

# Remove media from a playlist in Blackboard

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

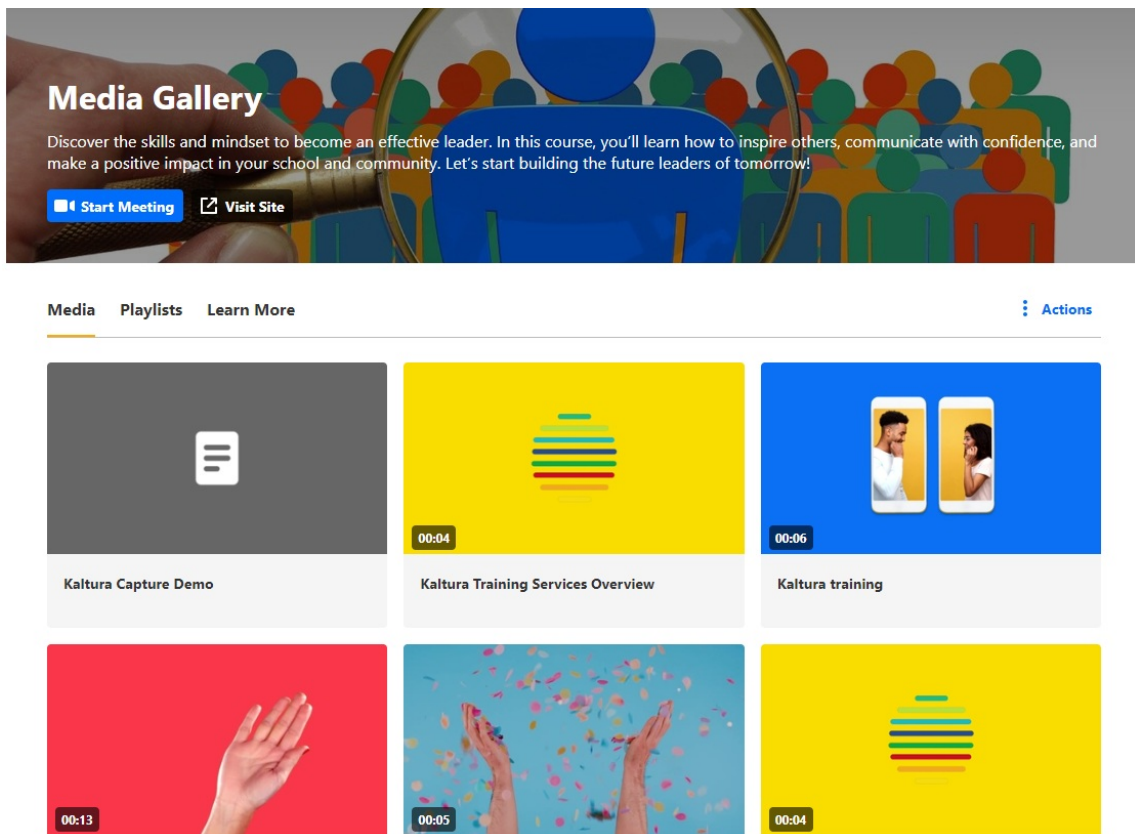
 This article is designated for faculty members.

## About

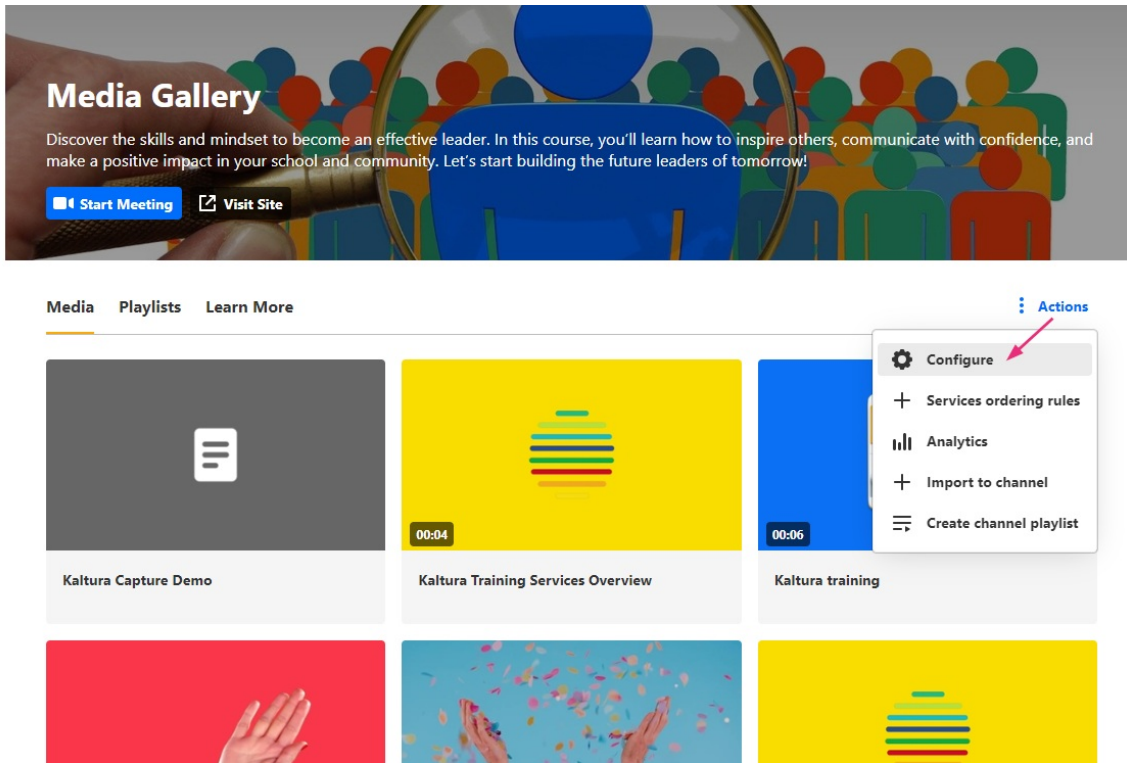
Refreshing your playlists by removing outdated content helps keep your content up-to-date and engaging.

