


# Create a playlist in Sakai

Last Modified on 05/04/2026 11:15 am IDT

 This article is designated for faculty members.

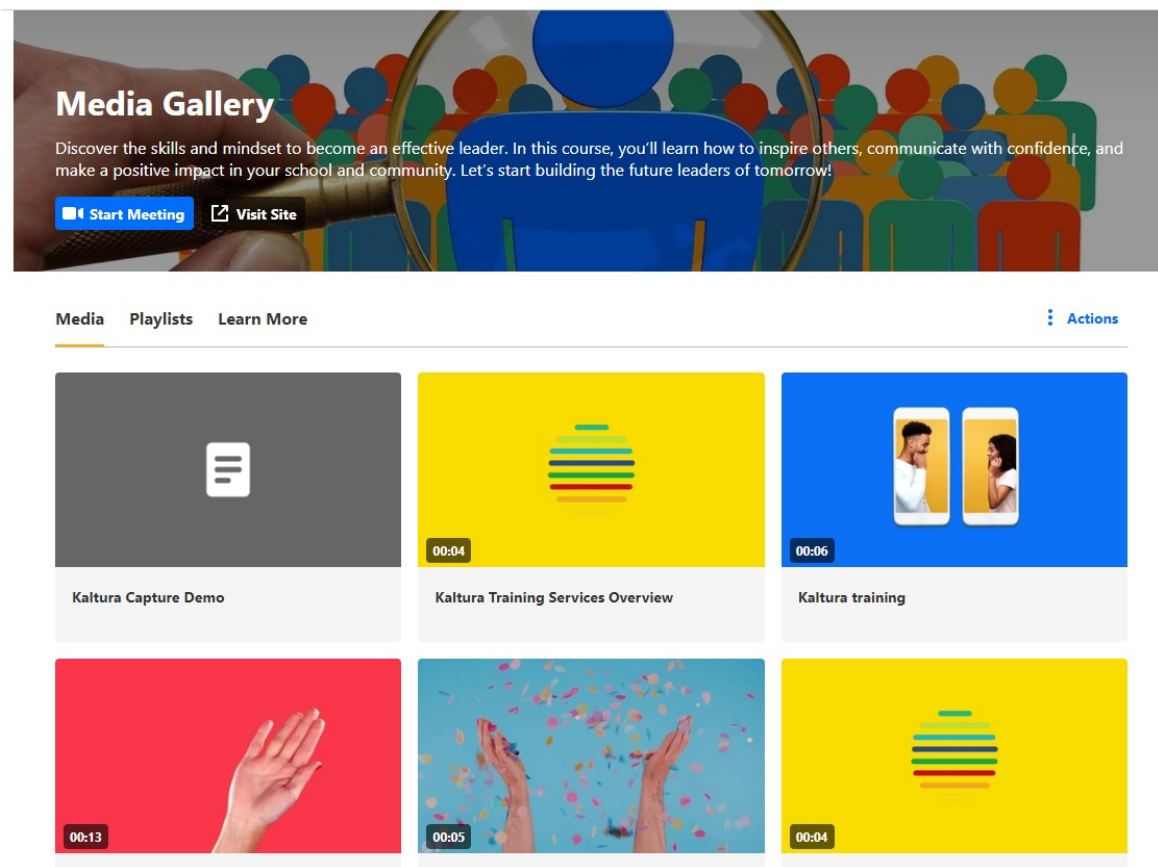
## About

Playlists are a great tool for organizing your content, such as videos, audio files and even documents.

