

## Create a playlist in Sakai

Last Modified on 06/12/2025 7:55 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.

#### E

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

### 0

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!

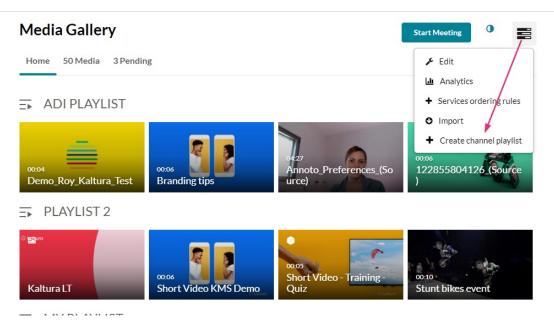
#### Create a new playlist

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 Pla	aylist My Playlist 372809			Cancel	Go to Media Gallery
		Му	Playlist 372809		
		Add	lescription		
		Add t:	gs		
Add Items To You	ur Playlist		Playlist		0 Items
My Media	✓ Q Search for Me	edia 🚯			
00:19	Learning video Created by Customer Training	÷	Ê		
01:58	Learning video Created by Customer Training	÷			
Earning	Kaltura Learning	(+)	Your play	list is emp	ty

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

	Traiı	ning playlist	
=>	This is a	training playlist.	
	playlist	x training x demo x	
Add Items To Your Playlist		Playlist	0 Ite
My Media Q Search for Media Learning video Created by Customer Training	€ ()		

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# 🔆 kaltura

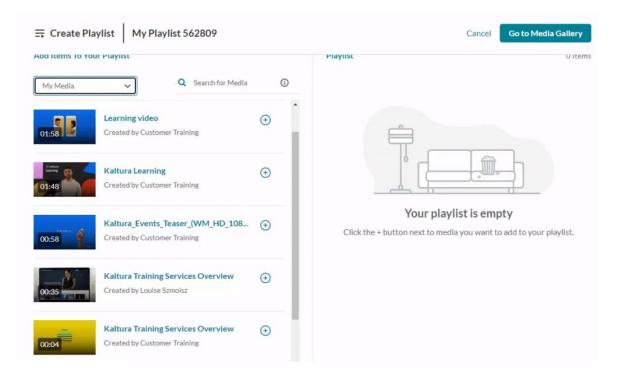
A

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.)</a>



<b>☴</b> Create Pla	aylist   My Playlist 442809			Cancel Go to Media Gallery
Add Items To Yo	ur Playlist		Playlist	3 Item
My Media	Q Search for Media  Learning video	٠ ۲	= 1	Learning video Created by Customer Training
00:19	Created by Customer Training Learning video Created by Customer Training	•	= 2 <b>00.35</b>	Kaltura Training Services Ove Created by Louise Szmoisz
01:38 (aming 01:48	Kaltura Learning Created by Customer Training	Ð	= 3	Kaltura Training Services Ove Created by Customer Training
00:58	Kaltura_Events_Teaser_(WM_HD_108 Created by Customer Training	Ð		
	Kaltura Training Services Overview Created by Louise Szmoisz	0		
	Kaltura Training Services Overview	⊘		

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.

☐ Create Playlist My Play	list 082709				Cancel	Create
dd Items To Your Playlist			My Playlis	I.		4 Items
My Media	Q	Search for Media	= 1	00:58	Enhancing Corporate Events with Kaltura     Created by Louise Smith	
00:59 DC-9-50+Pus Created by Louise S		۲	= 2	Linter Lanny (01-48	Kaltura Learning.mp4 Created by Louise Smith	
D1:48		۲	= 3	- 10	Getting Started with Kaltura for Enterprise Solutions	
1:48 Tour the Lear		$\odot$	- 3	00:13	Created by Louise Smith  Kaltura Training Services Overview	
0.35 Created by Louise S	ing Services Overview mith	٥	= 4	00:35	Created by Louise Smith	
Rec - Jul 6, 20	124 6:40 PM - New session	Ð				

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 P	laylis	t		3 Item
My Media	Kaltura Learning.mp4 Created by Louise Smith	Q Search for Media	÷	<u>ن</u>	=	1	00:35	Kaltura Training Services Overview Created by Louise Smith	Move to Bottom
O1:48	Tour the Learning site     Created by Louise Smith		÷		=	2	00:58	Enhancing Corporate Events with Kaltura Created by Louise Smith	Move to Top Remove
00:35	Kaltura Training Services Overview Created by Louise Smith		0		=	3	00:13	Getting Started with Kaltura for Enterprise     Created by Louise Smith	e Solutions
			~						

3. When you're happy with your selected items, click **Go to Media Gallery**.

<b>झ</b> Create Pla	aylist My Playlist 442809			Cancel Go to Media C	Gallery
Add Items To Yo	ur Playlist		Playlist		3 Items
My Media	Q Search for Media  Learning video Created by Customer Training	ن ۲	= 1 00:19	Learning video Created by Customer Training	000
00:19	Created by Customer Training Learning video Created by Customer Training	<b>(</b>	= 2 <b>00:35</b>	Kaltura Training Services Ove Created by Louise Szmoisz	•••
Classic Lensing 01:48	Kaltura Learning Created by Customer Training	÷	= 3	Kaltura Training Services Ove Created by Customer Training	
00-58	Kaltura_Events_Teaser_(WM_HD_108 Created by Customer Training	Ð			

Your playlist displays at the top of the Media Gallery.



Media Gallery			Start Meeting	0
Home 50 Media 5 Pending	g			
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00:19 Learning video	Under the factor of the second	00:04 Kaltura Training Services Overview		
ADI PLAYLIST				
00.04 Demo_Roy_Kaltura_Test	00.06 Branding tips	0427 Annoto_Preferences_(So urce)	00:06 12285580412 )	6_Source
➡ PLAYLIST 2				