

Creating Playlists in the Course Media Gallery in D2L – Kaltura Tutorial

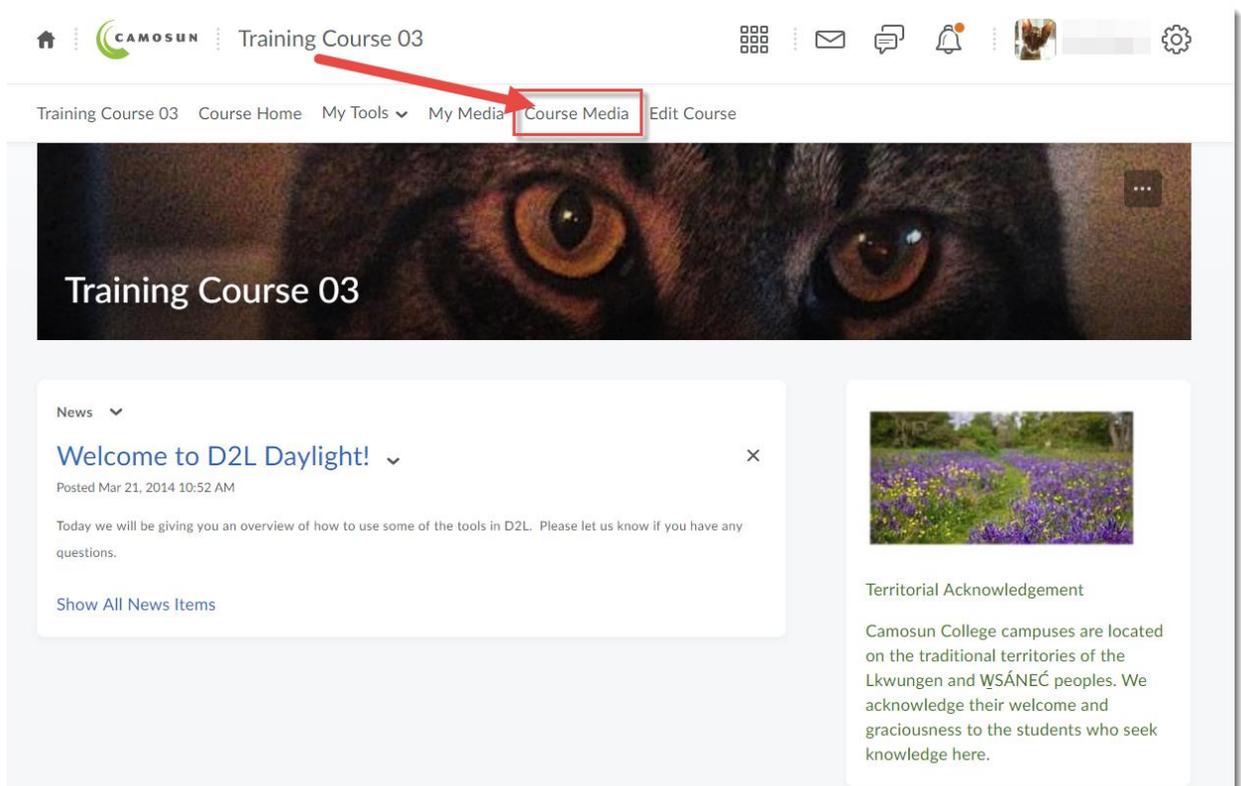
This tutorial is designed for faculty who have previous experience using D2L, who have uploaded media to **My Media** in D2L, and who have added media to their Course Media gallery. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you wish to create a playlist of media for use in your D2L course.

Steps

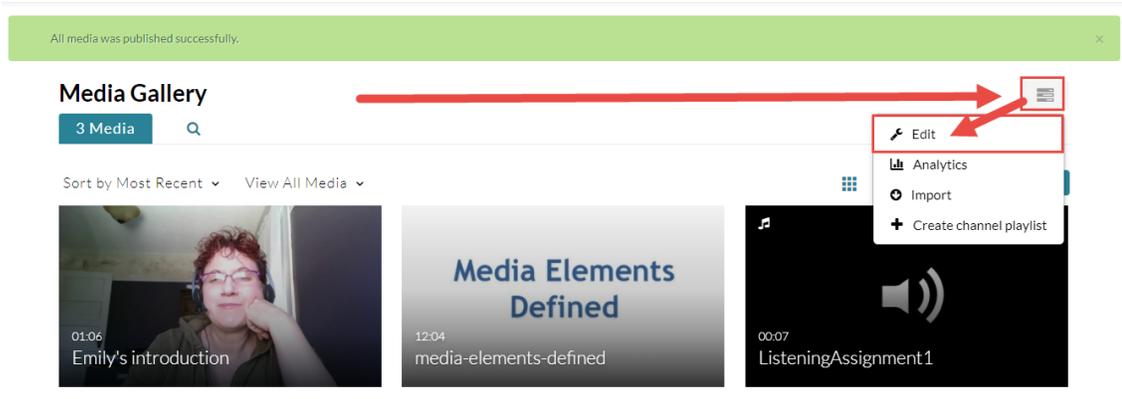
1. Go to your course in D2L.
2. Go to **Course Media**.



