Create a playlist in Sakai (legacy)

Content updated: 04/08/2025

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.

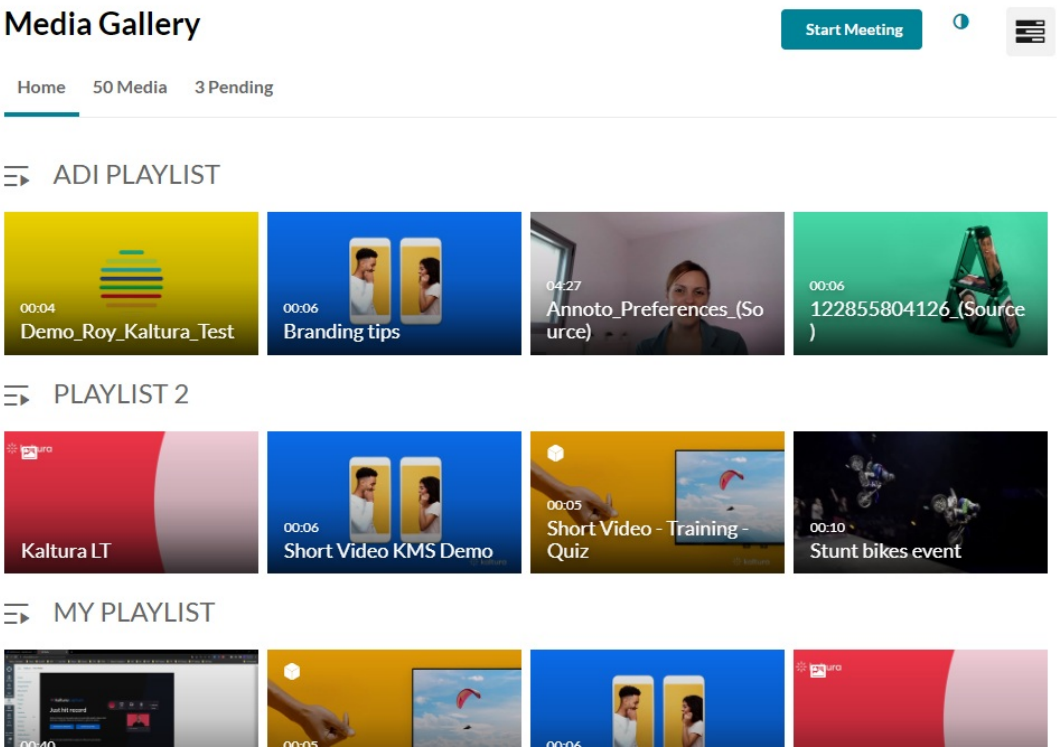
If you can't create or add media to a playlist, ask your administrator to give you the required permission.

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.

