

# Edit a playlist in Video Portal - Theming

Last Modified on 11/23/2025 8:02 pm IST

 This article is designated for all users.

## About

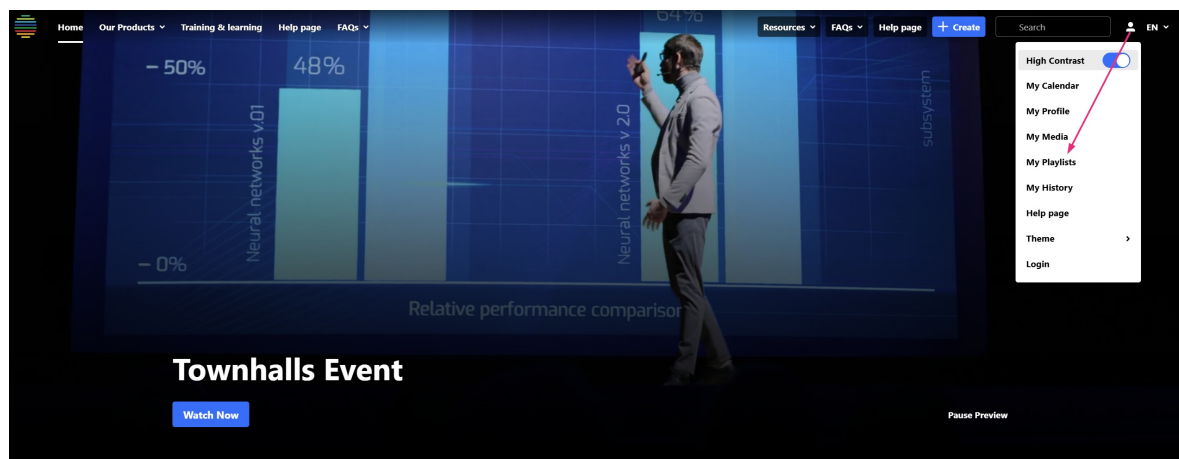
This article explains how to edit playlists in the Video Portal. Use the edit playlist page to rename the playlist, update the description, add or remove items, and set the order.



- 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**.

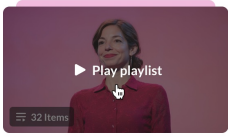


The **My Playlists** page displays.

## My Playlists

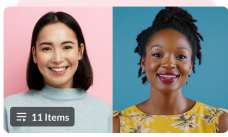
8 Items

Filters
+ Create playlist



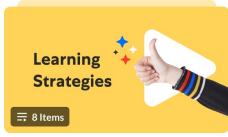
Play playlist
32 Items

Watch later
Update May 9, 2025



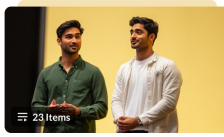
11 Items

Top generative AI tools
Update April 6, 2025




8 Items

Learning strategies
Update January 3, 2025



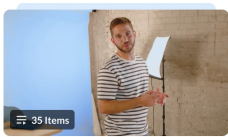
23 Items

Introduction to generative AI: U...
Update January 3, 2025



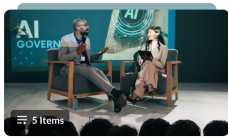
10 Items

New employee on-boarding
Update April 9, 2024



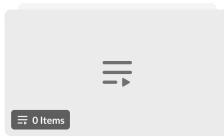
35 Items

Equality in Workplace
Update September 14, 2024



5 Items

Future-ready skills
Update September 29, 2024



0 Items

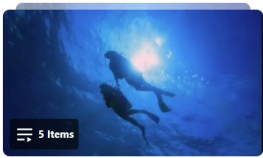
Public speaking & communicatio...
Update May 9, 2025

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

## My Playlists

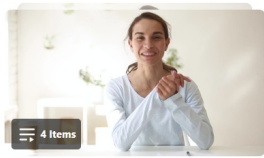
4 items

Filters
+ Create playlist



5 Items

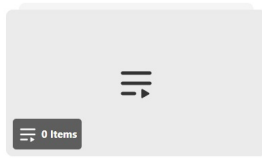
Watch List
Updated July 30, 2025



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.

