

Edit a playlist in Video Portal - Theming

Last Modified on 01/12/2026 2:53 pm IST

 This article is designated for all users.

About

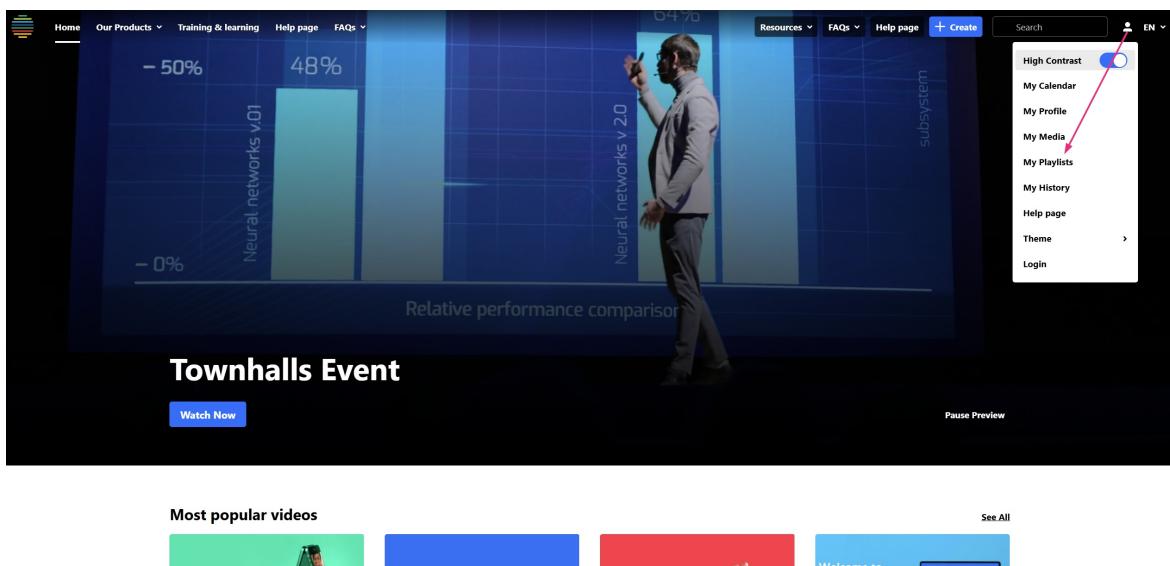
This article explains how to edit playlists in the Video Portal. Use the edit playlist page to rename the playlist, update the description, add or remove items, and set the order.



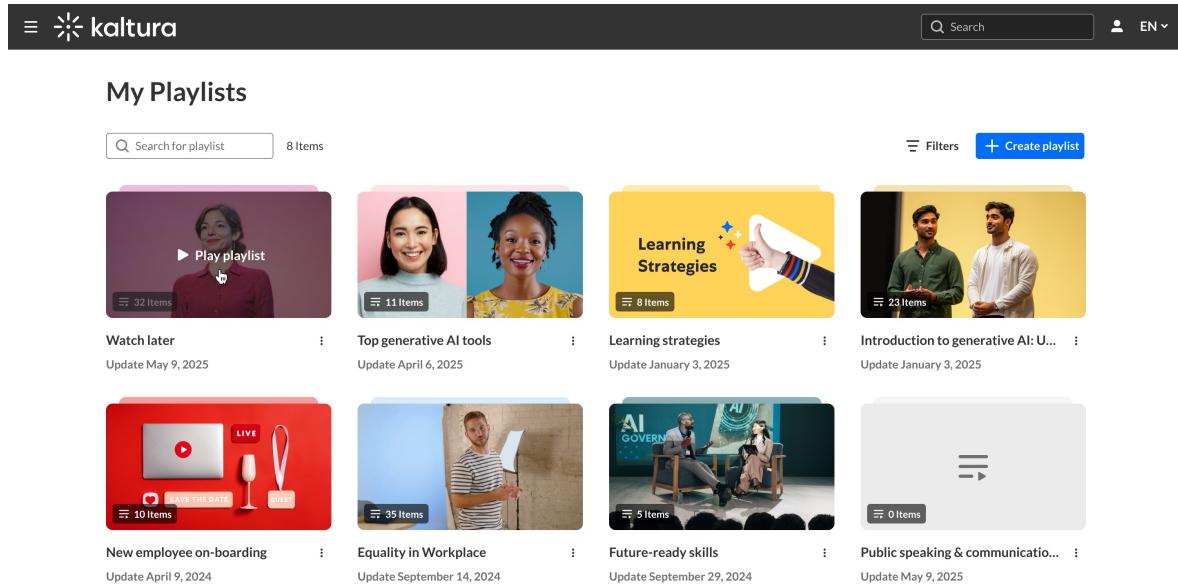
- These instructions are for **Theming** users. For non-Theming users, please see our article [Edit a playlist](#).
- If you can't access the edit playlist page, ask your administrator to give you the required permission.

