


Remove media from a playlist in Canvas

Last Modified on 09/30/2024 2:51 pm IDT

 This article is designated for faculty members.

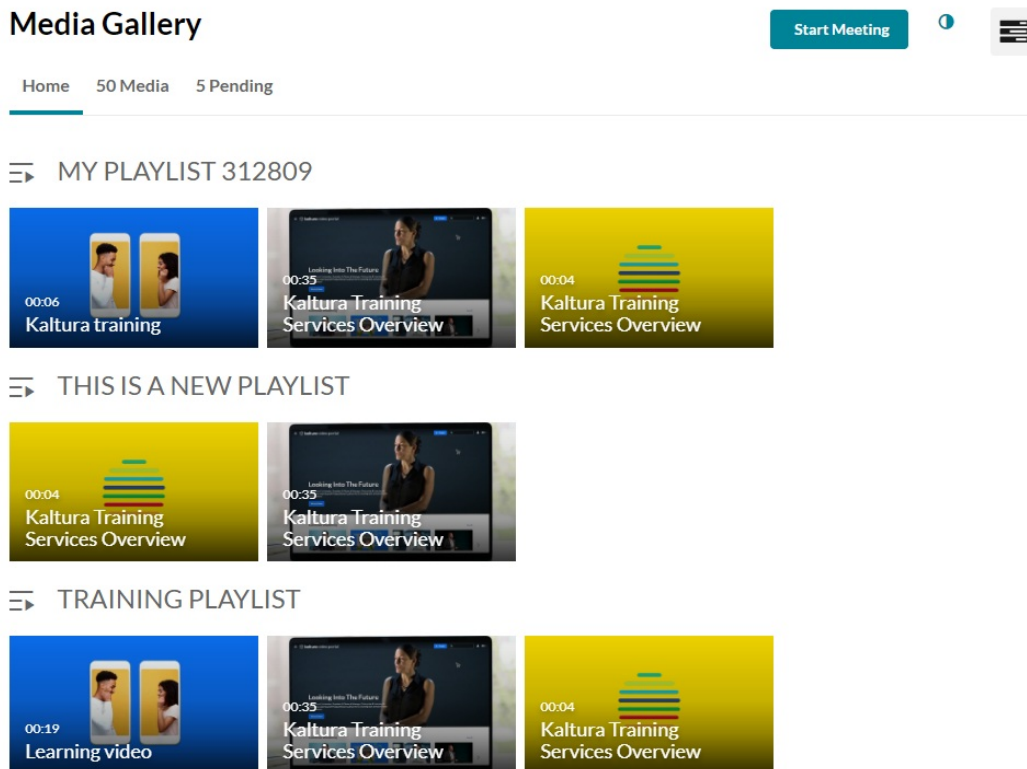
About

Refreshing your playlists by removing outdated content helps keep your content up-to-date and engaging.

 These instructions are for non-Theming users. For [Theming](#) users, please see our article [Remove media from 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

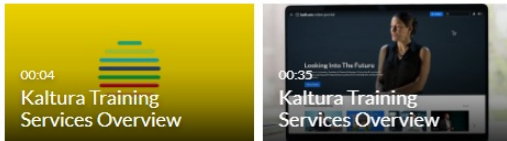
Start Meeting

-  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      

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	

Locate the desired playlist and click the pencil icon at the far right.

Edit Media Gallery

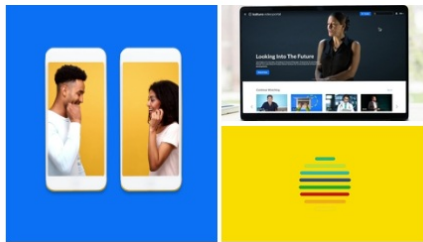
Details **Playlists**

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	

The **Edit Playlist** page displays.

**My Playlist 312809**

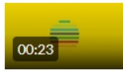
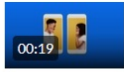

Created by Channel playlist • 3 Items • Updated September 28, 2024

Add description

Add tags

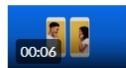
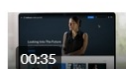

Add Items To Your Playlist

My Media ⓘ

-  **My stitched video**
Created by Customer Training (+)
-  **Learning video**
Created by Customer Training (+)
-  **Kaltura Learning** (⊖)

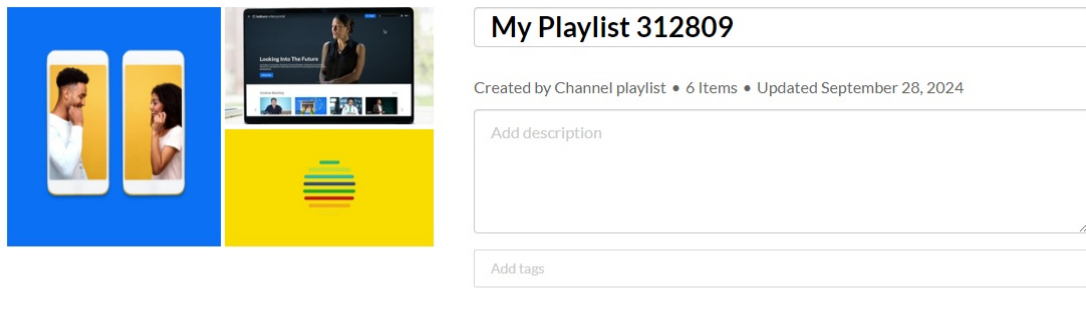
Playlist

3 Items

- 1  **Kaltura training**
Created by Customer Training ...
- 2  **Kaltura Training Services Ove...**
Created by Louise Szmoisz ...
- 3  **Kaltura Training Services Ove...**
Created by Customer Training ...

