


Edit a playlist in Canvas - Theming

Last Modified on 09/30/2024 2:40 pm IDT

 This article is designated for faculty members.

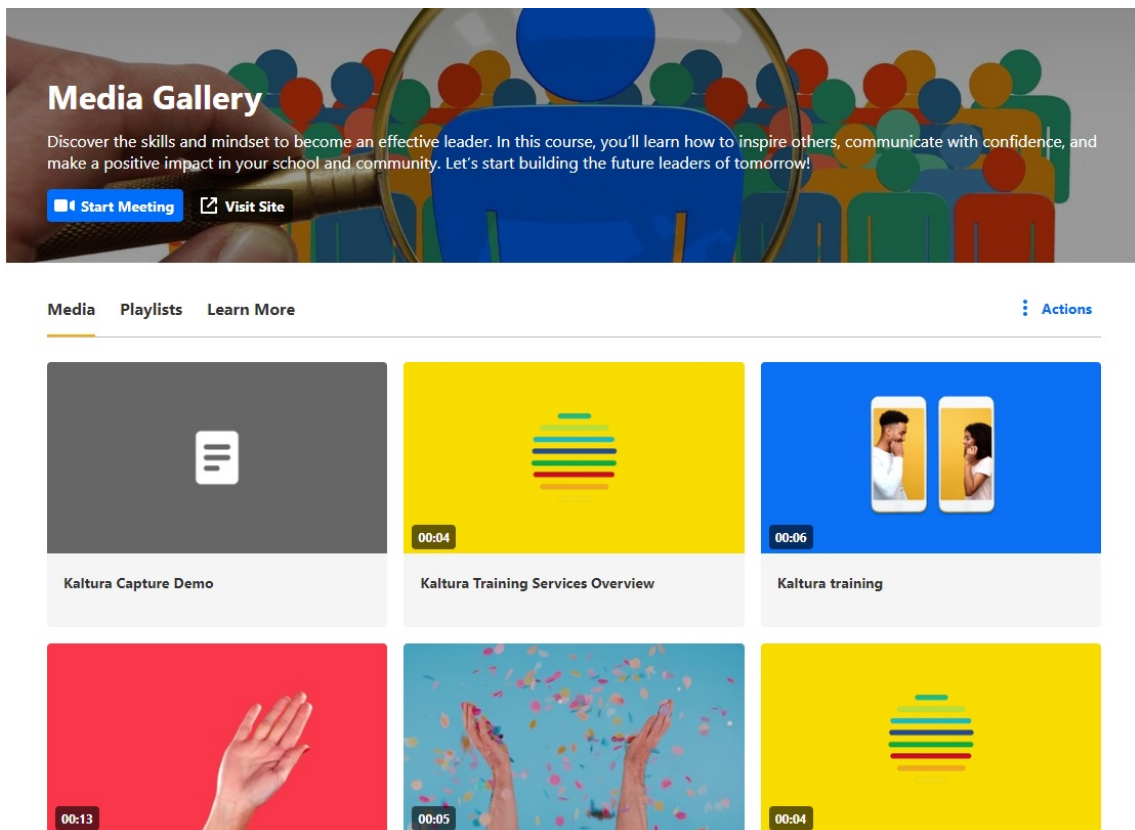
About

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.

