

# Remove media from a playlist in Brightspace

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

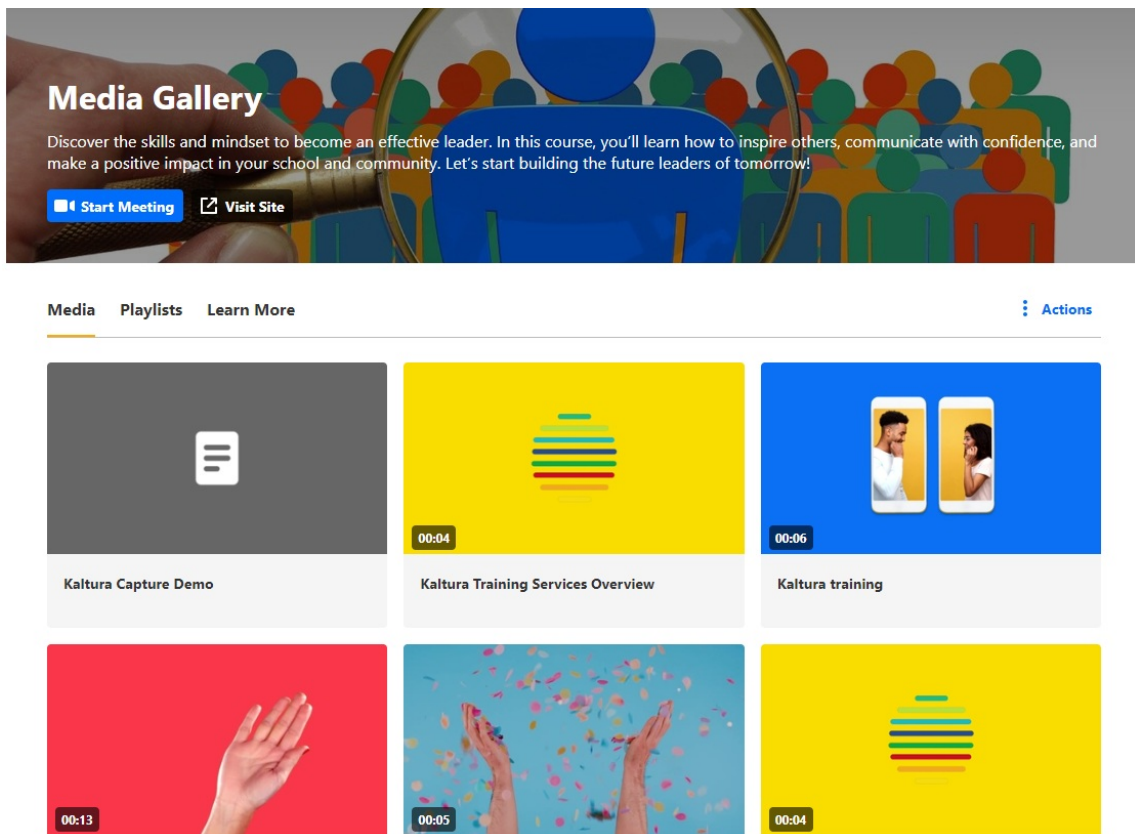
 This article is designated for faculty members.

## About

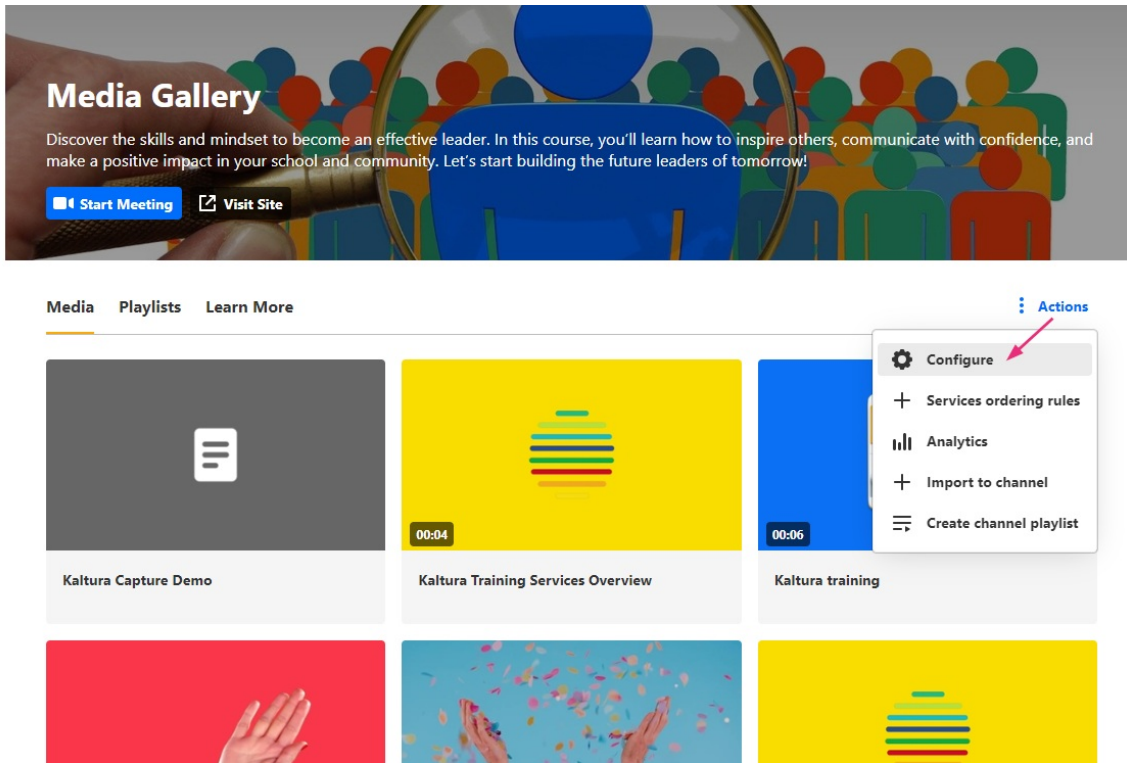
Refreshing your playlists by removing outdated content helps keep your content up-to-date and engaging.

