

Edit a playlist in Sakai

Last Modified on 06/12/2025 7:59 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

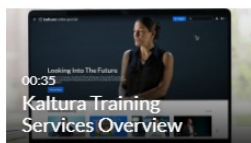


Home 50 Media 5 Pending

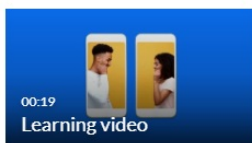
MY PLAYLIST 312809



THIS IS A NEW PLAYLIST



TRAINING PLAYLIST



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

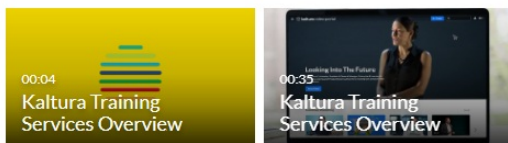
Media Gallery

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](#)

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| # 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 |
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| # 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 |    |
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| # 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

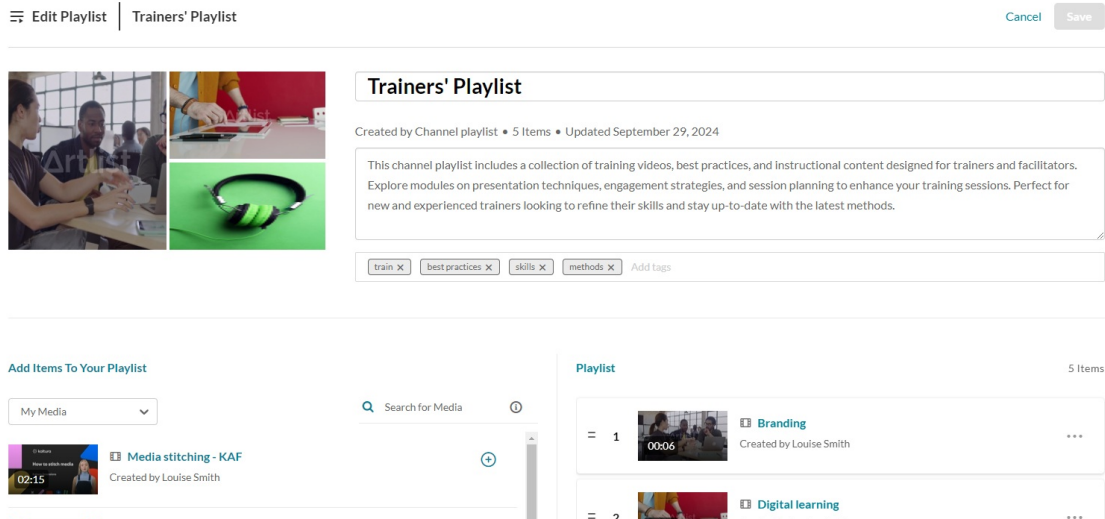
[+ Create Channel Playlist](#)

| 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.

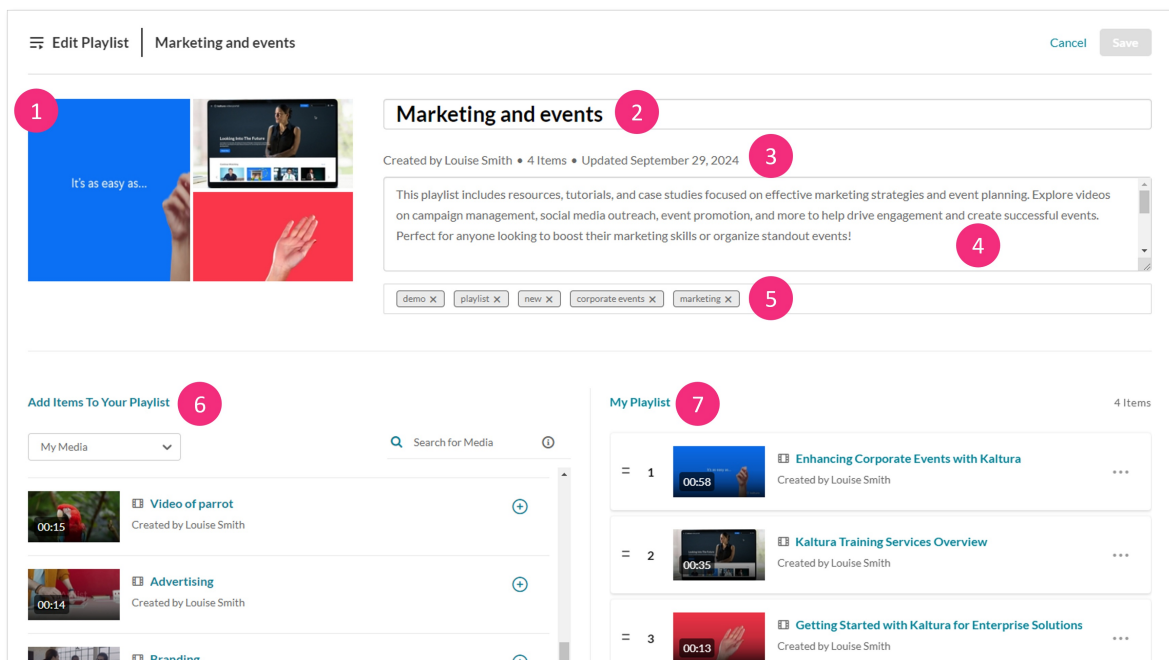
The **Edit Playlist** page displays.



The screenshot shows the 'Edit Playlist' interface for a playlist named 'Trainers' Playlist'. At the top, there's a header with 'Edit Playlist' and 'Trainers' Playlist' on the left, and 'Cancel' and 'Save' buttons on the right. Below the header, there's a section for the playlist details. On the left, there are two video thumbnails. To the right, the playlist name 'Trainers' Playlist' is in a box. Below it, it says 'Created by Channel playlist • 5 Items • Updated September 29, 2024'. A description box follows: 'This channel playlist includes a collection of training videos, best practices, and instructional content designed for trainers and facilitators. Explore modules on presentation techniques, engagement strategies, and session planning to enhance your training sessions. Perfect for new and experienced trainers looking to refine their skills and stay up-to-date with the latest methods.' Below the description are tags: 'train', 'best practices', 'skills', 'methods', and an 'Add tags' button. At the bottom, there's a section 'Add Items To Your Playlist' with a search bar and a list of media items. On the right, there's a 'Playlist' section showing a list of 5 items, with the first two visible: 'Branding' and 'Digital learning'.

2. Edit your playlist details as desired.

The following features are available on the edit playlist page:



The screenshot shows the 'Edit Playlist' interface for a playlist named 'Marketing and events'. It features numbered callouts (1-7) highlighting specific features: (1) Media thumbnails, (2) Playlist name field, (3) Creator, number of items, and update date, (4) Description field with a scroll bar, (5) Tags with delete buttons, (6) 'Add Items To Your Playlist' section, and (7) 'My Playlist' section showing a list of 4 items: 'Enhancing Corporate Events with Kaltura', 'Kaltura Training Services Overview', and 'Getting Started with Kaltura for Enterprise Solutions'.

- 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

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**.