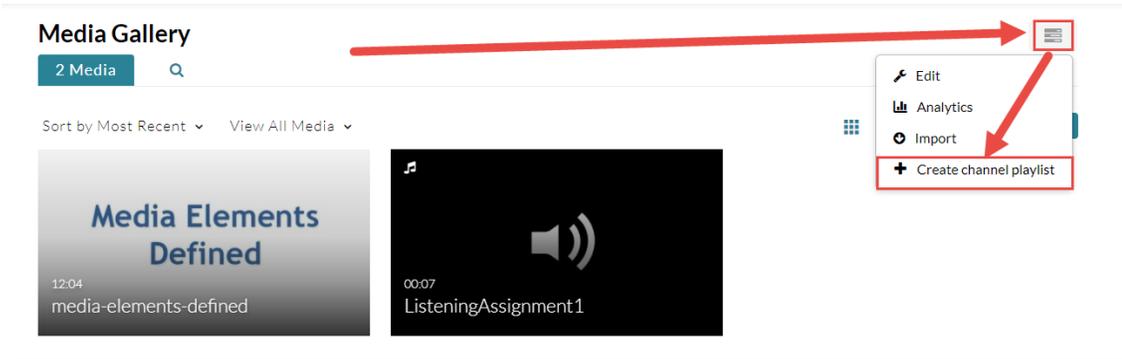
The screenshot shows the D2L course interface for "Training Course 03". The navigation bar at the top includes "Training Course 03", "Course Home", "My Tools", "My Media", "Course Media", and "Edit Course". A red arrow points to the "Course Media" link. Below the navigation bar is a banner image of a bear's face with the text "Training Course 03". On the left, there is a "News" section with a "Welcome to D2L Daylight!" announcement. On the right, there is a "Territorial Acknowledgement" section with a photo of purple flowers and text about Camosun College's location on traditional territories.



- To add Playlists to the Course Media gallery, click the icon at the top left above the **Add Media** button, and select **Edit**.



- Click the **Channel Actions** menu (at the top right), and select **Create channel playlist**.



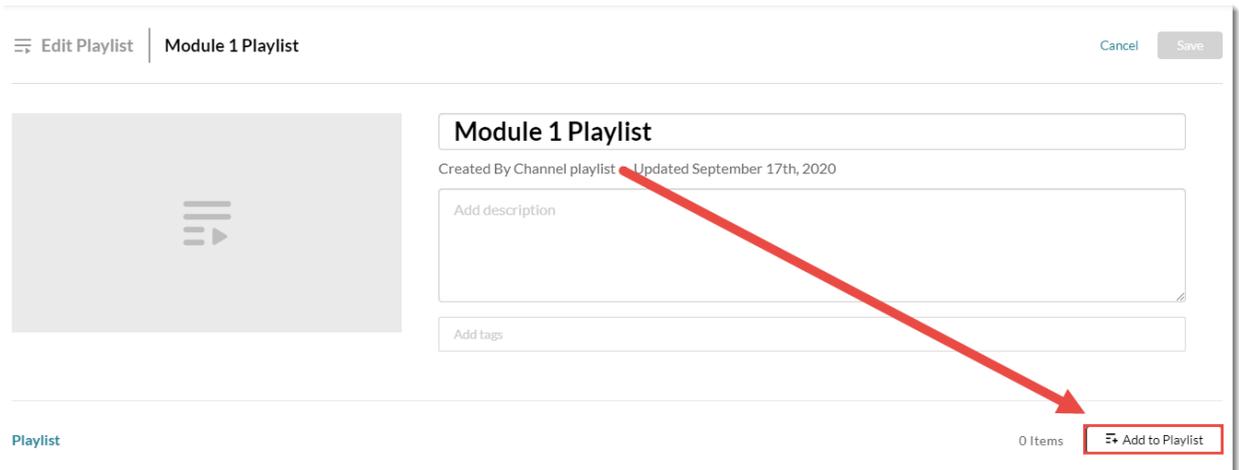
- Give your Playlist a **Title**, as well as a **Description** and **Tags** if needed, then click **Add**.

