

Add media to a playlist in Brightspace (legacy)

Last Modified on 05/05/2026 9:21 am IDT

 This article is designated for faculty members.

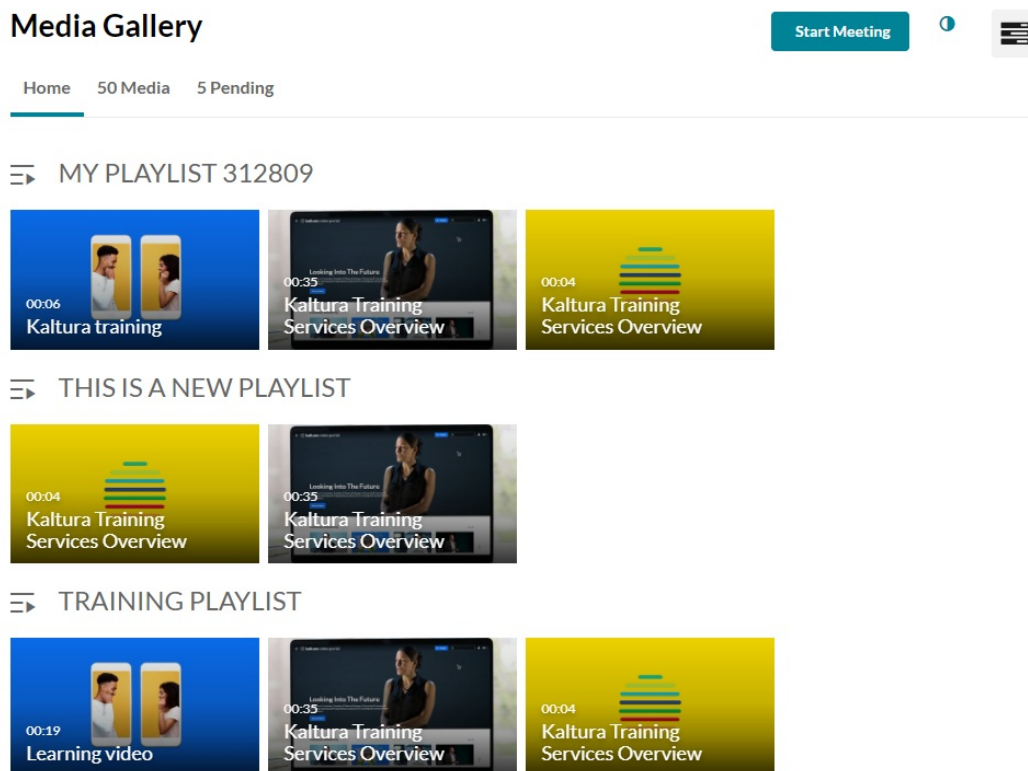
About

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 apply to the legacy **LMS Video** integration. If you're using LMS Video with Theming, please refer to the [LMS Rich Media Extensions category](#).

Access the edit playlist page

1. Access the Media Gallery.



The screenshot shows the 'Media Gallery' interface. At the top right, there is a 'Start Meeting' button and a hamburger menu icon. Below the title, there are navigation links for 'Home', '50 Media', and '5 Pending'. The main content area displays three playlists:

- MY PLAYLIST 312809**: Contains three video thumbnails. The first is 'Kaltura training' (00:06), the second is 'Kaltura Training Services Overview' (00:35), and the third is 'Kaltura Training Services Overview' (00:04).
- THIS IS A NEW PLAYLIST**: Contains two video thumbnails. The first is 'Kaltura Training Services Overview' (00:04) and the second is 'Kaltura Training Services Overview' (00:35).
- TRAINING PLAYLIST**: Contains three video thumbnails. The first is 'Learning video' (00:19), the second is 'Kaltura Training Services Overview' (00:35), and the third is 'Kaltura Training Services Overview' (00:04).

