

Edit a playlist in Canvas

Last Modified on 05/12/2026 2:35 pm IDT

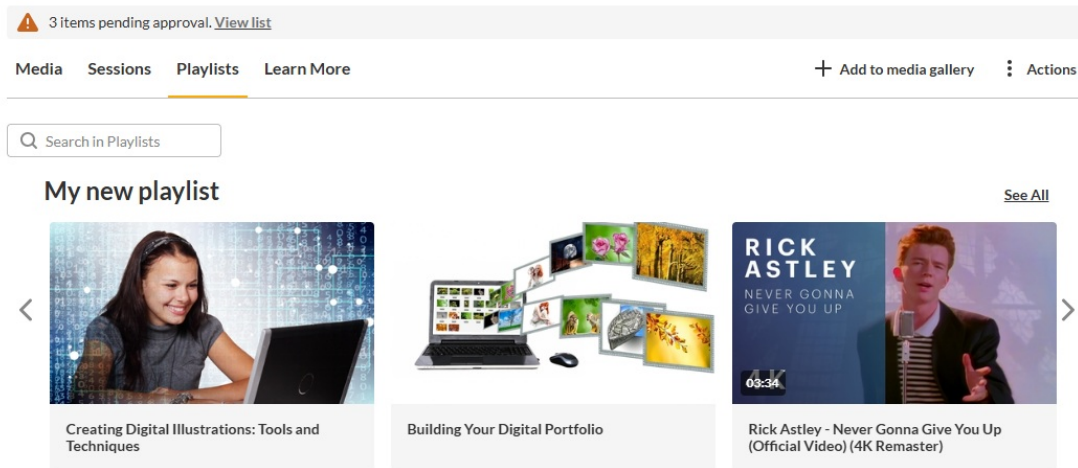
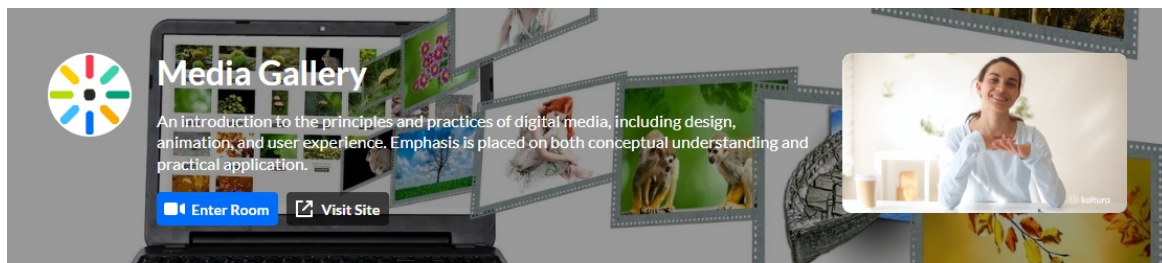
 This article is designated for faculty members.

About

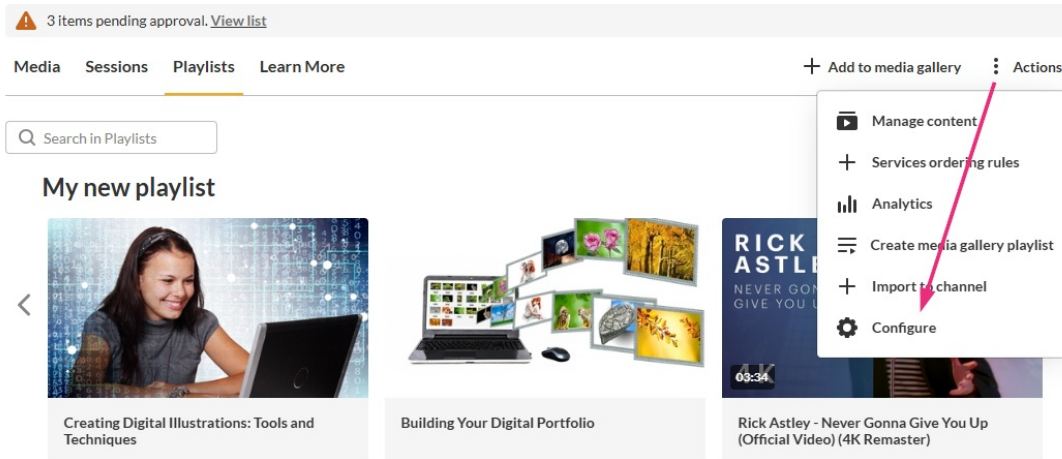
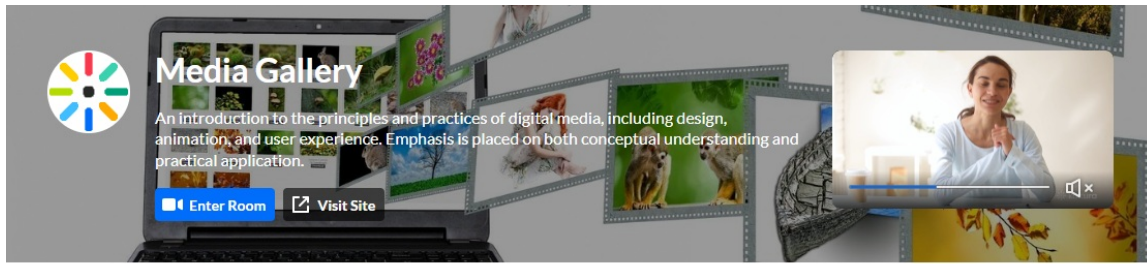
This article describes how to edit playlists. After you have created a playlist, you can modify the playlist's details, content, and order from the edit playlist page.

