

## Edit channel playlists - Theming

Last Modified on 01/12/2026 3:58 pm IST

 This article is designated for all users.

### About

You can create, update, and arrange your playlists to shape your channel content using the **Channel playlists** tab.

The Channel playlists tab appears only if it's enabled by your admin.



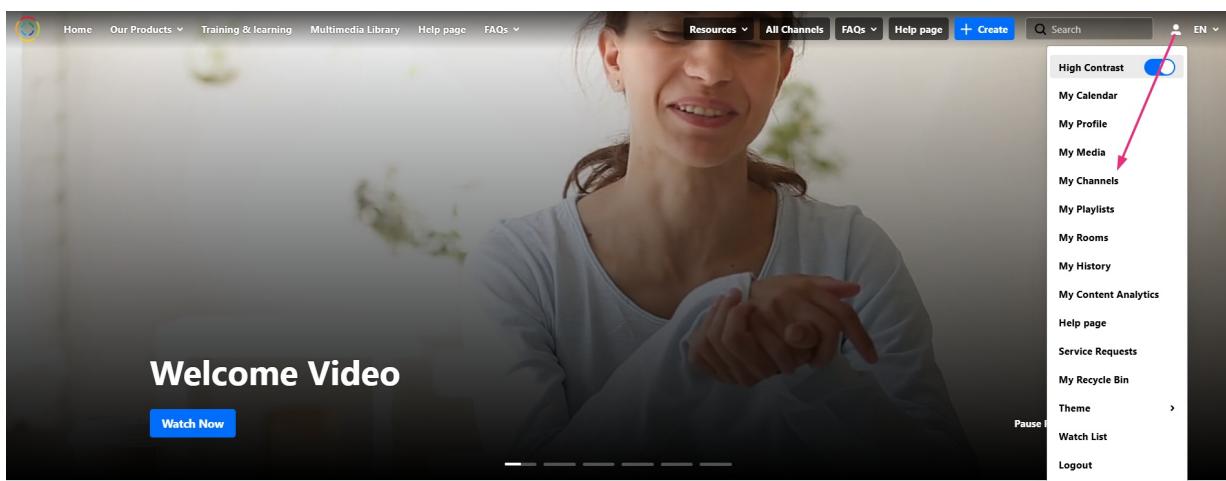
The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Edit a playlist](#).

### Who can use this

- Channel owners
- Channel managers

### Access the Channel playlists tab

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



The **Channels** page displays.

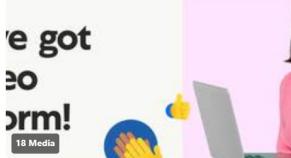
## Channels

Search for channels Membership: 1 Types: All Sort By [+ Create channel](#)



**Training channel**  
3 Members • 0 Subscribers

[Go to channel](#)



**Shared repository**  
1 Member • 0 Subscribers

[Go to channel](#) [Subscribe](#)



**Enterprise solutions**  
1 Member • 0 Subscribers

[Go to channel](#) [Subscribe](#)





Looking Into The Future

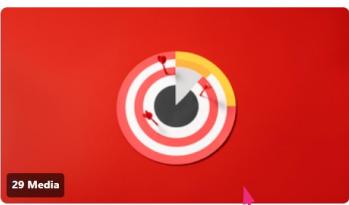


LIVE

2. Find the channel you want to edit and click **Go to channel** or the thumbnail.

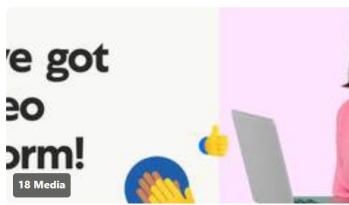
## Channels

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[Go to channel](#) [Subscribe](#)



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[Go to channel](#) [Subscribe](#)

The channel page opens.

Home Our Products Training & learning Multimedia Library Help page FAQs

Resources All Channels FAQs Help page + Create Search EN

**Training channel**

This is a description

[Start Meeting](#)

Media Sessions Playlists Learn More [+ Add to channel](#) [Actions](#)

Search in Media [Filters](#)

Test room

3. At the far right, click the **Actions** menu and select **Configure**.



Media Sessions Playlists Learn More

Search in Media

 new webinar

Actions

- Manage content
- Services ordering rules
- Analytics
- Create channel playlist
- Import to channel
- Configure

The edit page opens on the **Details** tab by default.

Home Gallery 2: Sales & ... Gallery 3: Training ... Test Gallery My new channel Resources All Channels FAQs Help page + Create

< Training channel

- Manage content
- Content moderation
- Roles & permissions
- Meeting Room
- Details**
- Branding
- Settings & layout

**Details**

Save

Edit basic details for your channel.

**Title \***  
Training channel

**Description**  
This is a description

**Tags**

**Privacy**  
Public, Open Anyone can view content (including guests). All logged in users can contribute content (contribution is not allowed for viewer-role users).