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

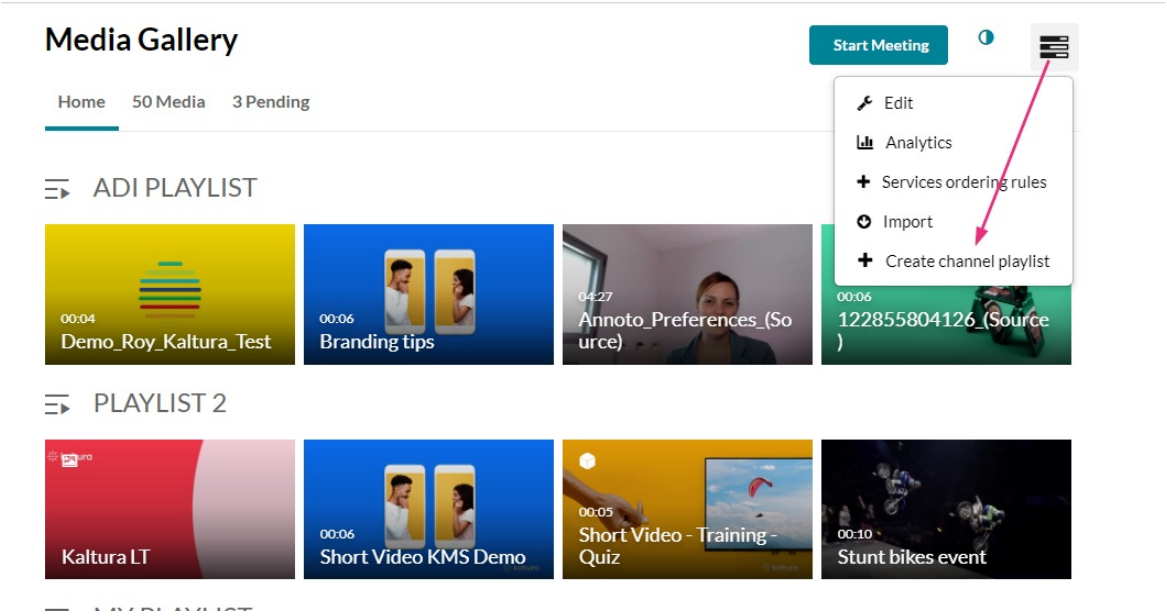
Create a new playlist

1. Access the Media Gallery.

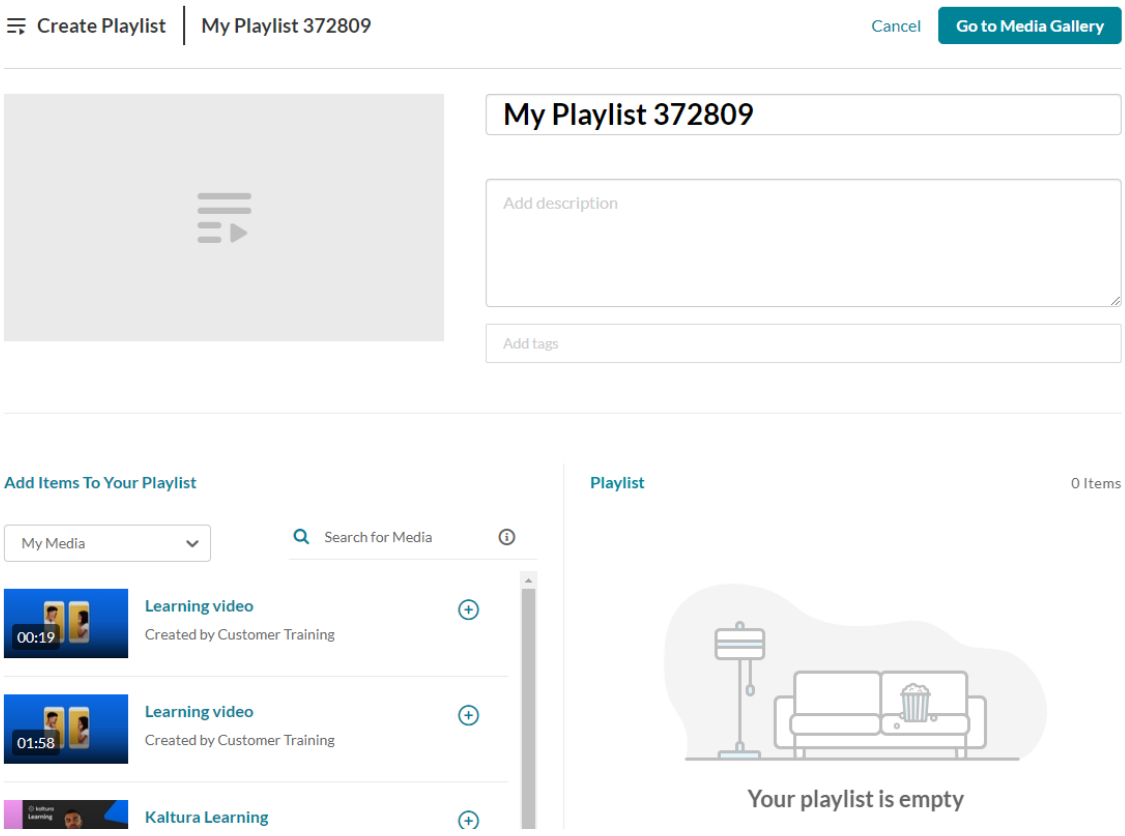


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From the hamburger menu, select **Create channel playlist**.