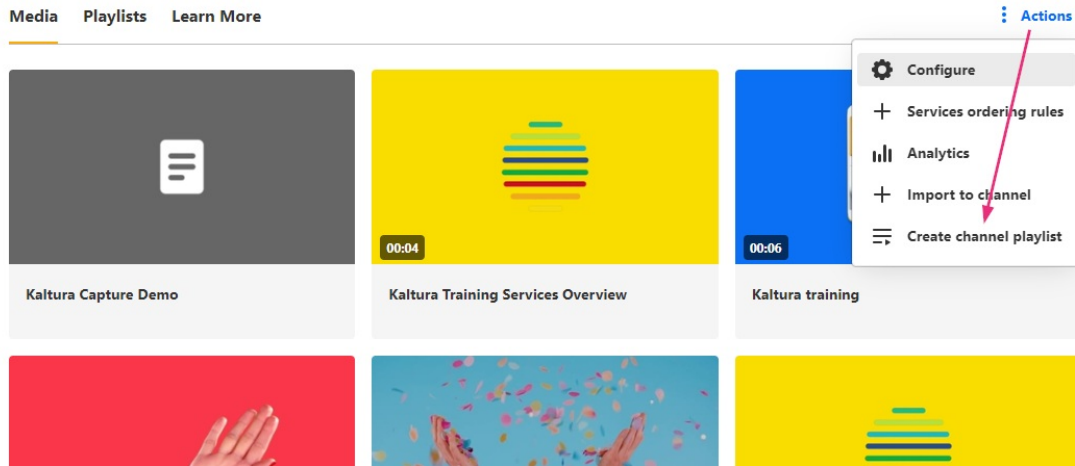
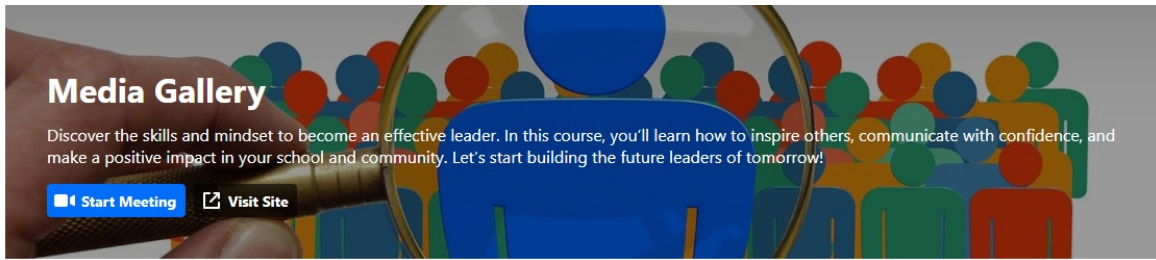
 If you can't create or add media to a playlist, ask your administrator to give you the required permission.

