

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

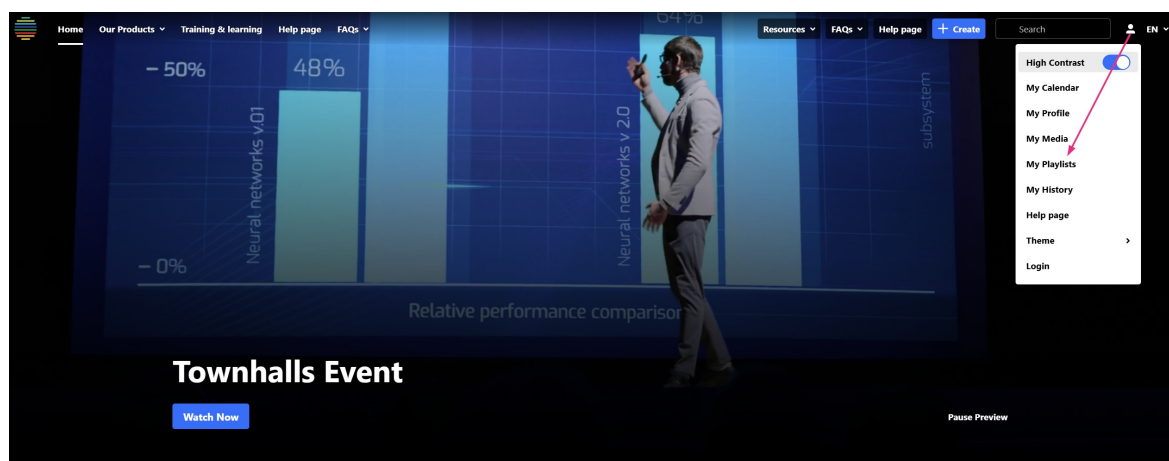
This article explains how to edit playlists in the Video Portal. Use the edit playlist page to rename the playlist, update the description, add or remove items, and set the order.



- 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**.



Most popular videos



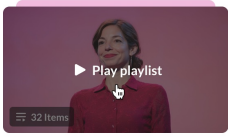
See All

The **My Playlists** page displays.

My Playlists

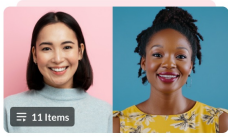
8 Items

Filters
+ Create playlist

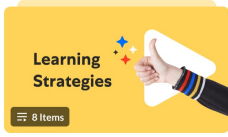


Play playlist


32 Items




11 Items



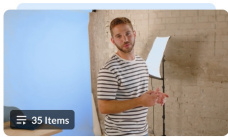
8 Items



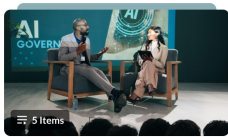
23 Items



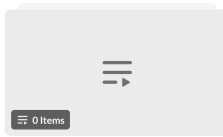
10 Items



35 Items



5 Items



0 Items

Watch later

Update May 9, 2025

Top generative AI tools

Update April 6, 2025

Learning strategies

Update January 3, 2025

Introduction to generative AI: U...

Update January 3, 2025

New employee on-boarding

Update April 9, 2024

Equality in Workplace

Update September 14, 2024

Future-ready skills

Update September 29, 2024

Public speaking & communication...

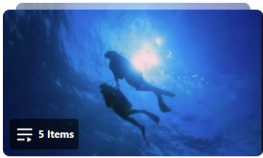
Update May 9, 2025

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

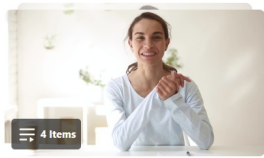
My Playlists

4 items

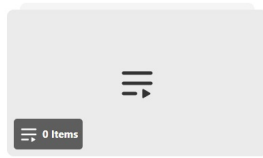
Filters
+ Create playlist




5 Items



4 Items



0 Items



2 Items

Watch List

Updated July 30, 2025

Tech Trends Driving Business Inno...

Updated July 30, 2025

View Details

Play Media

Edit

Share

Delete

My new playlist

Updated July 03, 2025

Homepage

Updated February 16, 2025





The edit playlist page displays.

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2

5 Items


+ Add to playlist

| | | | |
|-----|---|---|---|
| = 1 |  | Welcome Video Video • Created by Louise Smith | ⊖ |
| = 2 |  | Training services Video • Created by Louise Smith | ⊖ |
| = 3 |  | Kaltura Capture recording..._March_4th_2025_5_14_52_pm_(HD_1080_-_WEB_(H264_4000)) Video • Created by Louise Smith | ⊖ |
| = 4 |  | Using AI to boost productivity and efficiency Video • Created by Louise Smith | ⊖ |
| = 5 |  | Kaltura MediaSpace Admin Training (Source) Video • Created by Louise Smith | ⊖ |

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.