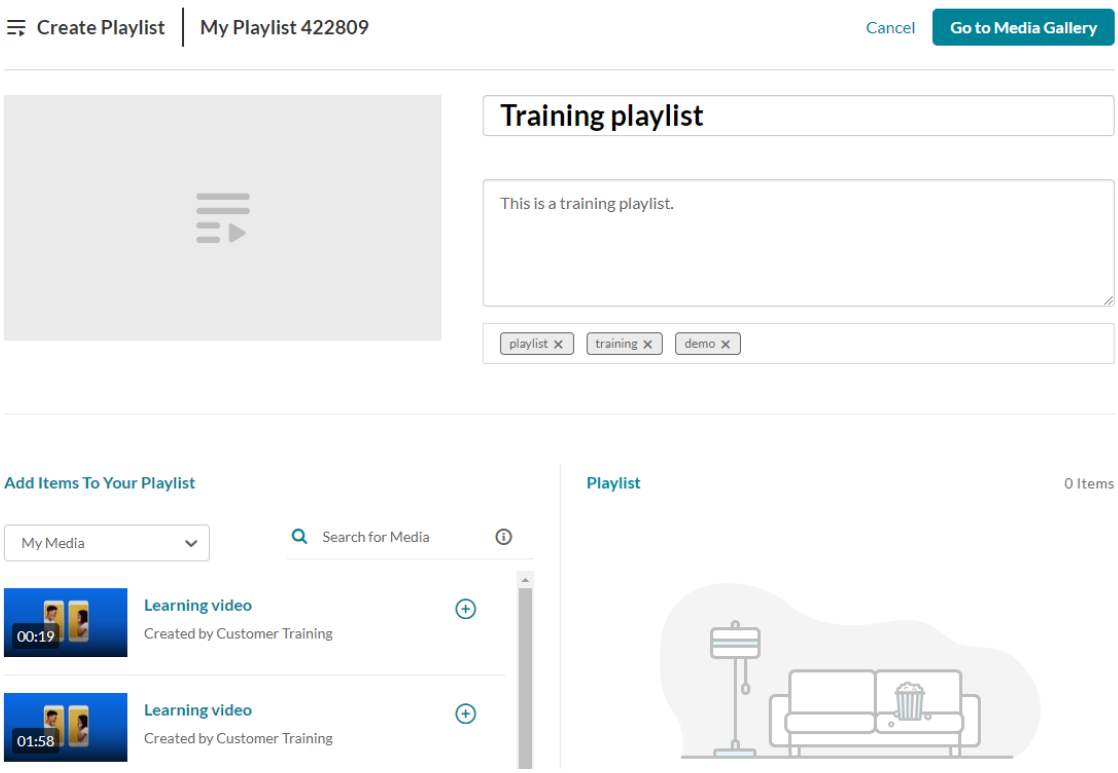


The **Create Playlist** page displays.