Access the edit playlist page

1. From the user menu, select **My Playlists**.



The **My Playlists** page displays.



My Playlists

Search for playlist

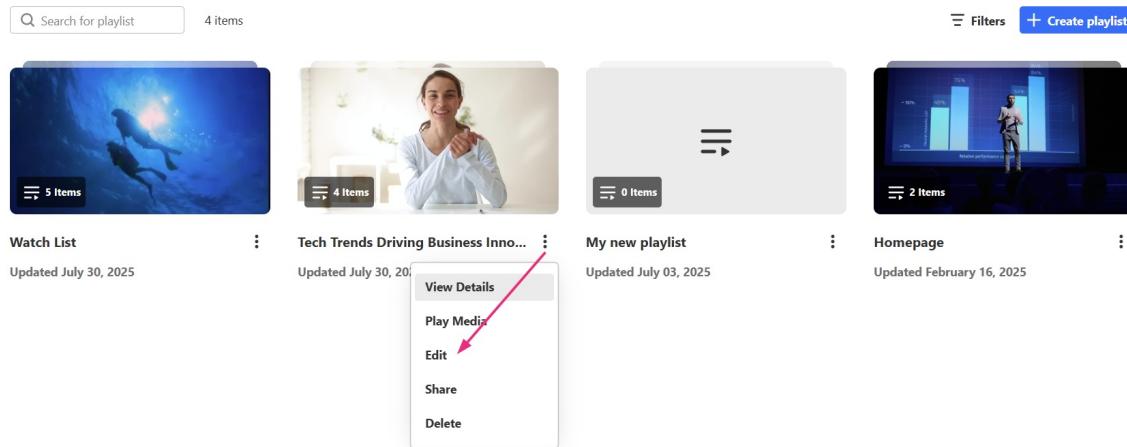
8 Items

Filters Create playlist

- Watch later (32 items) - Updated May 9, 2025
- Top generative AI tools (11 items) - Updated April 6, 2025
- Learning strategies (8 items) - Updated January 3, 2025
- Introduction to generative AI: U... (23 items) - Updated January 3, 2025
- New employee on-boarding (10 items) - Updated April 9, 2024
- Equality in Workplace (35 items) - Updated September 14, 2024
- Future-ready skills (5 items) - Updated September 29, 2024
- Public speaking & communicatio... (0 items) - Updated May 9, 2025

2. Locate the desired playlist, click the **three-dot menu** and select **Edit**.

My Playlists



Search for playlist

4 items

Filters Create playlist

- Watch List (5 items) - Updated July 30, 2025
- Tech Trends Driving Business Inno... (4 items) - Updated July 30, 2025
- My new playlist (0 items) - Updated July 03, 2025
- Homepage (2 items) - Updated February 16, 2025