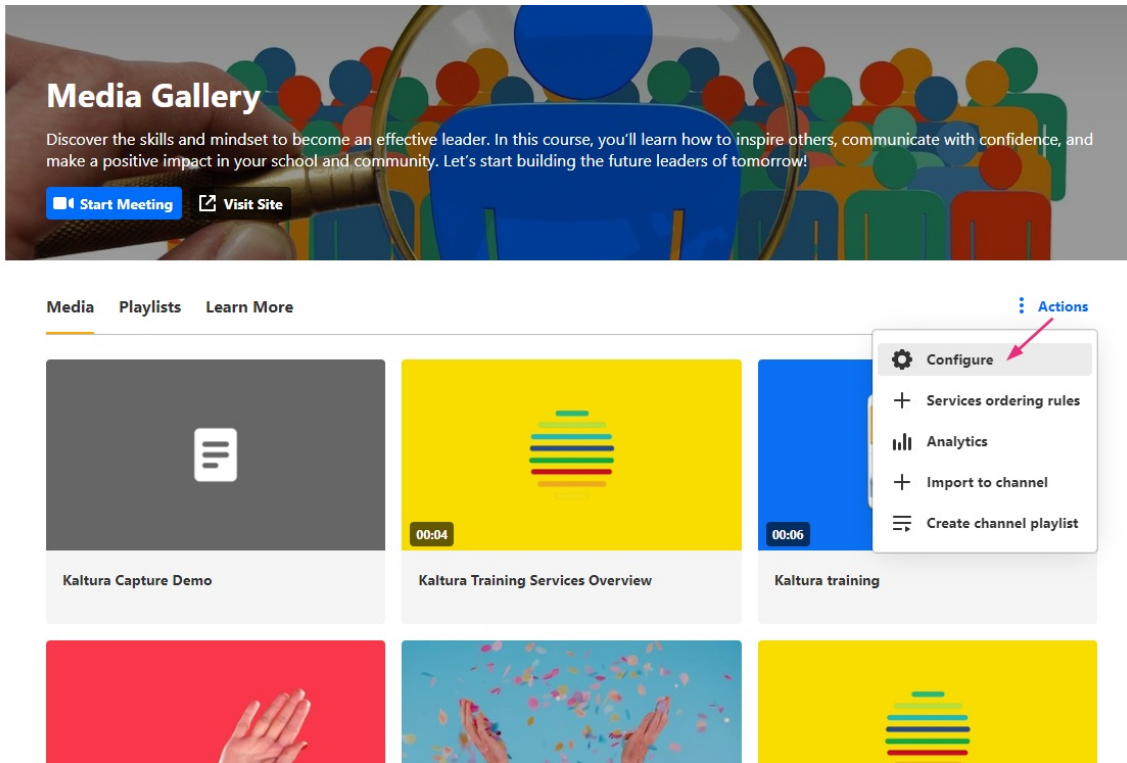
 These instructions are for [Theming](#) users. For non-Theming users, please see our article [Edit a playlist](#).

Access the edit playlist page

1. Access the [Media Gallery](#).



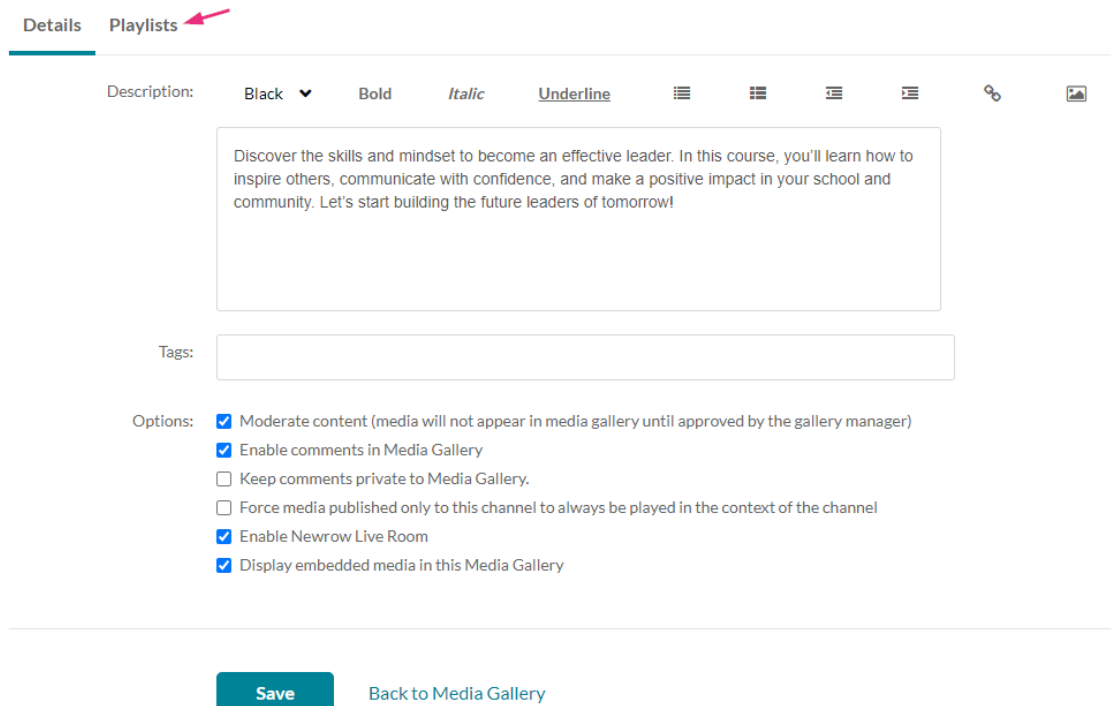
2. At the top right of the Media Gallery, click the **Actions** menu and select **Configure**.



