Create a channel playlist in Content Hubs

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This article is designated for all users.

About

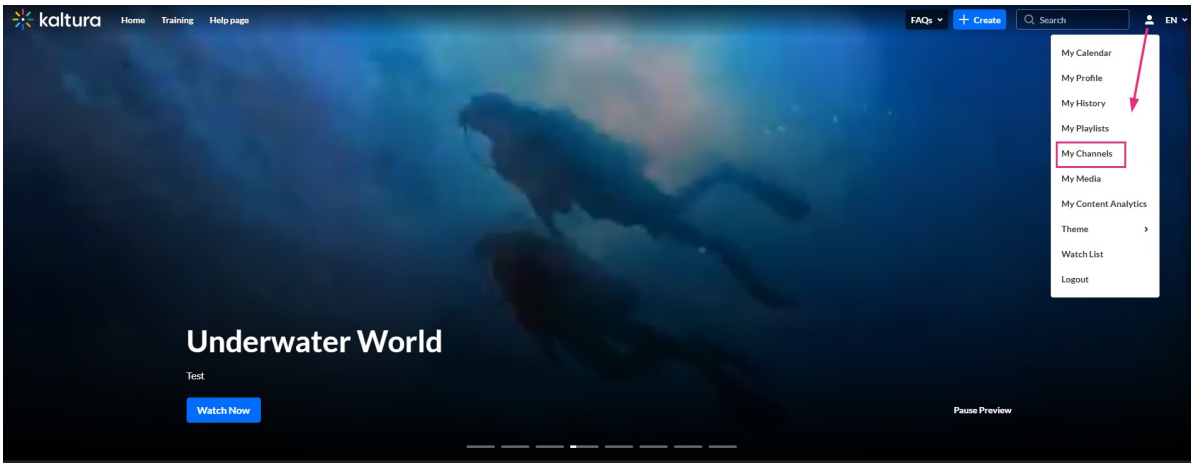
Channel playlists help you organize and highlight content in a channel. Create themed collections using media from My Media or your channel.

Playlists appear in the channel's **Playlists** tab.

- This feature requires the Channelplaylists module to be enabled.
- Existing playlists may not be added to a channel playlist.
- Channel Managers / Admins (or roles with playlist permissions) can create and manage channel playlists.
- Kaltura Video Quizzes can only be added to a playlist in applications where the main playlist player is set to a **v7 player**.

Access the create playlist page

1. From the user menu, select **My Channels**.



   The 'Channels' page opens.