## Create a new playlist

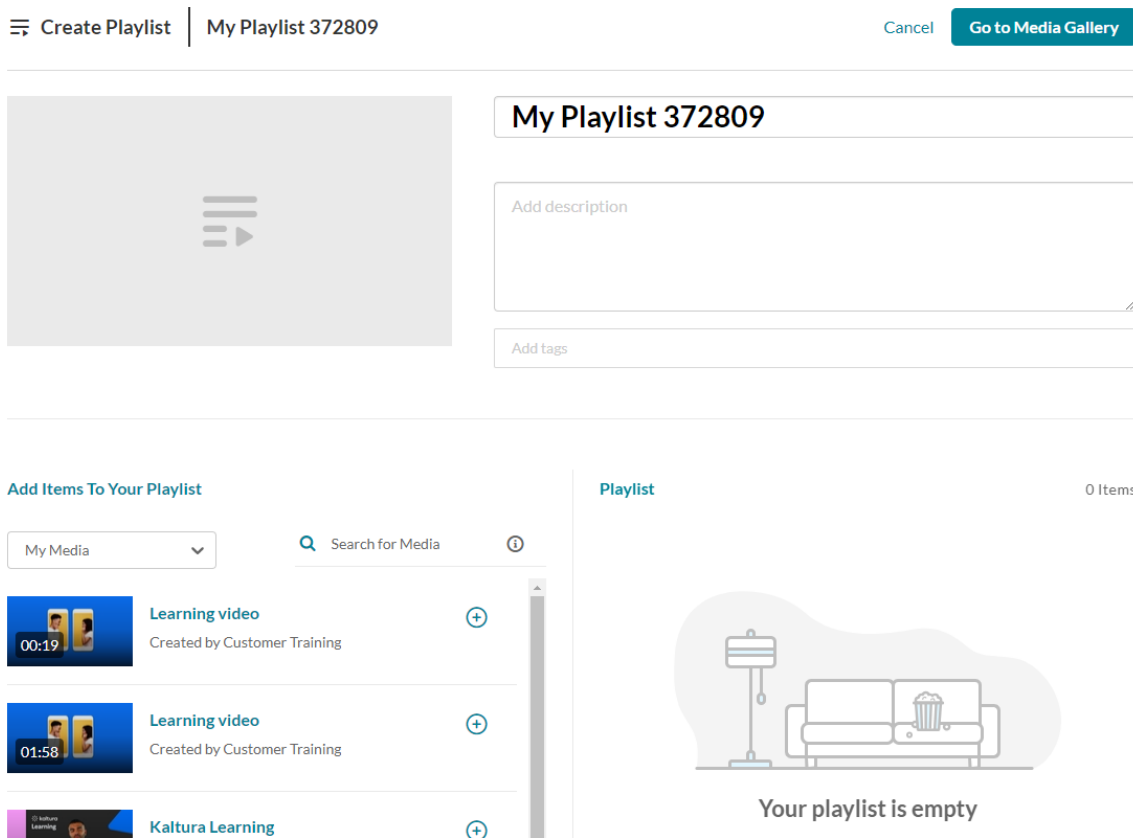
1. Access the Media Gallery.



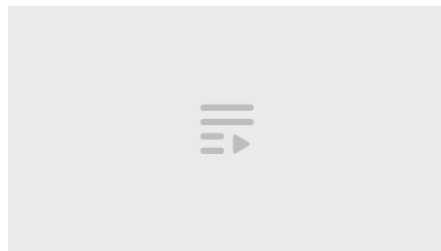
From the **Actions** menu, select **Create channel playlist**.



The **Create Playlist** page displays.



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

**Training playlist**

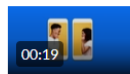
This is a training playlist.

