


# Add media to a playlist in Brightspace

Last Modified on 06/13/2025 7:10 pm IDT

 This article is designated for faculty members.

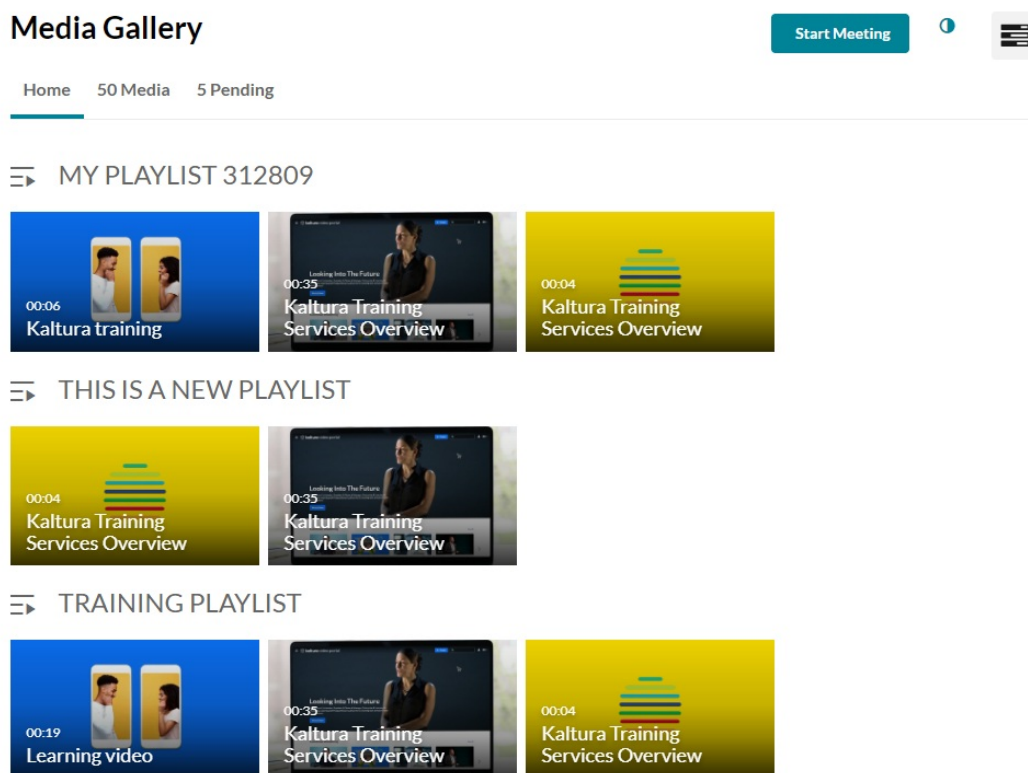
## About

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.



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

## Media Gallery

Home 50 Media 5 Pending

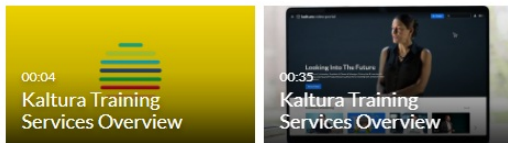
Start Meeting

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

### MY PLAYLIST 312809



### THIS IS A NEW PLAYLIST



### TRAINING 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

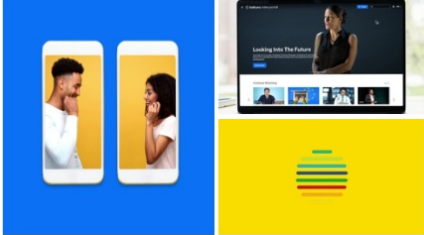
Details **Playlists**

13 Playlists

[+ Create Channel Playlist](#)

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The **Edit Playlist** page displays.



### My Playlist 312809

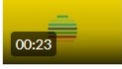
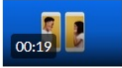

Created by Channel playlist • 3 Items • Updated September 28, 2024

Add description


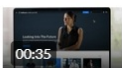

Add tags

#### Add Items To Your Playlist

My Media ▼ 🔍 Search for Media ℹ️

-  **My stitched video**  
Created by Customer Training +
-  **Learning video**  
Created by Customer Training +
-  **Kaltura Learning** ⌵

#### Playlist 3 Items

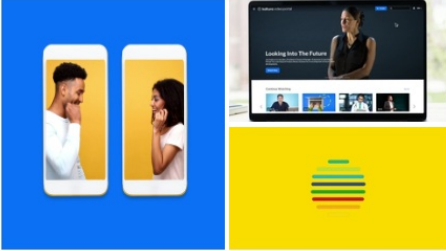
- = 1  **Kaltura training**  
Created by Customer Training ⋮
- = 2  **Kaltura Training Services Ove...**  
Created by Louise Szmoisz ⋮
- = 3  **Kaltura Training Services Ove...**  
Created by Customer Training ⋮

