

# KALTURA PLAYLISTS

## Organizing Your Media

Playlists allow you to merge multiple videos into a single player with a navigation menu. This is handy if you have associated videos you would like to keep in a series or simply want to save space on your Canvas page.

## CREATING A PLAYLIST

1

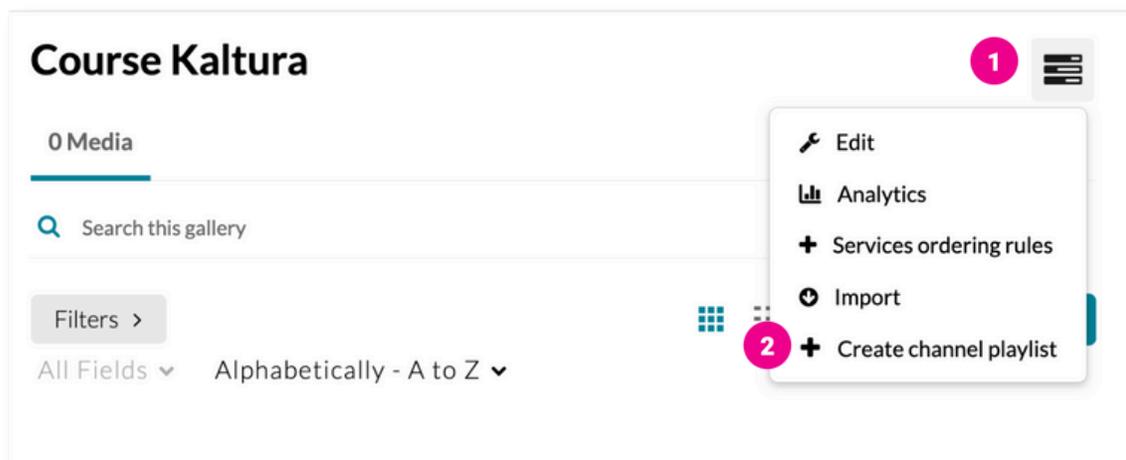
Select **Course Kaltura** in your Canvas course main menu at the left of the screen.



*If you do not see Course Kaltura in your main menu you will need to enable it within your course navigation. This can be disabled (if preferred) after you create and embed the Playlist. Keeping it gives students access to a gallery page of all videos in the course.*

2

Select the **3 bars** (1) at the top right corner of the page that opens. Choose **+ Create channel playlist** (2).



3

Fill in the top part of the page with the title, description, and any tags you designate.

The screenshot shows a 'Create Playlist' form. At the top left is a hamburger menu icon and the text 'Create Playlist'. At the top right are 'Cancel' and 'Go to Media Gallery' buttons. The form is divided into three main sections: 1. A large grey placeholder box on the left with a play button icon. 2. A 'Title' section with a text input field containing 'New Playlist'. 3. A 'Description' section with a larger text area containing the placeholder 'Add description'. Below the description is a 'Tags' section with a text input field containing 'Add tags'.