The **Edit Media Gallery** page displays.

3. Click the **Playlists** tab.

Edit 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

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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
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

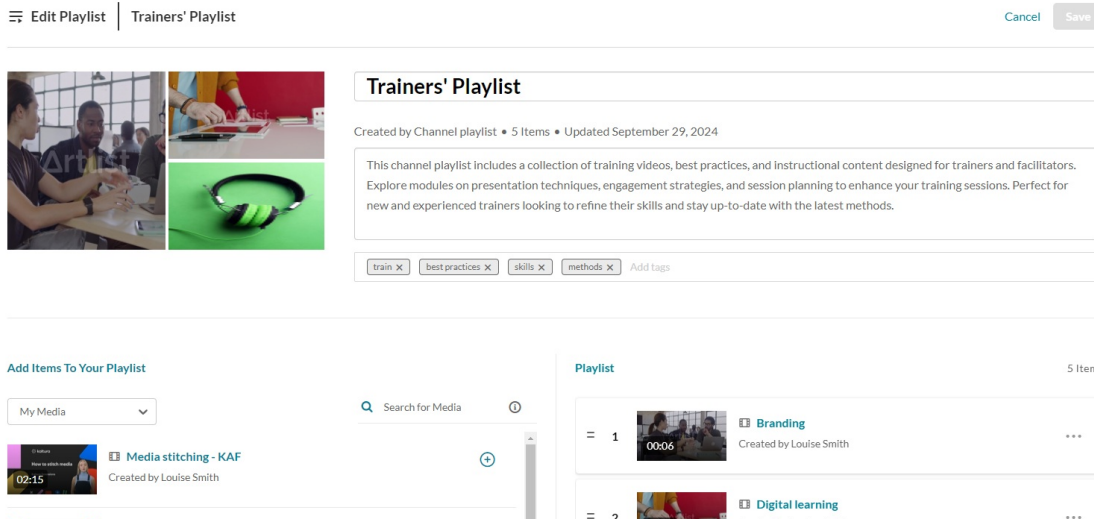
 Search Playlists

[+ Create Channel Playlist](#)

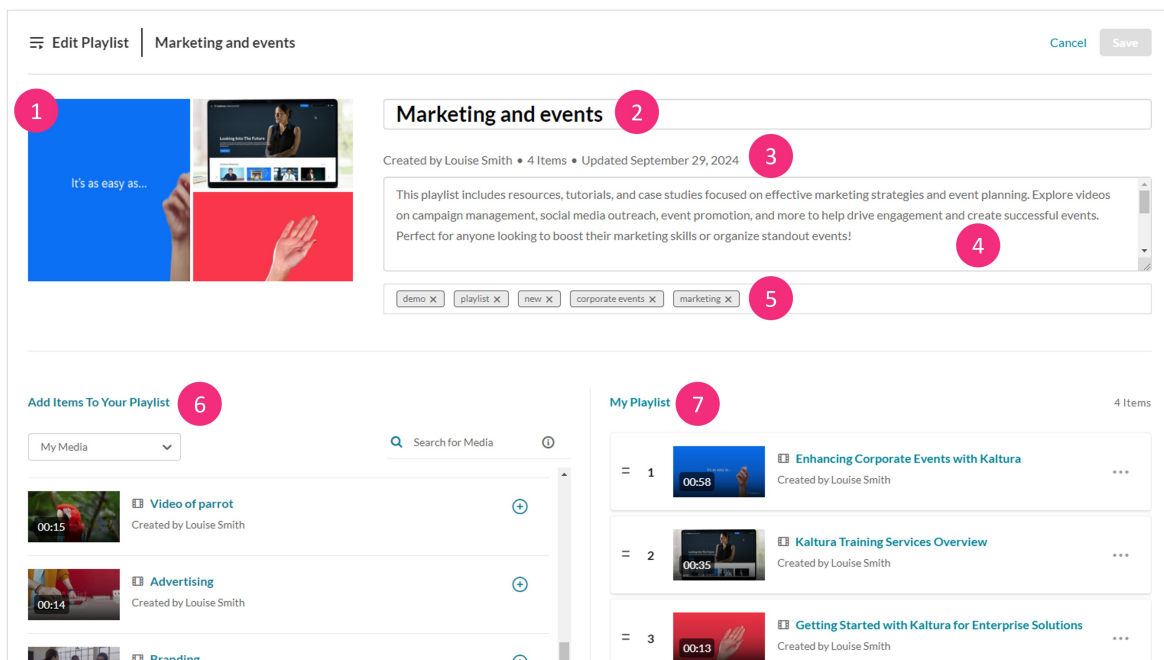
Title	Type	Description	Entries
My Playlist	Manual	This is an example of a playlist description.	7
Branding	Manual	This channel playlist features resources and tutorials on building and enhancing your brand identity. Discover strategies for creating cohesive visual designs, effective messaging, and marketing...	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.