View Details

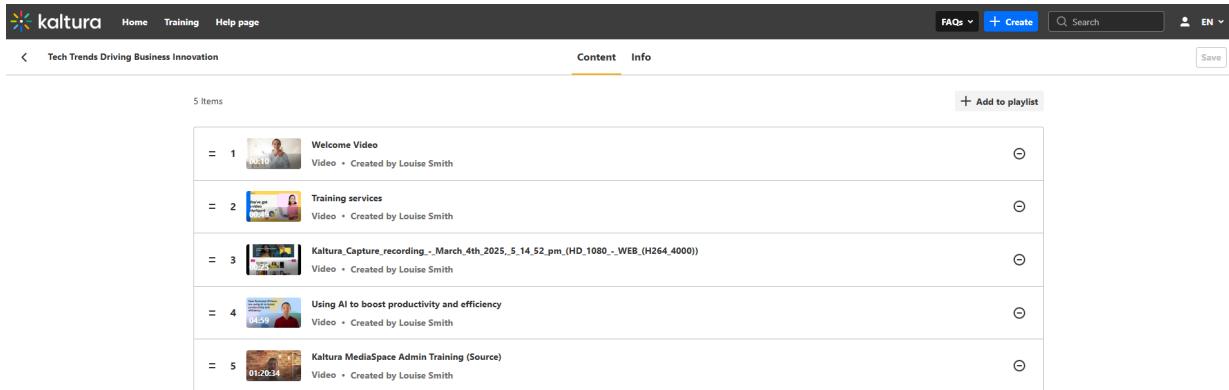
Play Media

Edit

Share

Delete

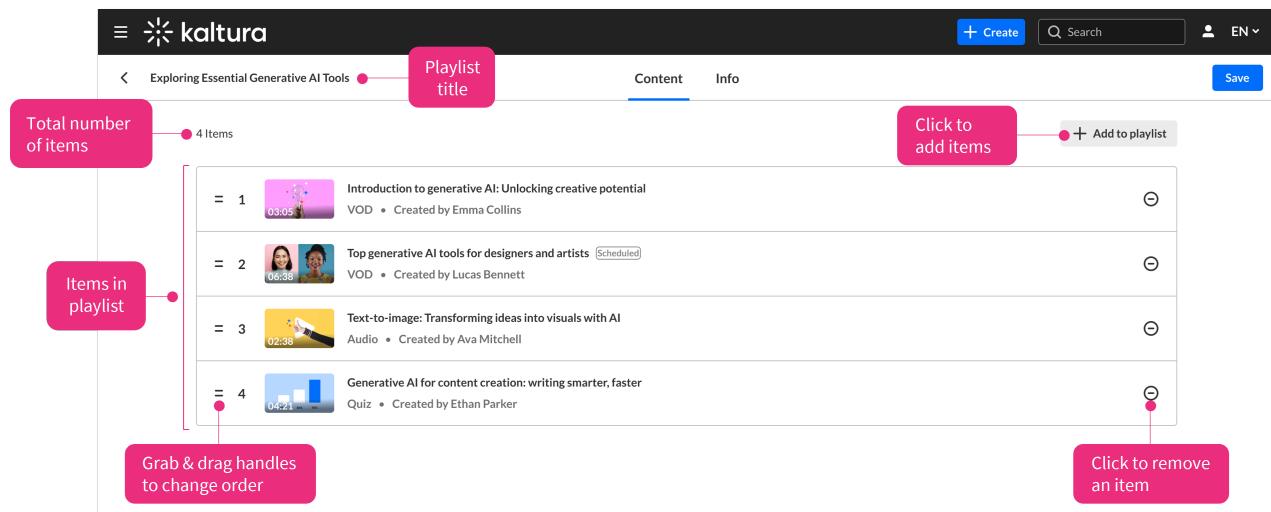
The edit playlist page displays.



On the edit page, you'll see a top bar with a **back arrow** and **Save button**, as well as two tabs: **Content** (open by default) and **Info**.

Content tab

Use the **Content tab** to review, reorder, and remove items.



What you see:

- Type, title, creator/owner, and duration for each entry
- Live indicator for live entries
- Scheduled badge for items with a publishing schedule
- Duplicates are allowed (the same item can appear more than once)

Reorder

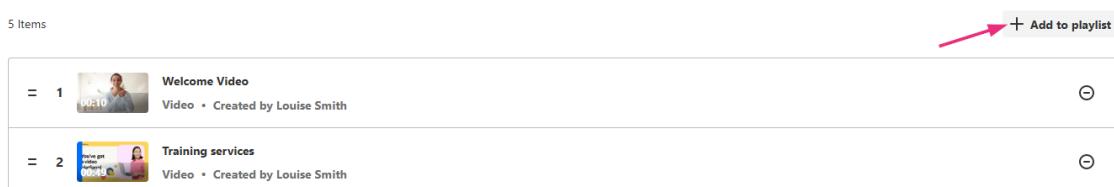
- **Mouse:** Drag the handles (two lines) on the left to move the item.
- **Keyboard:** Tab to the handle → Space/Enter to pick up → ↑/↓ to move → Space/Enter to drop (Esc cancels).

Remove

Click the remove icon to the far right of an item to take it off the playlist. This does not delete the media from your account.

Add media

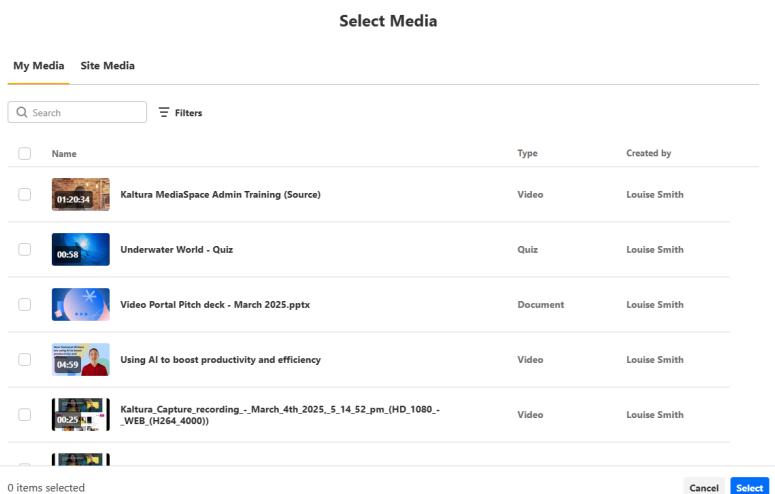
1. Click **Add to playlist** at the top right.