## Access the edit playlist page

1. Access the Media Gallery.



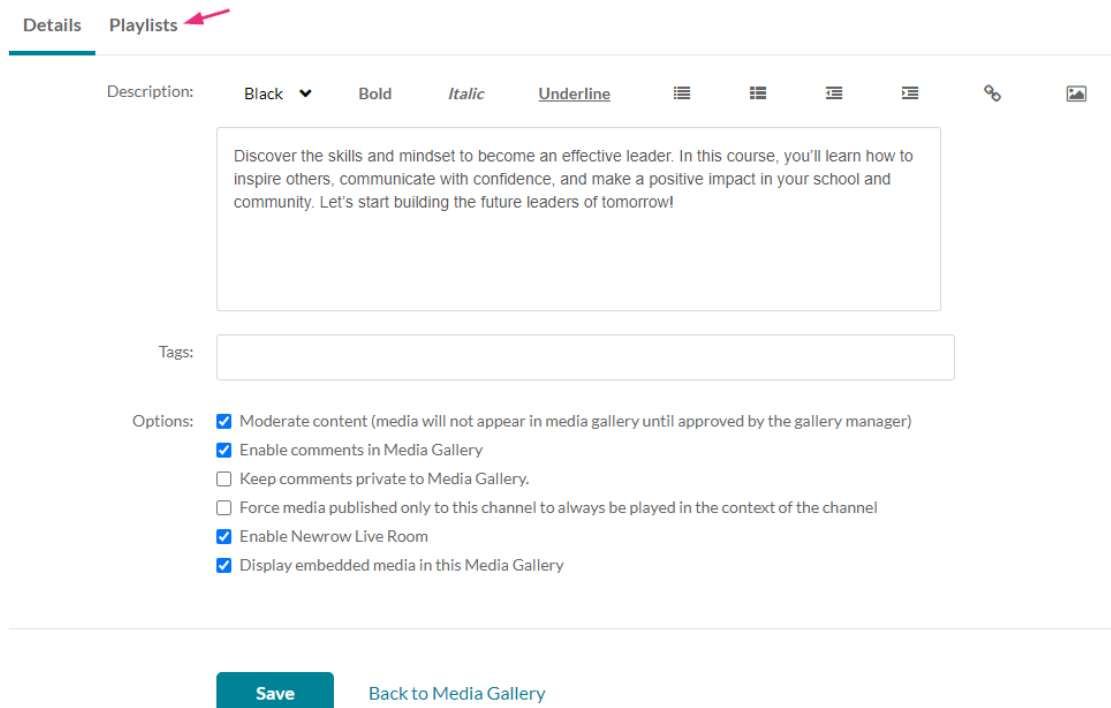
2. At the top right of the Media Gallery, click the **Actions** menu and select **Configure**.



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**

13 Playlists

[+ Create Channel Playlist](#)

Title	Type	Description	Entries	Actions
# My Playlist 312809	Manual		3	
# This Is A New Playlist	Manual	This is a great playlist	3	
# 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	
# New Playlist	Manual	This is my new playlist.	4	

Locate the desired playlist and click the pencil icon at the far right.