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

Media Gallery

Home 50 Media 5 Pending

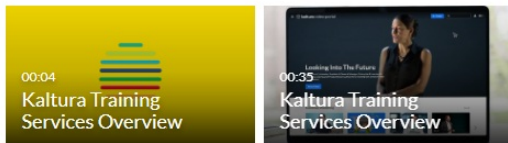
Start Meeting

- 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: [Text Input Field]

- 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

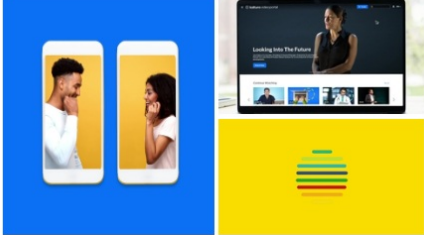
Details **Playlists**

13 Playlists

[+ Create Channel Playlist](#)

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The **Edit Playlist** page displays.



My Playlist 312809

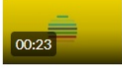
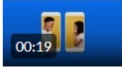

Created by Channel playlist • 3 Items • Updated September 28, 2024

Add description


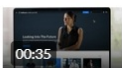

Add tags

Add Items To Your Playlist

My Media Q Search for Media ⓘ

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

Playlist 3 Items

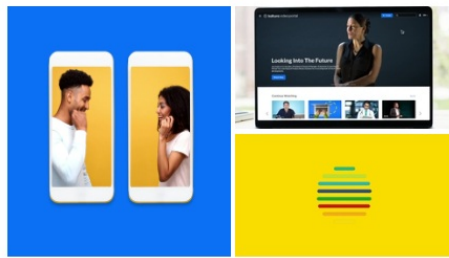
- = 1  **Kaltura training**
Created by Customer Training ...
- = 2  **Kaltura Training Services Ove...**
Created by Louise Szmoisz ...
- = 3  **Kaltura Training Services Ove...**
Created by Customer Training ...

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.

**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.

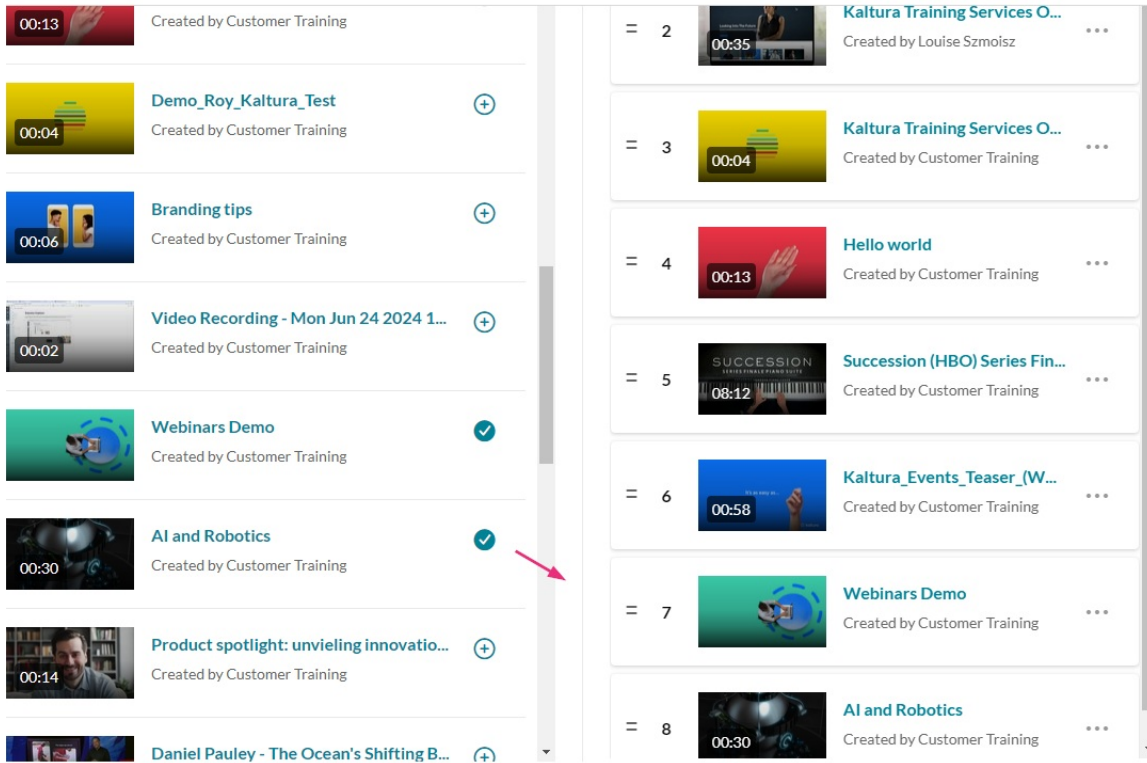
The selected items show a check symbol and move into the **My Playlist** column on the right. (If you change your mind and don't want that item, just click the check symbol to remove it.)