**Collections**  
Add your channel to collections

Assign to collections

Appears in [Training updates](#)

[Delete channel](#)

#### 4. In the left navigation panel, click **Channel playlists**.

< Training channel

- Manage content
- Content moderation
- Channel playlists**
- Roles & permissions
- Meeting Room
- Details
- Branding
- Settings & layout

**Details**

Save

Edit basic details for your channel.

**Title \***  
Training channel

**Description**  
This channel contains training sessions, recorded meetings, and supporting materials for internal learning and onboarding.

**Tags**

**Privacy**  
Public, Open Anyone can view content (including guests). All logged in users can contribute content (contribution is not allowed for viewer-role users).

**Collections**  
Add your channel to collections

Assign to collections

Appears in [Marketing, Sales, Training updates](#)

[Delete channel](#)



The 'Channel playlists' page displays.

Items	Created at	Updated at
6	March 07, 2024	June 08, 2025
5	September 29, 2024	September 29, 2024
4	June 11, 2025	June 11, 2025
7	September 29, 2024	September 29, 2024

Manage your channel playlists using the options below. Be sure to click **Save** at the top right when you finish.



Available options depend on your role and admin configuration.

## Create a channel playlist

Click **Create channel playlist** at the top right. See our article [Create a channel playlist](#) for instructions.

## Reorder playlists

You can change the order of playlists by dragging the handles (two lines) on the left.

**Keyboard:** Tab to the handle → Space/Enter to pick up → ↑/↓ to move → Space/Enter to drop (Esc cancels).

## Playlist actions

Each playlist has a **three-dot menu** at the end of a row. Click to open additional actions.

## Channel playlists

Update and arrange your playlists to shape your channel content.

Search

4 Playlists

[+ Create channel playlist](#)

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Name	Items	Created at	Updated at	...
= 1  My Playlist	6	March 07, 2024	June 08, 2025	...
= 2  Trainers' Playlist	5	September 29, 2024	September 29, 2024	...
= 3  My first playlist	4	June 11, 2025	June 11, 2025	...
= 4  Branding	7	September 29, 2024	September 27, 2024	...

## View details

Click to open the playlist details page.

### My Playlist


Training channel
[Go to channel](#)

▶ Play All
↗ Share

5 Items • Updated June 8, 2025 • 0 Views

This is an example of a playlist description.



**Tech lab**  
0:11 Video • Created by [REDACTED]@kaltura.com

▶



**Innovative strategies**  
0:15 Video • Created by [REDACTED]@kaltura.com

▶



**Introduction to Branding**  
0:14 Video • Created by [REDACTED]@kaltura.com

▶



**Marketing**  
0:32 Video • Created by [REDACTED]@kaltura.com

▶

The playlist details page includes:

- A gradient background based on the first media entry in the playlist
- Playlist name
- Channel the playlist belongs to, with a link back to the channel
- Number of items in the playlist, last updated date, number of views
- Description
- **Play all** button – Opens the playlist playback page and plays all items in order
- **Share** – Opens the share options
- Displays all media items in the playlist (up to 500 items)

- Items appear in the order defined by the playlist owner (manual playlists are not sorted automatically)
- Each media entry includes:
  - Thumbnail
  - Media title (clickable)
  - Creator name (shown or hidden based on platform configuration)
  - Play icon on the right

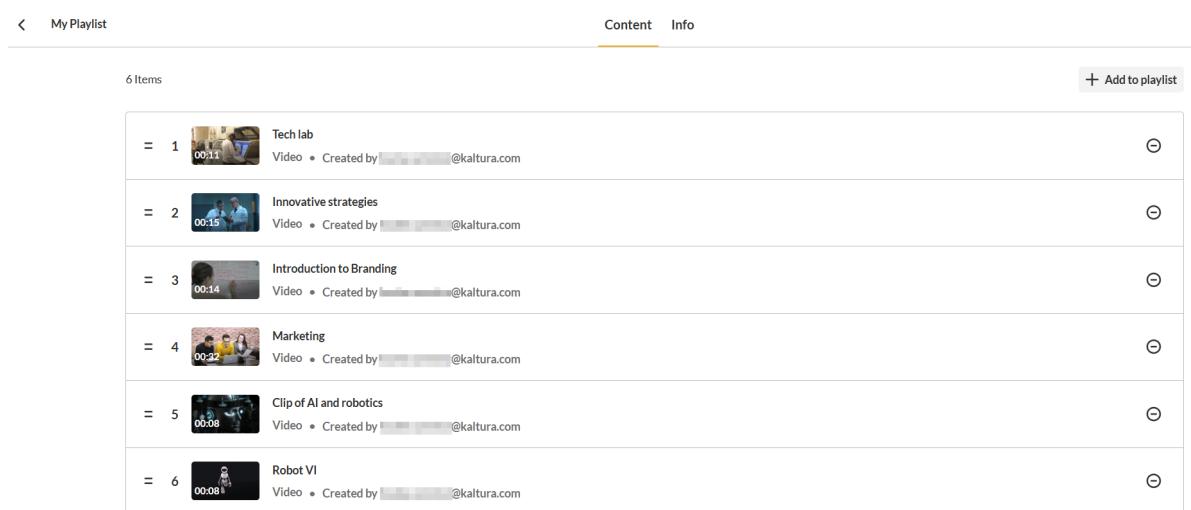
Clicking the play icon or media title opens the playlist playback page and starts playback from the selected item

## Play media

Select **Play media** from the **three-dot menu** to open the playlist playback page and start playing the playlist. This launches playback immediately, without opening the playlist details page first.