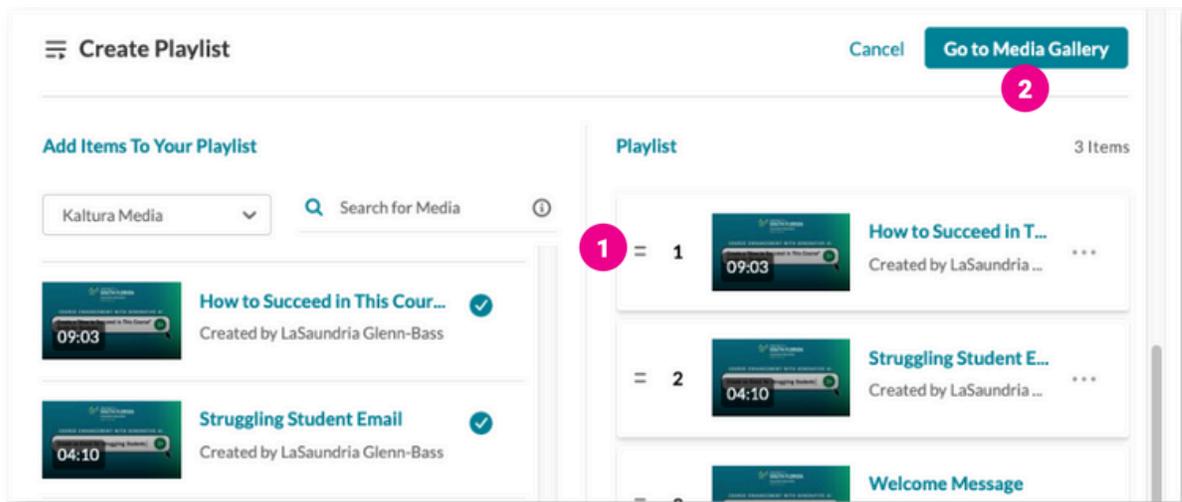
4

Your video list is below the Title and Description area. Add the videos to include in the playlist by choosing the plus sign next to each one in the column titled **Add Items To Your Playlist**. The media will appear in the right column titled **Playlist**.

The screenshot shows a media selection interface. On the left is the 'Add Items To Your Playlist' section, which includes a dropdown menu for 'Kaltura Media', a search bar for 'Search for Media', and a list of three video items. Each item has a plus sign button to its right, which are circled in pink. The items are: 'How to Succeed in This Cour...' (09:03), 'Struggling Student Email' (04:10), and 'Welcome Message' (08:23). On the right is the 'Playlist' section, which shows '0 Items' and a message: 'Your playlist is empty. Click the + button next to media you want to add to your playlist.' The background of the playlist section features an illustration of a living room with a lamp, a sofa, and a popcorn bucket.