+ Create

EN

Exploring Essential Generative AI Tools

Content Info

Save

Total number of items





4 Items

Playlist title

Exploring Essential Generative AI Tools

Click to add items

+ Add to playlist

| | | | |
|-----|---|--|---|
| = 1 |  | Introduction to generative AI: Unlocking creative potential VOD • Created by Emma Collins | ⊖ |
| = 2 |  | Top generative AI tools for designers and artists Scheduled VOD • Created by Lucas Bennett | ⊖ |
| = 3 |  | Text-to-image: Transforming ideas into visuals with AI Audio • Created by Ava Mitchell | ⊖ |
| = 4 |  | Generative AI for content creation: writing smarter, faster Quiz • Created by Ethan Parker | ⊖ |

Grab & drag handles to change order

Click to remove an item

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

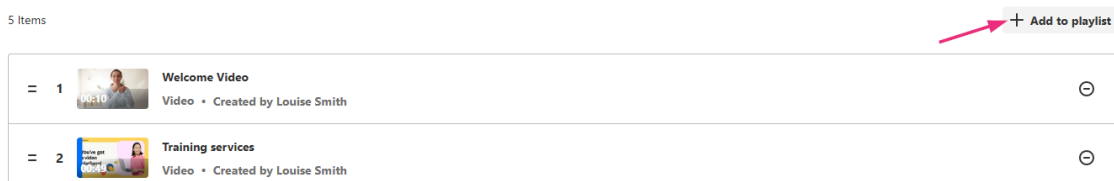
- **Mouse:** Drag the handles (two lines) on the left to move the item.
- **Keyboard:** Tab to the handle → Space/Enter to pick up → ↑/↓ to move → Space/Enter to drop (Esc cancels).

Remove

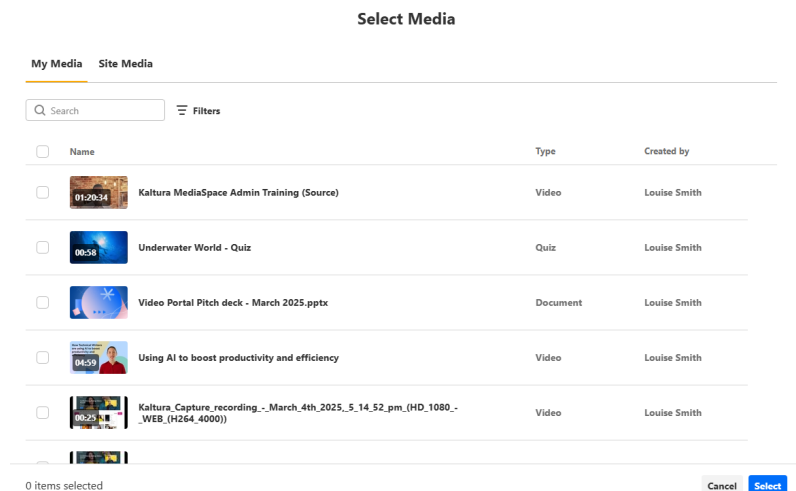
Click the remove icon to the far right of an item to take it off the playlist. This does not delete the media from your account.

Add media

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



The 'Select media' window opens.



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).

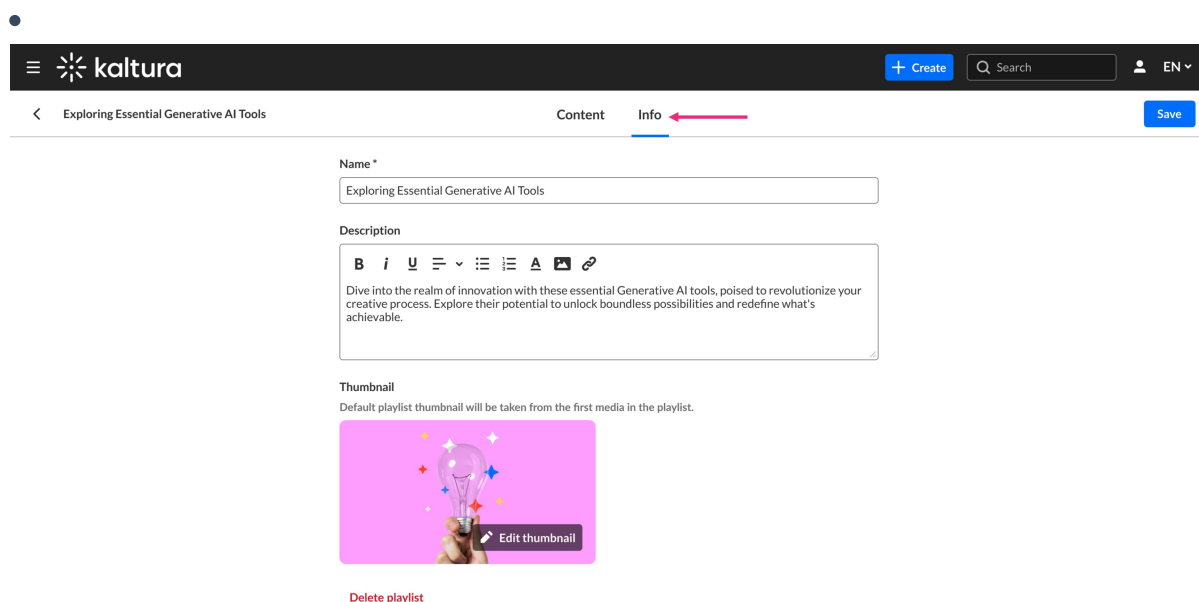
The playlist **Content** tab displays.



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.



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**.

Content

Info

Name *


Description

B
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U

-

-

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

Delete playlist 

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**.

[Home](#)
[Training](#)
[Help page](#)

FAQs

+ Create

EN

My Playlists

4 items

Filters

+ Create playlist

5 Items

Watch List

Updated Novem

View Details
Play Media
Edit

2 Items

My new playlist

Updated November 20, 2025

5 Items

Tech Trends Driving Business I...

Updated October 02, 2025

2 Items

Homepage

Updated February 16, 2025

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


<

Watch List

Save

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




Podcasting 101

Meeting • Created by Louise Smith




5



Learning tips

Meeting • Created by Louise Smith



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


<

Watch List

Save

5 Items


1




00:58


Underwater World

Video • Created by Louise Smith


Remove



2



00:11

Townhalls Event

Video • Created by Louise Smith