2. Locate the channel you want to add a playlist to and click **Go to channel.**

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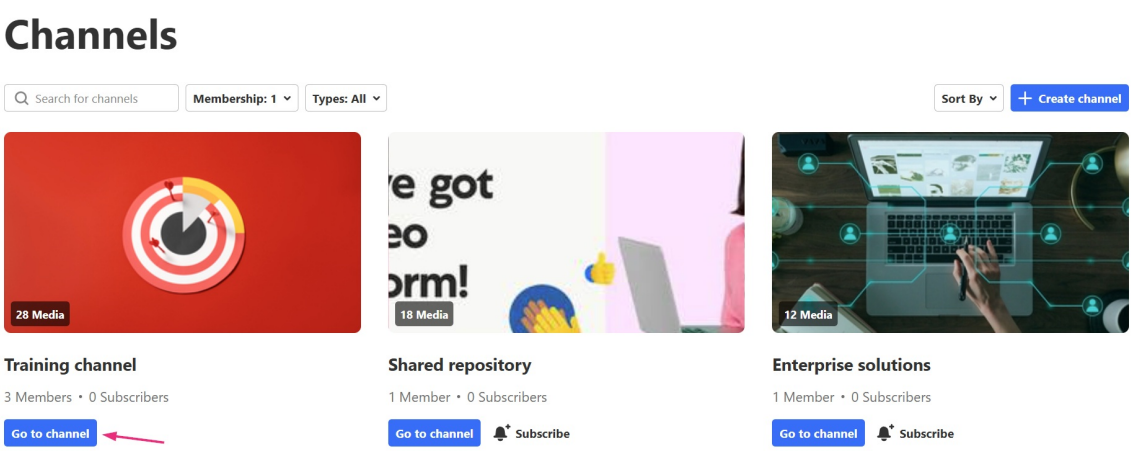
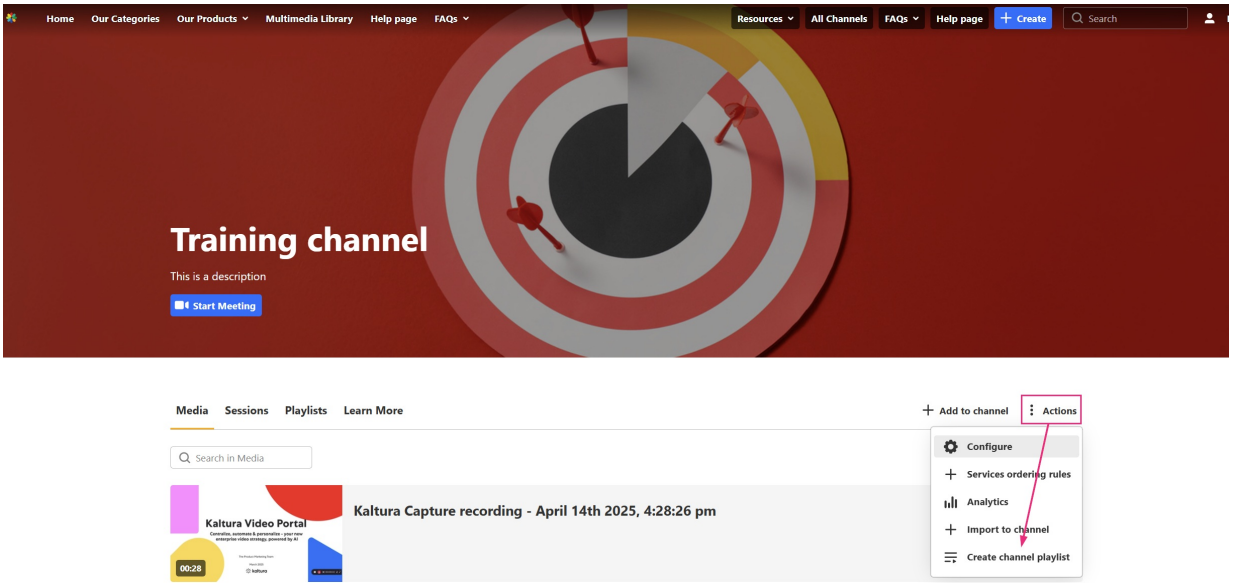


The channel page opens.

3. Click **Actions** at the far right and select **Create a channel playlist** from the menu.



The 'Create channel playlist' window opens.

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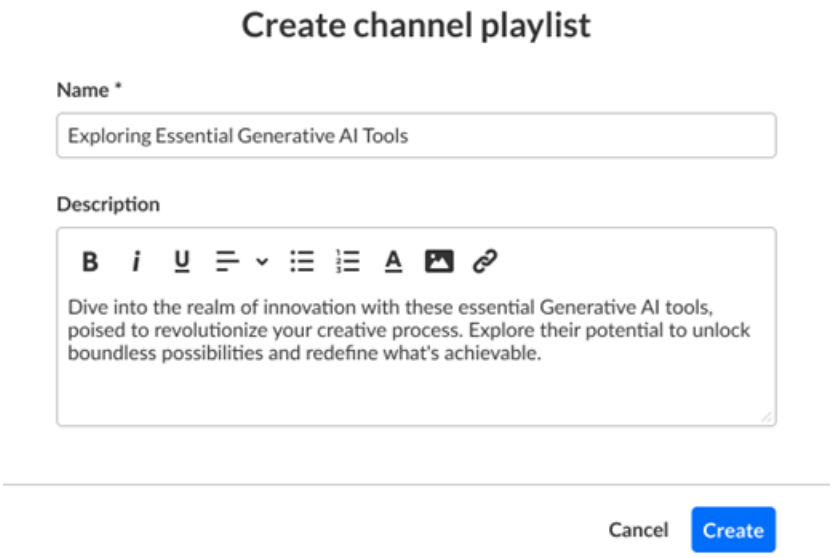
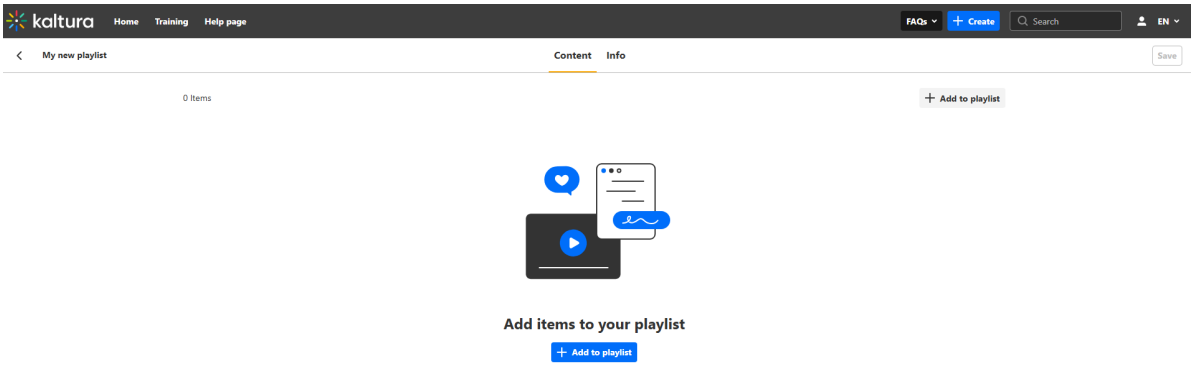


