

# Remove media from a playlist in Brightspace - Theming

Last Modified on 06/13/2025 7:16 pm IDT

 This article is designated for faculty members.

## About

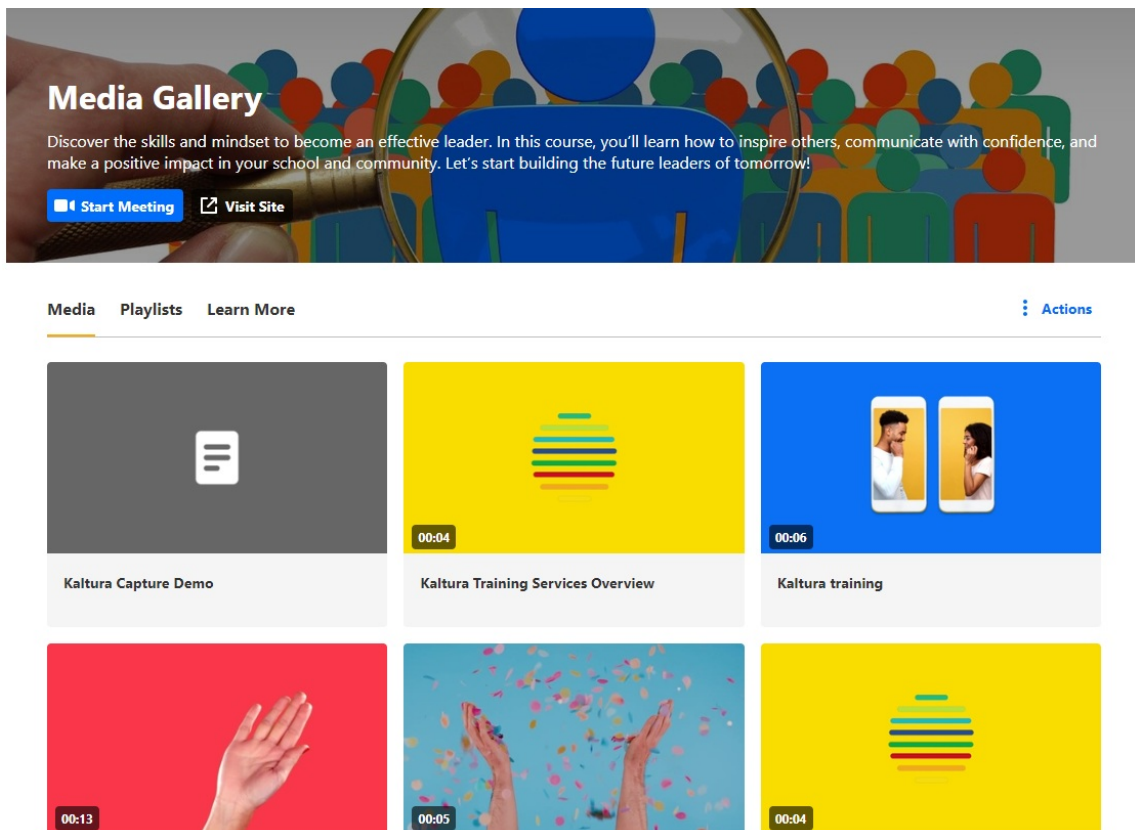
Refreshing your playlists by removing outdated content helps keep your content up-to-date and engaging.



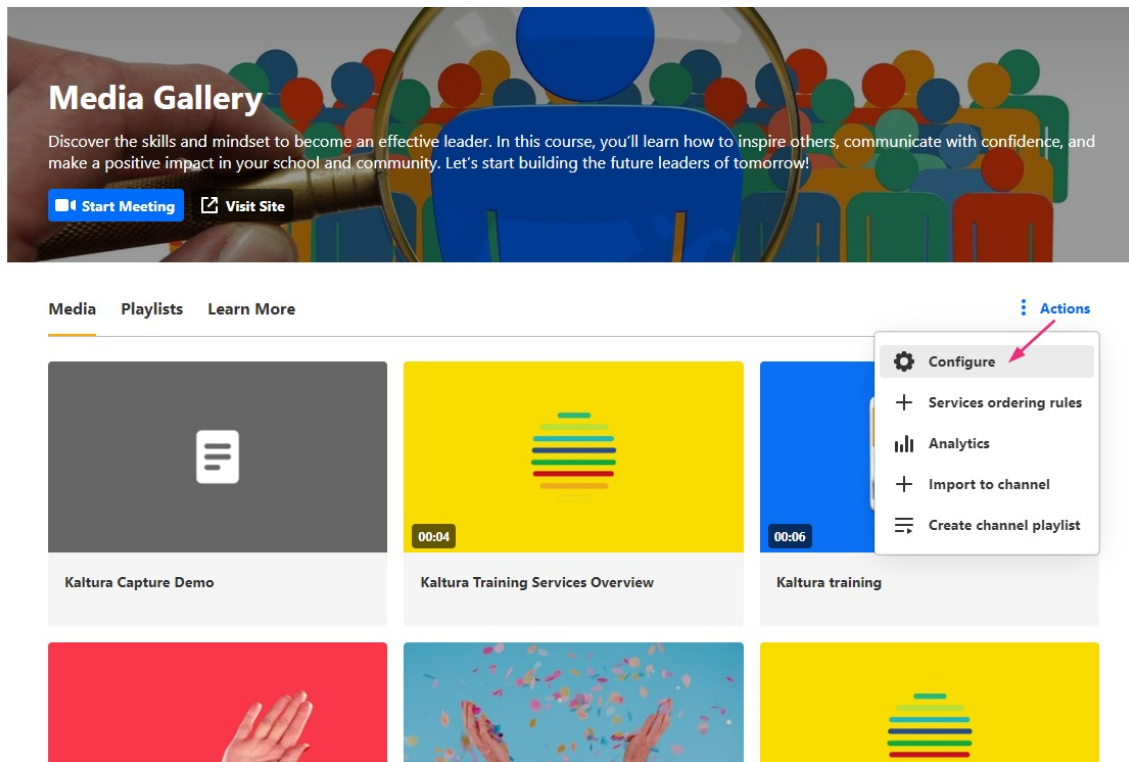
These instructions are for **Theming** users. For non-Theming users, please see our article 'Remove media from a playlist'.

## 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	 







Locate the desired playlist and click the pencil icon at the far right.

## Edit Media Gallery

Details **Playlists**

13 Playlists

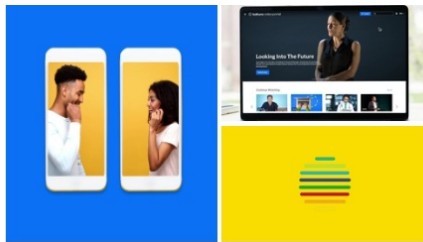
[+ Create Channel Playlist](#)

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

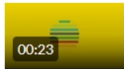
Add description

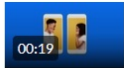
Add tags


### Add Items To Your Playlist

My Media

Search for Media

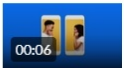

**My stitched video**  
Created by Customer Training

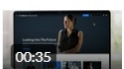

**Learning video**  
Created by Customer Training



**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

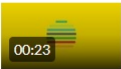
Add description

Add tags


#### Add Items To Your Playlist

My Media

Search for Media



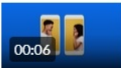
**My stitched video**  
Created by Customer Training



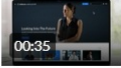
**Learning video**  
Created by Customer Training

#### 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

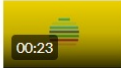
Add description

Add tags

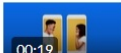
#### Add Items To Your Playlist

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



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.