Access the edit playlist page

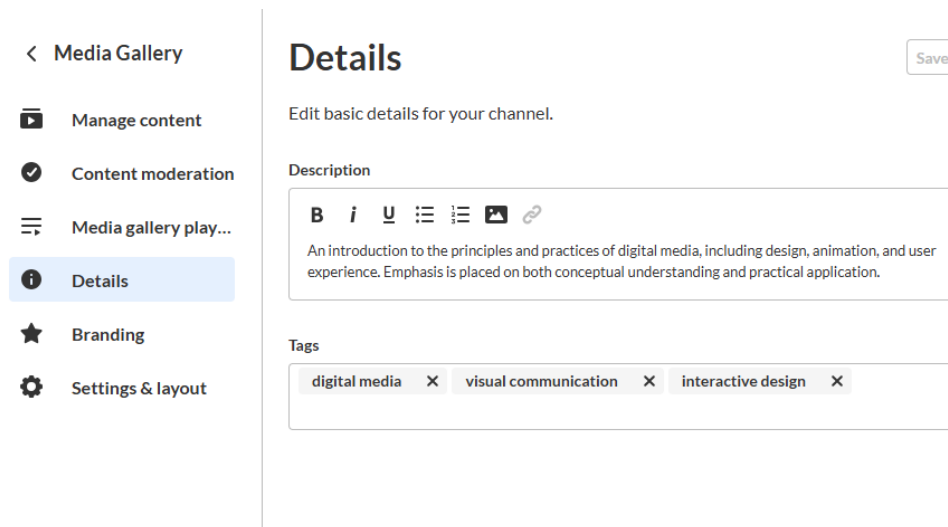
1. Access the Media Gallery.



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



The edit page opens on the **Details** tab by default.



3. In the left navigation panel, click **Media gallery playlists**.







Media Gallery

- Manage content
- Content moderation
- Media gallery play...**
- Details
- Branding
- Settings & layout

Media gallery playlists

Update and arrange your playlists to shape your media gallery content.

Search 16 Playlists [+ Create media gallery playlist](#)





	Name	Items	
= 1	 My new playlist	4	! ...
= 2	 Introduction to Digital Arts and Sciences	8	! ...
= 3	 My Playlist 531802	5	! ...
= 4	 My Playlist 312809	5	! ...
= 5	 Training playlist	3	! ...
= 6	 My Playlist	5	! ...

Locate the desired playlist, click the **three-dot menu** and select **Edit**.

