


# Delete a playlist in Canvas

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 This article is designated for faculty members.

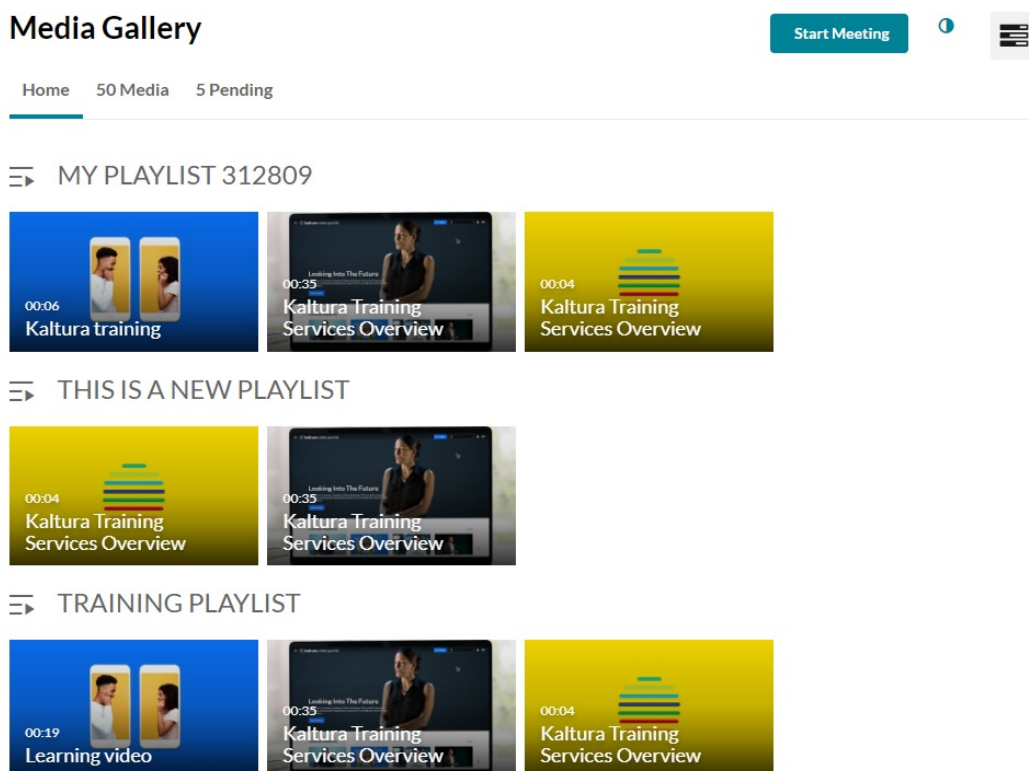
## About

Refreshing your Media Gallery by removing outdated playlists helps keep your content up-to-date and engaging.

 These instructions are for non-Theming users. For [Theming](#) users, please see our article 'Delete a playlist - Theming'.

## Access the edit playlist page

1. Access the Media Gallery.



2. At the top right of the Media Gallery, click the hamburger menu and select **Edit**.

## Media Gallery

Home 50 Media 5 Pending

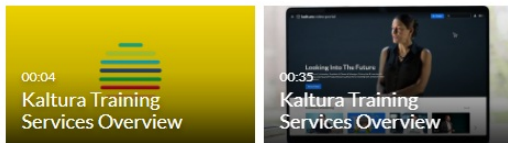
Start Meeting

- Edit
- Analytics
- Services ordering rules
- Import
- Create channel playlist

### MY PLAYLIST 312809



### THIS IS A NEW PLAYLIST



### TRAINING PLAYLIST



The **Edit Media Gallery** page displays.

3. Click the **Playlists** tab.

## Edit Media Gallery

Details **Playlists**

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

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Tags:

- Options:
- 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.
  - Force media published only to this channel to always be played in the context of the channel
  - Enable Newrow Live Room
  - Display embedded media in this Media Gallery

**Save** Back to Media Gallery

The playlists in your Media Gallery display.

## Edit Media Gallery

Details **Playlists**

13 Playlists

[+ Create Channel Playlist](#)

Title	Type	Description	Entries	Actions
# My Playlist 312809	Manual		3	
# This Is A New Playlist	Manual	This is a great playlist	3	
# Training Playlist	Manual	This is a training playlist.	3	
# Adi Playlist	Manual		5	
# Playlist 2	Manual		4	
# My Playlist	Manual		5	
# Demo 7/11/23	Manual		6	
# Semester 4	Manual		6	
# Adi Playlist Demo 1	Manual		1	
# New Playlist	Manual	This is my new playlist.	4	

## Delete a playlist

1. Locate the desired playlist and click the trash icon at the far right.

### Edit Media Gallery

Details **Playlists**

13 Playlists

[+ Create Channel Playlist](#)

Title	Type	Description	Entries	Actions
# My Playlist 312809	Manual		6	<b>Delete Playlist</b>
# This Is A New Playlist	Manual	This is a great playlist	3	
# Training Playlist	Manual	This is a training playlist.	3	
# Adi Playlist	Manual		5	
# Playlist 2	Manual		4	
# My Playlist	Manual		5	

A warning message displays: *Are you sure you want to delete the playlist [name]?*

2. Click **Delete**.

A success message displays: *The playlist [name] was deleted successfully.*