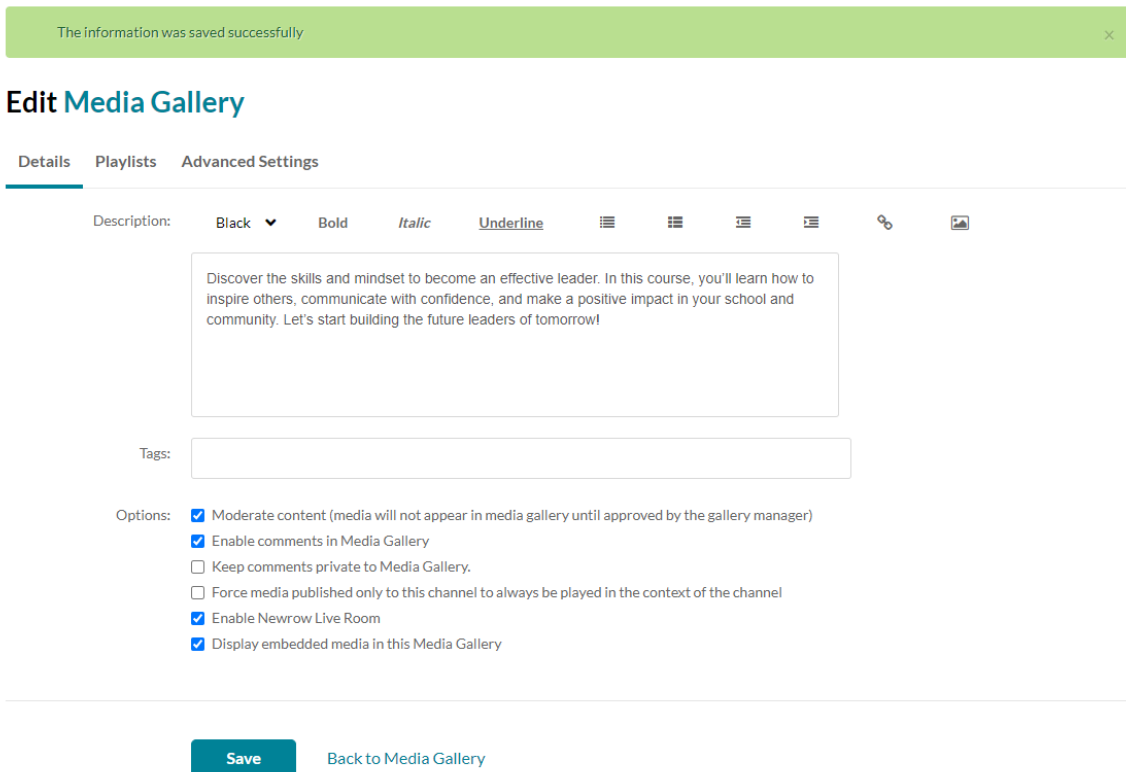
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Save
[Back to Media Gallery](#)

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

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



The screenshot shows the 'Edit Media Gallery' interface. At the top, a green success message reads 'The information was saved successfully'. Below this, the 'Edit Media Gallery' title is followed by tabs for 'Details', 'Playlists', and 'Advanced Settings'. The 'Description' field contains the text: '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!'. Below the description is a 'Tags' input field. Under 'Options', several checkboxes are visible: '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', and 'Display embedded media in this Media Gallery'. At the bottom, there is a 'Save' button and a 'Back to Media Gallery' link.

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.

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!



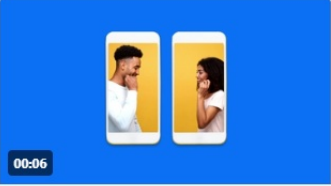
[Start Meeting](#) [Visit Site](#)

Media **Playlists** Learn More

[Actions](#)

My Playlist 312809

[See All](#)

<    >

00:30 00:06

AI and Robotics Webinars Demo Kaltura training

This is a new playlist

[See All](#)