

Edit Playlist Details

Last Modified on 04/12/2022 5:55 pm IDT

28 This article is designated for all users.

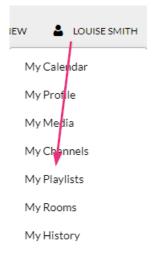
About

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

: O: 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.

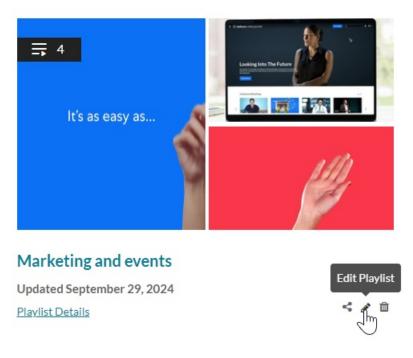


The My Playlists page displays.



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My Playlists		
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Watch List		
Updated September 29, 2024 Plaviist Details		
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2. Locate the desired playlist and click the **pencil icon** on the bottom right.



The Edit Playlist page displays.

🔆 kaltura

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☴ Edit Playlist Marketing and events				Cancel Save	
	Marketing and even	ts			
	Created by Louise Smith • 4 Items • I	Jpdated September 29, 2024			
It's as easy as	This playlist includes resources, tutorials, and case studies focused on effective marketing strategies and event planning. Explore videos on campaign management, social media outreach, event promotion, and more to help drive engagement and create successful events. Perfect for anyone looking to boost their marketing skills or organize standout events!				
	demo x playlist x new x co	rporate events x marketing x Add tag			
Add Items To Your Playlist		My Playlist		4 Items	
Add Items To Your Playlist My Media	Q Search for Media				
	Q Search for Media O	= 1	Enhancing Corporate Events		

Features of the edit playlist page

➡ Edit Playlist Marketing and events			Cancel Save
	Marketing and even	nts 2	
	Created by Louise Smith • 4 Items • 1	Updated September 29, 2024	
It's as easy as	on campaign management, social m	orials, and case studies focused on effective marketing strategies and event planning. Ex edia outreach, event promotion, and more to help drive engagement and create success their marketing skills or organize standout events!	
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		= 1 Enhancing Corporate Events with Kaltura Created by Louise Smith	
My Media Video of parrot		= 1 Created by Louise Smith	4 iter

The edit playlist page includes the following information:

- Media thumbnails (1)
- Playlist name (2) Click in the field to edit the name.
- \circ 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.