


Edit a playlist in Blackboard

Last Modified on 05/02/2026 5:16 pm IDT

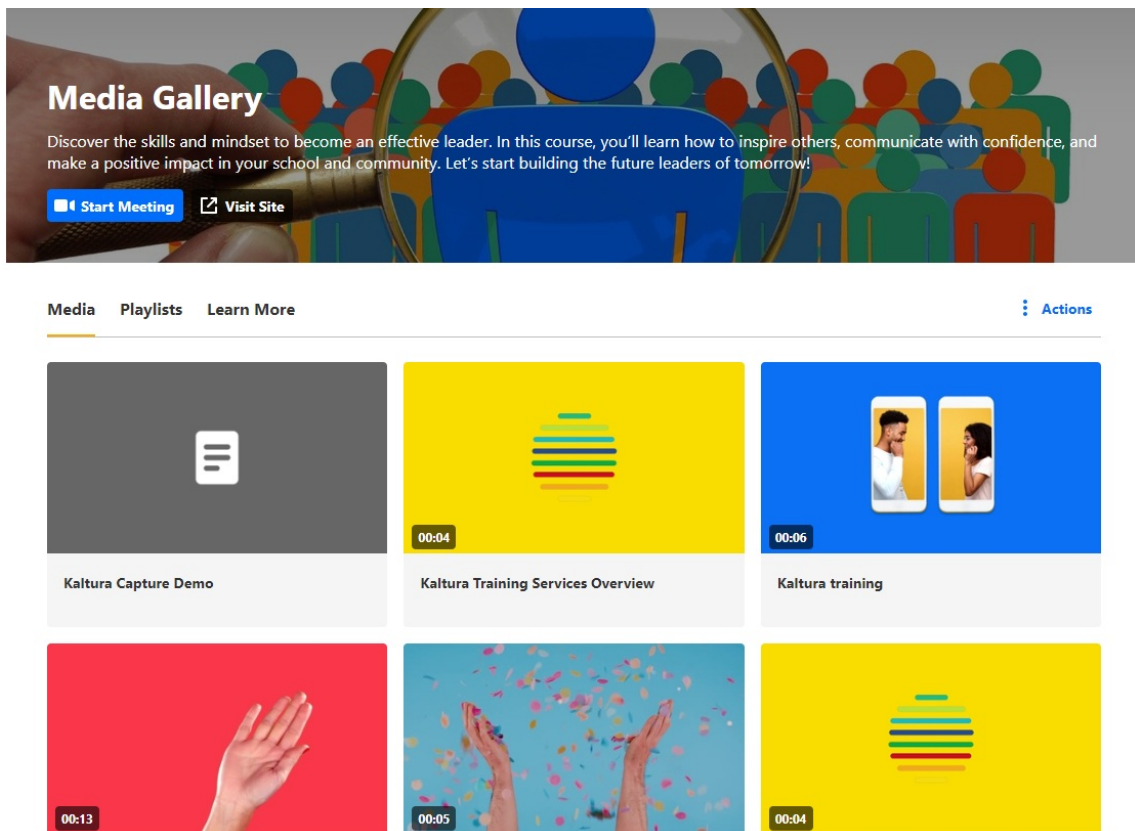
 This article is designated for faculty members.

