

# Add media to a playlist in Brightspace - Theming

Last Modified on 06/13/2025 7:11 pm IDT

 This article is designated for faculty members.

## About

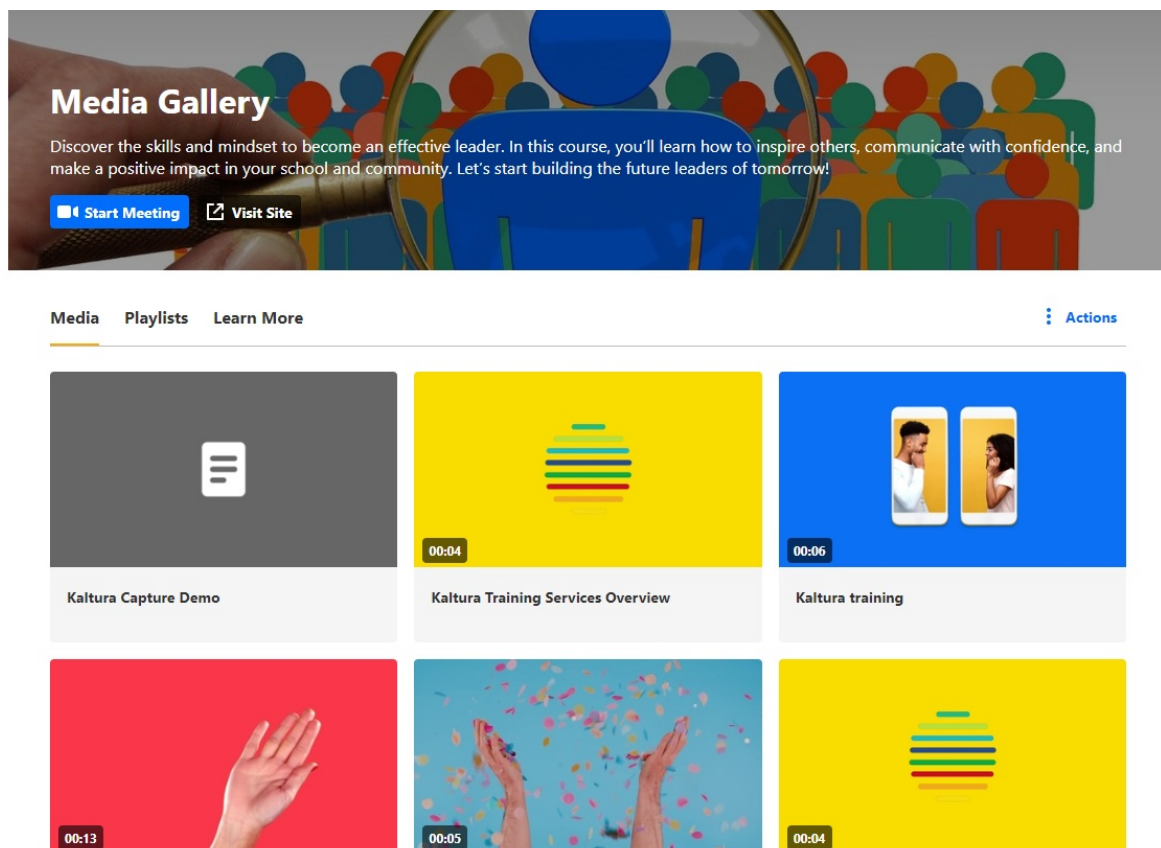
Playlists serve as an effective tool for organizing and presenting media content. You can conveniently add media to playlists, thereby improving the accessibility and engagement of your content.



