

# Create a playlist in Sakai

Last Modified on 06/12/2025 7:55 pm IDT

 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.



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

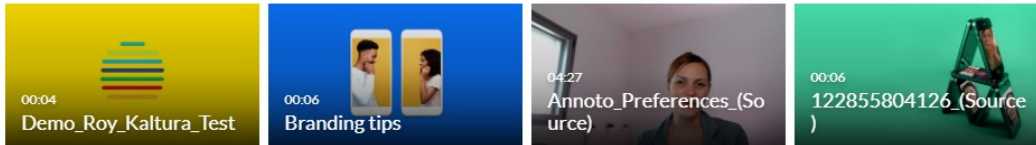
1. Access the Media Gallery.

## Media Gallery

[Start Meeting](#)

[Home](#) [50 Media](#) [3 Pending](#)

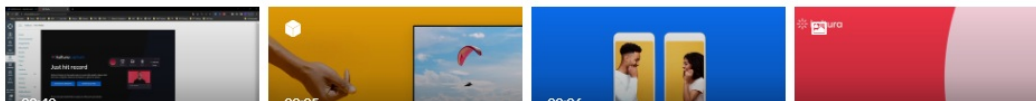
### ADI PLAYLIST



### PLAYLIST 2



### MY PLAYLIST



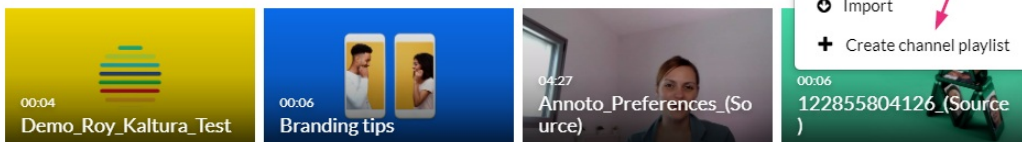
From the hamburger menu, select **Create channel playlist**.

## Media Gallery

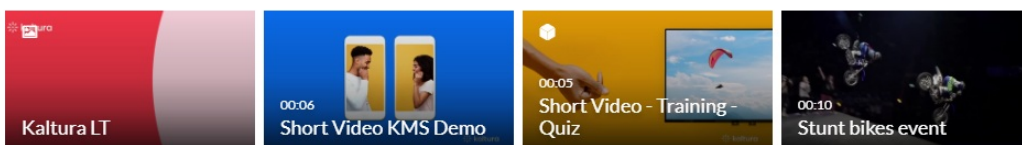
[Start Meeting](#)

[Home](#) [50 Media](#) [3 Pending](#)

### ADI PLAYLIST

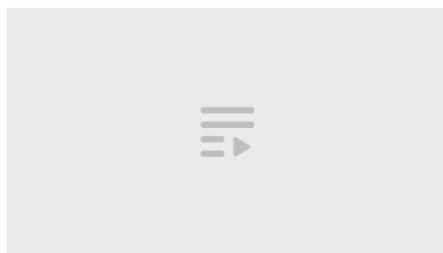


### PLAYLIST 2



### MY PLAYLIST

The **Create Playlist** page displays.



My Playlist 372809

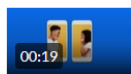
Add description

Add tags

Add Items To Your Playlist

My Media

Search for Media



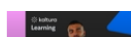
Learning video

Created by Customer Training



Learning video

Created by Customer Training



Kaltura Learning



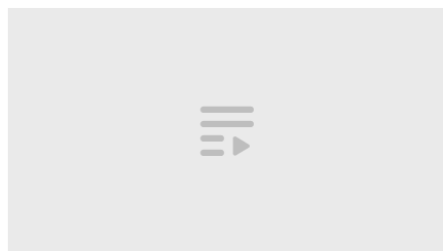
Playlist

0 Items



Your playlist is empty

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



Training playlist

This is a training playlist.

