

Edit a playlist

Last Modified on 07/30/2025 4:16 pm IDT

28 This article is designated for all users.

About

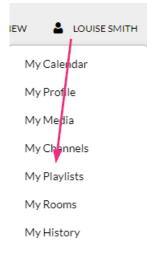
This article describes how to edit playlists in the video portal. After you have created a playlist, you can modify the playlist's details, content, and order from the edit playlist page.

Access the edit playlist page

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If you can't access the edit playlist page, ask your administrator to give you the required permission.

1. From the user menu, select My Playlists.

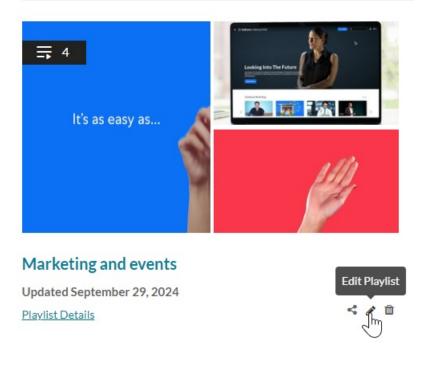


The My Playlists page displays.



RESOURCES V Home Our Categories Our Products V Resources Multimedia Library Contact us	Q SEARCH + ADD NEW	
My Playlists		
Q Search My Playlists)	
Filters > Sort By: Update Date - Descending 💌		# := + Create Playlist
Watch List		
Updated September 29, 2024		
Plavlist Details		

2. Locate the desired playlist and click the **pencil icon** on the bottom right.



The Edit Playlist page displays.

🔆 kaltura

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	Created by Louise Smith • 4 Items • I	Updated September 29, 2024	
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Add Items To Your Playlist My Media	Q Search for Media		4 Items
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Features of the edit playlist page

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	Created by Louise Smith • 4 Items • L	Jpdated September 29, 2024	
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My Media		= 1 Created by Louise Smith	

The edit playlist page includes the following information:

- Media thumbnails (1)
- Playlist name (2) Click in the field to edit the name.
- Creator, number of items in the playlist, and when it was last updated (3)
- Description (4) Click in the description field to edit the text. Use the scroll bar on the right if there's a lot of text.



- Tags (5) Click on the 'x' to the right of the tag name to delete it. Click in the tag field to type in new tags.
- 'Add items to your playlist' column (6) Add media to your playlist. See Create a playlist for further information.
- 'My Playlist' column (7) -This section displays all items currently in the playlist.
 You can remove items or change their order as needed. For more details, see Create a playlist.

After you have finished editing the playlist, click **Save** at the top right.