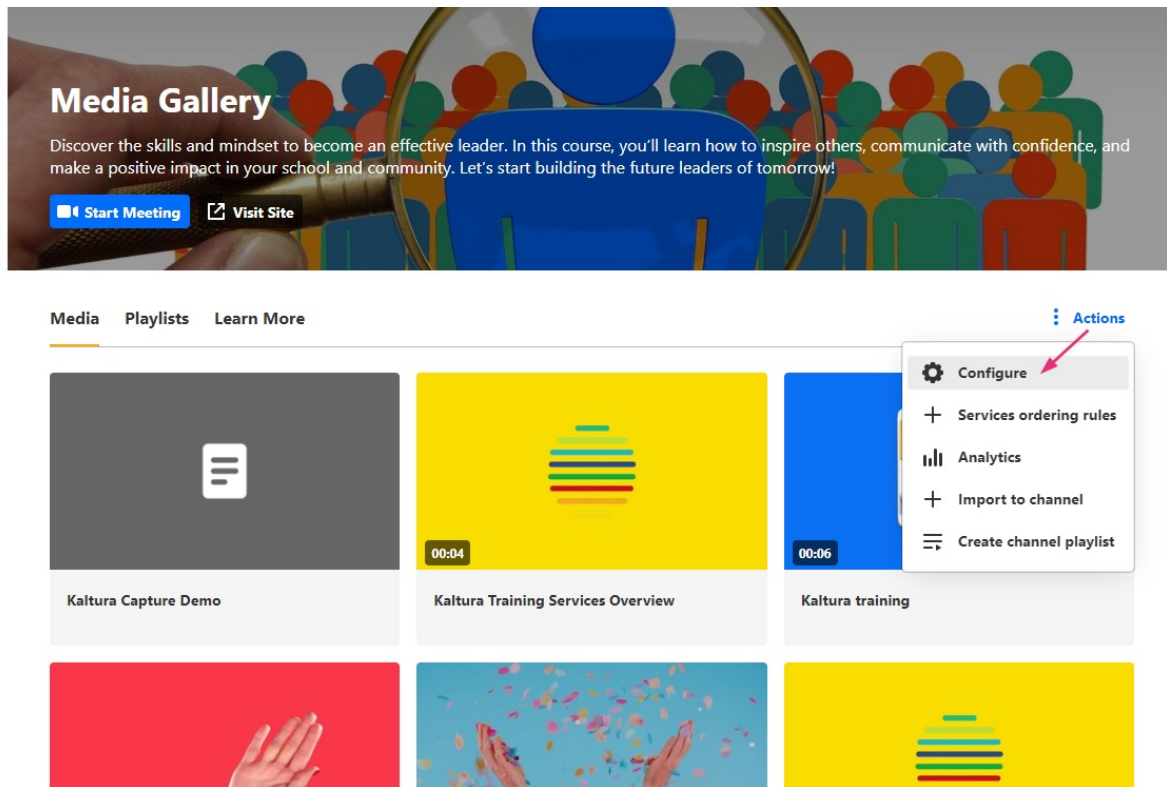
These instructions are for **Theming** users. For non-Theming users, please see our article 'Add media to playlist'.

## Access the edit playlist page

1. Access the Media Gallery.



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

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

 Search 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

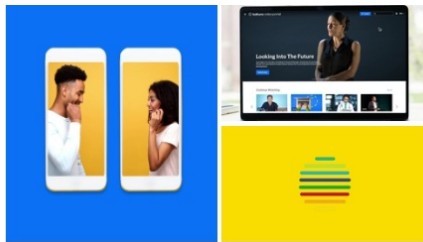
13 Playlists

 Search 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	 

The **Edit Playlist** page displays.



## My Playlist 312809

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

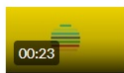
Add description

Add tags

### Add Items To Your Playlist

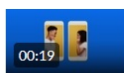
My Media

Search for Media



#### My stitched video

Created by Customer Training



#### Learning video

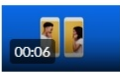
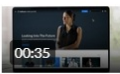

Created by Customer Training



#### Kaltura Learning

### Playlist

3 Items

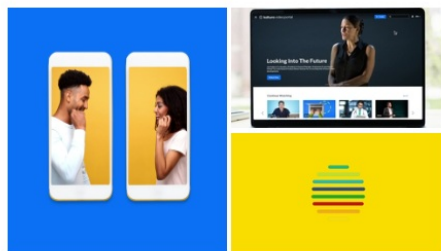
- 1  **Kaltura training**  
Created by Customer Training
- 2  **Kaltura Training Services Overview**  
Created by Louise Szmoisz
- 3  **Kaltura Training Services Overview**  
Created by Customer Training

## 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.



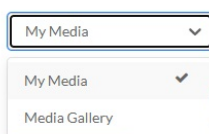
## My Playlist 312809

Created by Channel playlist • 8 Items • Updated September 28, 2024

Add description

Add tags

### Add Items To Your Playlist



Search for Media



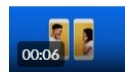
Learning video

Created by Customer Training

### Playlist

8 Items

= 1



Kaltura training

Created by Customer Training

= 2





Kaltura Training Services O...