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

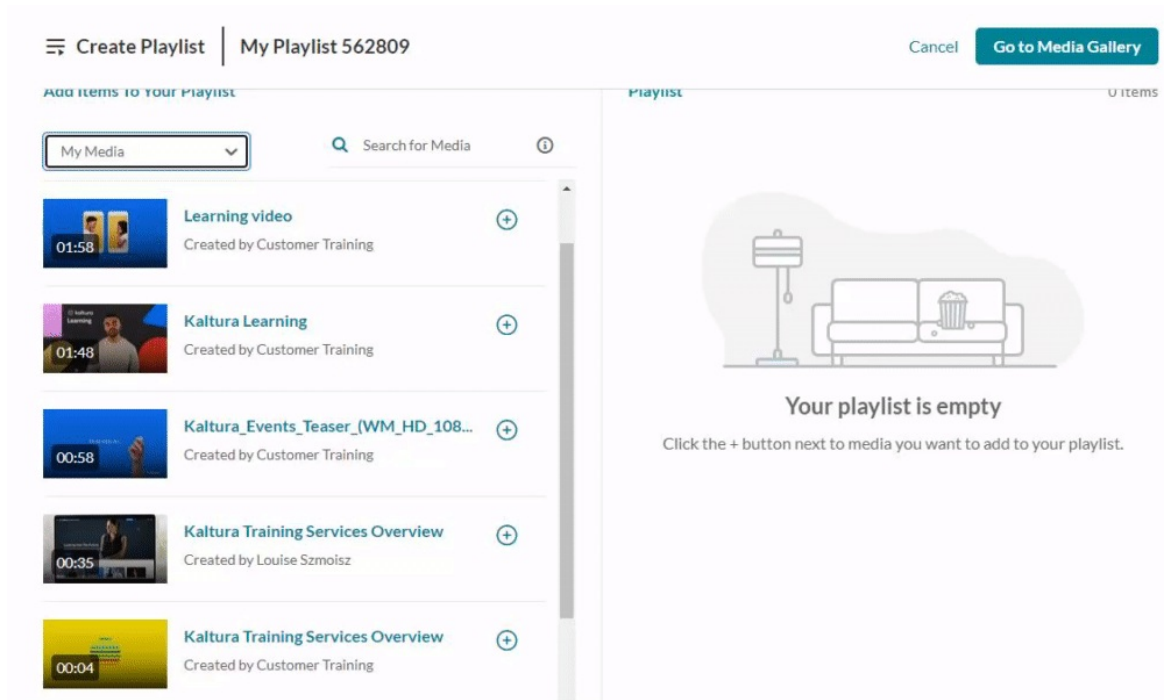


To add Kaltura Video Quizzes and documents to a playlist, ensure your main playlist player is set to a **v7 player**.



### 1. Choose the media you want for your playlist.

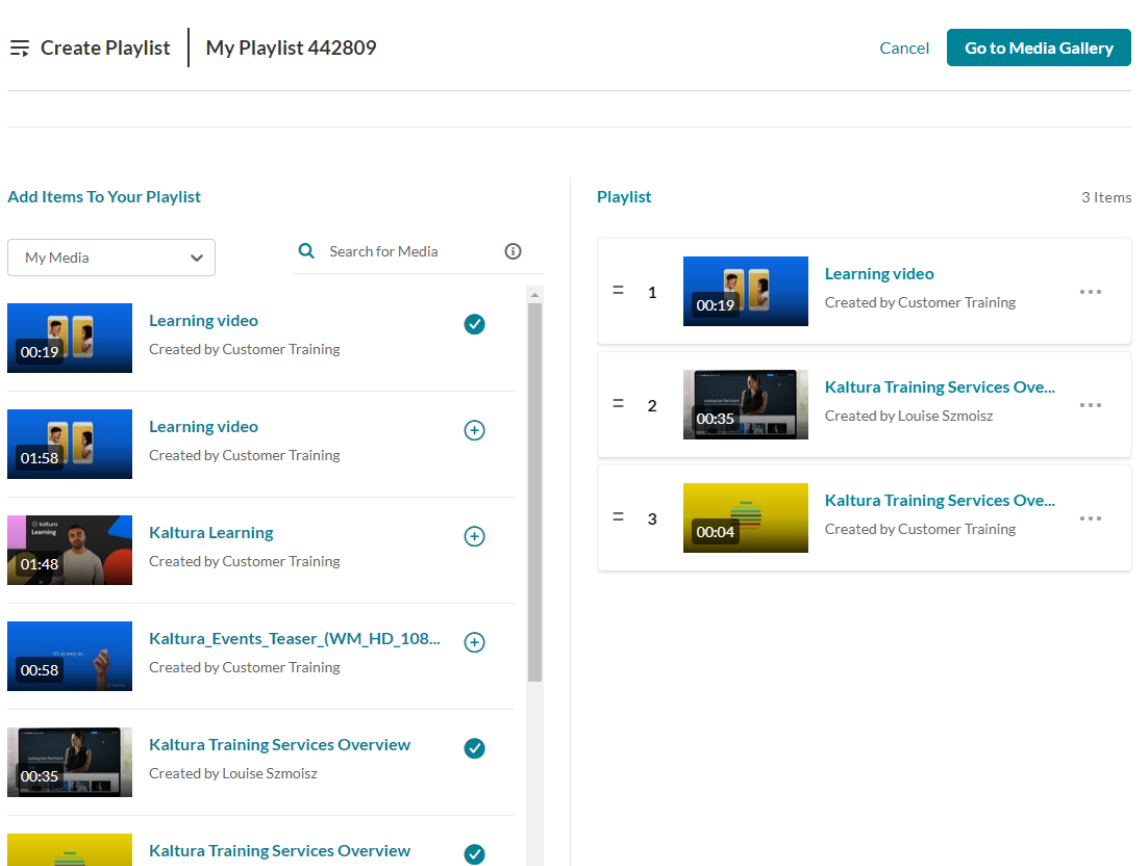
You can use the search function to find the media you want to add, or use the drop-down menu. The menu includes the following two options:

- **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.