About

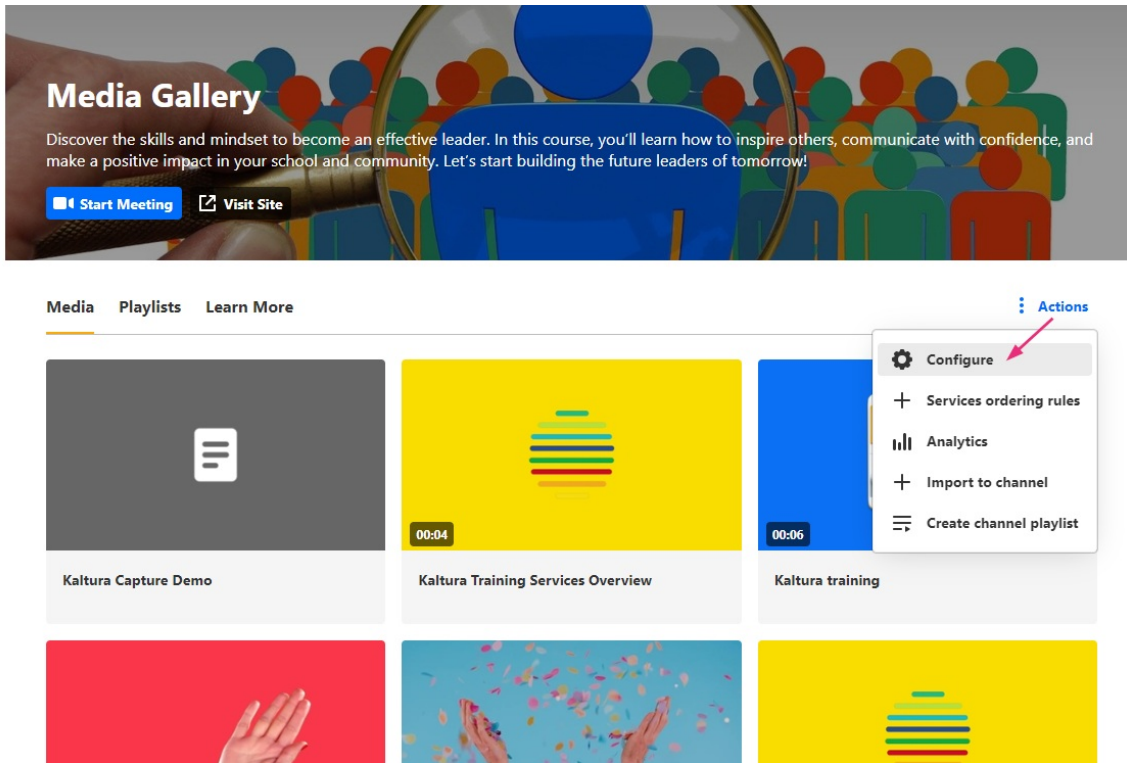
This article describes how to edit playlists. After you have created a playlist, you can modify the playlist's details, content, and order from the edit playlist page.

Access the edit playlist page

1. Access the Media Gallery.



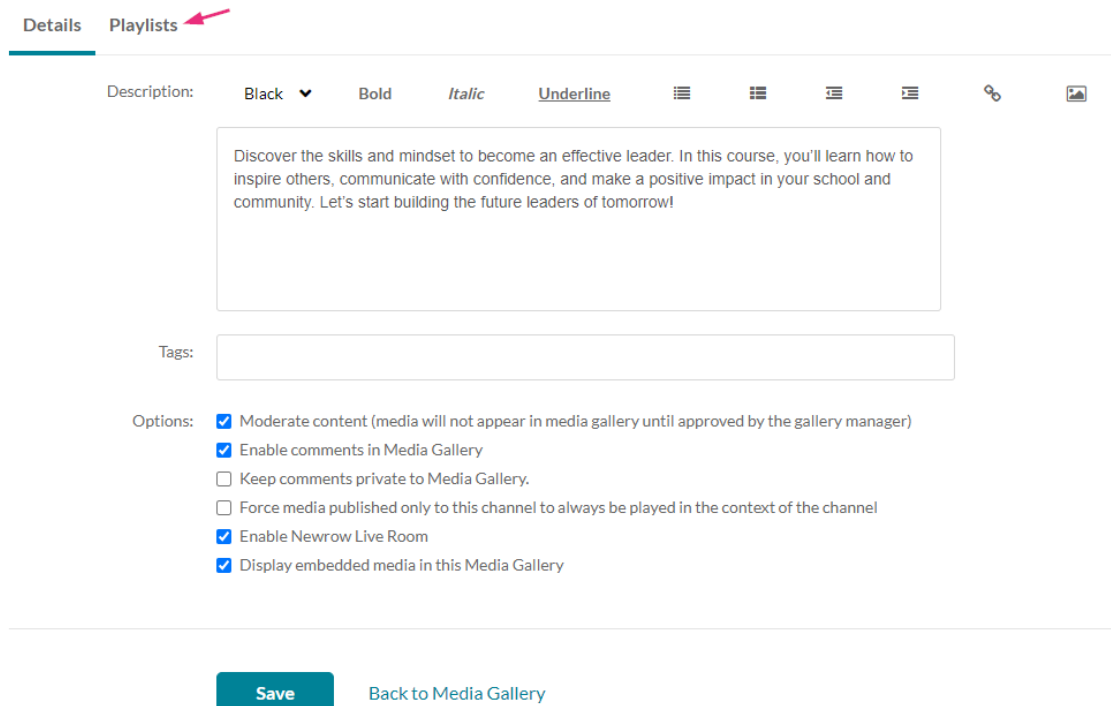
2. At the top right of the Media Gallery, click the **Actions** menu and select **Configure**.