## Edit

The edit page includes a back arrow, a **Save** button, and two tabs: **Content** (open by default) and **Info**.



The screenshot shows the 'Content' tab of a 'My Playlist' page. At the top, there are back and forward navigation arrows, a 'Save' button, and tabs for 'Content' and 'Info'. Below this, a '6 Items' summary is shown with a 'Add to playlist' button. The main area displays a list of six media entries, each with a thumbnail, title, duration, type, creator, and a delete icon. The entries are:

Index	Thumbnail	Title	Type	Duration	Creator	Action
1		Tech lab	Video	00:11	Created by [redacted]@kaltura.com	
2		Innovative strategies	Video	00:15	Created by [redacted]@kaltura.com	
3		Introduction to Branding	Video	00:14	Created by [redacted]@kaltura.com	
4		Marketing	Video	00:22	Created by [redacted]@kaltura.com	
5		Clip of AI and robotics	Video	00:38	Created by [redacted]@kaltura.com	
6		Robot VI	Video	00:08	Created by [redacted]@kaltura.com	

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

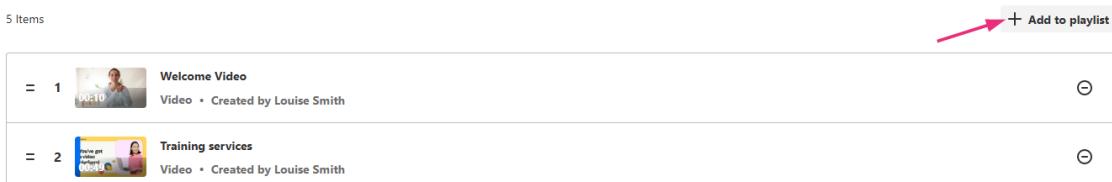
## What you see:

- 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)

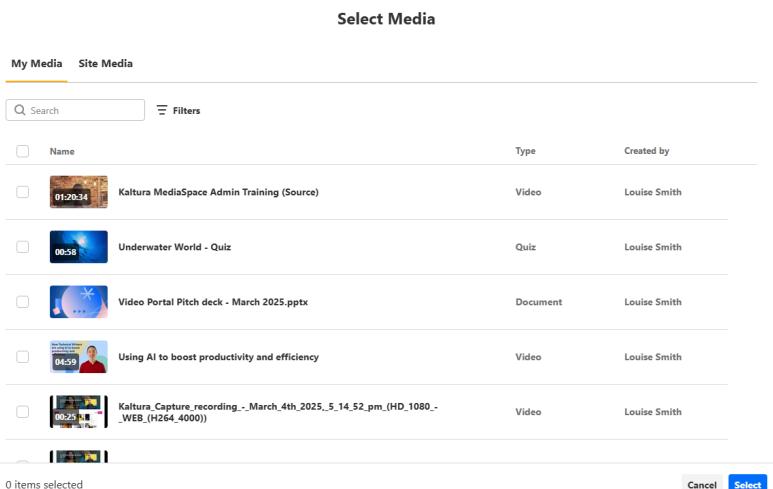
- Two lines on the left to move the item. **Keyboard**: Tab to the handle → Space/Enter to pick up → ↑/↓ to move → Space/Enter to drop (Esc cancels).
- Remove icon to the far right of an item to take it off the playlist. This does not delete the media from your account.

## Add media

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



The 'Select media' window opens.



The 'Select Media' window has the following interface:

- My Media** tab is selected.
- Site Media** tab is available.
- Search** and **Filters** buttons are present.
- Table Headers:** Name, Type, Created by.
- Items:**
  - 01:29:34 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
  - 00:29 Kaltura Capture recording - March 4th, 2025, 5\_14\_52\_pm\_(HD\_1080\_.WEB\_(H264\_4000)) - Video, Louise Smith
- Bottom Buttons:** Cancel, Select (highlighted with a red arrow).
- Bottom Text:** 0 items selected.

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, based on your permissions

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

1	Kaltura Capture recording - March 4th, 2025, 5:14:52 pm (HD, 1080p, 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).

You can remove items at any time to keep the playlist up to date.

Watch List

Save

5 Items

1	Underwater World	Video • Created by Louise Smith	⋮
2	Townhalls Event	Video • Created by Louise Smith	⋮

⋮ Remove

Use the **Info tab** to update playlist name and description.

My Playlist

Content Info

Name \*

My Playlist

Description

This is an example of a playlist description.

Delete playlist

## Share

Click **Share** to open the playlist sharing options.

Share

f X in LINE P M </>

Link to playlist page

<https://4834032.mediaspace.kaltura.com/playlist/dedicated/336930422/1>

Copy

## Delete



Click to delete playlist.



This removes the playlist only; media entries aren't deleted from the channel or your account.