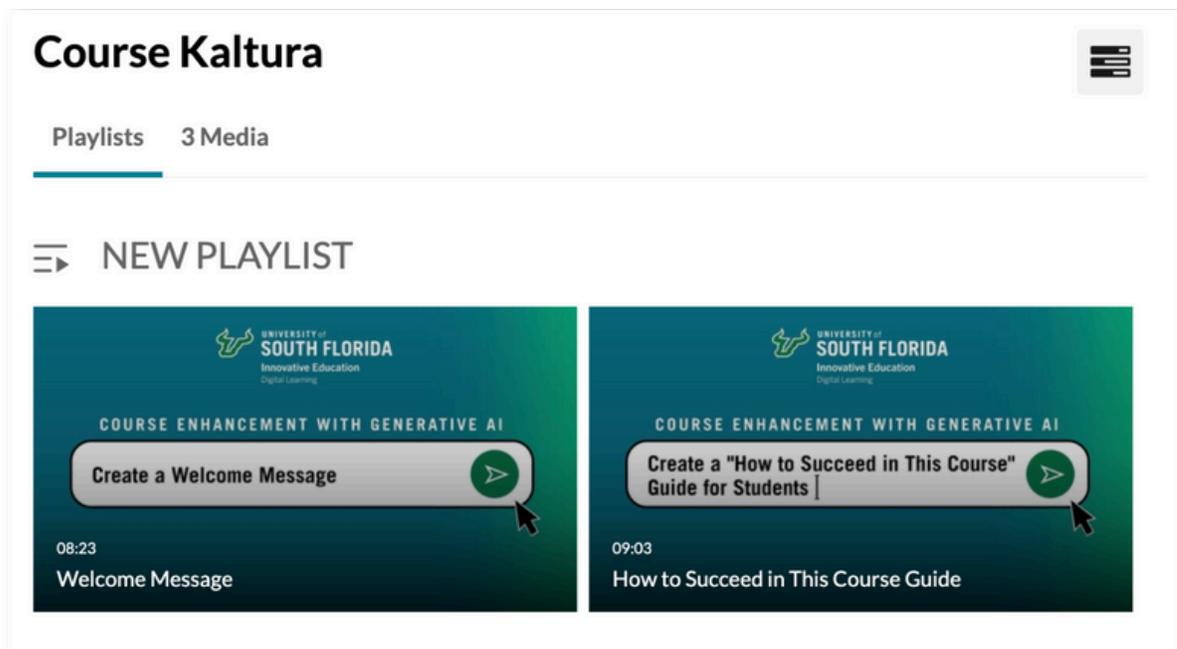
5

You can rearrange the videos by selecting the 2 black bars (1) at the left of the item and dragging it into position. The list is saved automatically. You can now choose [Go to Media Gallery](#) (2).



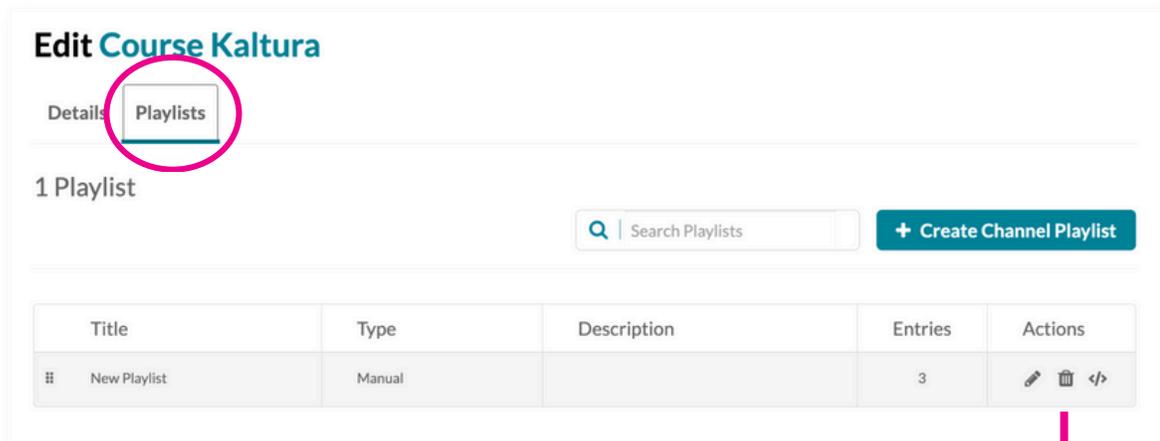
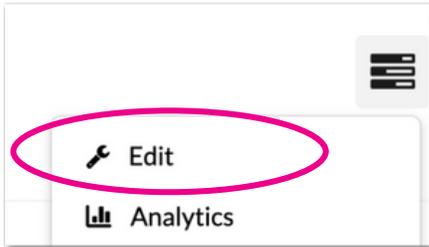
6

The Course Kaltura page will appear, and a new [Playlists](#) tab will be added to the page.



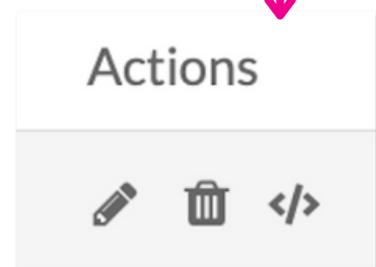
7

To edit your playlists, once again choose the 3 bars at the top right and select **Edit**. Choose the **Playlists** tab to see your playlist. Here you will see icons to Edit (pencil), Delete (trashcan), and Embed (html code) your playlist. The Embed code you get here is for use on a webpage other than in Canvas.