## 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.



### My Playlist 312809

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

Add description

Add tags

#### Add Items To Your Playlist

My Media  Search for Media ⓘ

My Media  Learning video  Customer Training

Media Gallery

**Learning video**  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...**

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

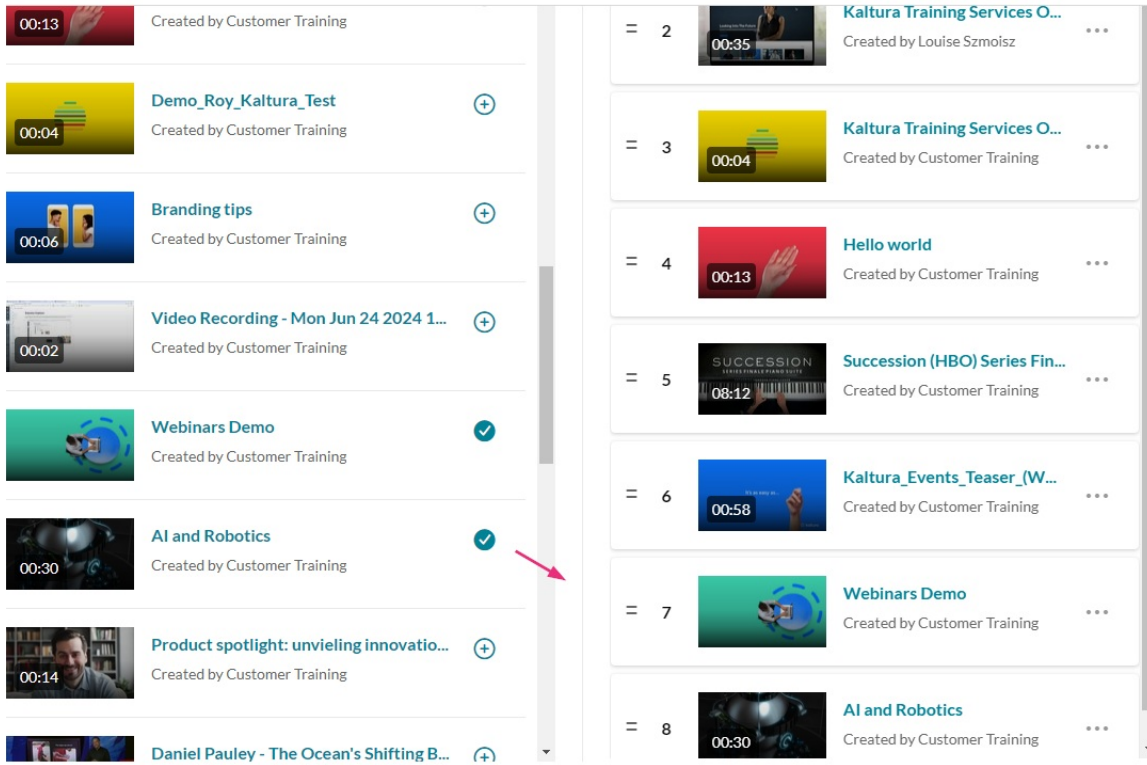
The selected items show a check symbol  and move into the **My Playlist** column on the right. (If you change your mind and don't want that item, just click the check symbol  to remove it.)