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

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Add items to your playlist

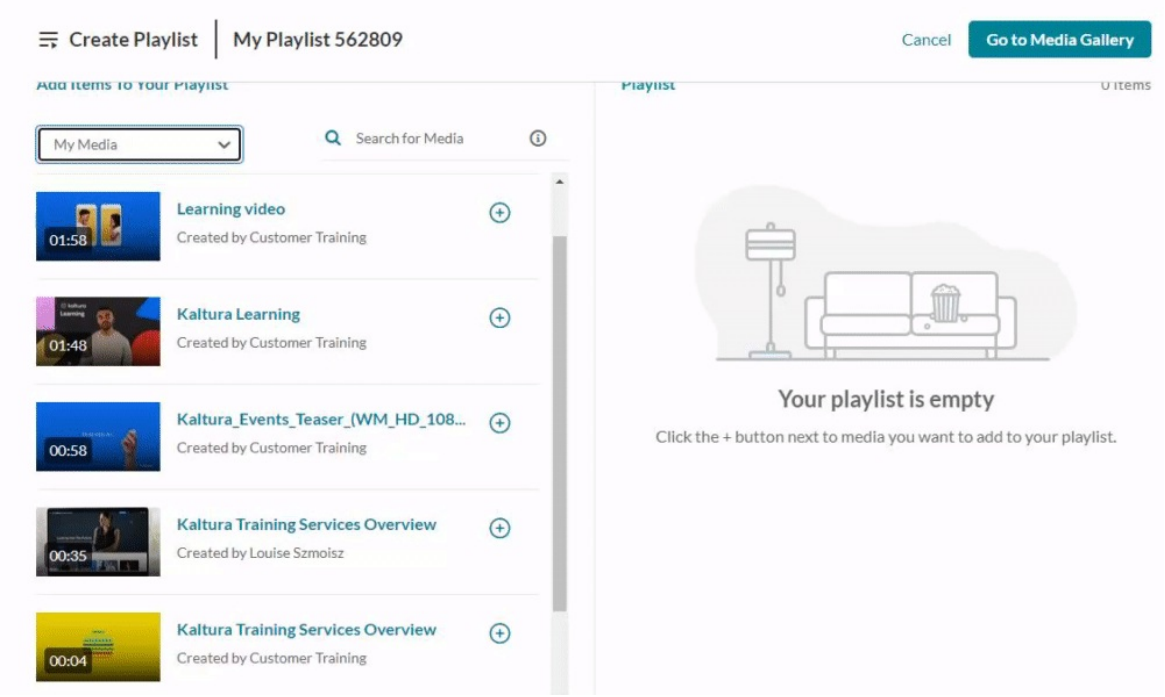
To add Kaltura Video Quizzes and documents to a playlist, ensure your main playlist player is set to a **v7 player**.

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:

