

Remove media from a playlist in Sakai

Last Modified on 06/12/2025 8:07 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Refreshing your playlists by removing outdated content helps keep your content up-to-date and engaging.



These instructions are for non-Theming users. For [Theming](#) users, please see our article 'Remove media from a playlist - Theming'.

Access the edit playlist page

1. Access the Media Gallery.

Media Gallery

Start Meeting

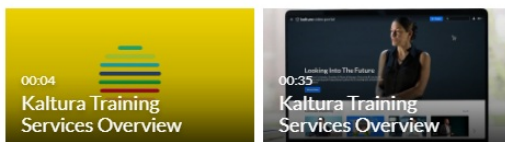


Home 50 Media 5 Pending

MY PLAYLIST 312809



THIS IS A NEW PLAYLIST



TRAINING PLAYLIST



2. At the top right of the Media Gallery, click the hamburger menu and select **Edit**.

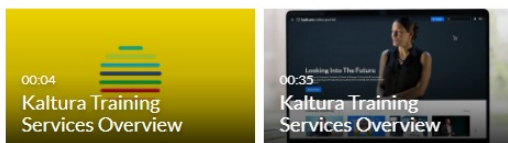
Media Gallery

Home 50 Media 5 Pending

MY PLAYLIST 312809



THIS IS A NEW PLAYLIST



TRAINING PLAYLIST



Start Meeting

- Edit
- Analytics
- + Services ordering rules
- Import
- + Create channel 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**

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

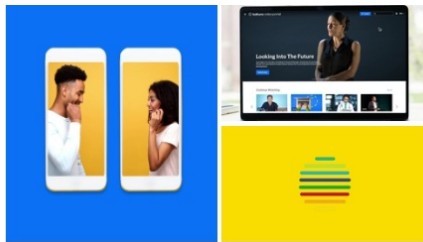
[+ Create Channel Playlist](#)

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.

≡ Edit Playlist | My Playlist 312809

Cancel Save



My Playlist 312809

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

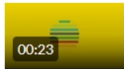
Add description

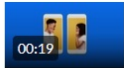
Add tags


Add Items To Your Playlist

My Media

Search for Media

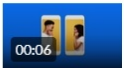

My stitched video
Created by Customer Training

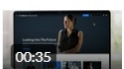

Learning video
Created by Customer Training



Kaltura Learning

Playlist

3 Items

= 1

Kaltura training
Created by Customer Training

= 2

Kaltura Training Services Overview
Created by Louise Szmoisz




= 3

Kaltura Training Services Overview
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**.

Edit Playlist | My Playlist 312809

Cancel Save

My Playlist 312809

Created by Channel playlist • 6 Items • Updated September 28, 2024

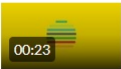
Add description


Add tags

Add Items To Your Playlist

My Media

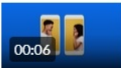
Search for Media

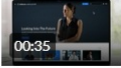

My stitched video
 Created by Customer Training



Learning video
 Created by Customer Training

Playlist

6 Items

1

Kaltura training
 Created by Customer Training

2

Kaltura Training
 Created by Louise S




3

Kaltura Training Services Ove...
 Created by Customer Training

Move to Bottom
Move to Top
Remove

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

Edit Playlist | My Playlist 312809

Cancel **Save**

My Playlist 312809

Created by Channel playlist • 5 Items • Updated September 28, 2024

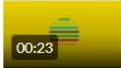
Add description

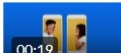
Add tags

Add Items To Your Playlist

My Media


Search for Media



My stitched video
 Created by Customer Training


Learning video
 Created by Customer Training

Playlist

5 Items

1

Kaltura Training Services Ove...
 Created by Louise Szmoisz

2

Kaltura Training Services Ove...
 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.