Edit Playlist

My Playlist 312809

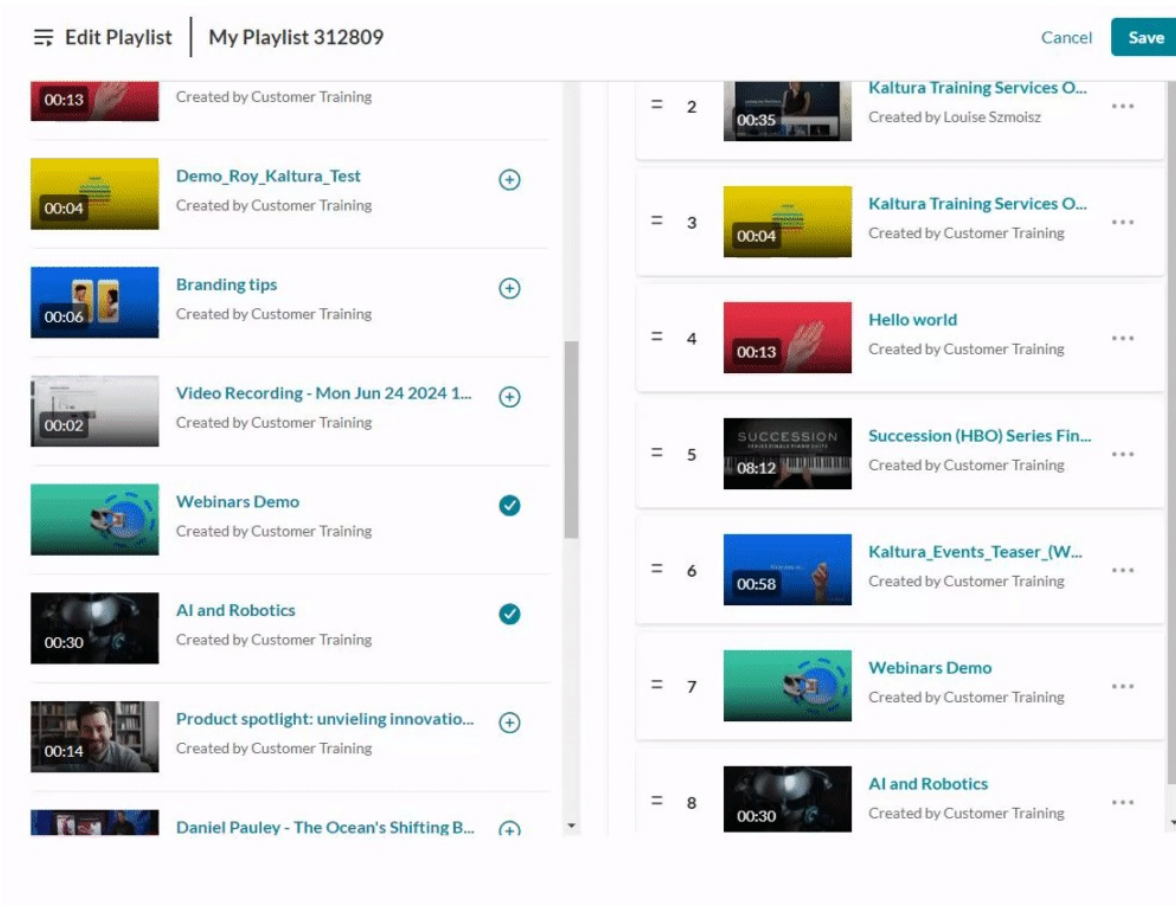
Cancel

Save

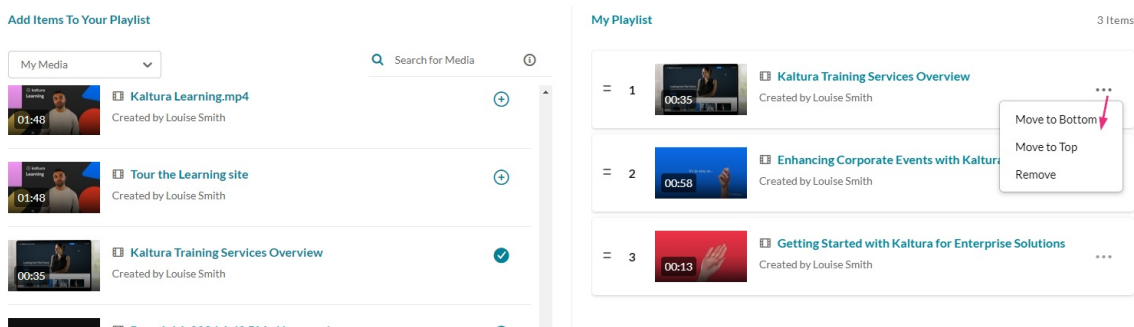


Item	Duration	Created by
[Thumbnail]	00:13	Customer Training
Demo_Roy_Kaltura_Test	00:04	Customer Training
Branding tips	00:06	Customer Training
Video Recording - Mon Jun 24 2024 1...	00:02	Customer Training
Webinars Demo		Customer Training
AI and Robotics	00:30	Customer Training
Product spotlight: unveiling innovatio...	00:14	Customer Training
Daniel Pauley - The Ocean's Shifting B...		Customer Training
Kaltura Training Services O...	00:35	Louise Szmoisz
Kaltura Training Services O...	00:04	Customer Training
Hello world	00:13	Customer Training
Succession (HBO) Series Fin...	08:12	Customer Training
Kaltura Events Teaser (W...	00:58	Customer Training
Webinars Demo		Customer Training
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.




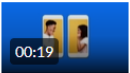
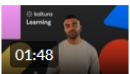
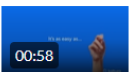
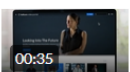

You can also click the **three dots menu** next to an item and move the item to the top or bottom of the playlist, or to remove the item.



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


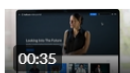




## Add Items To Your Playlist

My Media  ⓘ

- 
**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

- 
**Kaltura training** ...  
 Created by Customer Training
- 
**Kaltura Training Services Ove...** ...  
 Created by Louise Szmoisz
- 
**Kaltura Training Services Ove...** ...  
 Created by Customer Training
- 
**Hello world** ...  
 Created by Customer Training
- 
**Succession (HBO) Series Final...** ...  
 Created by Customer Training
- 
**Kaltura Events Teaser\_(WM\_...** ...  
 Created by Customer Training

The **Edit Media Gallery** page displays.

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**Save**
[Back to Media Gallery](#)



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

Your modified playlist is ready.

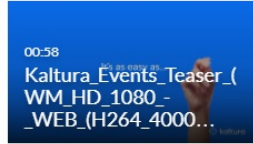
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Start Meeting



Home 50 Media 8 Pending

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