



2021

KALTURA TUTORIALS

HOW TO USE PLAYLISTS

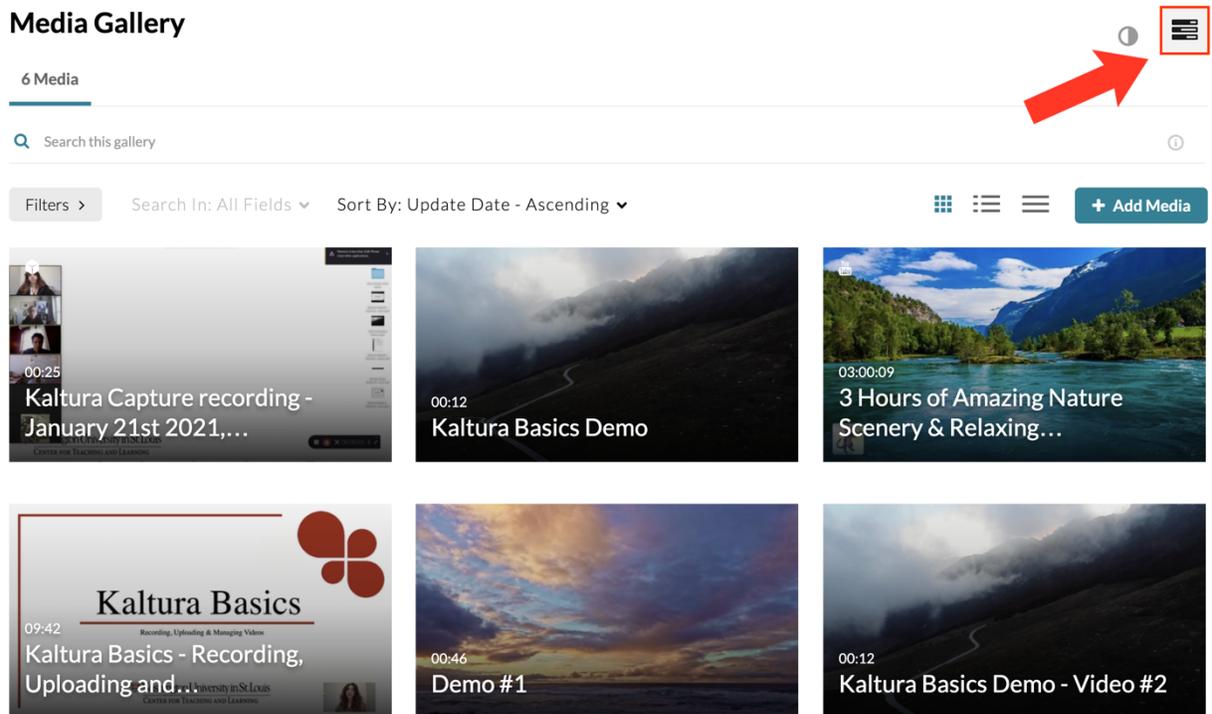
KALTURA TUTORIALS SERIES
WASHINGTON UNIVERSITY IN ST. LOUIS
CENTER FOR TEACHING & LEARNING

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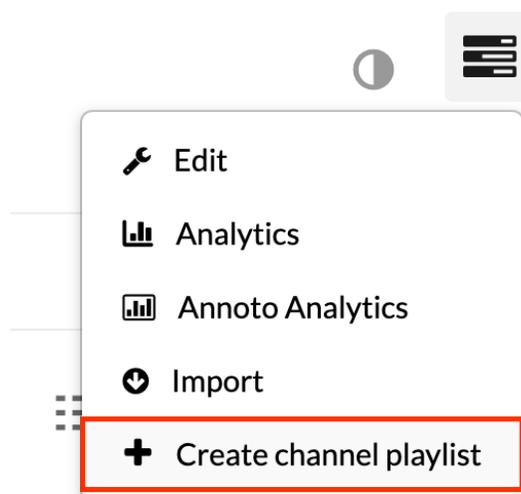
- I.** How to Create a new Playlist
- II.** How to Edit an existing Playlist