Media gallery playlists

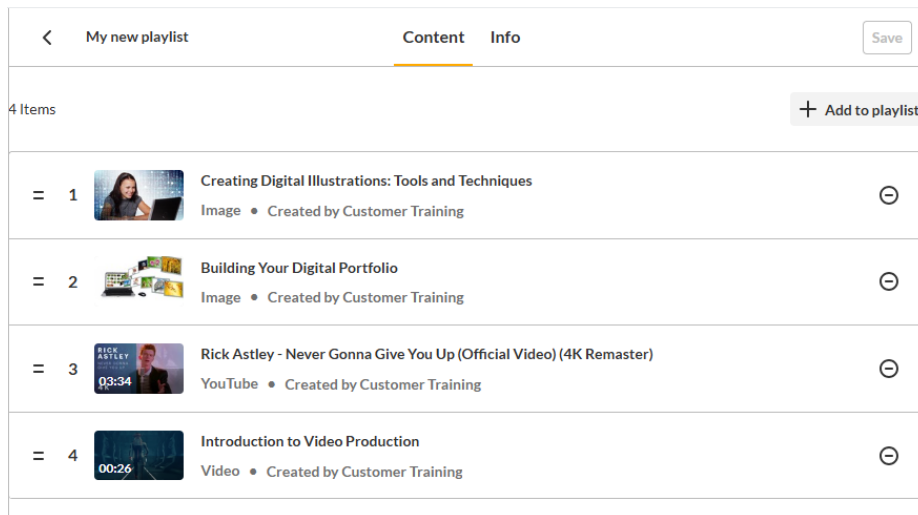
Update and arrange your playlists to shape your media gallery content.

Search 16 Playlists [+ Create media gallery playlist](#)

	Name	Items	
= 1	 My new playlist	4	! ...
= 2	 Introduction to Digital Arts and Sciences		
= 3	 My Playlist 531802		
= 4	 My Playlist 312809	5	! ...

Play Media
Edit
Delete

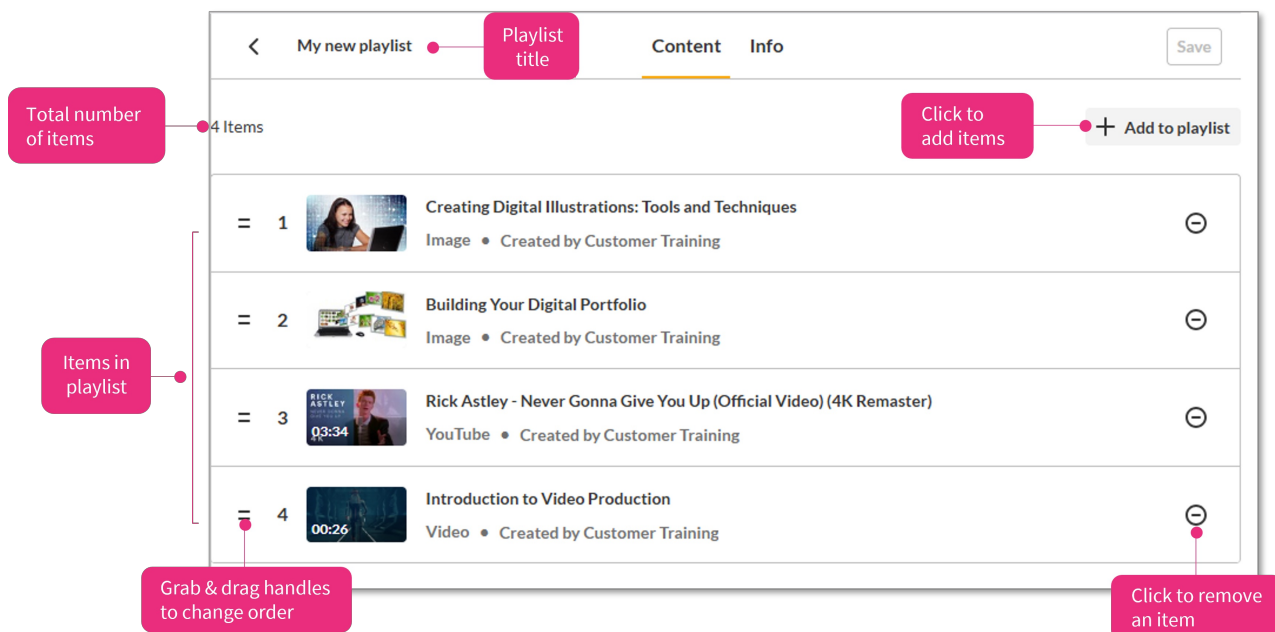
The edit playlist page displays.



On the edit page, you'll see a top bar with a back arrow and **Save** button, as well as two tabs: **Content** (open by default) and **Info**.

Content tab

Use the **Content tab** to review, reorder, and remove items.