A screenshot of the 'Edit Course Kaltura' page. The 'Playlists' tab is circled in pink. Below the tab, there is a search bar and a '+ Create Channel Playlist' button. A table lists one playlist:

Title	Type	Description	Entries	Actions
New Playlist	Manual		3	  



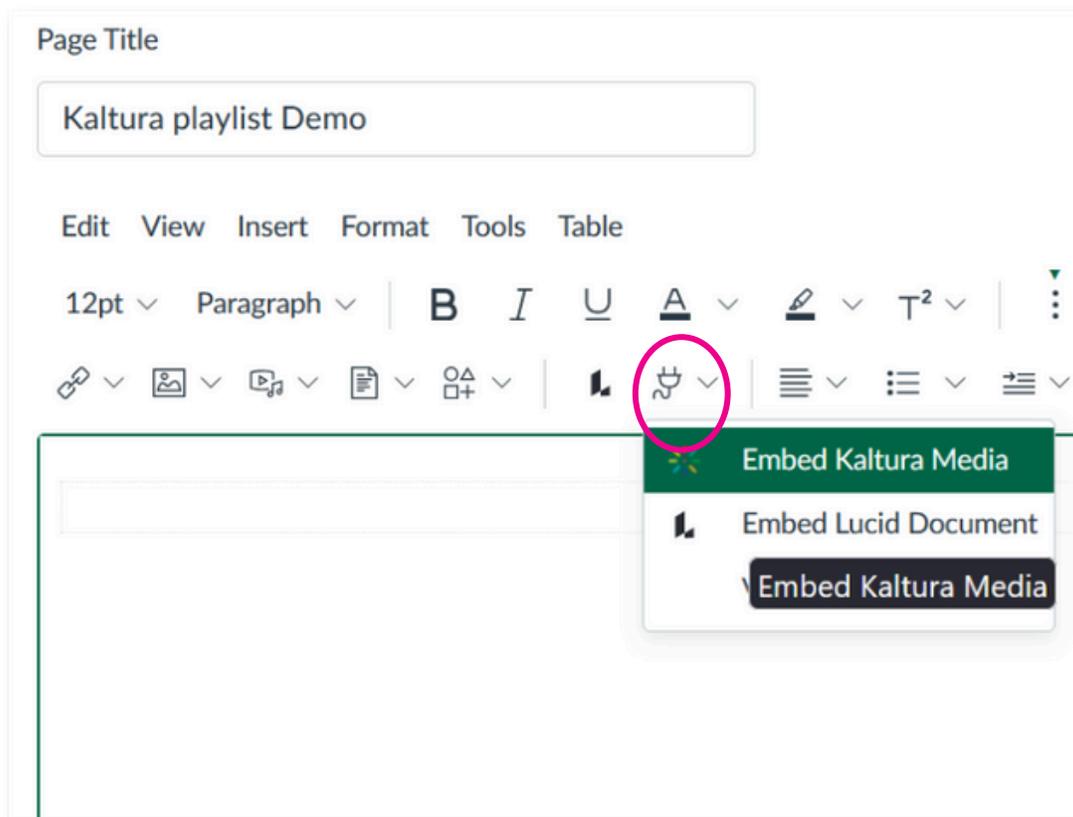
A close-up of the 'Actions' menu, showing three icons: a pencil (edit), a trash can (delete), and a code symbol (embed).

## Embedding a Playlist

Once your playlist has been created, you can embed it on a Canvas page (or discussion, quiz, assignment, and announcement) in a similar manner to embedding a Kaltura video using the Rich Content Editor.

