

Edit a channel playlist in Video Portal

Last Modified on 04/18/2026 10:00 am IDT

 This article is designated for administrators.

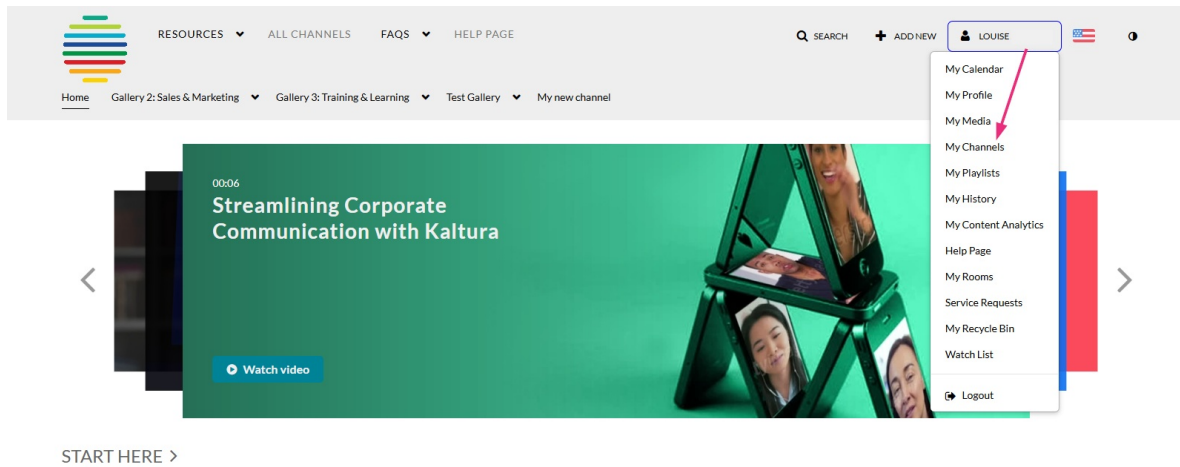
About

This guide will walk you through accessing and managing your channel playlists in Kaltura's Video Portal.

These instructions apply to the **legacy Video Portal**. If you're using the new Video Portal with Theming, see the [Content Hubs category](#).

Access the edit playlists page

1. From the user menu, select [My Channels](#)



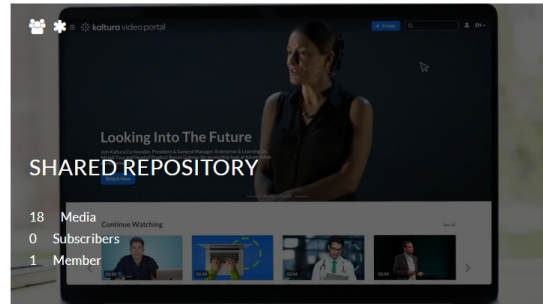
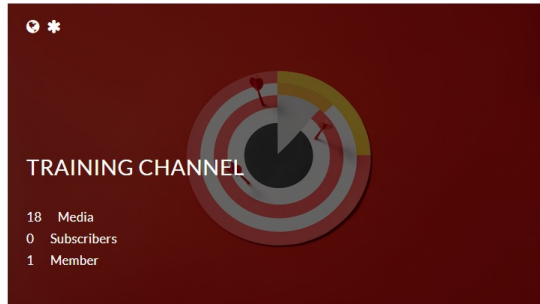
The **My Channels** page displays.

My Channels

Search For Channels

Filters > Sort By: Media Count ▾

[+ Create Channel](#)



2. Locate the desired channel and click the **pencil icon** at the bottom right (the icon displays when you hover)



The edit page displays.

Edit Training channel

Details Theme Playlists Users Channel Viewing Summary Chat

Name: (Required)

Description: **Black** ▾ **Bold** *Italic* Underline      

Enter Description...

Tags:

- Privacy: **Open** - All logged in users can view and contribute content (contribution is not allowed for viewer-role users).
 Restricted - All logged in users can view content and only channel members can contribute content.
 Private - Only channel members can view and contribute content.
 Shared Repository - Only channel members can view and contribute content; Content may be published to other channels, according to publishing entitlements.
 Public, Restricted - Anyone can view content (including anonymous not logged-in users). Only channel members can contribute content according to their publishing entitlements.
 Public, Open - Anyone can view content (including anonymous not logged-in users) and all logged in users can contribute content.

3. Click the **Playlists** tab.

Edit Training channel

Details Theme **Playlists** Users Channel Viewing Summary Chat

Name: (Required)

Description: **Black** ▾ **Bold** *Italic* Underline      

Enter Description...

Tags:

The edit playlists page displays.