The 'Create Playlist' form has the following fields and buttons:

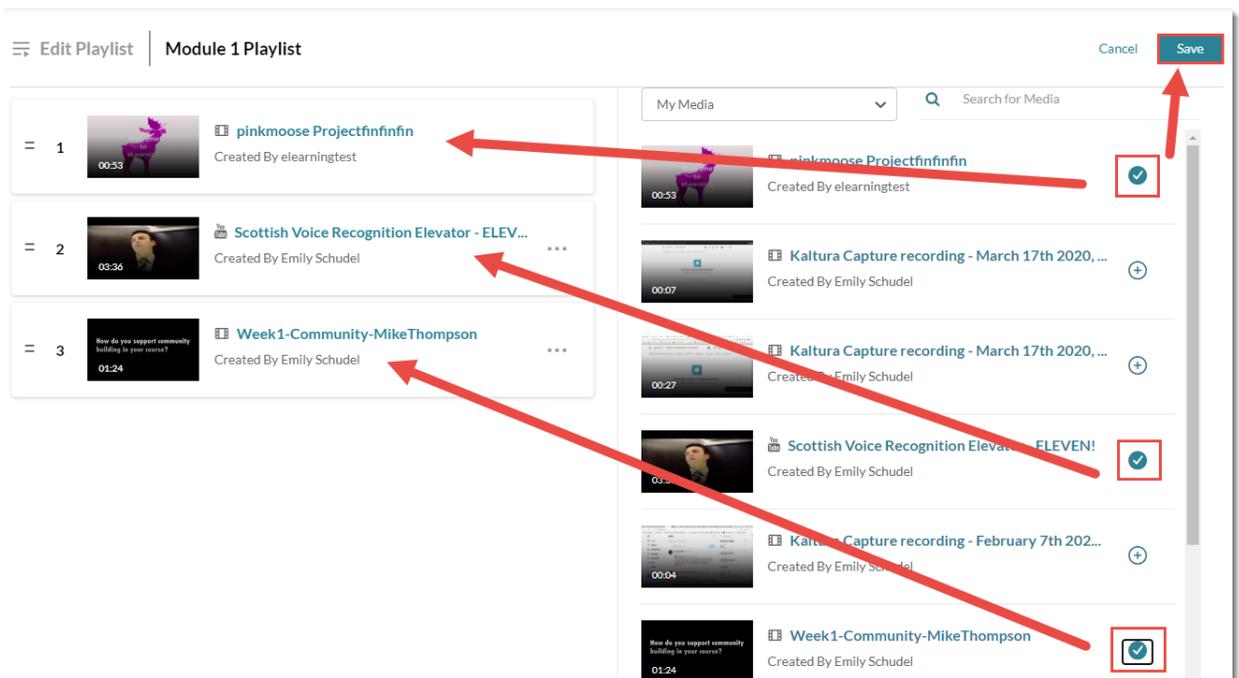
- Title:** A text input field containing 'Module 1 Playlist'. A red arrow points to this field.
- Description:** A text area for entering a description. A red arrow points to this field.
- Tags:** A text input field for entering tags.
- Buttons:** 'Cancel' and 'Add' buttons at the bottom. A red arrow points to the 'Add' button.



- To add media to your Playlist, click **Add to Playlist**.



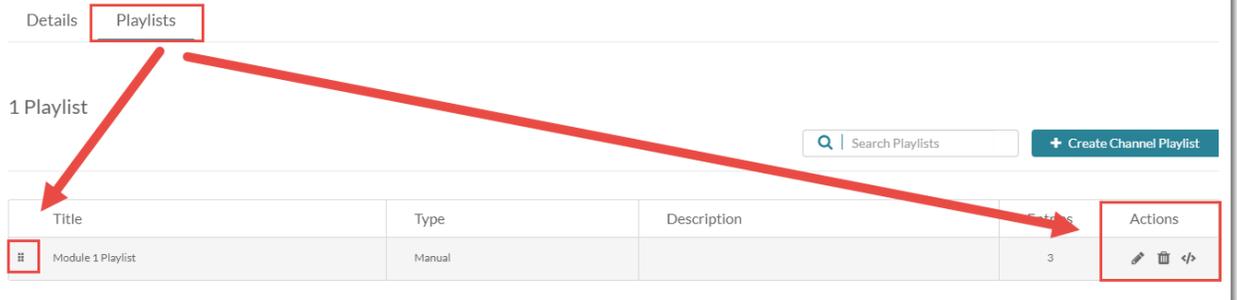
- Scroll down and click the + (plus) buttons next to the videos you want to put into your new Playlist. They will then appear in the left-hand panel. When you have added all the videos belonging in the Playlist, click **Save**.



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- To edit your playlist, click the **Playlists** then, then click the **pencil icon** for the playlist you want to edit. To delete it, click the **trash can** icon. You can also move a playlist within a list of multiple playlists by holding your mouse button on the symbol to the left of the playlist title and dragging it up or down.

Edit Media Gallery



Things to Remember

You can go back at any time and add additional videos to an existing playlist, and you can have multiple playlists in the **Course Media** gallery. For example, you may want a playlist for each Module or Chapter or Topic in your course.

You can even use playlists for student presentations or assignments, for example if a group of students is creating a set of videos, you could have them share those videos to the Course Media gallery, and then create playlists out of them.



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