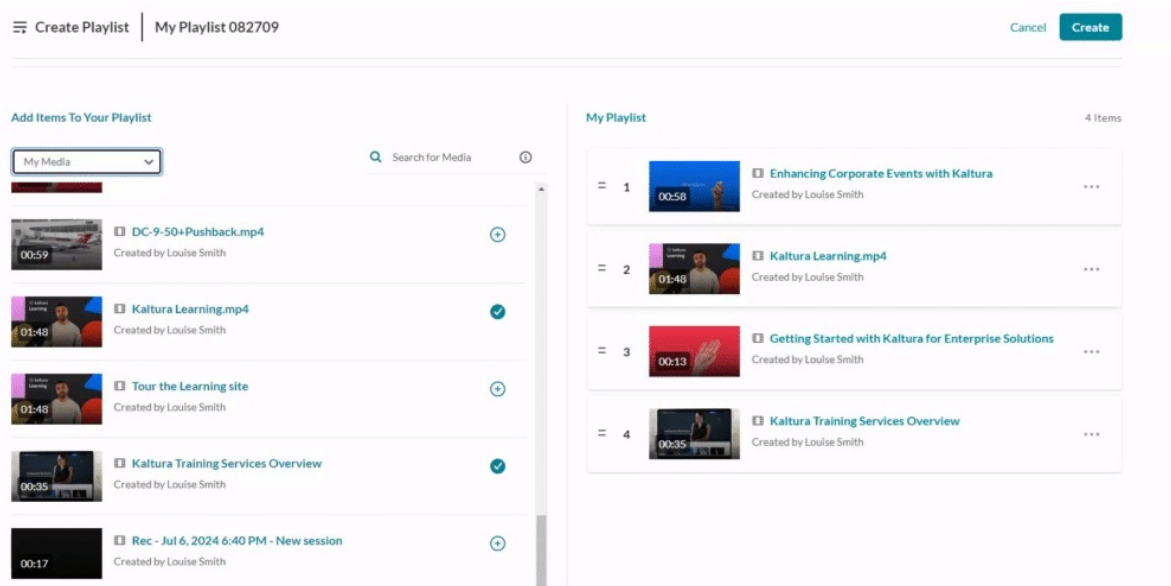


2. Click the add button(s)  next to the items you want to add.

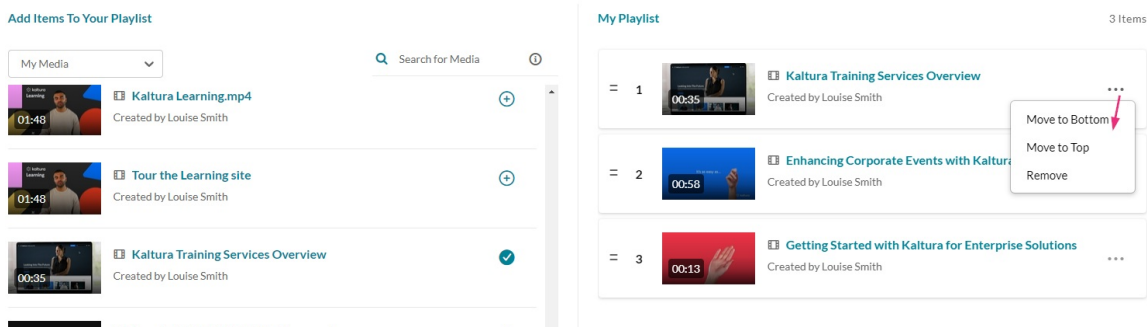
The selected items show a check symbol  and move into the **My Playlist** column on the right. (If you change your mind and don't want that item, just click the check symbol  to remove it.)