Edit Training channel

Details Theme **Playlists** Users Channel Viewing Summary Chat

3 Playlists

[+ Create Channel Playlist](#)

Title	Type	Description	Entries
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
My Playlist	Manual	This is an example of a playlist description.	7

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

Edit Training channel

Details Theme **Playlists** Users Channel Viewing Summary Chat

3 Playlists

[+ Create Channel Playlist](#)

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

Edit Training channel

Details Theme **Playlists** Users Channel Viewing Summary Chat










3 Playlists

[+ Create Channel Playlist](#)

	Type	Description	Entries	Actions
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	
	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	
list	Manual	This is an example of a playlist description.	7	

Editing options

The editing options are located in the **Actions** column on the far right.

Description	Entries	Actions
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	  
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	  
This is an example of a playlist description.	7	  

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 [+ Create Channel Playlist](#)

Title	Type	Description	Entries
My Playlist	Manual	This is an example of a playlist description.	7
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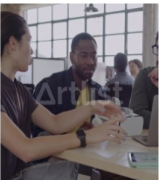




If you can't find the **horizontal scroll bar**, try zooming out in your browser. Adjusting your browser zoom setting to below 100% will reveal the scroll bar, allowing you to access the edit options.

Edit

1. Click the pencil icon next to the playlist you want to modify. The **Edit Playlist** page displays.

☰ Edit Playlist | Trainers' Playlist Cancel Save

Trainers' Playlist


Created by Channel playlist • 5 Items • Updated September 29, 2024

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.

train x best-practices x skills x methods x [Add tags](#)


Add Items To Your Playlist


My Media



Media stitching - KAF
Created by Louise Smith

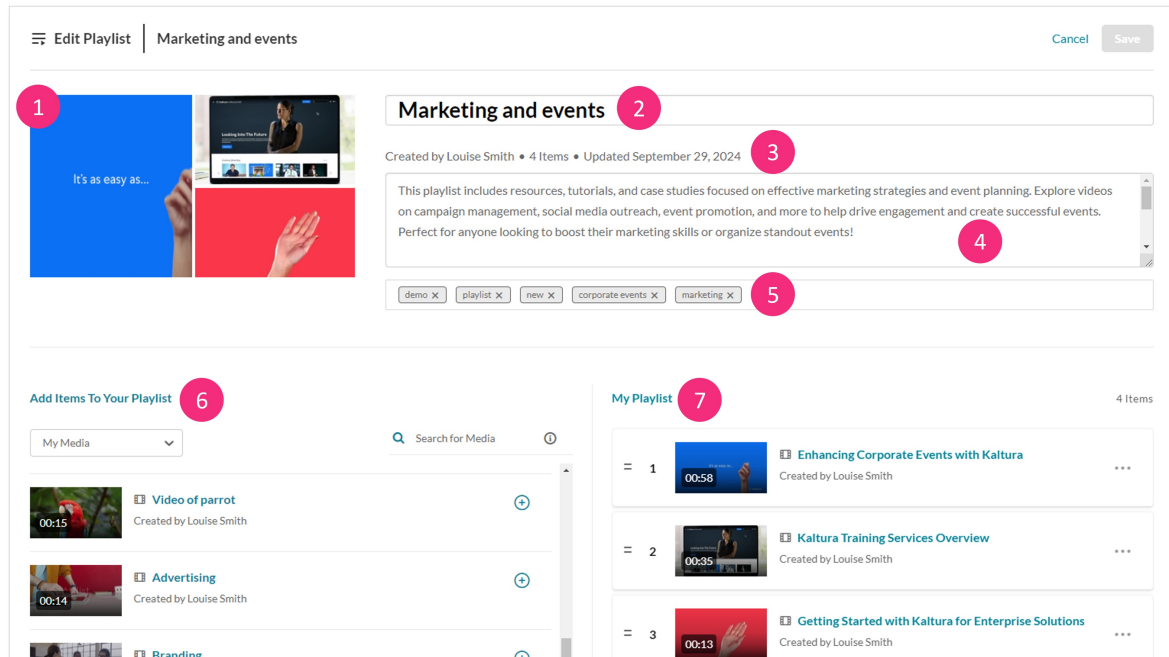
Playlist 5 Items

1  **Branding**
Created by Louise Smith

2  **Digital learning**

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 [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]?*
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

Share Watch Link:

[Copy Link](#) [Email Link](#)

Embed Settings:

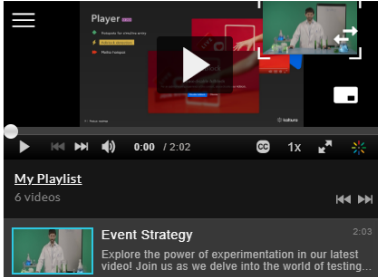
Choose Player:

Max Embed Size:

Embed Type:

Auto Play: Off

[Copy Embed](#)



[Done](#)

2. Configure the following settings:

- **Share Watch Link** - To share the watch link (i.e. the playback page) for the playlist, either copy the link or click **Email Link** to launch your email application.
- **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).
 - **Auto Play** - Choose to start playing the first media in the playlist as soon as the page loads. This includes auto continuing to the next media once the first one is finished and so on.
- To copy the embed code, click **Copy Embed**.

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