## Edit Media Gallery

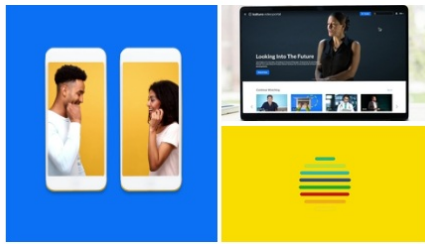
Details **Playlists**

13 Playlists

[+ Create Channel Playlist](#)

Title	Type	Description	Entries	Actions
# My Playlist 312809	Manual		3	
# This Is A New Playlist	Manual	This is a great playlist	3	
# Training Playlist	Manual	This is a training playlist.	3	

The **Edit Playlist** page displays.



## My Playlist 312809

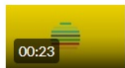
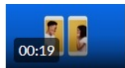

Created by Channel playlist • 3 Items • Updated September 28, 2024

Add description

Add tags

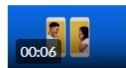
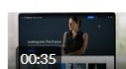

### Add Items To Your Playlist

My Media  ⓘ

-  **My stitched video**  
Created by Customer Training (+)
-  **Learning video**  
Created by Customer Training (+)
-  **Kaltura Learning** (⊖)

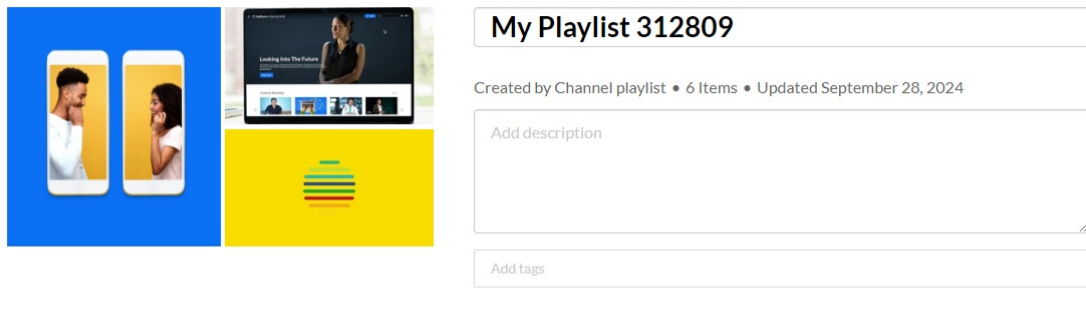
### Playlist

3 Items

- 1  **Kaltura training**  
Created by Customer Training ...
- 2  **Kaltura Training Services Ove...**  
Created by Louise Szmoisz ...
- 3  **Kaltura Training Services Ove...**  
Created by Customer Training ...

## Remove media from your playlist

1. Locate the media you want to delete from your playlist.
2. Click the **three dots menu** to the far right of that item and select **Remove**.



Add Items To Your Playlist

My Media

- My stitched video** (00:23) Created by Customer Training
- Learning video** (00:19) Created by Customer Training

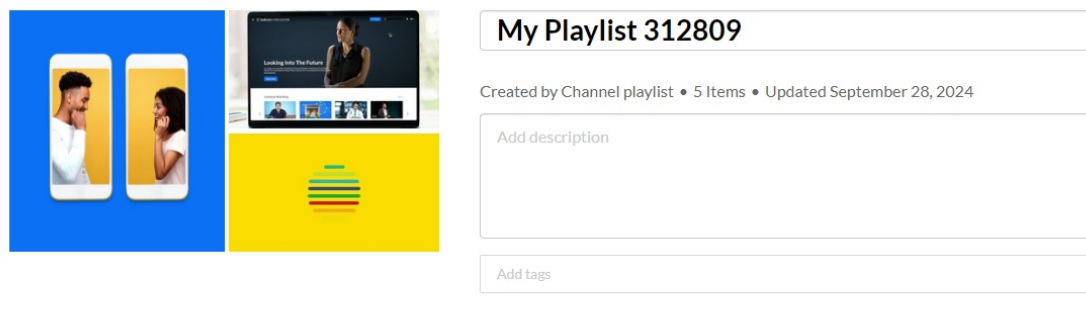
Playlist

6 Items

- 1 **Kaltura training** (00:06) Created by Customer Training
- 2 **Kaltura Training** (00:35) Created by Louise S...
- 3 **Kaltura Training Services Ove...** (00:04) Created by Customer Training

Move to Bottom  
Move to Top  
Remove

3. Click **Save** at the top right.



Add Items To Your Playlist

My Media

- My stitched video** (00:23) Created by Customer Training
- Learning video** (00:19) Created by Customer Training

Playlist

5 Items

- 1 **Kaltura Training Services Ove...** (00:35) Created by Louise Szmoisz
- 2 **Kaltura Training Services Ove...** (00:04) Created by Customer Training

The **Edit Media Gallery** page displays.

## Edit Media Gallery

Details Playlists

Description: **Black** ▼ **Bold** *Italic* Underline ☰ ☷ ☹ ☺ 🔗 🖼️

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](#)

4. Click **Save** to navigate back to the Media Gallery.

The media has been removed.