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](#)

Playlist title


4 Items

Click to add items

+ Add to playlist

Items in 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

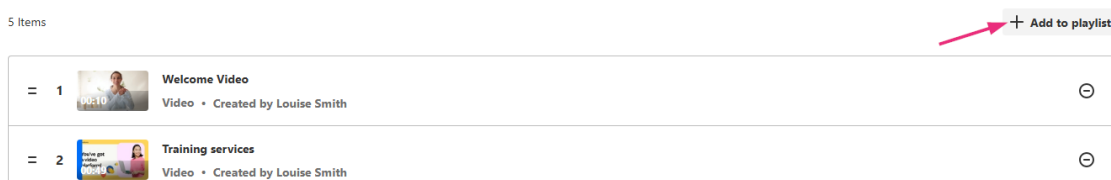
- **Mouse:** Drag the handles (two lines) on the left to move the item.
- **Keyboard:** Tab to the handle → Space/Enter to pick up → ↑/↓ to move → Space/Enter to drop (Esc cancels).

## Remove

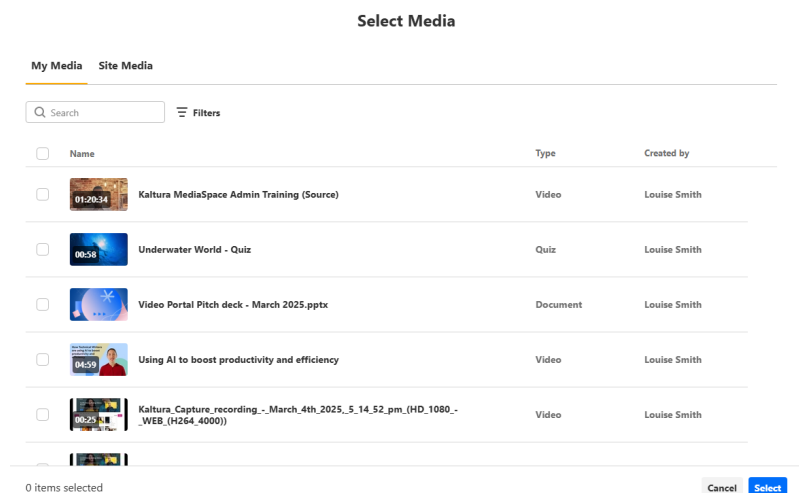
Click the remove icon to the far right of an item to take it off the playlist. This does not delete the media from your account.

## 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).

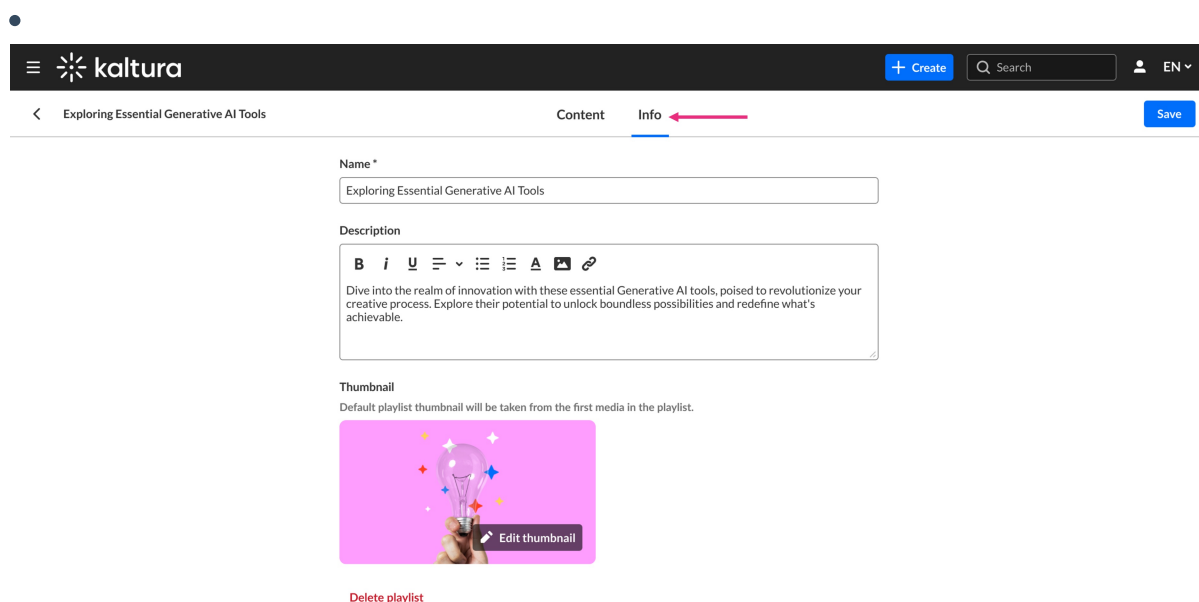
The playlist **Content** tab displays.



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.



## Delete playlist

1. Click **Delete playlist**.

Content

Info

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**Name \***

**Description**

**B**
*i*
U

- 

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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

Search

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

⊖