## Access the edit playlist page

1. Access the Media Gallery.



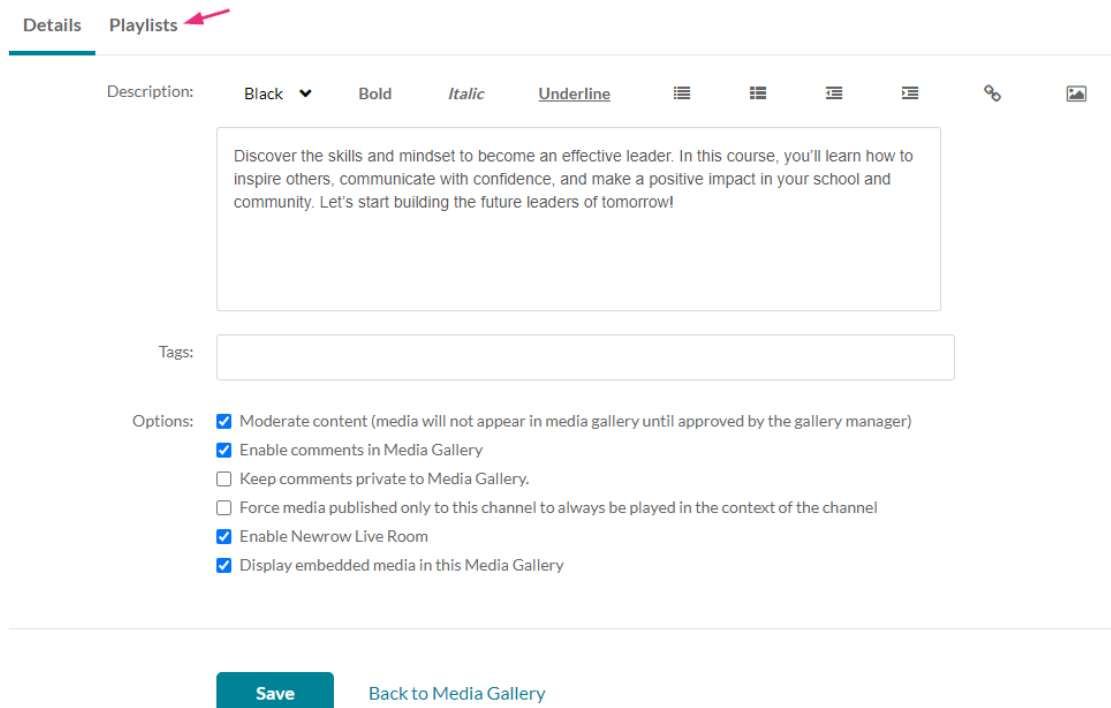
2. At the top right of the Media Gallery, click the **Actions** menu and select **Configure**.



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	

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

## Edit Media Gallery

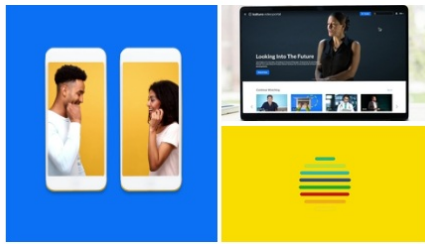
Details **Playlists**

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.



