



Edit a playlist in Blackboard

Last Modified on 01/20/2025 5:26 pm IST

 This article is designated for faculty members.

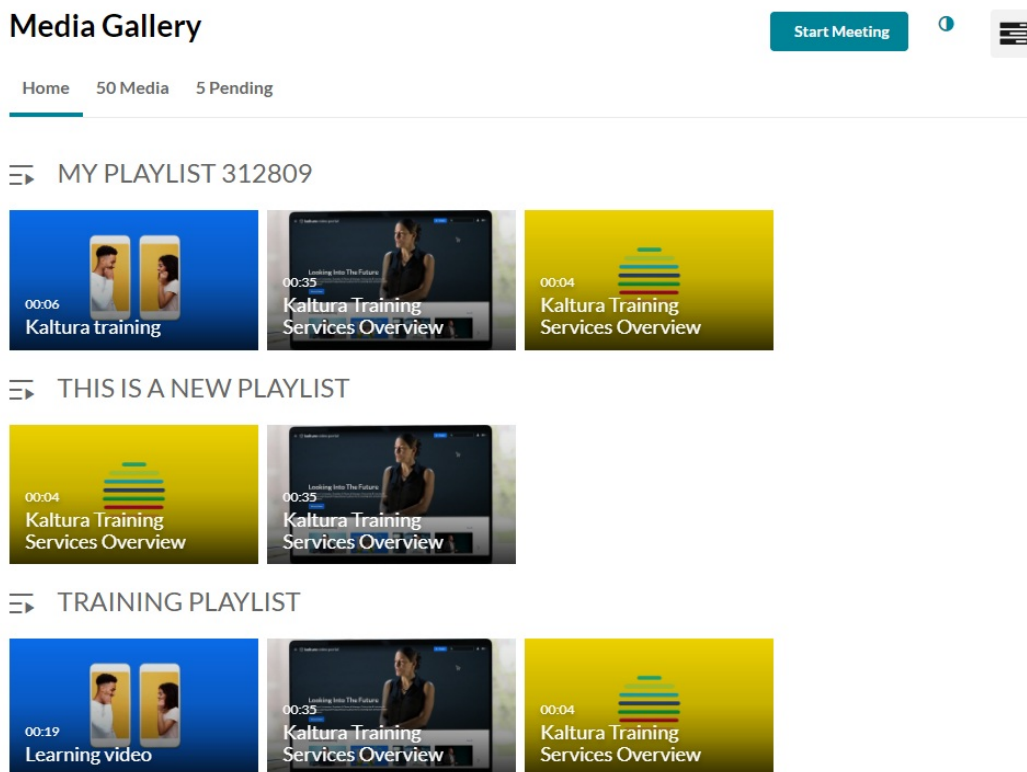
About

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 non-Theming users. For [Theming](#) users, please see our article [Edit 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

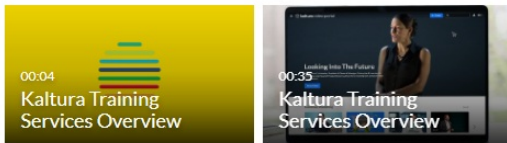
Start Meeting

- Edit
- Analytics
- Services ordering rules
- Import
- Create channel playlist

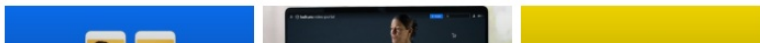
MY PLAYLIST 312809



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 [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

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

[+ Create Channel Playlist](#)


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Playlist 2	Manual		4	
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	  
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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.

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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

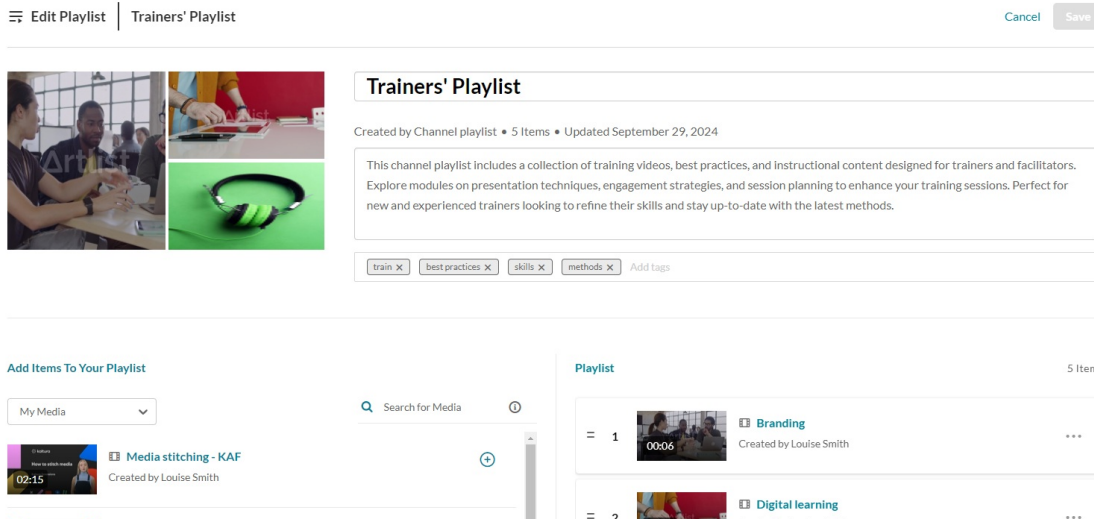
 Search Playlists

[+ Create Channel Playlist](#)