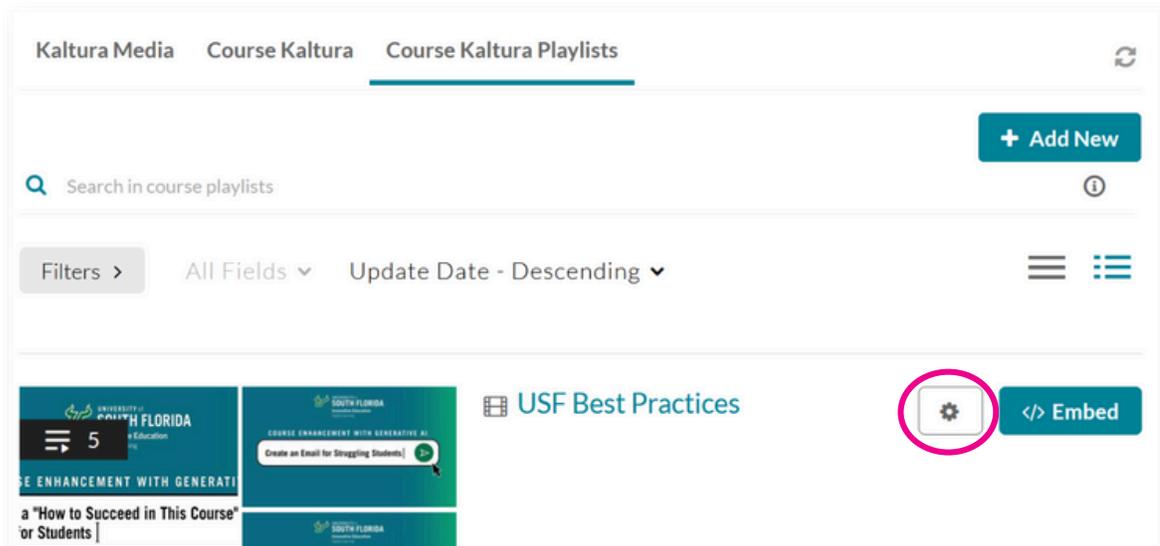
1

From the Rich Content Editor, choose the **plug-in icon** and select **Embed Kaltura Media**. If you don't see it right away, select **View All** and choose it from the dropdown list that appears.



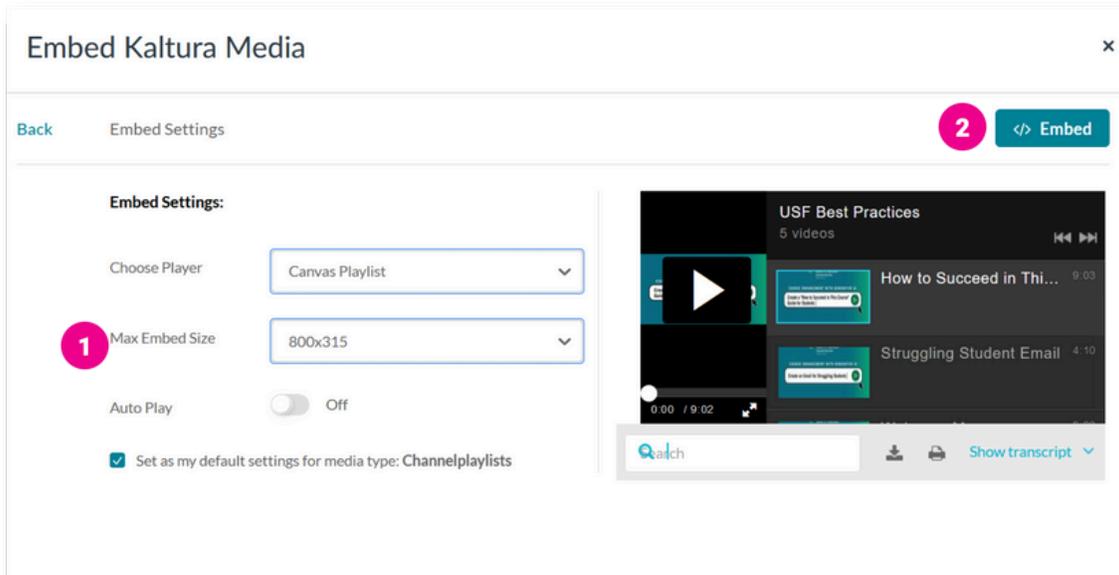
2

Choose the last tab **Course Kaltura Playlists**. Find your playlist in the list that appears, and select the **gear icon** to see the settings that will allow you to choose the size of your player



3

Choose the size in the **Max Embed Size** (1) dropdown list, and select the **Embed** (2) button in the top right corner.



4

The playlist will appear on the Canvas page.

