kaltura

Create a playlist in Moodle

> 👤🔒 **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.

> ℹ️
>
> 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.

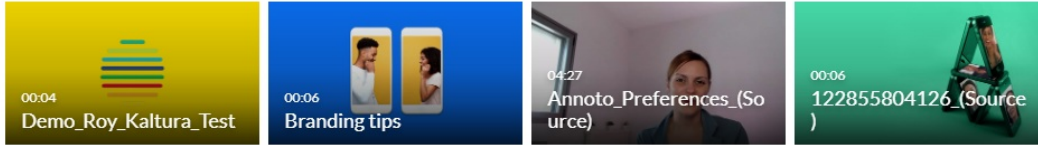Watch the video tutorial below to learn how to create a playlist!
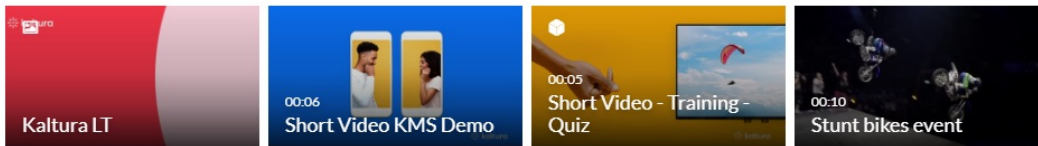
Create a new playlist

1. Access the Media Gallery.

From the hamburger menu, select **Create channel playlist**.
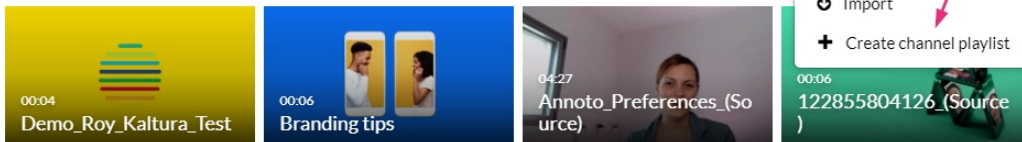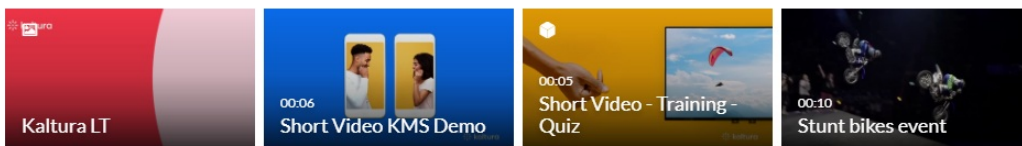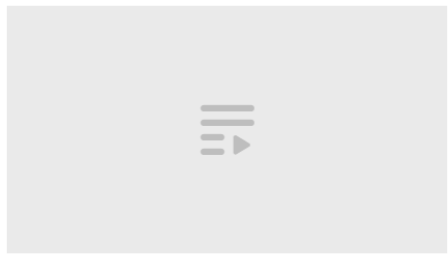
The **Create Playlist** page displays.
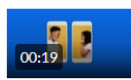
2. Add a title (default is 'My Playlist'), description, and tags.
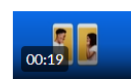
Add items to your playlist

> ⚠️ 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.
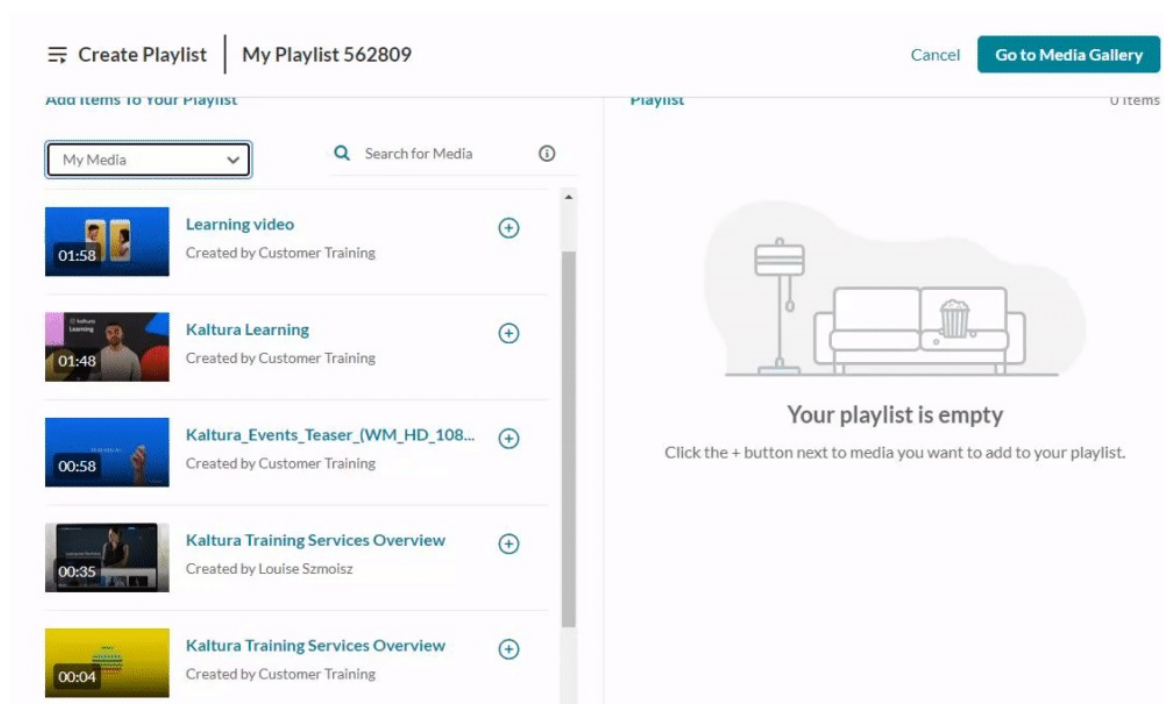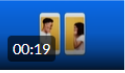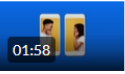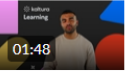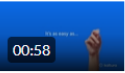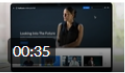