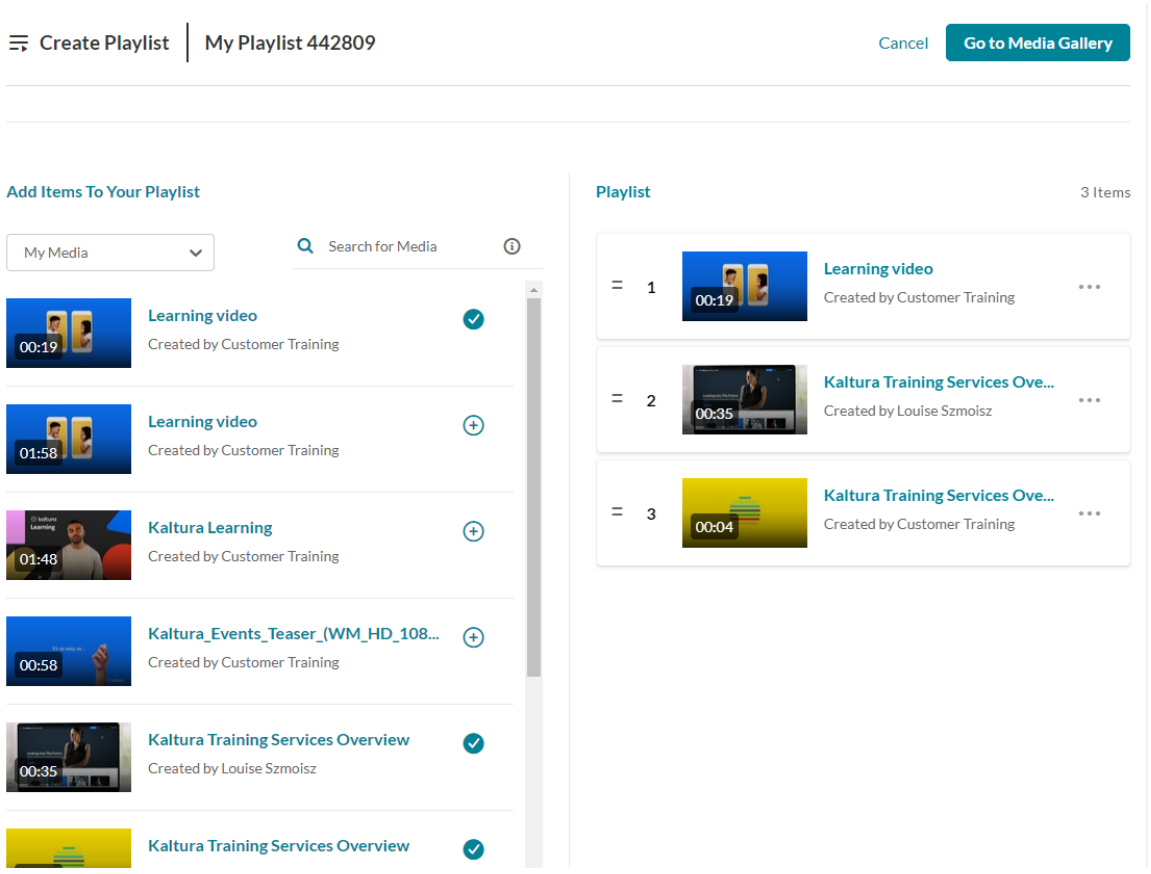
- **My Media** - Select this to display media from your My Media library.
- **Media Gallery** - Select this to display media that is available in the Media Gallery.

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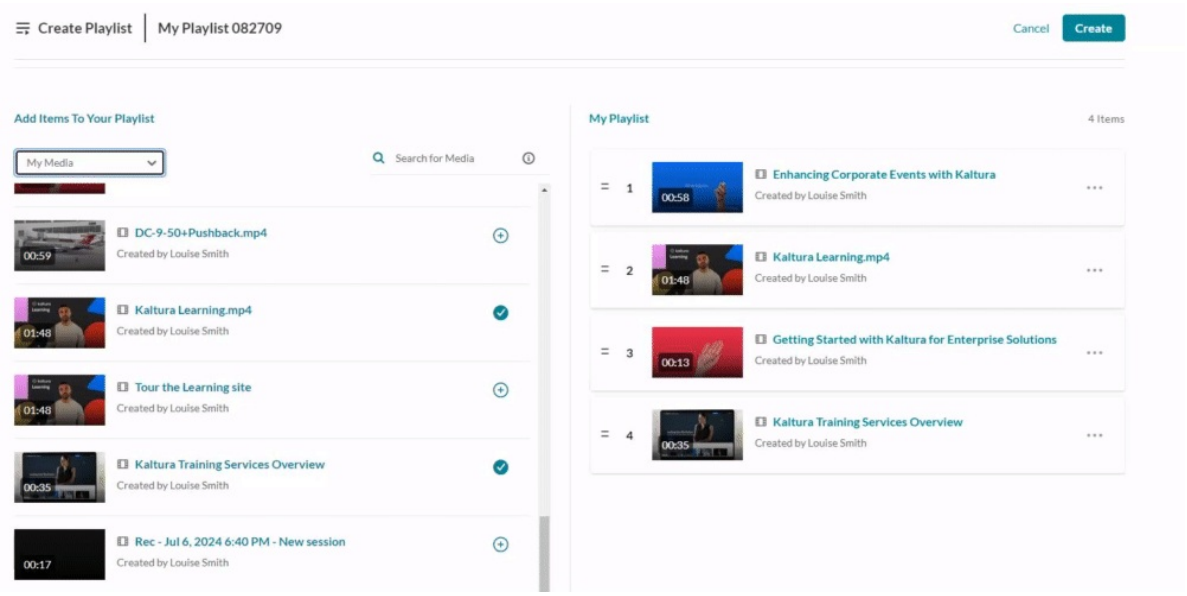
2. Click the add button(s) ⊕ next to the items you want to add.