4. Enter a name and description.
5. Click **Create**.
   You'll be redirected to the edit playlist page to add media and organize your list.



Add items to your playlist

When you add media to a channel playlist, those items are automatically published to the channel (if they weren't already). To add items, you must have co-publisher rights for the channel.

1. Click **Add to playlist** at the top right or center of the page.

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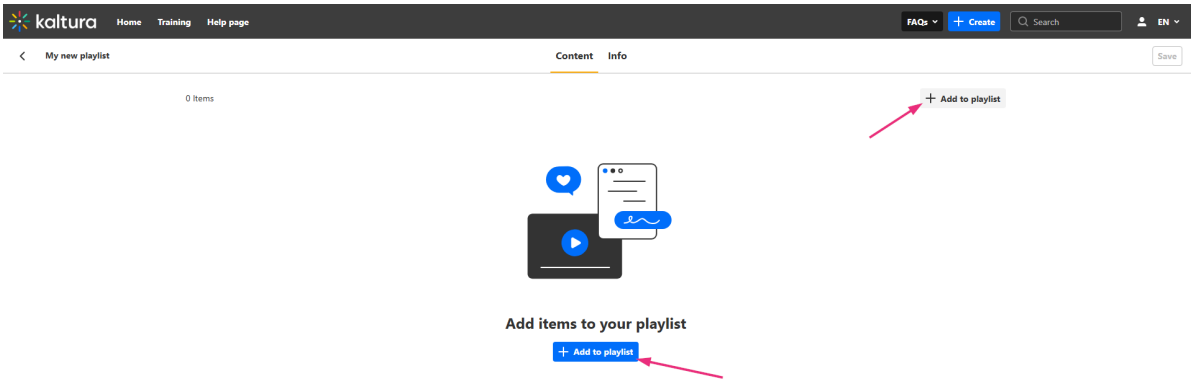
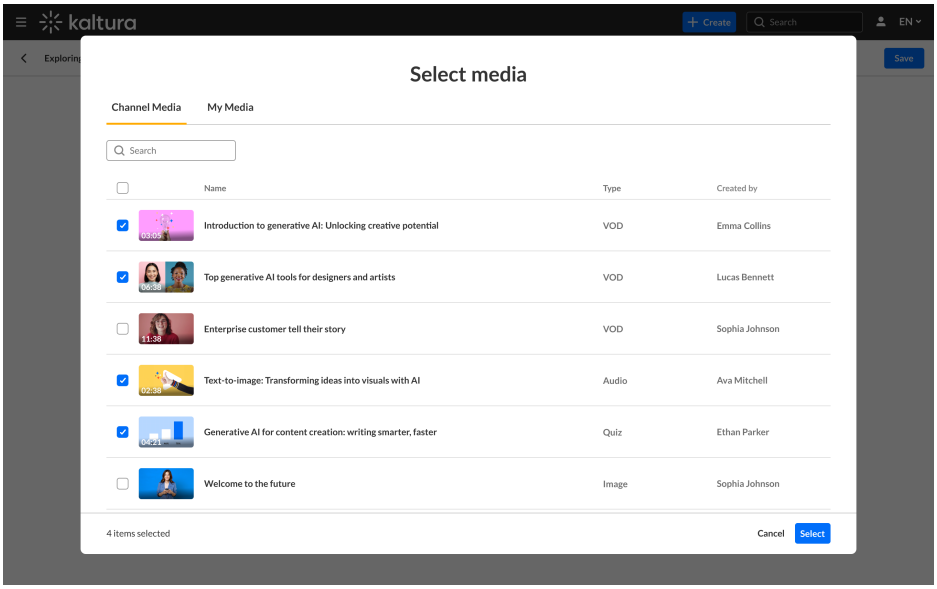


