

Delete a playlist in Sakai

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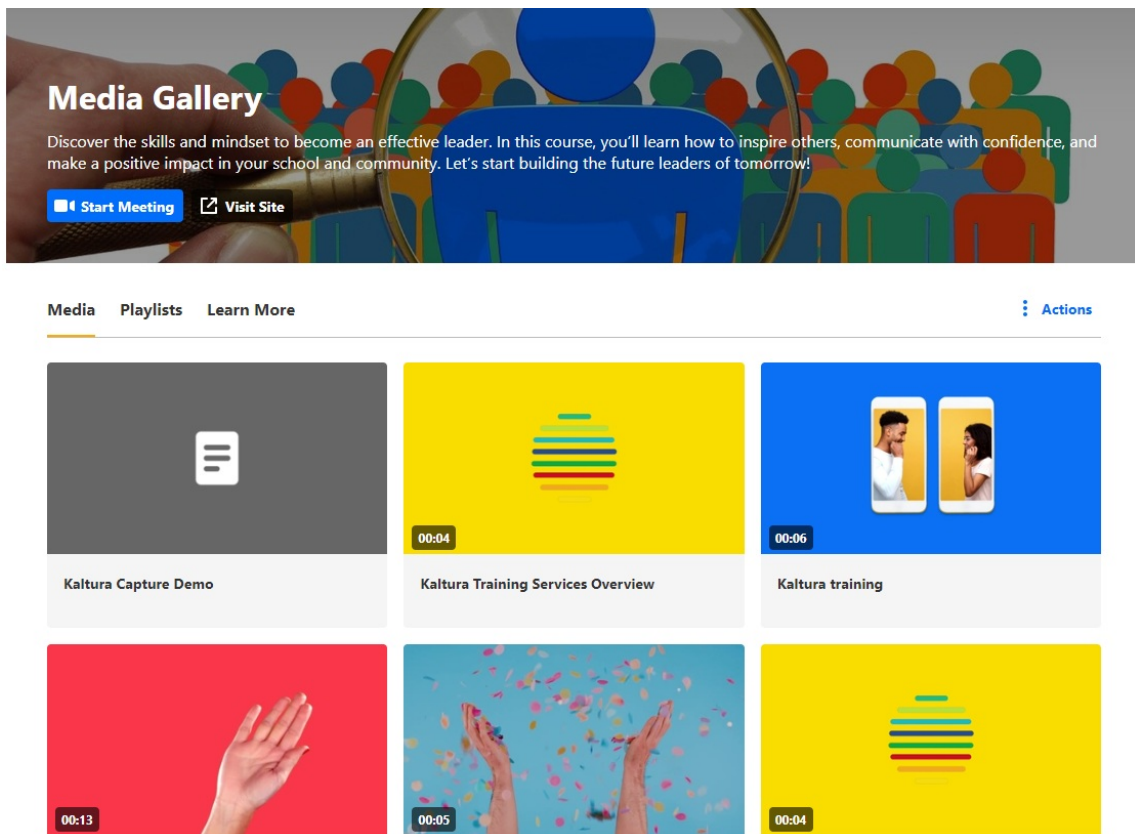
 This article is designated for faculty members.

About

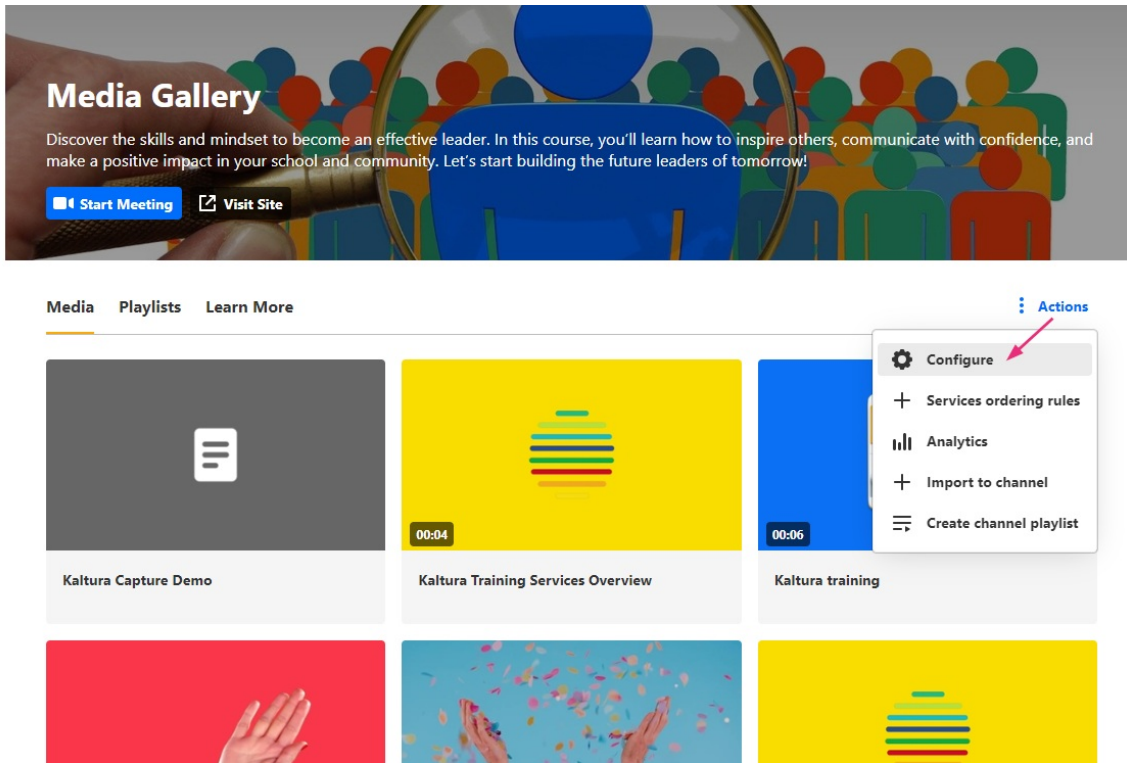
Refreshing your media gallery by removing outdated playlists helps keep your content up-to-date and engaging.

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

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**

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	

Delete a playlist

1. Locate the desired playlist and click the trash icon at the far right.

Edit Media Gallery

Details **Playlists**

13 Playlists

[+ Create Channel Playlist](#)

Title	Type	Description	Entries	Actions
# My Playlist 312809	Manual		6	Delete Playlist
# 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	

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

2. Click **Delete**.

A success message displays: *The playlist [name] was deleted successfully.*





Edit Media Gallery

Details **Playlists**

The playlist *This is a new playlist* was deleted successfully ×

12 Playlists

[+ Create Channel Playlist](#)

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# My Playlist 312809	Manual		6	 
# Training Playlist	Manual	This is a training playlist.	3	 
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