Edit Playlist

My Playlist 312809

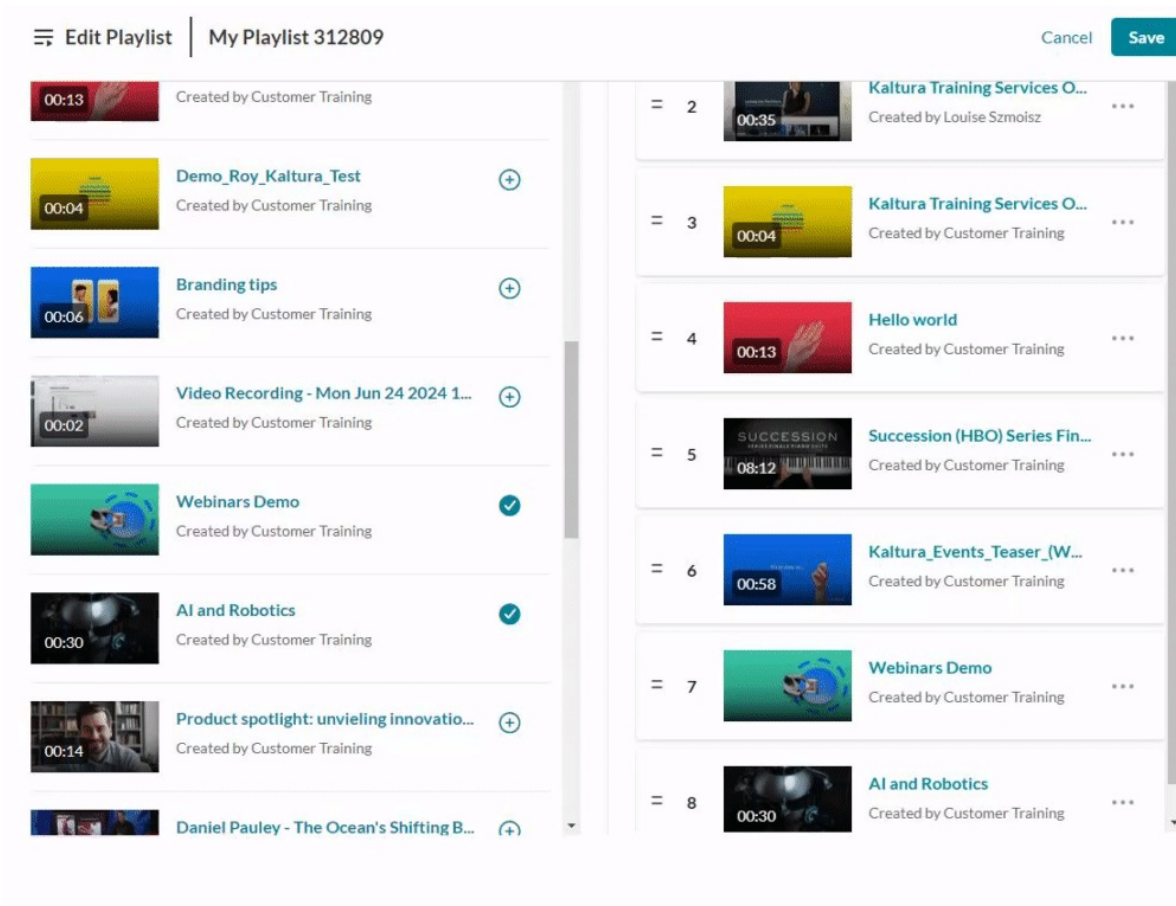
Cancel

Save

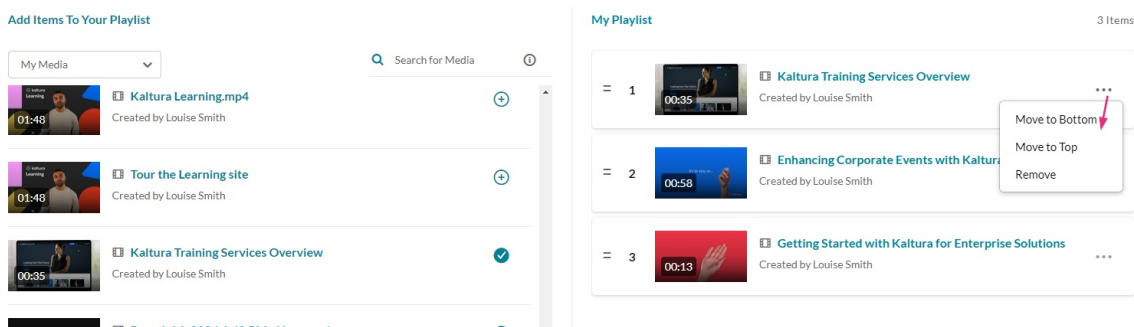


Item	Duration	Created by	Order
[Thumbnail]	00:13	Customer Training	1
Demo_Roy_Kaltura_Test	00:04	Customer Training	2
Branding tips	00:06	Customer Training	3
Video Recording - Mon Jun 24 2024 1...	00:02	Customer Training	4
Webinars Demo		Customer Training	5
AI and Robotics	00:30	Customer Training	6
Product spotlight: unveiling innovatio...	00:14	Customer Training	7
Daniel Pauley - The Ocean's Shifting B...		Customer Training	8
Kaltura Training Services O...	00:35	Louise Szmoisz	1
Kaltura Training Services O...	00:04	Customer Training	2
Hello world	00:13	Customer Training	3
Succession (HBO) Series Fin...	08:12	Customer Training	4
Kaltura Events Teaser_(W...	00:58	Customer Training	5
Webinars Demo		Customer Training	6
AI and Robotics	00:30	Customer Training	7

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** (00:23) Created by Customer Training
- Learning video** (00:19) Created by Customer Training
- Kaltura Learning** (01:48) Created by Customer Training
