

## Delete a playlist in Sakai

Last Modified on 06/12/2025 8:02 pm IDT

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Refreshing your Media Gallery by removing outdated playlists helps keep your content up-to-date and engaging.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

#### Media Gallery

Start Meeting

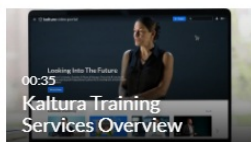


Home 50 Media 5 Pending

#### 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**.

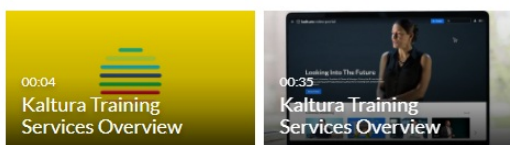
## Media Gallery

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**

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.*