

## Edit a playlist in Brightspace

Last Modified on 06/13/2025 7:08 pm IDT

 This article is designated for faculty members.

### About

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



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

### Access the edit playlist page

1. Access the Media Gallery.

#### Media Gallery

Start Meeting

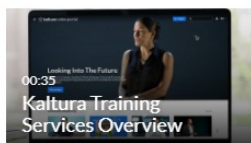


Home 50 Media 5 Pending

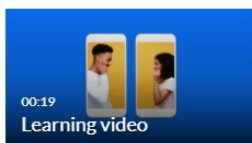
#### ⇒ MY PLAYLIST 312809



#### ⇒ THIS IS A NEW PLAYLIST



#### ⇒ TRAINING PLAYLIST



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

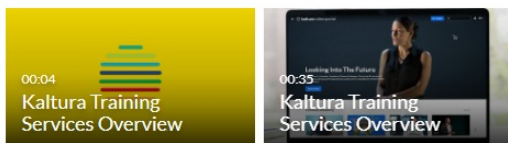
## Media Gallery

Home 50 Media 5 Pending

### MY PLAYLIST 312809



### THIS IS A NEW PLAYLIST



### TRAINING PLAYLIST



Start Meeting

- Edit
- Analytics
- + Services ordering rules
- Import
- + Create channel 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**

11 Playlists

[+ Create Channel Playlist](#)

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

















You can modify the order of the playlists in the channel by grabbing the **squares** to the left and dragging.

## Edit Media Gallery

Details **Playlists**

12 Playlists

[+ Create Channel Playlist](#)

Title	Type	Description	Entries	Actions
# My Playlist 312809	Manual		5	 
# 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	 

If you have many playlists, you can use the **search field** to find the desired playlist.



















## Edit Media Gallery

Details Playlists

11 Playlists






















 Search Playlists

[+ Create Channel Playlist](#)

Title	Type	Description	Entries	Actions
# My Playlist 312809	Manual		5	  
# Demo 7/11/23	Manual		6	  
# Training Playlist	Manual	This is a training playlist.	3	  
# My Playlist	Manual		5	  
# Adi Playlist	Manual		5	  
# Playlist 2	Manual		4	  

## Editing options

The editing options are located in the **Actions** column on the far right: edit, delete and embed.

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

If your playlists have lengthy descriptions, use the **scroll bar** at the bottom to access the editing options on the far right.

## Edit Training channel

Details Theme Playlists Users Channel Viewing Summary Chat

3 Playlists

 Search Playlists

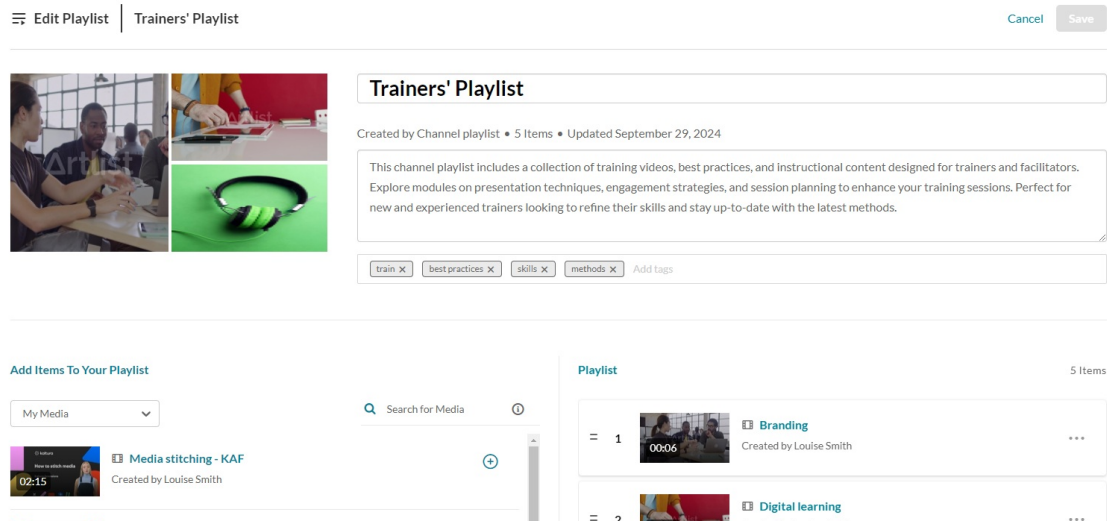
[+ Create Channel Playlist](#)