The 'Select media' window opens.



2. Check the boxes next to the items you want to add in the tabs:

- **Channel Media** - add media from the channel
- **My media** - add media from My Media

You can use the search function to find the media.

3. Click **Select**.

The playlist **Content** tab displays with all the items you added.

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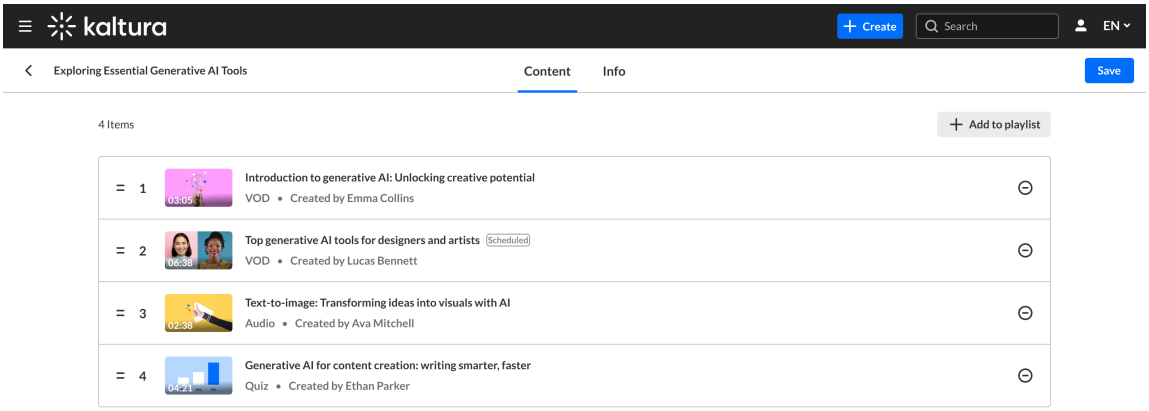
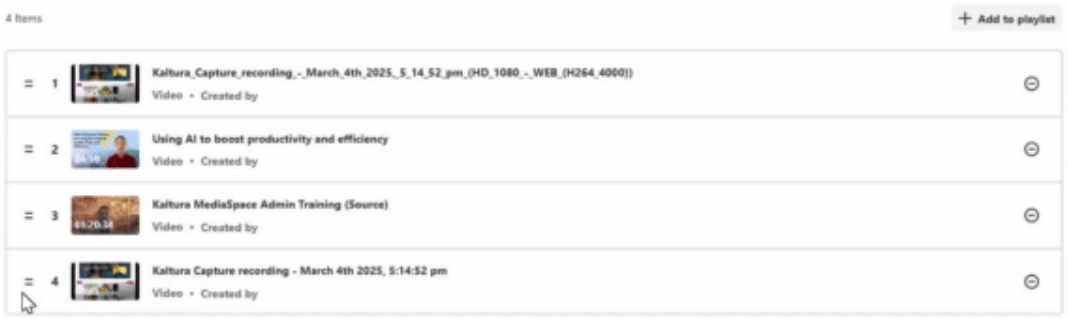


Change order of items

- **Mouse**: Drag the handles (two lines) to the left to move the item.
- **Keyboard**: Tab to the handle → Space/Enter to pick up → ↑/↓ to move → Space/Enter to drop (Esc cancels).



Remove items

Click the remove icon next to an item to take it out of the playlist.

When you're happy with your playlist, click **Save** at the top right.

Playlist thumbnails

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- The playlist thumbnail defaults to the first item in the playlist. If you change the order, it updates after you save.
- For an empty playlist, no thumbnail is shown until you add items.

Very large playlists are supported; consider saving periodically when making many changes.

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