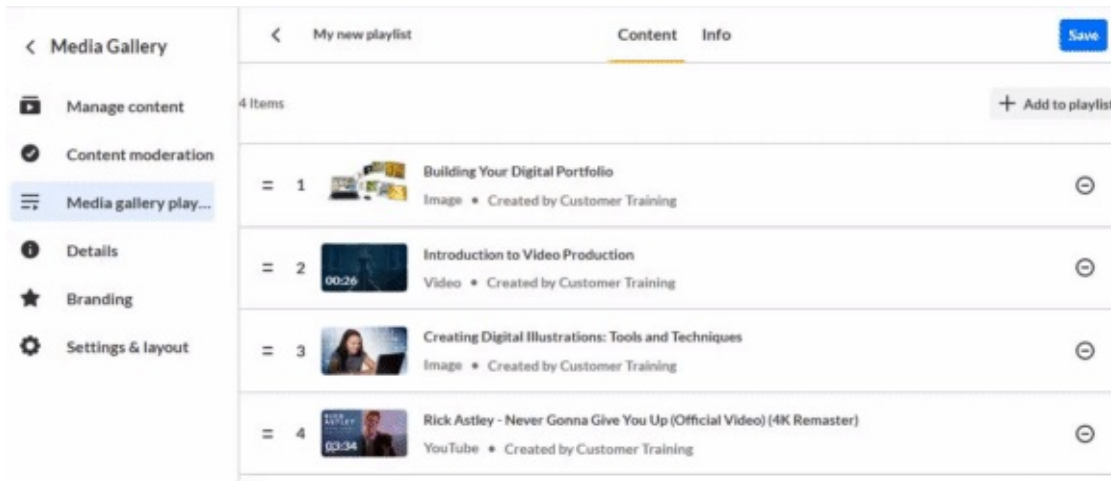


What you see:

- Type, title, creator/owner, and duration for each entry
- Live indicator for live entries
- Scheduled badge for items with a publishing schedule
- Duplicates are allowed (the same item can appear more than once)

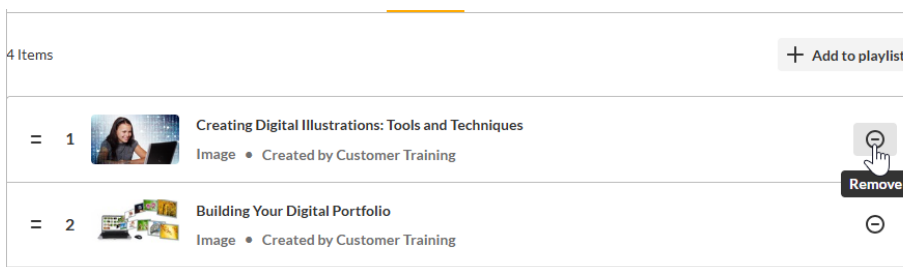
Reorder

- **Mouse:** Grab and drag the handles (two lines) on the left to move the item.
- **Keyboard:** Tab to the handle → Space/Enter to pick up → ↑/↓ to move → Space/Enter to drop (Esc cancels).



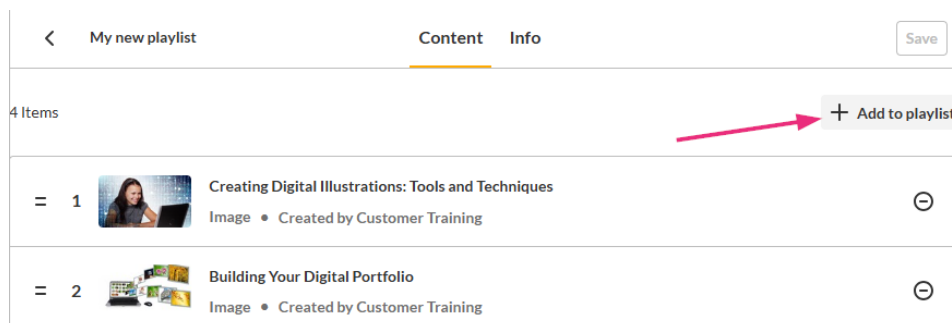
Remove

Click the **remove icon** to the far right of an item to take it off the playlist. This does not delete the media from your account.