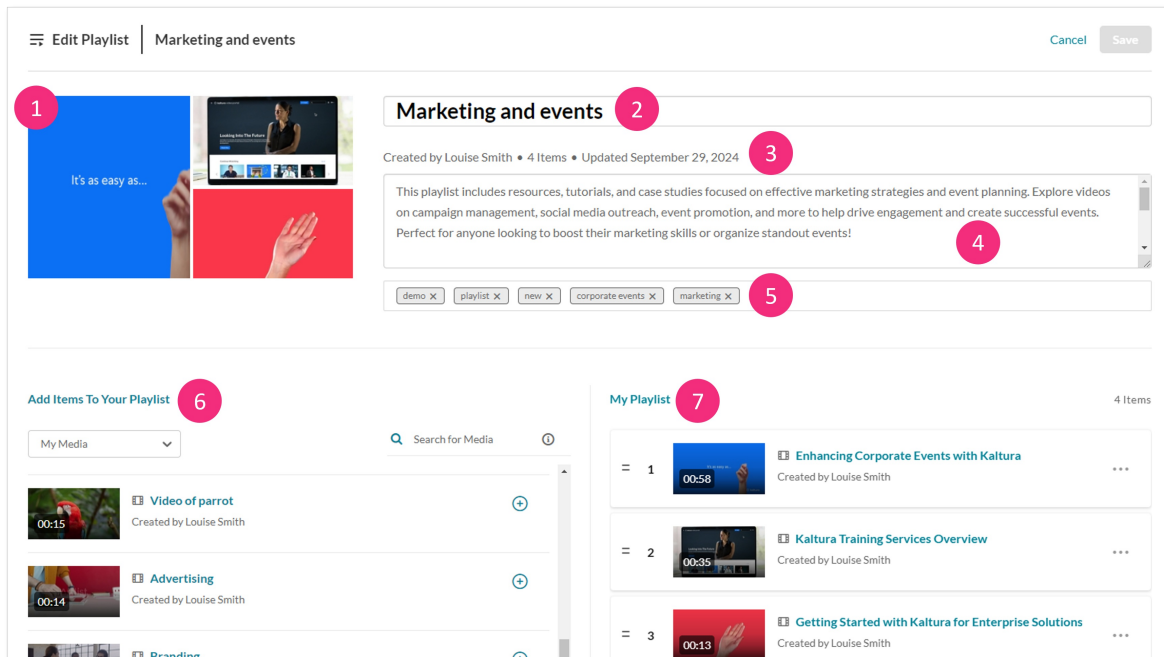
Title	Type	Description	Entries
My Playlist	Manual	This is an example of a playlist description.	7
Branding	Manual	This channel playlist features resources and tutorials on building and enhancing your brand identity. Discover strategies for creating cohesive visual designs, effective messaging, and marketing...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

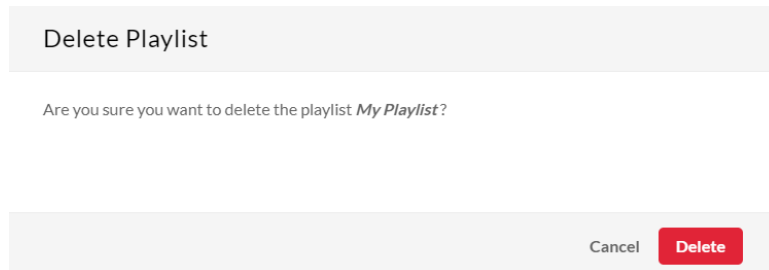
- 'Add items to your playlist' column (**6**) - Add media to your playlist. See [Create a playlist](#) for further information.
- 'My Playlist' column (**7**) - This section displays all items currently in the playlist. You can remove items or change their order as needed. For more details, see [Create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

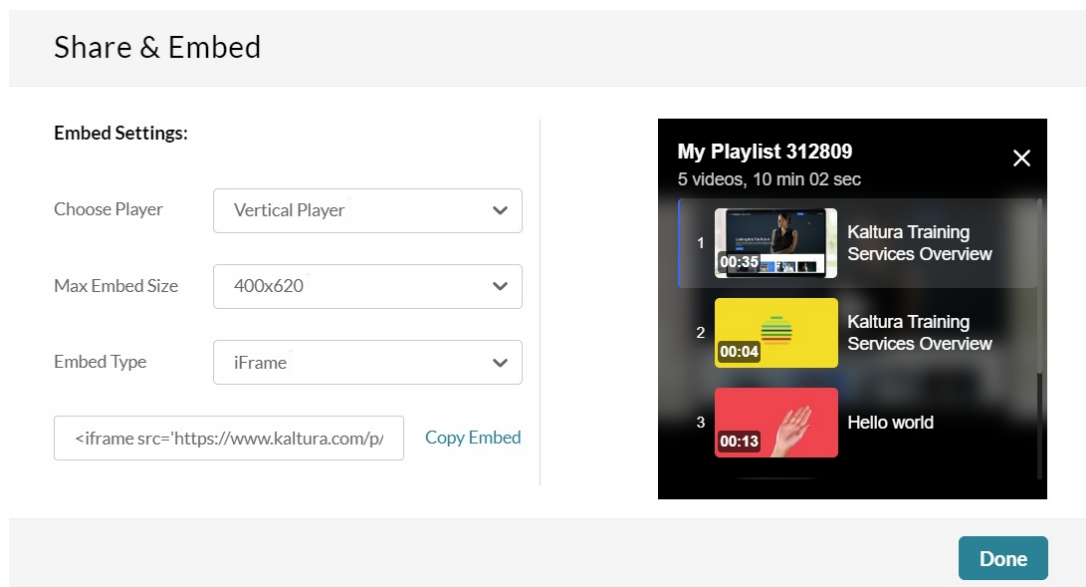
A confirmation message displays: *Are you sure you want to delete the playlist [name]?*



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**.
