

Create a playlist

This article is designated for all users.

Playlists are a great tool for organizing your content, such as videos, audio files and even documents. In Kaltura's Video Portal, you can easily create them in a number of places, namely [My Playlists](#), [My Media](#), and the [Channel Edit](#) page, but the simplest way is through the [+Create menu](#). Here's how.

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


Create a new playlist

1. Select **Playlist** from the **+Create** menu.

The **Create Playlist** window opens.

2. Add a Title (default is 'My Playlist' + date), description, and tags.
3. Click **Create**.

Add items to your playlist

 To add Kaltura Video Quizzes and documents to a playlist, ensure your main playlist player is set to **av7 player**.

1. Use the Search option to find the media you want to add, or use the drop-down menu:

- My Media - Add media from My Media.
- All Shared Content - Add shared media that is available for you to share.

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 next to an item in the playlist category to open a menu. You can choose to 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 **Create**.

Your playlist is ready.

Document entries

For administrators who choose to enable it, the playlist player can show document entries. The player shows the link to the Video Portal where the document can be viewed outside of the playlist. Check out our article [Documents](#) for more information.

Learn more

- [Edit playlist details.](#)
- [Access a playlist.](#)
- [Delete a playlist.](#)
- [Reorder media in a playlist.](#)
- [Remove media from a playlist.](#)
- [Embed a playlist on a website.](#)

[template("cat-subscribe")]