Title	Type	Description	Entries
# My Playlist	Manual	This is an example of a playlist description.	7
# Branding	Manual	This channel playlist features resources and tutorials on building and enhancing your brand identity. Discover strategies for creating cohesive visual designs, effective messaging, and marketing...	7
# Trainers' Playlist	Manual	This channel playlist includes a collection of training videos, best practices, and instructional content designed for trainers and facilitators. Explore modules on presentation techniques,...	5

## Edit

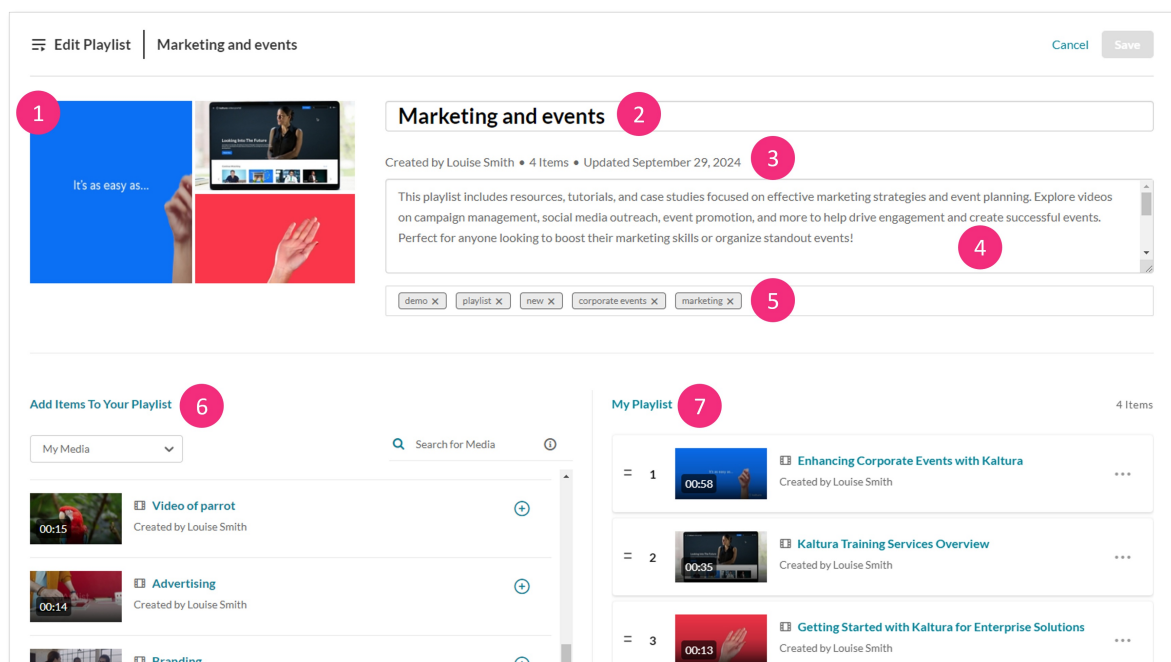
1. Click the **pencil icon** next to the playlist you want to modify.

The **Edit Playlist** page displays.



2. Edit your playlist details as desired.

The following features are available on the edit playlist page:



- 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 our article 'Create a playlist'.

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

## Delete

1. Click the **trash icon** next to the relevant playlist to delete it.

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

Delete Playlist

Are you sure you want to delete the playlist *My Playlist*?

Cancel
Delete

2. Click **Delete**.

## Share and embed

1. Click the **embed icon** next to the relevant playlist to share and embed it.  
The **Share & Embed** window displays.

### Share & Embed

**Embed Settings:**

Choose Player Vertical Player

Max Embed Size 400x620

Embed Type iFrame

<iframe src='https://www.kaltura.com/p/

[Copy Embed](#)

**My Playlist 312809**  
5 videos, 10 min 02 sec

×

1

00:35

Kaltura Training Services Overview

2

00:04

Kaltura Training Services Overview

3

00:13

Hello world

Done

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2. Configure the following settings:

- **Embed Settings:**

- **Choose Player** - Choose the player in which to embed the media
- **Max Embed Size** - Set the maximum size playlist to grab. This is set to responsive embed automatically.
- **Embed Type** - Choose the type of embed (iFrame, Dynamic, or Auto).
- To copy the embed code, click **Copy Embed**.

3. When you are finished making your selections, click **Done**.

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