

Edit a playlist in Video Portal - Theming

Last Modified on 08/13/2025 2:04 pm IDT

 This article is designated for all users.

About

This article describes how to edit playlists in the video portal. After you have created a playlist, you can modify the playlist's details, content, and order from the edit playlist page.



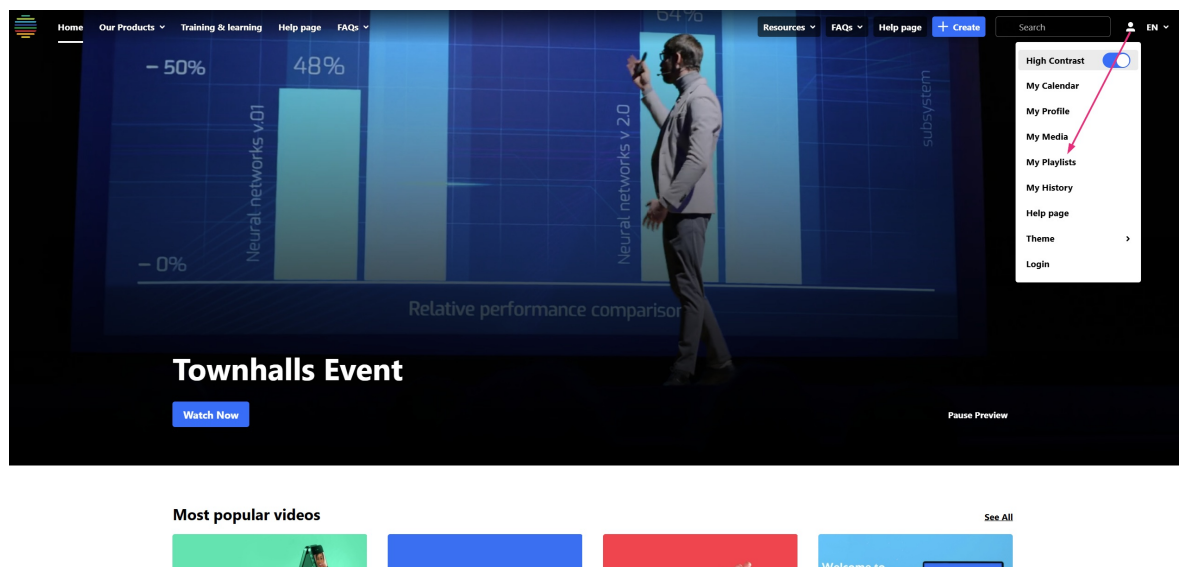
These instructions are for **Theming** users. For non-Theming users, please see our article [Edit a playlist](#).

Access the edit playlist page



If you can't access the edit playlist page, ask your administrator to give you the required permission.

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

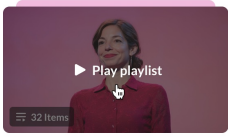


The **My Playlists** page displays.

My Playlists

8 Items

Filters
+ Create playlist

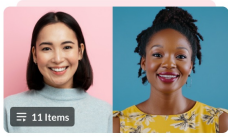


▶ Play playlist

32 Items

Watch later

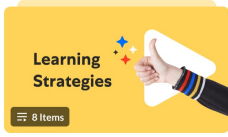
Update May 9, 2025



11 Items

Top generative AI tools


Update April 6, 2025



8 Items

Learning strategies


Update January 3, 2025



23 Items

Introduction to generative AI: U...

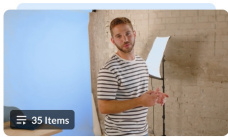
Update January 3, 2025



10 Items

New employee on-boarding

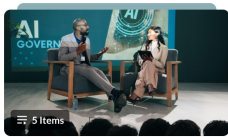
Update April 9, 2024



35 Items

Equality in Workplace

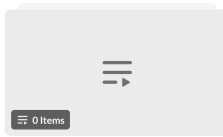
Update September 14, 2024



5 Items

Future-ready skills

Update September 29, 2024



0 Items

Public speaking & communicatio...

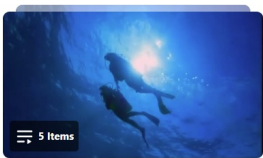
Update May 9, 2025

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

My Playlists

4 items

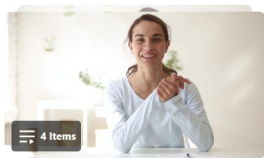
Filters
+ Create playlist



5 Items

Watch List

Updated July 30, 2025

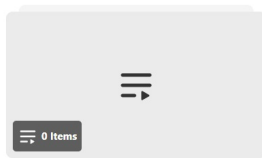


4 Items

Tech Trends Driving Business Inno...

Updated July 30, 2025


View Details
Play Media
Edit
Share
Delete



0 Items

My new playlist

Updated July 03, 2025



2 Items

Homepage

Updated February 16, 2025

The **Edit Playlist** page displays.

Edit Playlist

Cancel Save



Title

Tech Trends Driving Business Innovation

Created by Louise Smith • 4 Items • Updated July 30, 2025

Description

<div>Explore how emerging technologies like AI, cloud computing, and automation are transforming the way businesses operate, scale, and compete in today's digital economy.</div>

Tags

Add tags

Add Items To Your Playlist

My Media

Search for Media



The brain-changing benefits of exercise TED

Created by Louise Smith



Sailing a Superboat Across the Atlantic in Record Time.mp3

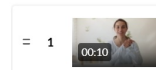
Created by Louise Smith



Sailing a Superboat Across the Atlantic in Record Time

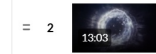
My Playlist

4 Items



Welcome Video

Created by Louise Smith



The brain-changing benefits of exercise TED

Created by Louise Smith



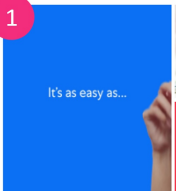
Sailing a Superboat Across the Atlantic in Record Time

Created by Louise Smith

Features of the edit playlist page

Edit Playlist
Marketing and events

1



2

Marketing and events

3

Created by Louise Smith • 4 Items • Updated September 29, 2024

4

This playlist includes resources, tutorials, and case studies focused on effective marketing strategies and event planning. Explore videos on campaign management, social media outreach, event promotion, and more to help drive engagement and create successful events. Perfect for anyone looking to boost their marketing skills or organize standout events!

5


demo x playlist x new x corporate events x marketing x

6

Add Items To Your Playlist


My Media

Search for Media




Video of parrot

Created by Louise Smith



Advertising

Created by Louise Smith



Branding


Created by Louise Smith

7

My Playlist

4 Items


1



Enhancing Corporate Events with Kaltura

Created by Louise Smith


2



Kaltura Training Services Overview

Created by Louise Smith

3



Getting Started with Kaltura for Enterprise Solutions

Created by Louise Smith

The edit playlist page includes the following information:

- **Media thumbnails (1)** - Thumbnails show the first three items in the list
- **Playlist title (2)** - Click in the field to edit the name
- **Creator, number of items in the playlist, and when it was last updated (3)**
- **Description (4)** - Click in the description field to edit the text. Use the scroll bar

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3

on the right if there's a lot of text.

- **Tags (5)** - Click on the 'x' to the right of the tag name to delete it. Click in the tag field to type in new tags.
- **'Add items to your playlist'** column (6) - Add media to your playlist. See [Create a playlist](#) for further information.
- **'My Playlist'** column (7) - This section displays all items currently in the playlist. You can remove items or change their order as needed. For more details, see [Create a playlist](#).

After you have finished editing the playlist, click **Save** at the top right.