5 Items

= 1	 Welcome Video	Video • Created by Louise Smith	
= 2	 Training services	Video • Created by Louise Smith	

The 'Select media' window opens.



Select Media

My Media Site Media

<input type="checkbox"/> Name	Type	Created by
 01:20:34 Kaltura MediaSpace Admin Training (Source)	Video	Louise Smith
 00:58 Underwater World - Quiz	Quiz	Louise Smith
 Video Portal Pitch deck - March 2025.pptx	Document	Louise Smith
 04:59 Using AI to boost productivity and efficiency	Video	Louise Smith
 Kaltura_Capture_recording_-_March_4th_2025_5_14_52_pm_(HD_1080_-_WEB_(H264_4000))	Video	Louise Smith

0 items selected

Cancel Select

2. Check the boxes next to the items you want to add in the tabs:

- **My Media** - add media from My Media
- **Site media** - add items from the site-wide repository that you're entitled to use

You can use the search function to find the media.

3. Click **Select** (bottom right).

The playlist **Content** tab displays.

My new playlist

Content Info Save

4 Items

+ Add to playlist

Order	Thumbnail	Item Name	Type	Created by	Actions
1		Kaltura_Capture_recording_-_March_4th_2025_5_14_52_pm_(HD_1080_-,WEB_(H264_4000))	Video	Created by	
2		Using AI to boost productivity and efficiency	Video	Created by	
3		Kaltura MediaSpace Admin Training (Source)	Video	Created by	
4		Kaltura Capture recording - March 4th 2025, 5:14:52 pm	Video	Created by	

4. When you're happy with your playlist, click **Save** (top right).

Info tab

Use the **Info** tab to update playlist-level details and actions.

Exploring Essential Generative AI Tools

Content Info Save

Name * Exploring Essential Generative AI Tools

Description Dive into the realm of innovation with these essential Generative AI tools, poised to revolutionize your creative process. Explore their potential to unlock boundless possibilities and redefine what's achievable.

Thumbnail Default playlist thumbnail will be taken from the first media in the playlist.



Edit thumbnail

Delete playlist

Edit details

1. On the **Info** tab, update the playlist name and description.
2. Click **Save** (top right).

Thumbnail behavior

The playlist thumbnail defaults to the first item in the playlist. When you change the order, the default thumbnail updates after you save.



Delete playlist

1. Click **Delete playlist**.

The screenshot shows the 'Info' tab of a Kaltura playlist. The 'Name' field contains 'Tech Trends Driving Business innovation'. The 'Description' field contains a rich text editor with a toolbar and a preview of the content: 'Explore how emerging technologies like AI, cloud computing, and automation are transforming the way businesses operate, scale, and compete in today's digital economy.' A red arrow points to the 'Delete playlist' button at the bottom left of the description area.

A confirmation message displays.

2. Click **Delete** to continue.



This removes the playlist only; media entries aren't deleted.

Watch List behavior

Under the Watch list card, click the **three-dot menu**, and select **Edit**.

The screenshot shows the 'My Playlists' page. It features a 'Watch List' card with the following details:

- Updated November 20, 2025
- 5 items
- View Details
- Play Media
- Edit (highlighted with a red arrow)

Other cards visible include 'My new playlist' (2 items), 'Tech Trends Driving Business I...' (5 items), and 'Homepage' (2 items). The top navigation bar includes links for Home, Training, Help page, FAQs, Create, Search, and EN.

The Watch List opens in a streamlined edit view without the 'Content' or 'Info' tabs.

5 Items

1	 00:58	Underwater World Video • Created by Louise Smith	
2	 00:11	Townhalls Event Video • Created by Louise Smith	
3	 05:03	Mel Robbins_ 5 Second Rule Video • Created by Louise Smith	
4	 00:01	Podcasting 101 Meeting • Created by Louise Smith	
5	 00:01	Learning tips Meeting • Created by Louise Smith	

You can remove items from your list to keep it up to date.

5 Items

1	 00:58	Underwater World Video • Created by Louise Smith	
2	 00:11	Townhalls Event Video • Created by Louise Smith	 Remove