How to Create a new Playlist

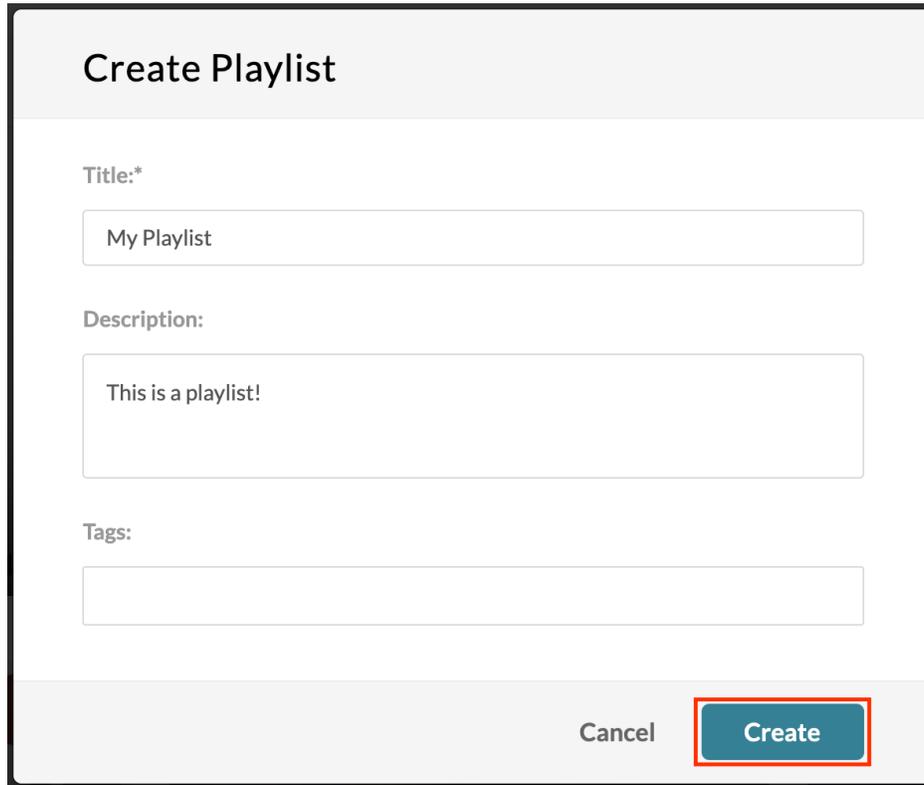
1. Go to your *Kaltura Media Gallery* on the course you want to add a playlist to and click on the three bars (menu) icon on the top of the screen:



2. Once the dropdown menu pops up, click on "Create channel playlist":



3. You will then be taken to the *Create Playlist* interface. Give your playlist a title, add a description and tags if you'd like and then click on "Create":



Create Playlist

Title:*
My Playlist

Description:
This is a playlist!

Tags:

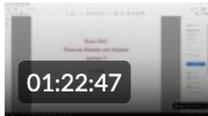
Cancel **Create**

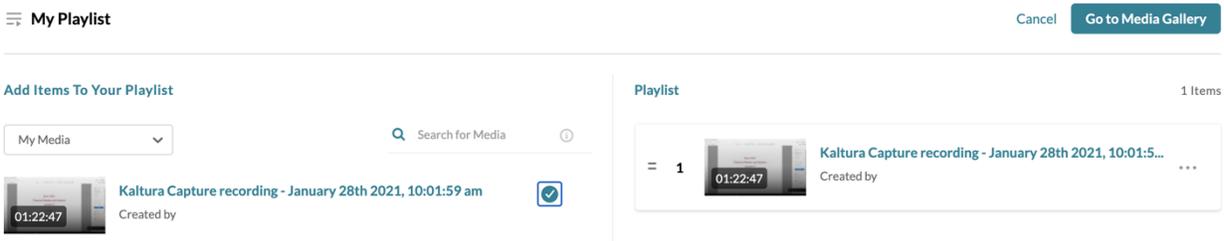
4. To add videos to your playlist, click on the "+" icon next to the desired video:

Add Items To Your Playlist



My Media ▼ Search for Media i

 **Kaltura Capture recording - January 28th 2021, 10:01:59 am** +
Created by



My Playlist Cancel Go to Media Gallery

Add Items To Your Playlist

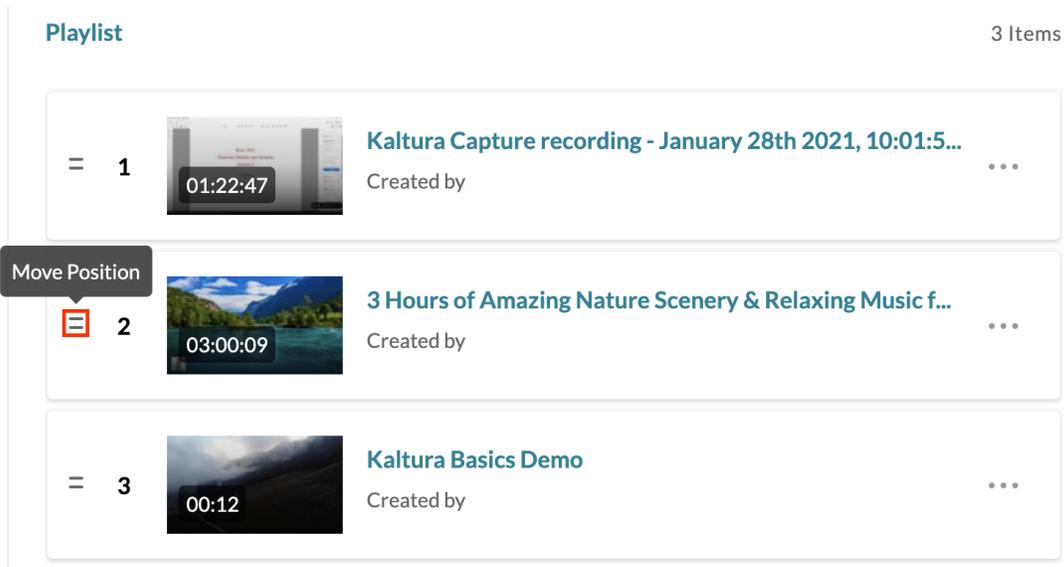
My Media ▼ Search for Media i

 **Kaltura Capture recording - January 28th 2021, 10:01:59 am** ✓
Created by

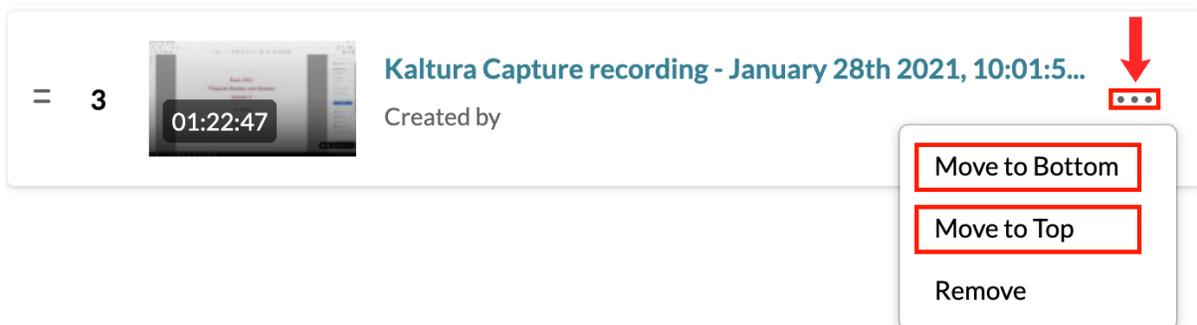
Playlist 1 Items

1  **Kaltura Capture recording - January 28th 2021, 10:01:5...** ...
Created by

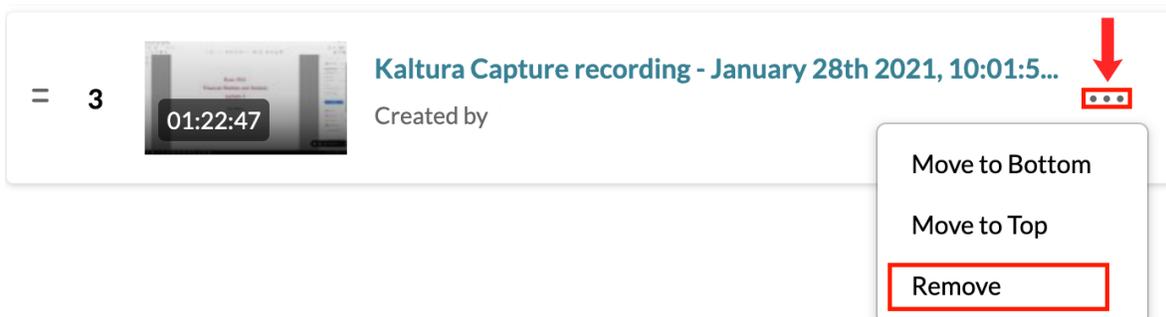
