

# Remove media from a playlist in Brightspace

Last Modified on 06/13/2025 7:15 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Refreshing your playlists by removing outdated content helps keep your content up-to-date and engaging.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

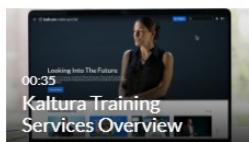


Home 50 Media 5 Pending

#### 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**.

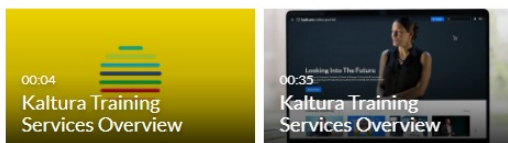
## Media Gallery

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

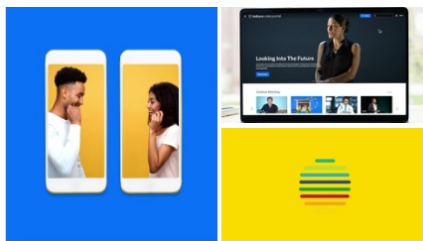
[+ Create Channel Playlist](#)

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

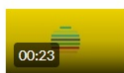
Add description

Add tags

### Add Items To Your Playlist

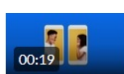
My Media

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

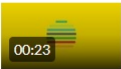
Add description

Add tags


#### Add Items To Your Playlist

My Media

Search for Media



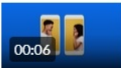
**My stitched video**  
Created by Customer Training



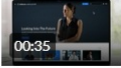
**Learning video**  
Created by Customer Training

#### 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

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

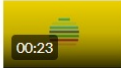
Add description

Add tags

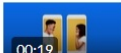
#### Add Items To Your Playlist

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



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**Save**

[Back to Media Gallery](#)



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

The media has been removed.