playlist X

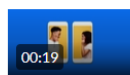
training X

demo X

Add Items To Your Playlist

My Media

Search for Media



Learning video

Created by Customer Training



Learning video

Created by Customer Training



Playlist

0 Items



Add items to your playlist

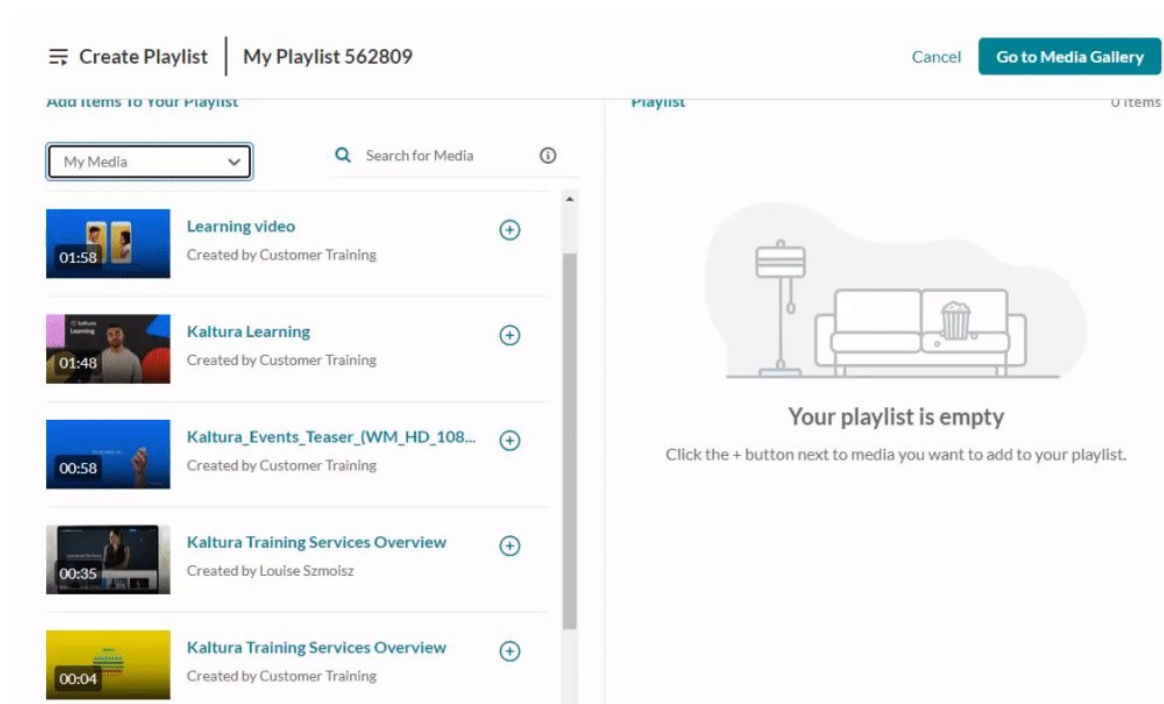


To add Kaltura Video Quizzes and documents to a playlist, ensure your main playlist player is set to a **v7 player**.



## 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.



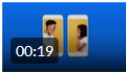
## 2. Click the add button(s) next to the items you want to add.

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.)

#### Add Items To Your Playlist

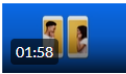
My Media

Search for Media



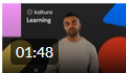
**Learning video**  
 Created by Customer Training

✓



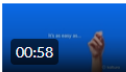
**Learning video**  
 Created by Customer Training

+



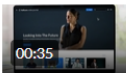
**Kaltura Learning**  
 Created by Customer Training

+




**Kaltura Events Teaser\_(WM\_HD\_108...**  
 Created by Customer Training

+



**Kaltura Training Services Overview**  
 Created by Louise Szmoisz

✓



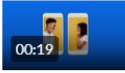
**Kaltura Training Services Overview**

✓

#### Playlist

3 Items


= 1



**Learning video**  
 Created by Customer Training

...


= 2



**Kaltura Training Services Ove...**  
 Created by Louise Szmoisz

...

= 3



**Kaltura Training Services Ove...**  
 Created by Customer Training


...

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.

#### Add Items To Your Playlist


My Media

Search for Media




**DC-9-50+Pushback.mp4**  
 Created by Louise Smith

+




**Kaltura Learning.mp4**  
 Created by Louise Smith

✓




**Tour the Learning site**  
 Created by Louise Smith

+



**Kaltura Training Services Overview**  
 Created by Louise Smith

✓




**Rec - Jul 6, 2024 6:40 PM - New session**  
 Created by Louise Smith

+

#### My Playlist

4 Items


= 1



**Enhancing Corporate Events with Kaltura**  
 Created by Louise Smith

...


= 2



**Kaltura Learning.mp4**  
 Created by Louise Smith

...


= 3



**Getting Started with Kaltura for Enterprise Solutions**  
 Created by Louise Smith

...

= 4



**Kaltura Training Services Overview**  
 Created 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.

Add Items To Your Playlist

My Media

Search for Media

01:48

Kaltura Learning.mp4

Created by Louise Smith

+

01:48

Tour the Learning site

Created by Louise Smith

+

00:35

Kaltura Training Services Overview

Created by Louise Smith

✓

My Playlist
3 Items

1

00:35

Kaltura Training Services Overview

Created by Louise Smith

...

2

00:58

Enhancing Corporate Events with Kaltura

Created by Louise Smith

...

3

00:13

Getting Started with Kaltura for Enterprise Solutions

Created by Louise Smith

...

Move to Bottom

Move to Top

Remove

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

Create Playlist
My Playlist 442809

Cancel
Go to Media Gallery

Add Items To Your Playlist

My Media

Search for Media

00:19

Learning video

Created by Customer Training

✓

01:58

Learning video

Created by Customer Training

+

01:48

Kaltura Learning

Created by Customer Training

+

00:58

Kaltura\_Events\_Teaser\_(WM\_HD\_108...

Created by Customer Training

+

Playlist
3 Items

1

00:19

Learning video

Created by Customer Training

...

2

00:35

Kaltura Training Services Ove...

Created by Louise Szmoisz

...

3

00:04

Kaltura Training Services Ove...

Created by Customer Training

...

Your playlist displays at the top of the Media Gallery.

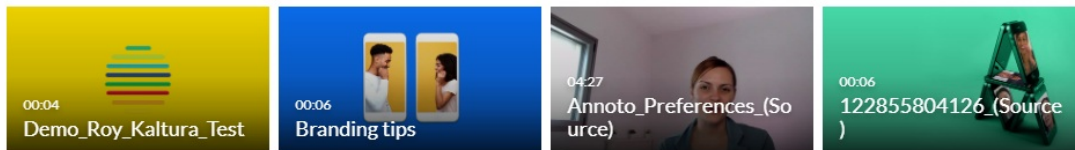
## Media Gallery

[Start Meeting](#)[Home](#) [50 Media](#) [5 Pending](#)

### ⇒ TRAINING PLAYLIST



### ⇒ ADI PLAYLIST



### ⇒ PLAYLIST 2