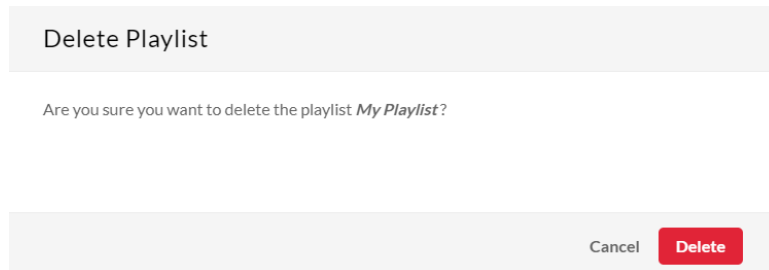
- 'Add items to your playlist' column (**6**) - Add media to your playlist. See [Create a playlist](#) for further information.
- 'My Playlist' column (**7**) - This section displays all items currently in the playlist. You can remove items or change their order as needed. For more details, see [Create 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.

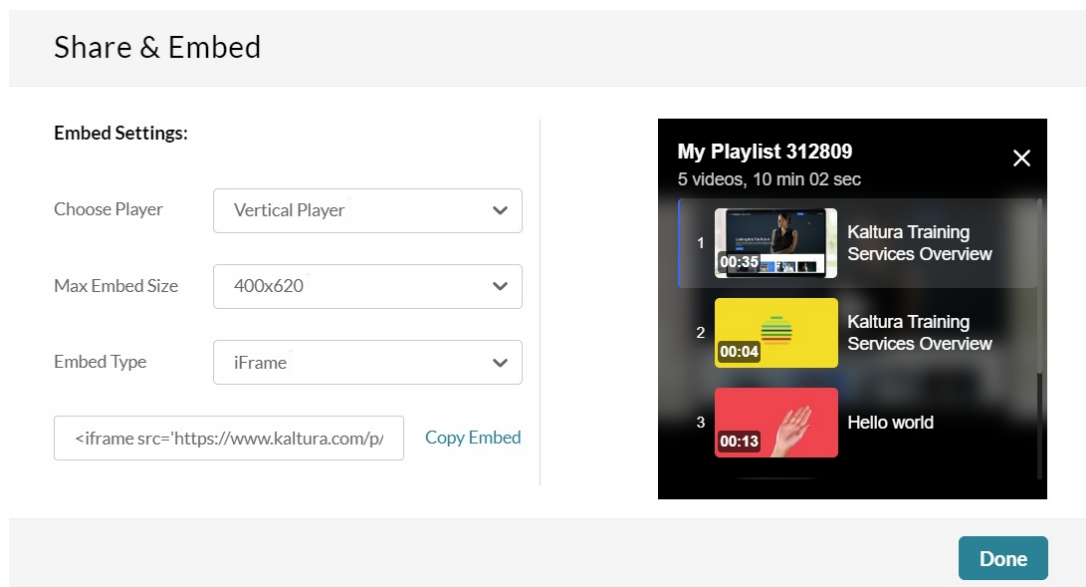
A confirmation message displays: *Are you sure you want to delete the playlist [name]?*



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.





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**.
