

# Remove media from a playlist in Brightspace (legacy)

Last Modified on 05/05/2026 9:22 am IDT

 This article is designated for faculty members.

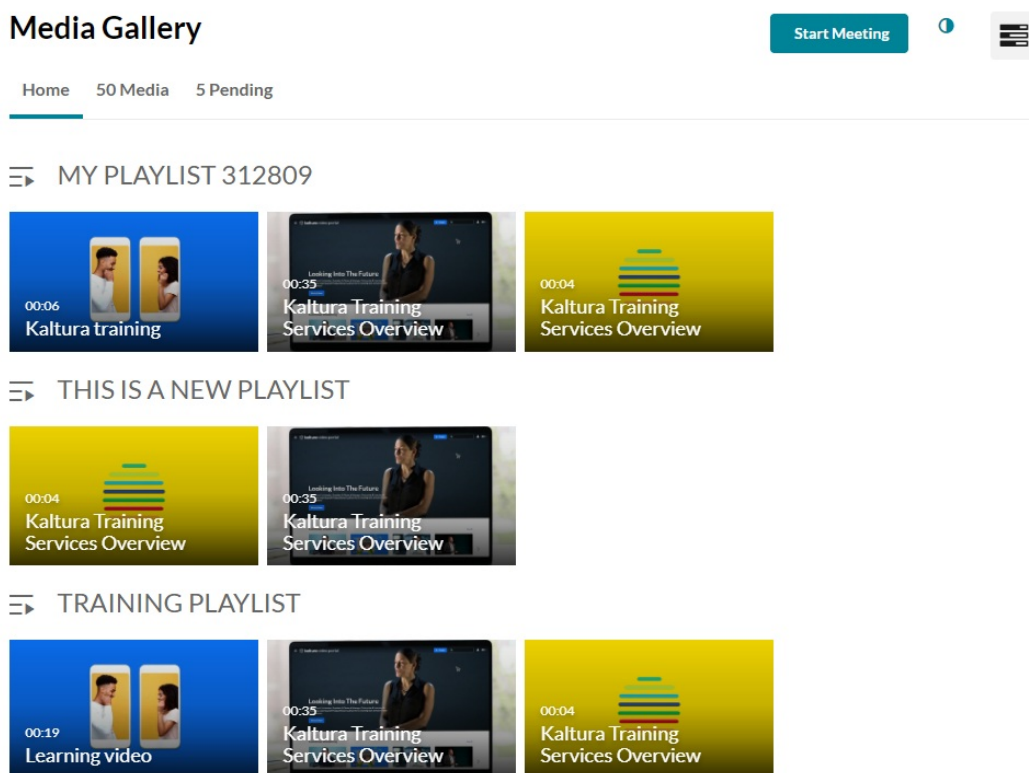
## About

Refreshing your playlists by removing outdated content helps keep your content up-to-date and engaging.

These instructions apply to the legacy **LMS Video** integration. If you're using LMS Video with Theming, please refer to the [LMS Rich Media Extensions category](#).

## Access the edit playlist page

1. Access the Media Gallery.



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

## Media Gallery

Home 50 Media 5 Pending

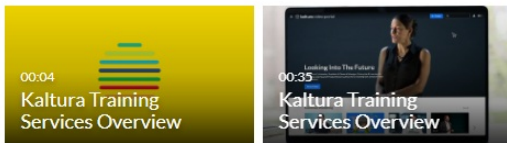
Start Meeting

- Edit
- Analytics
- Services ordering rules
- Import
- Create channel playlist

### MY PLAYLIST 312809



### THIS IS A NEW PLAYLIST



### TRAINING 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

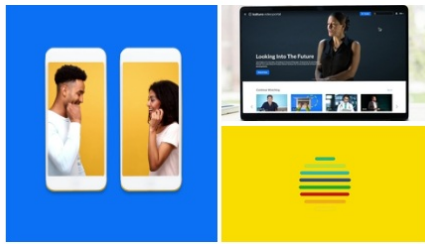
Details **Playlists**

13 Playlists

[+ Create Channel Playlist](#)

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

The **Edit Playlist** page displays.



### My Playlist 312809

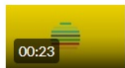
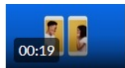

Created by Channel playlist • 3 Items • Updated September 28, 2024

Add description

Add tags

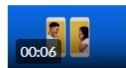
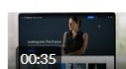

#### Add Items To Your Playlist

My Media  ⓘ

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

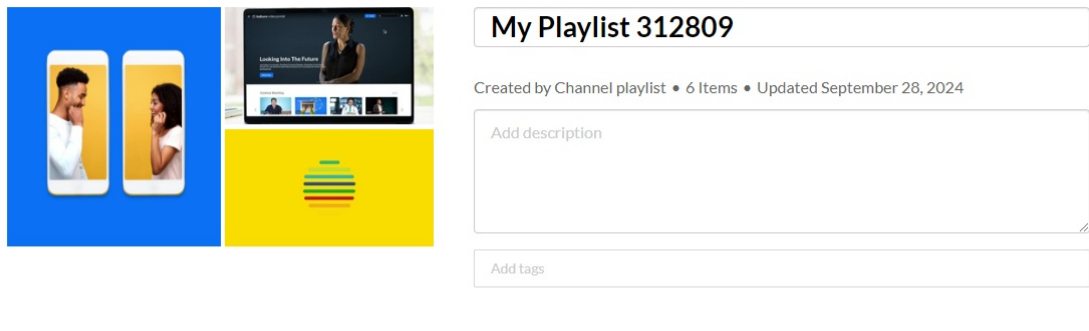
#### Playlist

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**.

