

# Delete a playlist in Brightspace

Last Modified on 05/02/2026 6:09 pm IDT

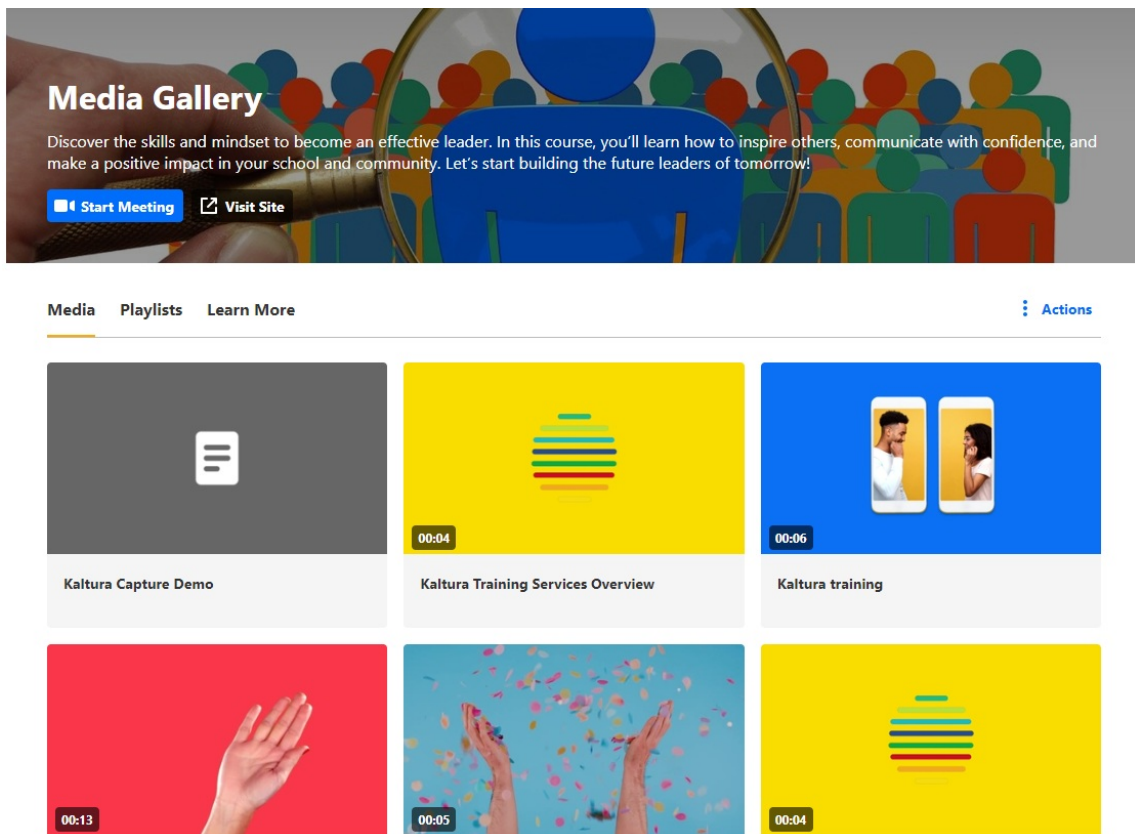
 This article is designated for faculty members.