Created by Louise Szmoisz



Hello world

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

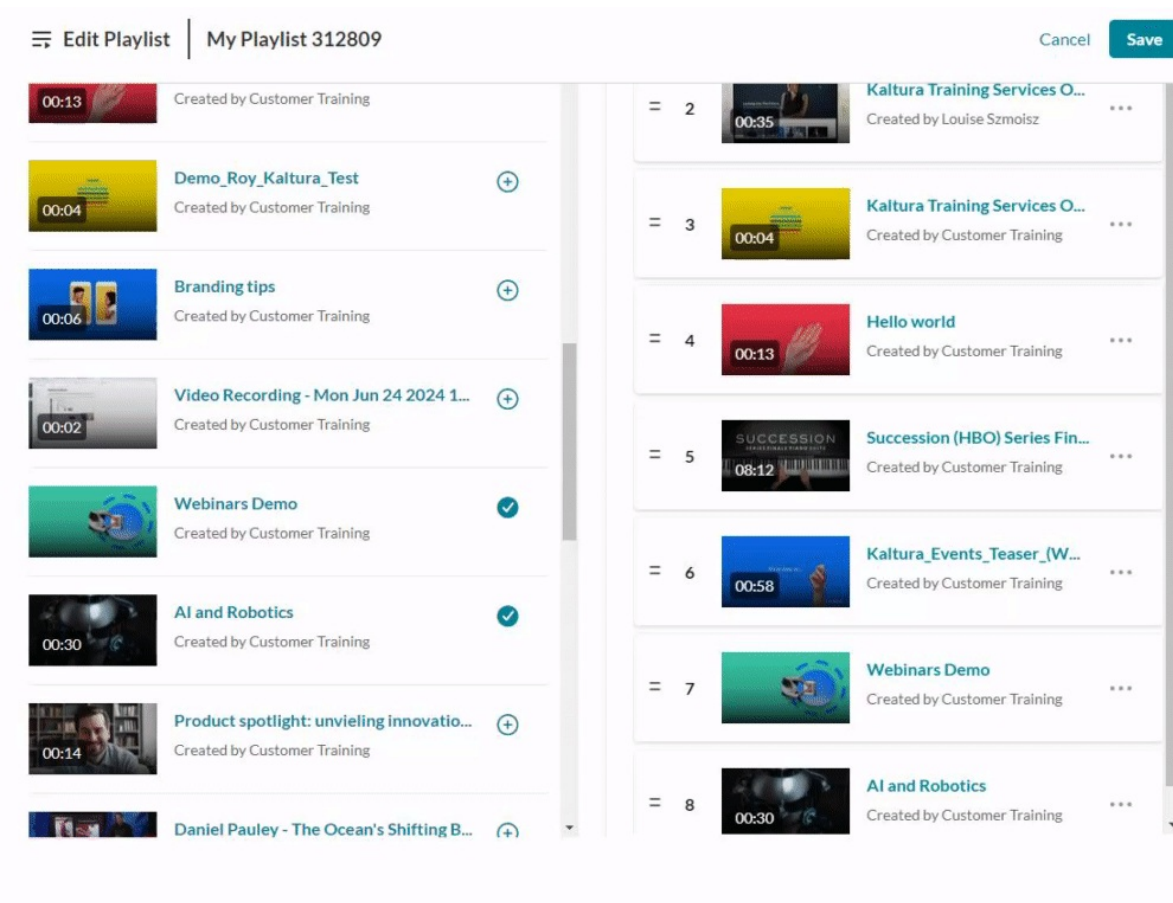
00:30

AI and Robotics

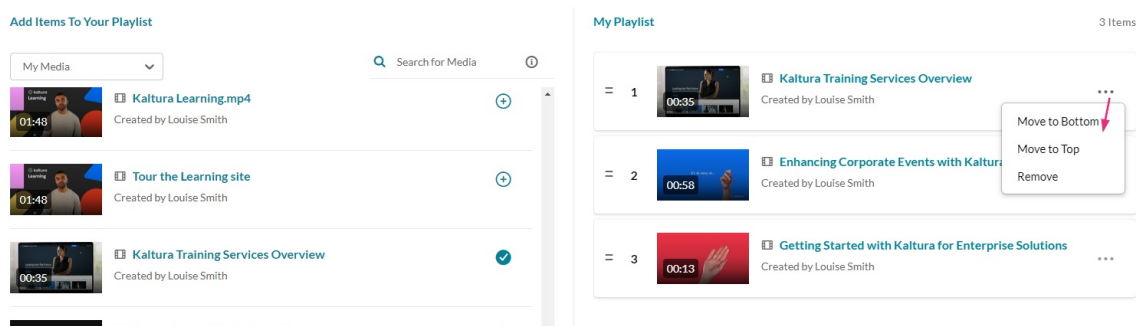
Created by Customer Training

...

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.




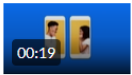
3. When you're happy with your selected items, click **Save**.

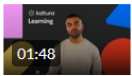


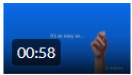
## Add Items To Your Playlist

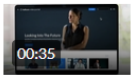
My Media
Search for Media

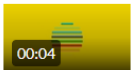

**My stitched video**  
Created by Customer Training


**Learning video**  
Created by Customer Training


**Kaltura Learning**  
Created by Customer Training



**Kaltura Events Teaser\_(WM\_HD\_108...**  
Created by Customer Training

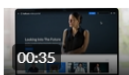

**Kaltura Training Services Overview**  
Created by Louise Szmoisz



**Kaltura Training Services Overview**  
Created by Customer Training


## Playlist


6 Items

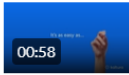
1

**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

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 information was saved successfully ×

## Edit Media Gallery

Details
Playlists
Advanced Settings

Description: Black ▼ Bold Italic Underline ☰ ☷ ☰ ☷ ✂ 🖼

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Save
Back to Media Gallery

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

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

Media Playlists Learn More

Actions


### My Playlist 312809

[See All](#)

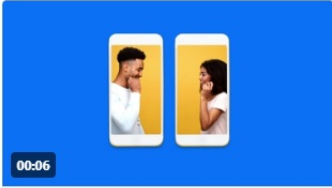


00:30

AI and Robotics



Webinars Demo



00:06

Kaltura training

### This is a new playlist

[See All](#)



