


Delete a playlist in Blackboard Ultra

Last Modified on 12/18/2024 12:51 pm IST

 This article is designated for faculty members.

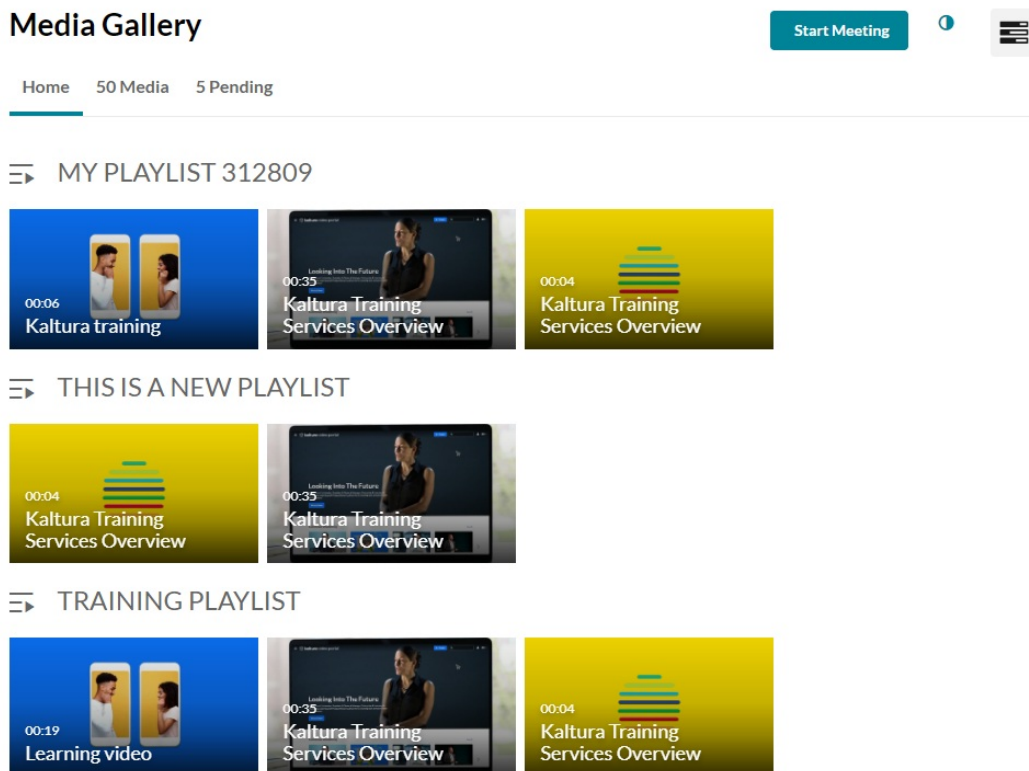
About

Refreshing your Media Gallery by removing outdated playlists helps keep your content up-to-date and engaging.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

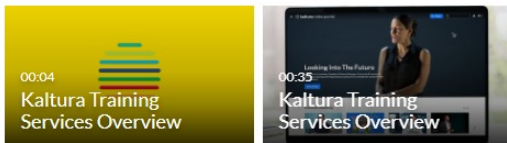
Start Meeting

- 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]

Discover the skills and mindset to become an effective leader. In this course, you'll learn how to inspire others, communicate with confidence, and make a positive impact in your school and community. Let's start building the future leaders of tomorrow!

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	Delete Playlist
# 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]?*

Delete Playlist

Are you sure you want to delete the playlist *This is a new playlist?*

Cancel

Delete

2. Click **Delete**.

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

Edit Media Gallery





Details Playlists

The playlist *This is a new playlist* was deleted successfully

12 Playlists

Search Playlists

+ Create Channel Playlist

Title	Type	Description	Entries	Actions
# My Playlist 312809	Manual		6	 
# Training Playlist	Manual	This is a training playlist.	3	 
# Adi Playlist	Manual		5	