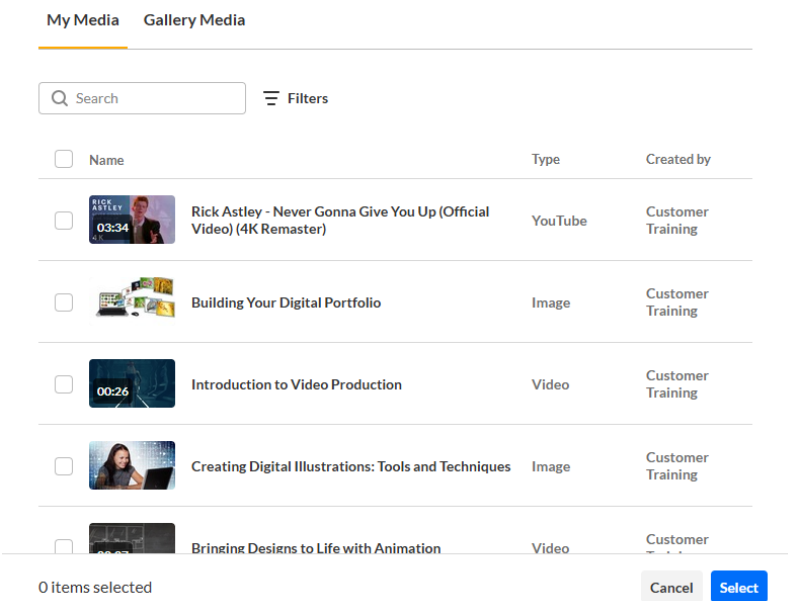
Add media






1. Click **Add to playlist** at the top right.



The 'Select media' window opens.

Select Media



<input type="checkbox"/>	Name	Type	Created by
<input type="checkbox"/>	 Rick Astley - Never Gonna Give You Up (Official Video) (4K Remaster)	YouTube	Customer Training
<input type="checkbox"/>	 Building Your Digital Portfolio	Image	Customer Training
<input type="checkbox"/>	 Introduction to Video Production	Video	Customer Training
<input type="checkbox"/>	 Creating Digital Illustrations: Tools and Techniques	Image	Customer Training
<input type="checkbox"/>	 Bringing Designs to Life with Animation	Video	Customer Training

0 items selected Cancel Select

2. Check the boxes next to the items you want to add in the tabs:

- **My Media** - Select this to display media from your **My Media** library.
- **Gallery media** - Select this to display media that is available in the Media Gallery.

You can use the search function to find the media.






3. Select the checkbox next to each item you want to add.

4. Click **Select**.

Select Media

My Media Gallery Media

Search Filters

<input type="checkbox"/>	Name	Type	Created by
<input checked="" type="checkbox"/>	 Rick Astley - Never Gonna Give You Up (Official Video) (4K Remaster)	YouTube	Customer Training
<input checked="" type="checkbox"/>	 Building Your Digital Portfolio	Image	Customer Training
<input checked="" type="checkbox"/>	 Introduction to Video Production	Video	Customer Training
<input checked="" type="checkbox"/>	 Creating Digital Illustrations: Tools and Techniques	Image	Customer Training
<input type="checkbox"/>	 Bringing Designs to Life with Animation	Video	Customer Training

4 items selected

Cancel Select

The selected items display in the playlist page.





Media Gallery

- Manage content
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- Media gallery play...
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My new playlist

Content Info Save

4 Items + Add to playlist

= 1	 Building Your Digital Portfolio Image • Created by Customer Training	⊖
= 2	 Introduction to Video Production Video • Created by Customer Training	⊖
= 3	 Creating Digital Illustrations: Tools and Techniques Image • Created by Customer Training	⊖
= 4	 Rick Astley - Never Gonna Give You Up (Official Video) (4K Remaster) YouTube • Created by Customer Training	⊖

Info tab

Use the **Info** tab to update playlist-level details and actions.

•

Name ***Description****B** *i* u    

This is my new playlist

[Delete playlist](#)

Delete playlist

1. Click **Delete playlist**.

[Content](#) **Info****Name *****Description****B** *i* u    

Explore how emerging technologies like AI, cloud computing, and automation are transforming the way businesses operate, scale, and compete in today's digital economy.

[Delete playlist](#) 

A confirmation message displays.

2. Click **Delete** to continue.



This removes the playlist only; media entries aren't deleted.