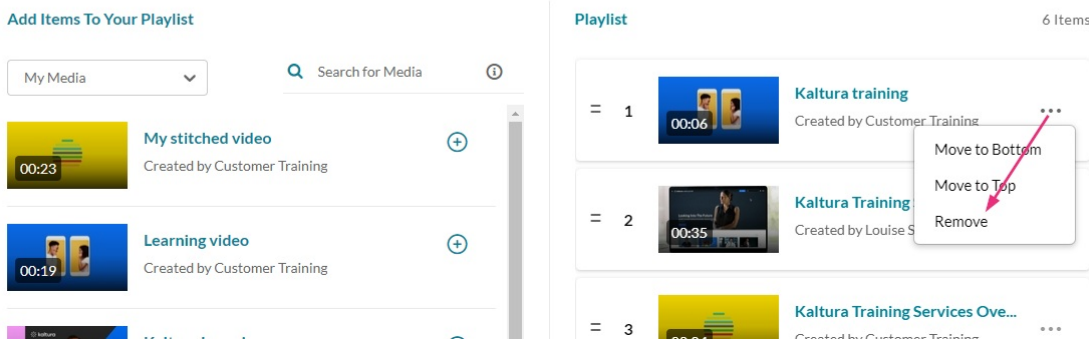


**My Playlist 312809**

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

Add description

Add tags



**Add Items To Your Playlist**

My Media Search for Media

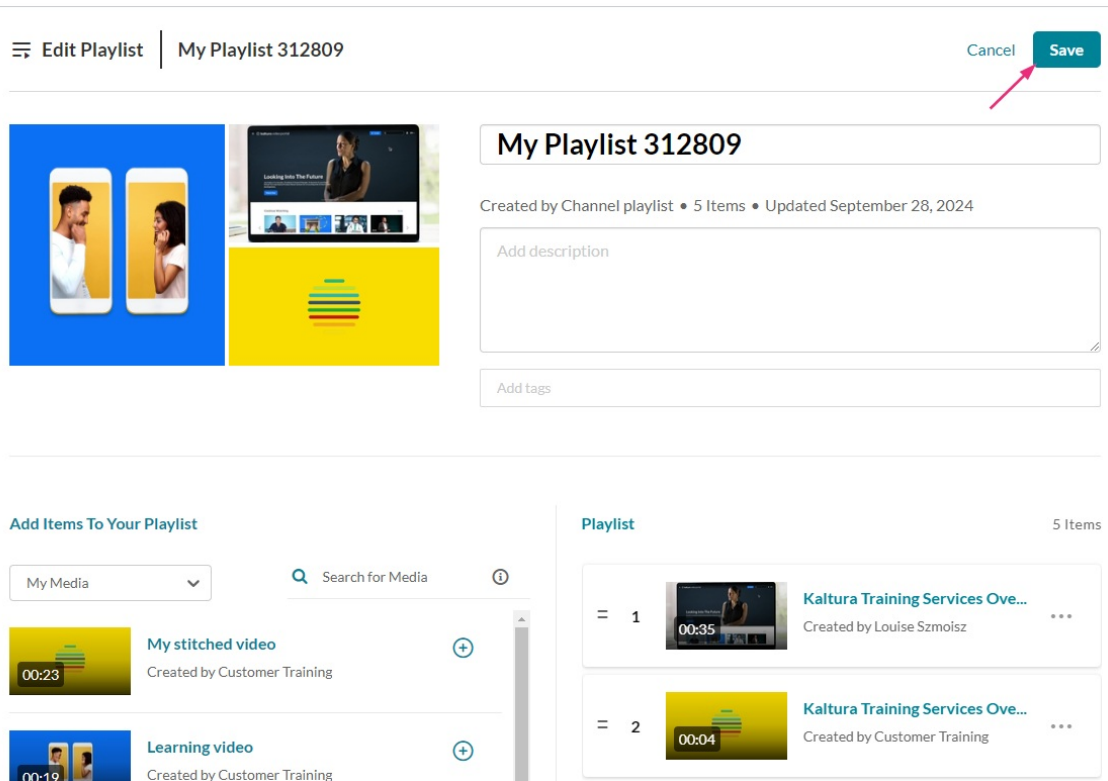
- My stitched video (00:23) Created by Customer Training
- Learning video (00:19) Created by Customer Training

**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

Context menu options: 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 (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 ☰ ☷ ☹ ☺ 🔗 🖼️

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[Save](#) [Back to Media Gallery](#)

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

The media has been removed.