

Create a playlist in Moodle

Last Modified on 06/14/2025 8:02 pm IDT

(a) 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.

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The instructions below are for non-Theming users. If you have Theming enabled, please refer to our article 'Create a playlist - Theming'.

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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.



Media Gallery 0 Start Meeting Home 50 Media 3 Pending ➡ ADI PLAYLIST Annoto_Prefe<mark>renc</mark>es_(So 122855804126 00:06 Demo_Roy_Kaltura_Test Branding t urce) ➡ PLAYLIST 2 2 00:10 00:06 Short Video - Training Kaltura LT Short Video KMS Demo Quiz Stunt bikes event ➡ MY PLAYLIST (Dil)

From the hamburger menu, select Create channel playlist.



The **Create Playlist** page displays.



☴ Create Play	list My Playlist 372809			Cancel Go to Media Gallery
		М	y Playlist 372809	
		Add	description	
		Add		
Add Items To Your	Playlist		Playlist	0 Item
My Media	✓ Q Search for N	Media		
00:19	Learning video Created by Customer Training	÷	Ê	
01:58	Learning video Created by Customer Training	÷		
Earning 👧	Kaltura Learning	(+)	Your pla	aylist is empty

2. Add a title (default is 'My Playlist'), description, and tags.

	Trair	ning playlist	
=>	This is a	training playlist.	
	playlist 3	K training X demo X	
Add Items To Your Playlist	0	Playlist	0 Ite
My Media	()		
00:19 Learning video Created by Customer Training	Ŭ		

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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 dropdown 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) \bigcirc next to the items you want to add.

The selected items show a check symbol <a> 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 <a> to remove it.)



⇒ Create Play	Image: Second					
Add Items To You	r Playlist		Playlist	3 Items		
My Media	Q Search for Media Learning video	ن ب ۲	= 1 Learning video Created by Customer Training	• • •		
00:19	Created by Customer Training Learning video Created by Customer Training	÷	= 2 Image: State of the			
Cathor Lawing 01:48	Kaltura Learning Created by Customer Training	÷	= 3 3 Kaltura Training Services Ove Created by Customer Training Kaltura Training	••••		
00:58	Kaltura_Events_Teaser_(WM_HD_108 Created by Customer Training	÷				
00:35 1	Kaltura Training Services Overview Created by Louise Szmoisz	•				
	Kaltura Training Services Overview	0				

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.

Greate Pla	ylist My Playlist 082709							Cane	cel Create
Add Items To You	r Playlist				MyP	laylis	t		4 Items
My Media	~	Q Search for Media	0	•	=	1	00:58	Enhancing Corporate Events with Kaltura Created by Louise Smith	
00:59	DC-9-50+Pushback.mp4 Created by Louise Smith		•		=	2	Olt-48	Kaltura Learning.mp4 Created by Louise Smith	
01:48	Kaltura Learning.mp4 Created by Louise Smith		0		=	3		Getting Started with Kaltura for Enterprise Soluti	ons
01:48	Tour the Learning site Created by Louise Smith		•				00:13	Created by Louise Smith Kaltura Training Services Overview	
00:35	Kaltura Training Services Overview Created by Louise Smith		0		=	4	00.35	Created by Louise Smith	
00:17	Rec - Jul 6, 2024 6:40 PM - New session Greated by Louise Smith		•						

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.

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Add Items To Your Playlist		My Playlist	3 Items
My Media V My Media V Created by Louise Smith	Q Search for Media ()	E 1 Kaltura Training Services Overview Created by Louise Smith	Move to Bottom
01:48 Tour the Learning site Created by Louise Smith	\odot	= 2 Image: Constant of the second s	Move to Top Remove
Created by Louise Smith	٥	= 3 Getting Started with Kaltura for Enterpris	se Solutions
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3. When you're happy with your selected items, click **Go to Media Gallery**.

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Add Items To You	ur Playlist		Playlist		3 Items
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Your playlist displays at the top of the Media Gallery.



Media Gallery		[Start Meeting	• =
Home 50 Media 5 Pendin	g			
TRAINING PLAYL	IST			
00:19 Learning video	0.35 Kaltura Training Services Overview	0004 Kaltura Training Services Overview		
➡ ADI PLAYLIST				
00004 Demo_Roy_Kaltura_Test	0006 Branding tips	0427 Annoto_Preferences_(So urce)	00:06 12285580412)	6_Source
➡ PLAYLIST 2				