### My Playlist 312809

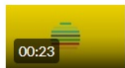
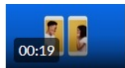

Created by Channel playlist • 3 Items • Updated September 28, 2024

Add description

Add tags

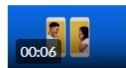
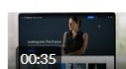

#### Add Items To Your Playlist

My Media  ⓘ

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

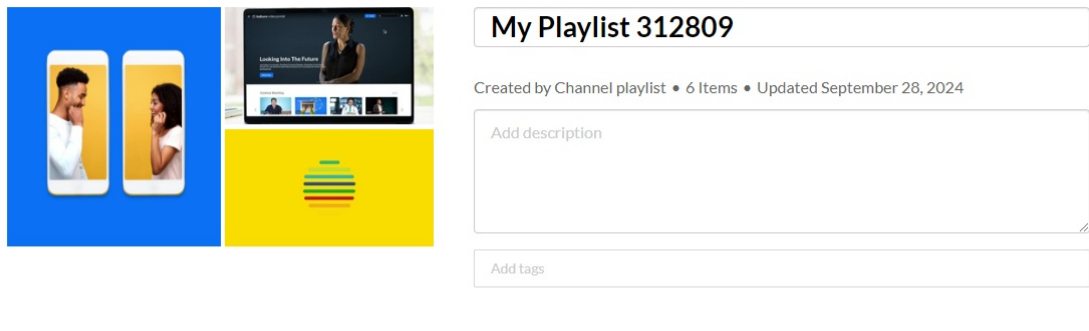
#### Playlist

3 Items

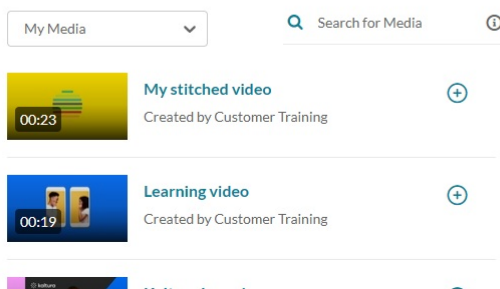
- 1  **Kaltura training**  
Created by Customer Training ...
- 2  **Kaltura Training Services Ove...**  
Created by Louise Szmoisz ...
- 3  **Kaltura Training Services Ove...**  
Created by Customer Training ...

## 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**.

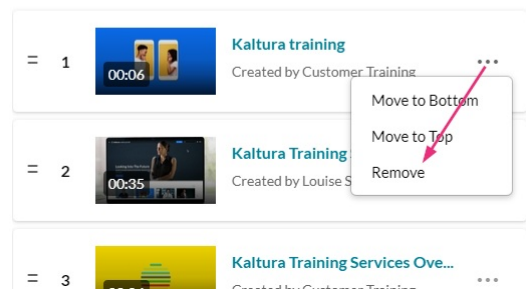


Add Items To Your Playlist

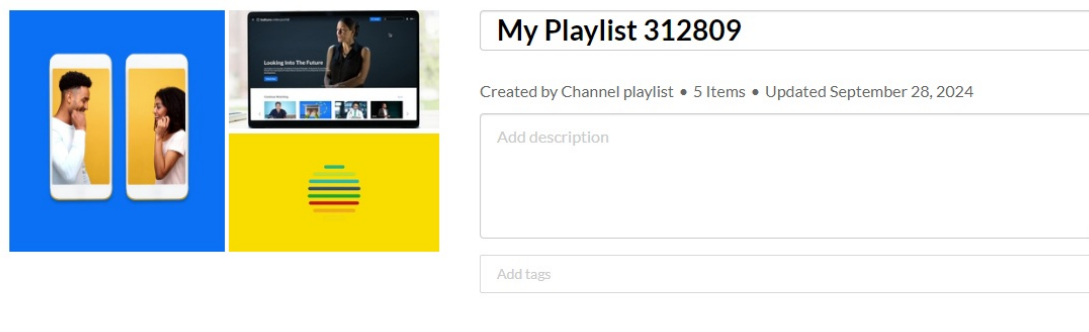


Playlist

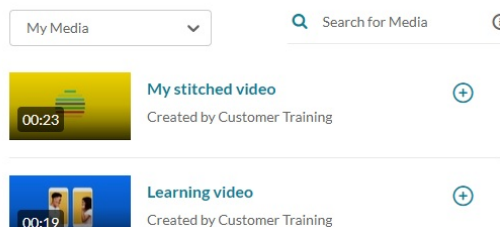
6 Items



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

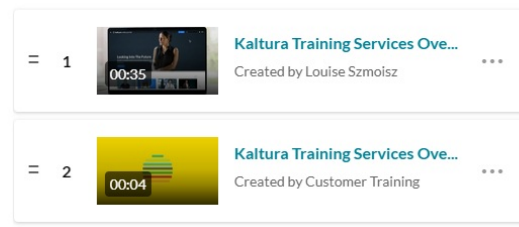


Add Items To Your Playlist



Playlist

5 Items



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.