→ You can rearrange the order of the videos on your playlist by clicking and holding onto the two bars icon next to the video you want to move and then dragging it up or down as desired:



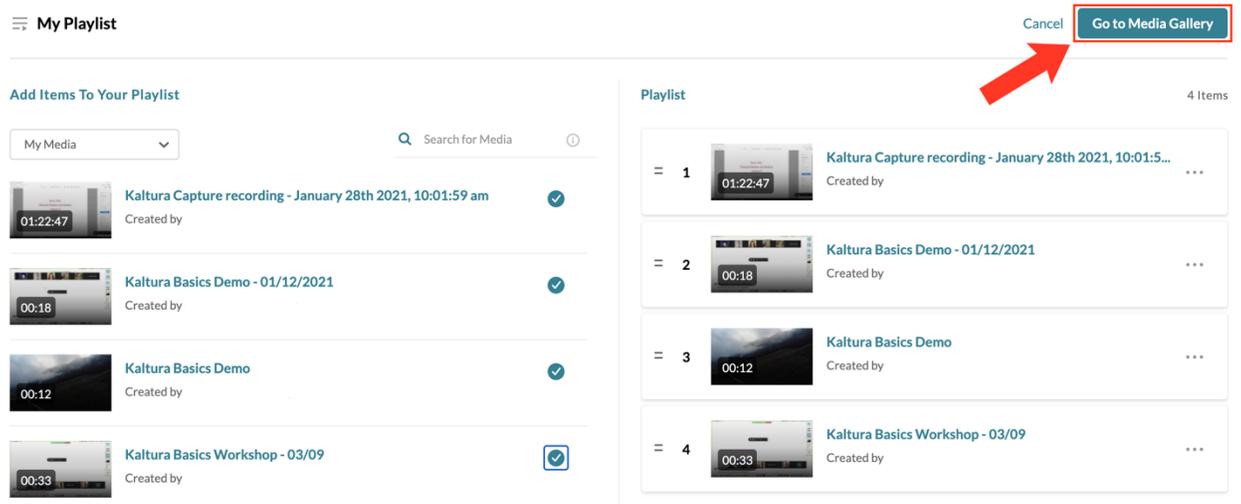
↳ Alternatively, you can click on the “...” next to the video you want to move and click on either “Move to Bottom” or “Move to Top”:



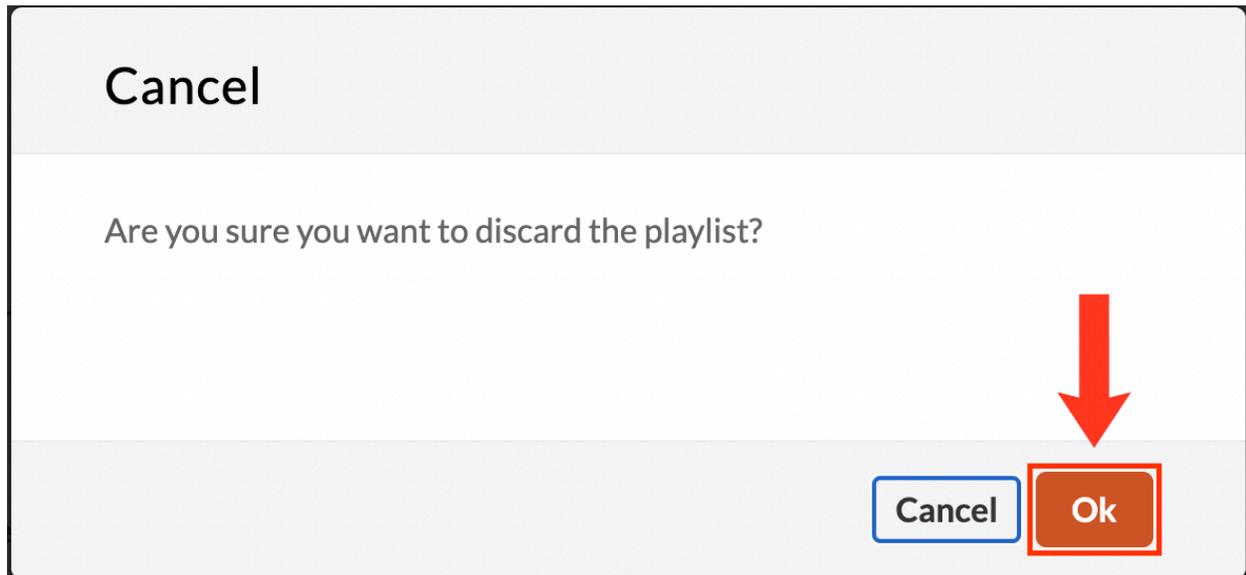
5. To remove videos from your playlist, click on the “...” icon next to the desired video and click on “Remove”:



6. Once you are done adding your videos, click on the “Go to Media Gallery” button:



↳ If you changed your mind and would like to discard your playlist, click on “Cancel” and then on “Ok” once you’re prompted to confirm the cancellation:



7. You will then be taken to the final interface. Add any extra information or make any changes you'd like, click on "Save" and then on "Back to Media Gallery":

Edit Media Gallery

Details Playlists

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

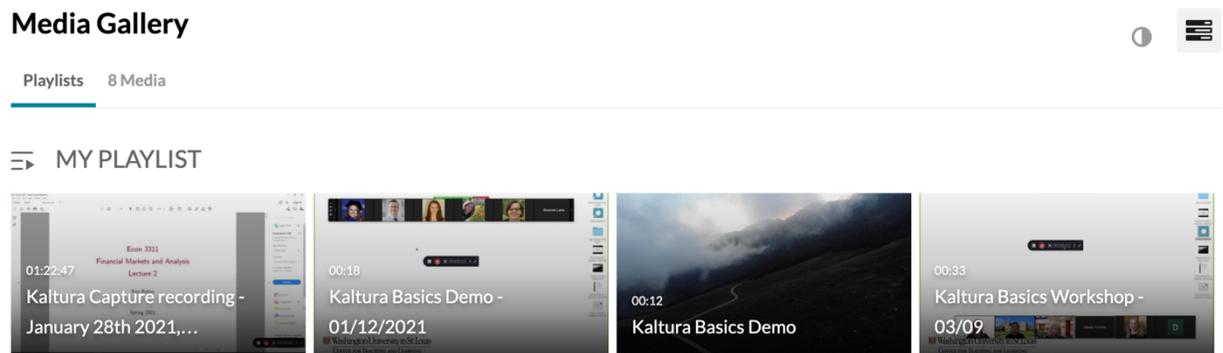
Enter Description...

Tags:

Options: Enable in-video annotations and analytics for Media Gallery (Annoto)
 Moderate content (media will not appear in media gallery until approved by the gallery manager)
 Enable comments in Media Gallery
 Keep comments private to Media Gallery.
 Display embedded media in this Media Gallery

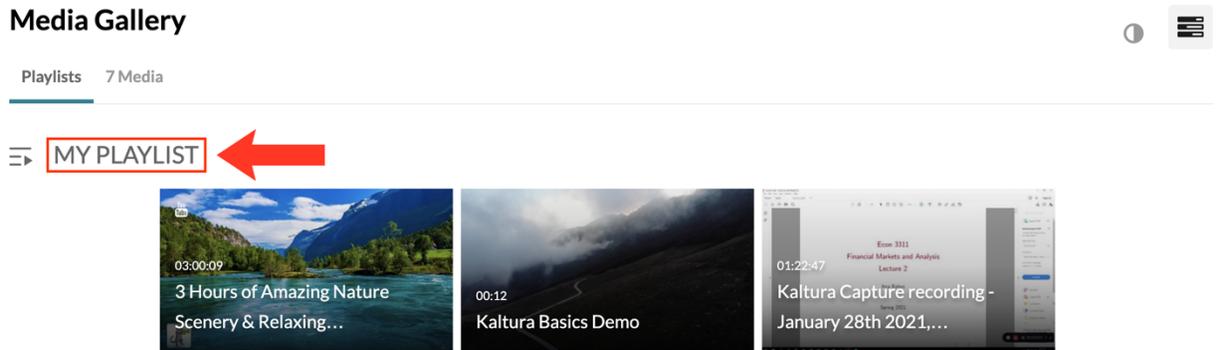


↳ Your playlist will now be displayed under the *Playlists* tab in your *Kaltura Media Gallery*:

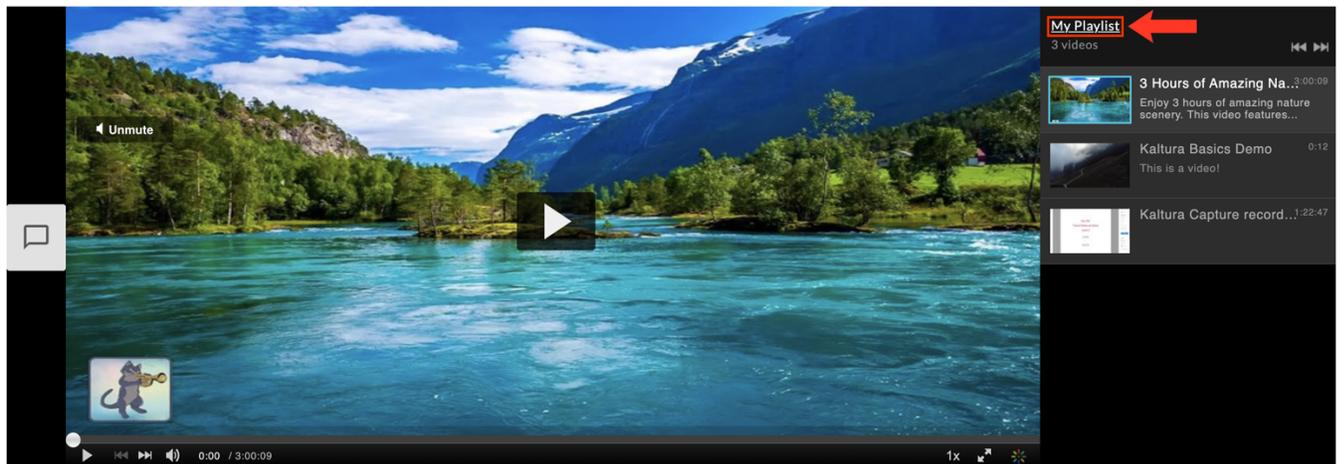


How to Edit an existing Playlist

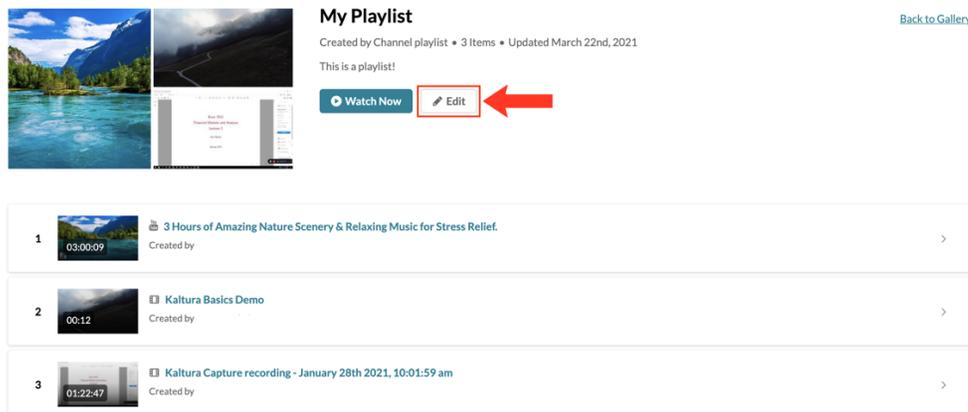
1. To edit an existing playlist, go to your *Playlists* tab under *Kaltura Media Gallery* in the course the playlist is in and click on the title of the playlist:



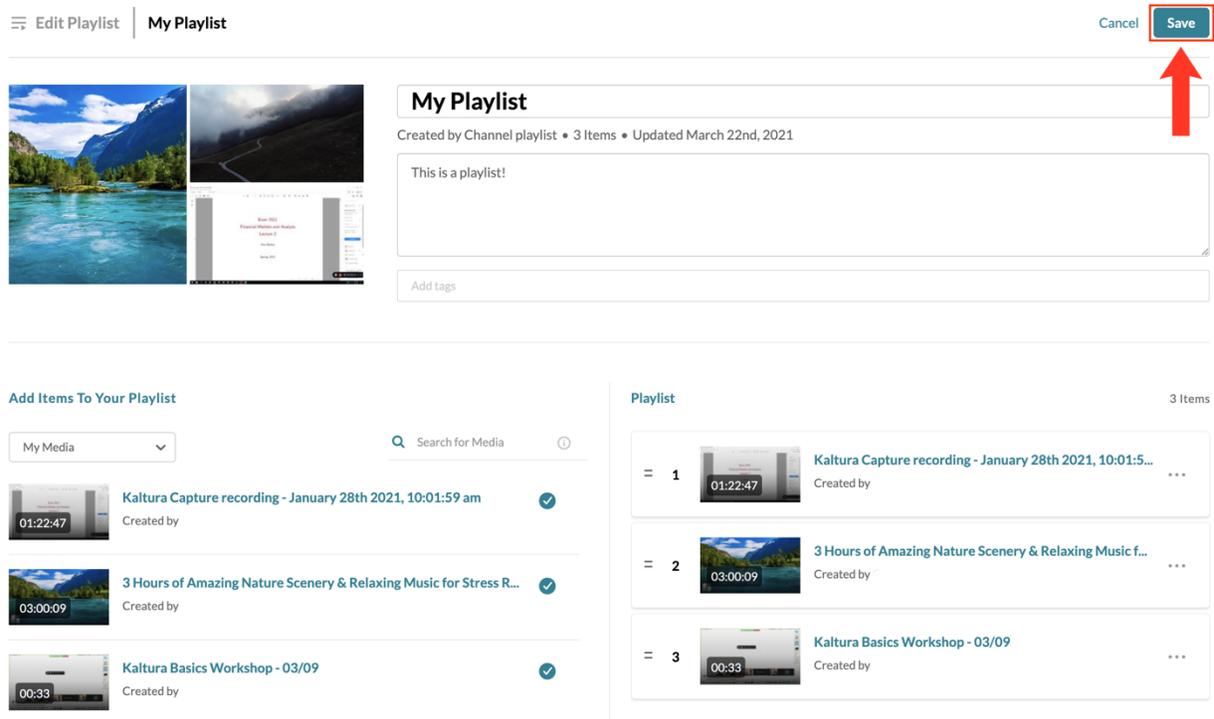
2. You will then be taken to this page. Click on the playlist title again:



3. On the next interface, click on the "Edit" button:



4. In the next page, you will be able to do any changes you'd like. Once you are done, hit the "Save" button:



The screenshot shows a video player interface with a 'My Playlist' page. At the top left, there is a menu icon and the text 'Edit Playlist | My Playlist'. At the top right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box and a red arrow pointing to it. Below the header, there is a section for 'My Playlist' with a title, a description 'Created by Channel playlist • 3 Items • Updated March 22nd, 2021', and a placeholder text 'This is a playlist!'. There is also an 'Add tags' field. Below this, there are two columns: 'Add Items To Your Playlist' and 'Playlist'. The 'Add Items To Your Playlist' column has a search bar and three items: 'Kaltura Capture recording - January 28th 2021, 10:01:59 am', '3 Hours of Amazing Nature Scenery & Relaxing Music for Stress R...', and 'Kaltura Basics Workshop - 03/09'. The 'Playlist' column shows three items in a list: '1 Kaltura Capture recording - January 28th 2021, 10:01:59 am', '2 3 Hours of Amazing Nature Scenery & Relaxing Music f...', and '3 Kaltura Basics Workshop - 03/09'.

If you need information on how to add/remove videos or other playlist controls, scroll up to step 4 and beyond on the "How to Create a new Playlist" topic in this guide.