2. Click the add button(s) ⊕ next to the items you want to add.

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.)
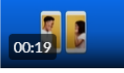
To manually reorder media in the playlist, grab the two lines to the left of the media and drag to the desired spot in the playlist.

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.
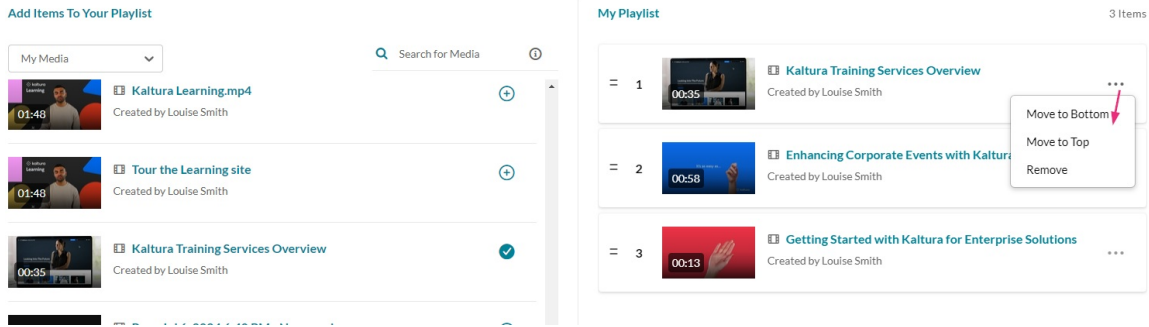
3. When you're happy with your selected items, click **Go to Media Gallery**.
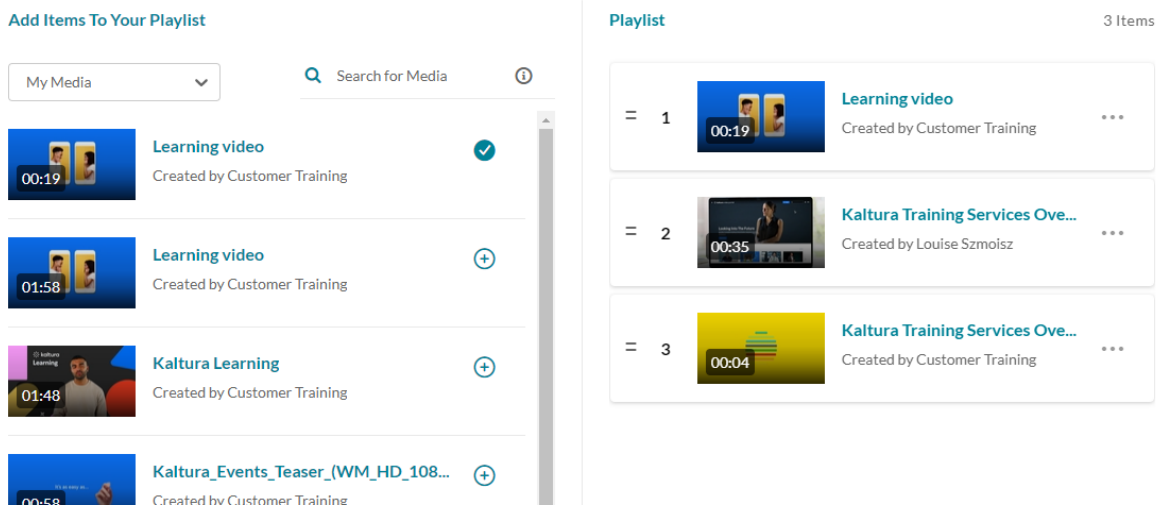
Your playlist displays at the top of the Media Gallery.

Media Gallery

Home   50 Media   5 Pending

Start Meeting

TRAINING PLAYLIST

00:19
Learning video

00:35
Kaltura Training
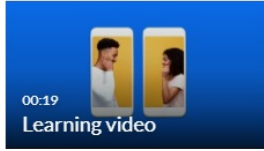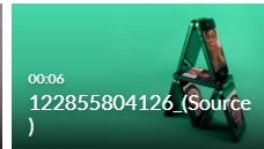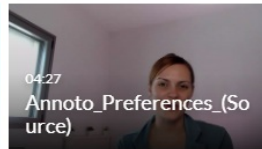Services Overview

00:04
Kaltura Training
Services Overview

ADI PLAYLIST

00:04
Demo_Roy_Kaltura_Test

00:06
Branding tips

04:27
Annoto_Preferences_(So
urce)

00:06
122855804126_(Source
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PLAYLIST 2