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.



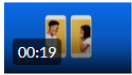
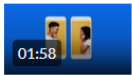
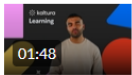
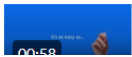
You can also click the **three dots menu** next to an item and move the item to the top or bottom of the playlist, or to remove the item.



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

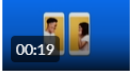
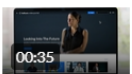

## Add Items To Your Playlist

My Media  ⓘ

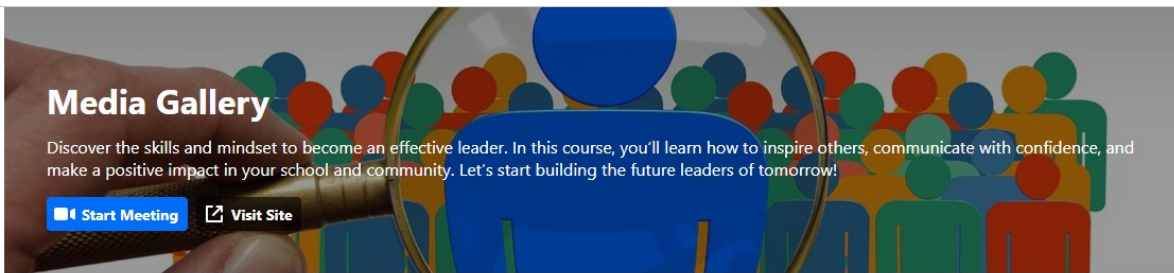
-  **Learning video**  
Created by Customer Training ✓
-  **Learning video**  
Created by Customer Training +
-  **Kaltura Learning**  
Created by Customer Training +
-  **Kaltura\_Events\_Teaser\_(WMM\_HD\_108...**  
Created by Customer Training +

## Playlist

3 Items

-  **Learning video**  
Created by Customer Training ...
-  **Kaltura Training Services Ove...**  
Created by Louise Szmoisz ...
-  **Kaltura Training Services Ove...**  
Created by Customer Training ...



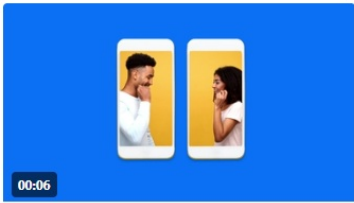



The Media Gallery page displays. Just click the **Playlists** tab to view your new playlist.



**Media Gallery**  
Discover the skills and mindset to become an effective leader. In this course, you'll learn how to inspire others, communicate with confidence, and make a positive impact in your school and community. Let's start building the future leaders of tomorrow!

[Start Meeting](#) [Visit Site](#)

**Media** **Playlists** Learn More ⋮ Actions

-  **Kaltura Capture Demo**
-  **Kaltura Training Services Overview**
-  **Kaltura training**
- 
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Your playlist displays at the top of the Media Gallery.

## Media Gallery

Discover the skills and mindset to become an effective leader. In this course, you'll learn how to inspire others, communicate with confidence, and make a positive impact in your school and community. Let's start building the future leaders of tomorrow!

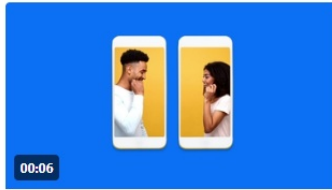
[Start Meeting](#)[Visit Site](#)

Media **Playlists** Learn More

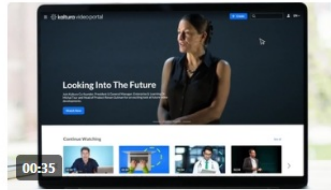
[Actions](#)

### My Playlist 312809

[See All](#)



Kaltura training



Kaltura Training Services Overview



Kaltura Training Services Overview