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.)

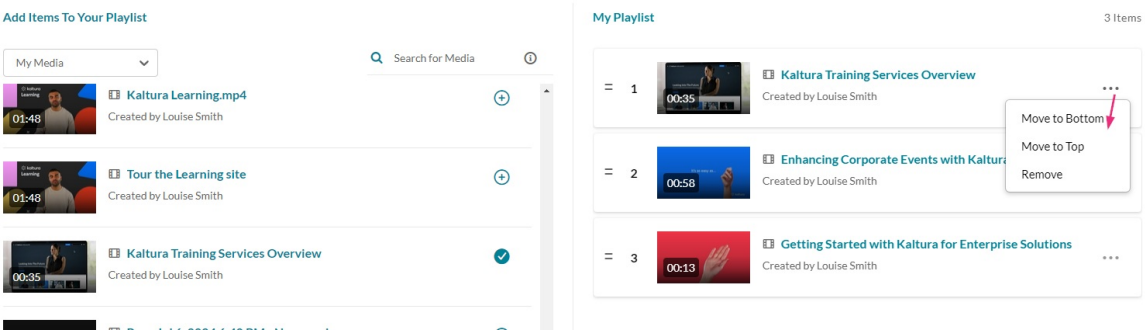


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To manually reorder media in the playlist, grab the two lines to the left of the media and drag to the desired spot in the playlist.