The **Edit 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

[+ Create Channel Playlist](#)


Title	Type	Description	Entries	Actions
My Playlist 312809	Manual		5	
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	

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

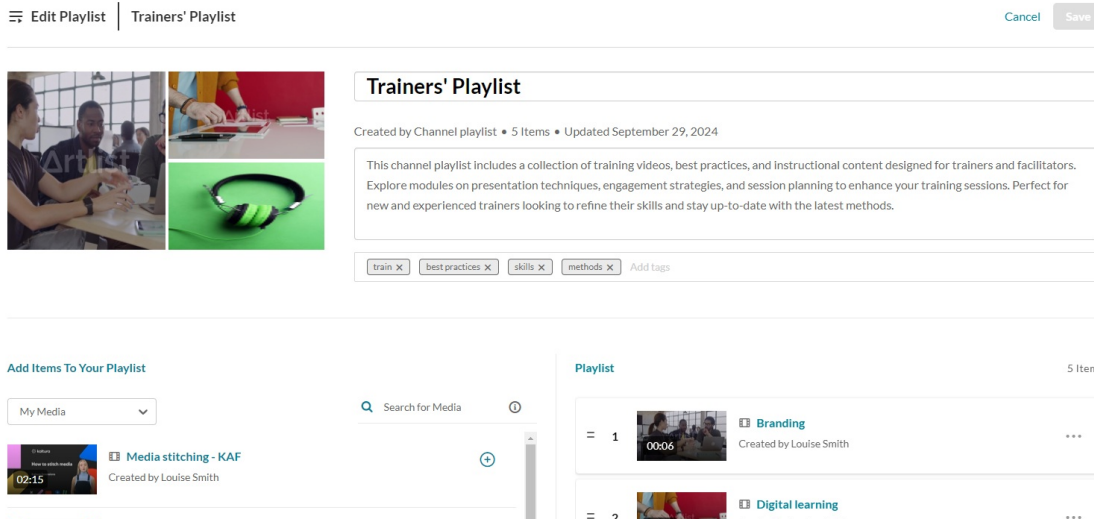
 Search Playlists

[+ Create Channel Playlist](#)

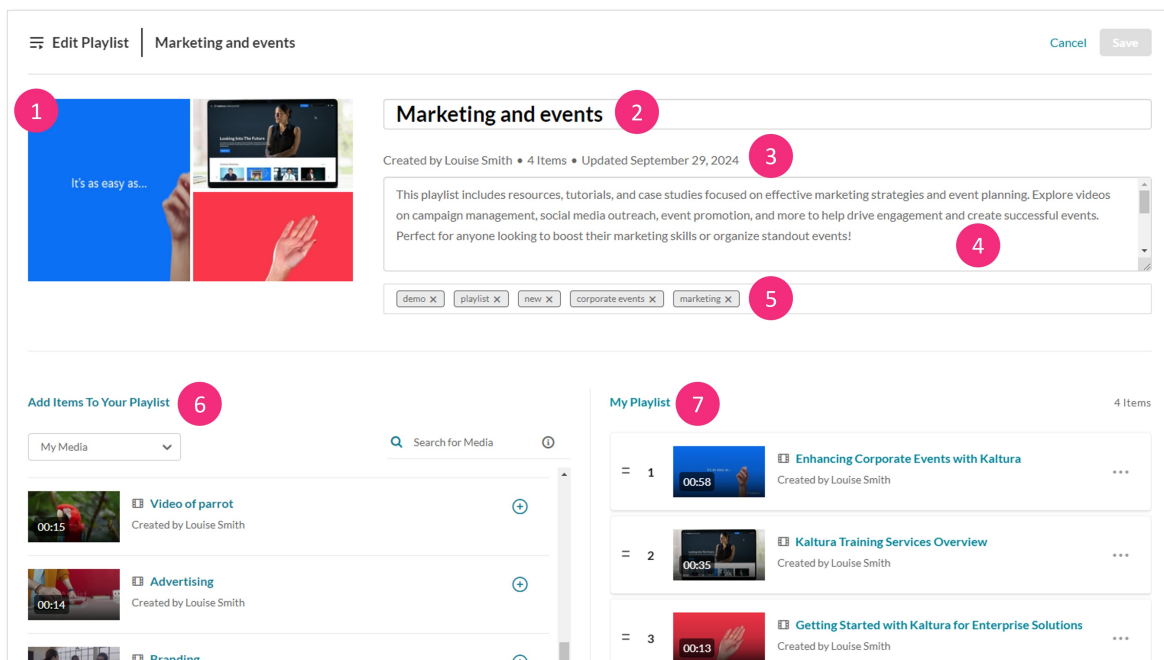
Title	Type	Description	Entries
My Playlist	Manual	This is an example of a playlist description.	7
Branding	Manual	This channel playlist features resources and tutorials on building and enhancing your brand identity. Discover strategies for creating cohesive visual designs, effective messaging, and marketing...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