Remove media from your playlist

1. Locate the media you want to delete from your playlist.
2. Click the **three dots menu** to the far right of that item and select **Remove**.



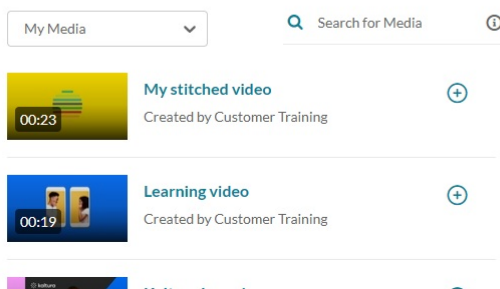
My Playlist 312809

Created by Channel playlist • 6 Items • Updated September 28, 2024

Add description

Add tags

Add Items To Your Playlist



My Media

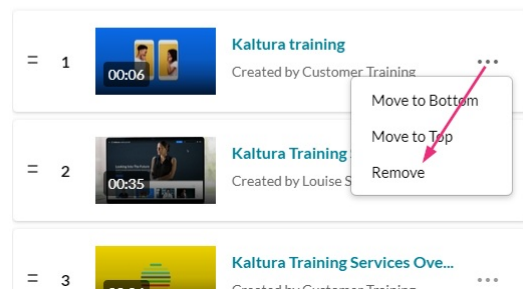
Search for Media

My stitched video
00:23
Created by Customer Training

Learning video
00:19
Created by Customer Training

Playlist

6 Items



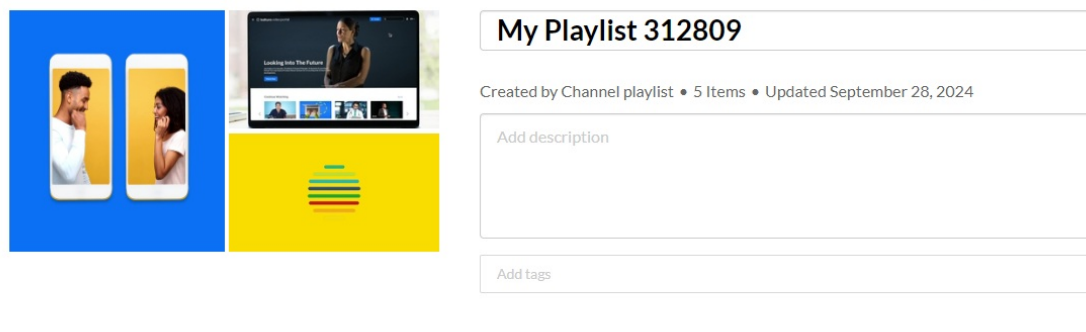
1 **Kaltura training**
00:06
Created by Customer Training

2 **Kaltura Training**
00:35
Created by Louise S

3 **Kaltura Training Services Ove...**
Created by Customer Training

Move to Bottom
Move to Top
Remove

3. Click **Save** at the top right.



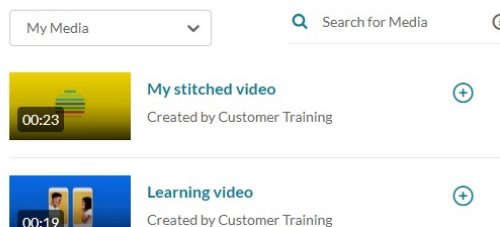
My Playlist 312809

Created by Channel playlist • 5 Items • Updated September 28, 2024

Add description

Add tags

Add Items To Your Playlist



My Media

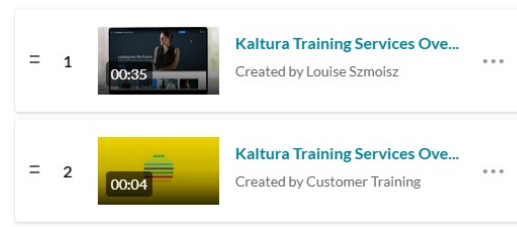
Search for Media

My stitched video
00:23
Created by Customer Training

Learning video
00:19
Created by Customer Training

Playlist

5 Items



1 **Kaltura Training Services Ove...**
00:35
Created by Louise Szmoisz

2 **Kaltura Training Services Ove...**
00:04
Created by Customer Training

The **Edit Media Gallery** page displays.

Edit Media Gallery

Details Playlists

Description: **Black** ▼ **Bold** *Italic* Underline ☰ ☷ ☹ ☺ 🔗 🖼️

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[Save](#) [Back to Media Gallery](#)

4. Click **Save** to navigate back to the Media Gallery.

The media has been removed.