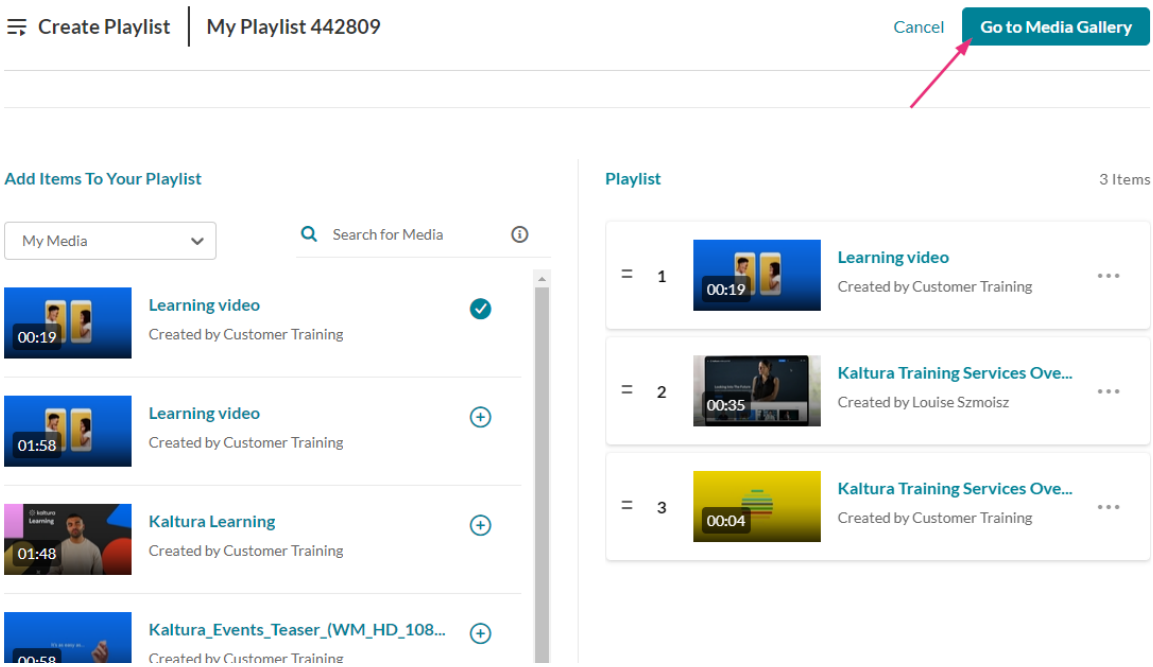


You can also click the **three dots menu** next to an item and move the item to the top or bottom of the playlist, or to remove the item.

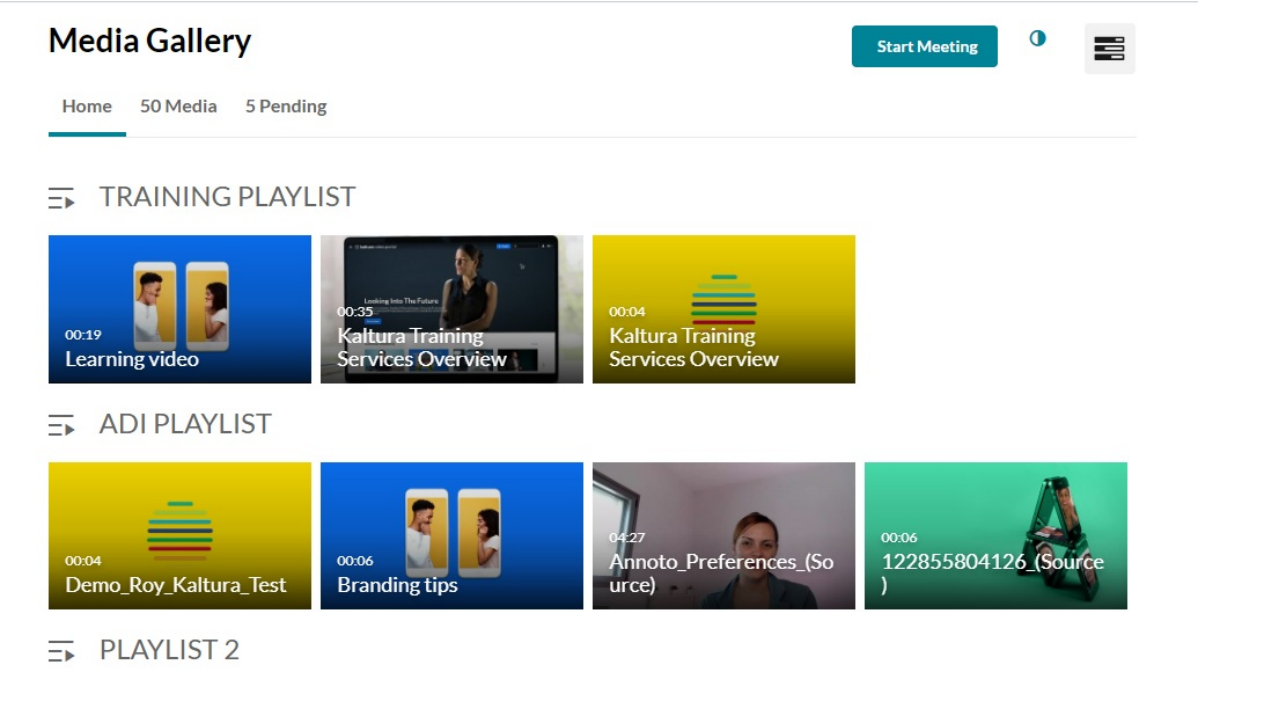


3. When you're happy with your selected items, click **Go to Media Gallery**.

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Your playlist displays at the top of the Media Gallery.



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