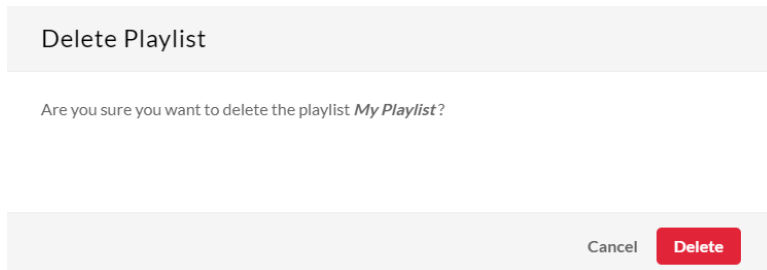
- 'Add items to your playlist' column (**6**) - Add media to your playlist. See [Create a playlist](#) for further information.
- 'My Playlist' column (**7**) - This section displays all items currently in the playlist. You can remove items or change their order as needed. For more details, see [Create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

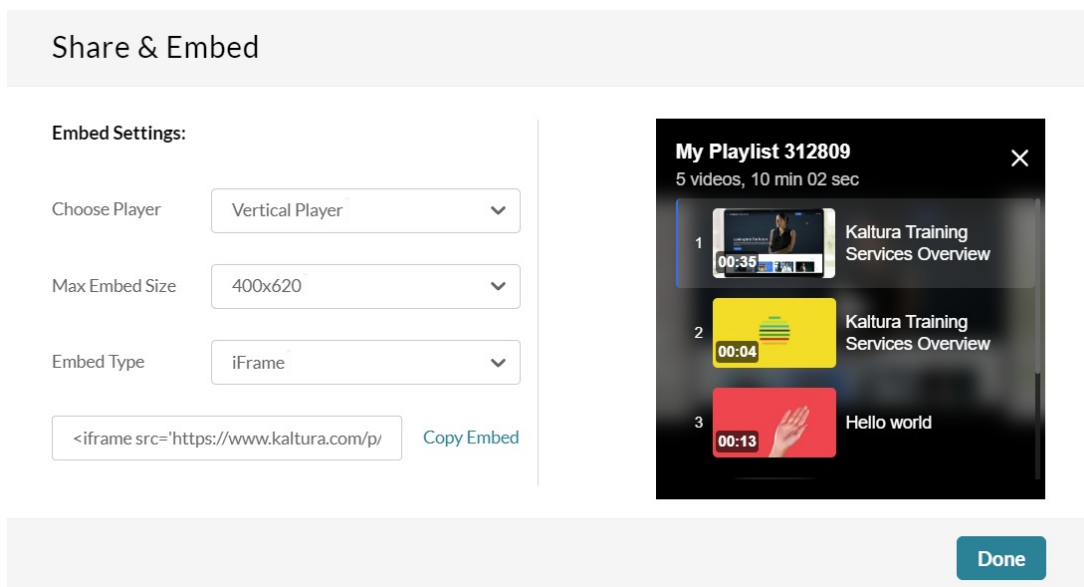
A confirmation message displays: *Are you sure you want to delete the playlist [name]?*



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**.