- Kaltura_Events_Teaser_(WM_HD_108...** (00:58) Created by Customer Training
- Kaltura Training Services Overview** (00:35) Created by Louise Szmoisz
- Kaltura Training Services Overview** (00:04) Created by Customer Training

Playlist

6 Items

- Kaltura training** (00:06) Created by Customer Training
- Kaltura Training Services Ove...** (00:35) Created by Louise Szmoisz
- Kaltura Training Services Ove...** (00:04) Created by Customer Training
- Hello world** (00:13) Created by Customer Training
- Succession (HBO) Series Final...** (08:12) Created by Customer Training
- Kaltura_Events_Teaser_(WM_...** (00:58) Created by Customer Training

The **Edit Media Gallery** page displays.

Edit Media Gallery

Details Playlists

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Save
[Back to Media Gallery](#)

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

Your modified playlist is ready.

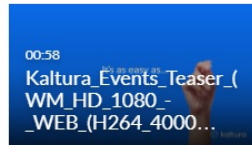
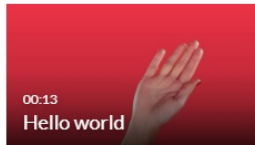
Media Gallery

Start Meeting



Home 50 Media 8 Pending

MY PLAYLIST 312809



THIS IS A NEW PLAYLIST



TRAINING PLAYLIST