## About

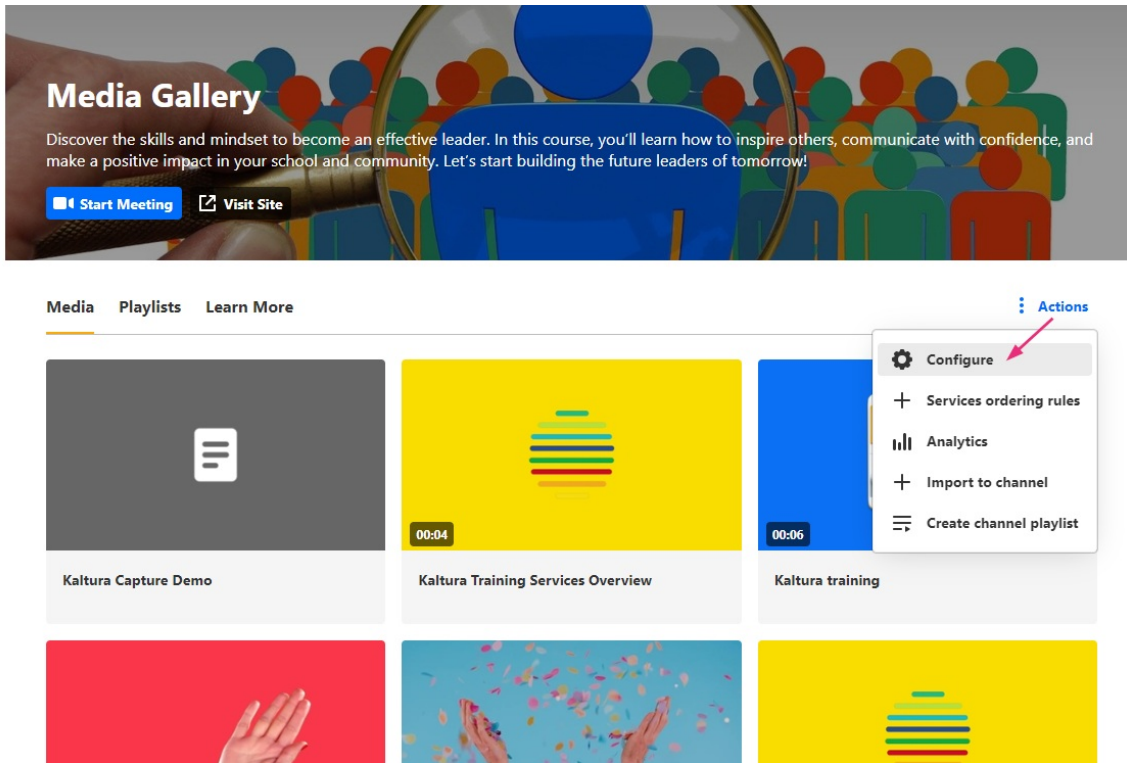
Refreshing your media gallery by removing outdated playlists helps keep your content up-to-date and engaging.

## Access the edit playlist page

1. Access the Media Gallery.



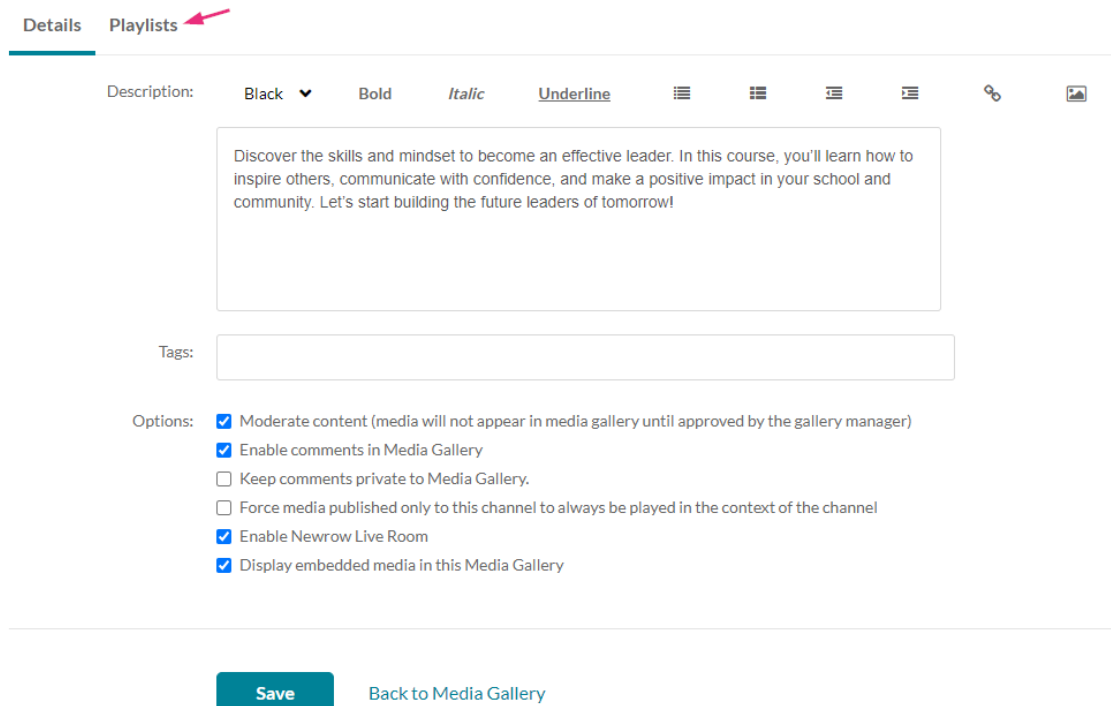
2. At the top right of the Media Gallery, click the **Actions** menu and select **Configure**.



The **Edit Media Gallery** page displays.

3. Click the **Playlists** tab.

## Edit Media Gallery



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	<b>Delete Playlist</b>
# 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](#)

Title	Type	Description	Entries	Actions
☰ My Playlist 312809	Manual		6	 
☰ Training Playlist	Manual	This is a training playlist.	3	 
☰ Adi Playlist	Manual		5	