

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.



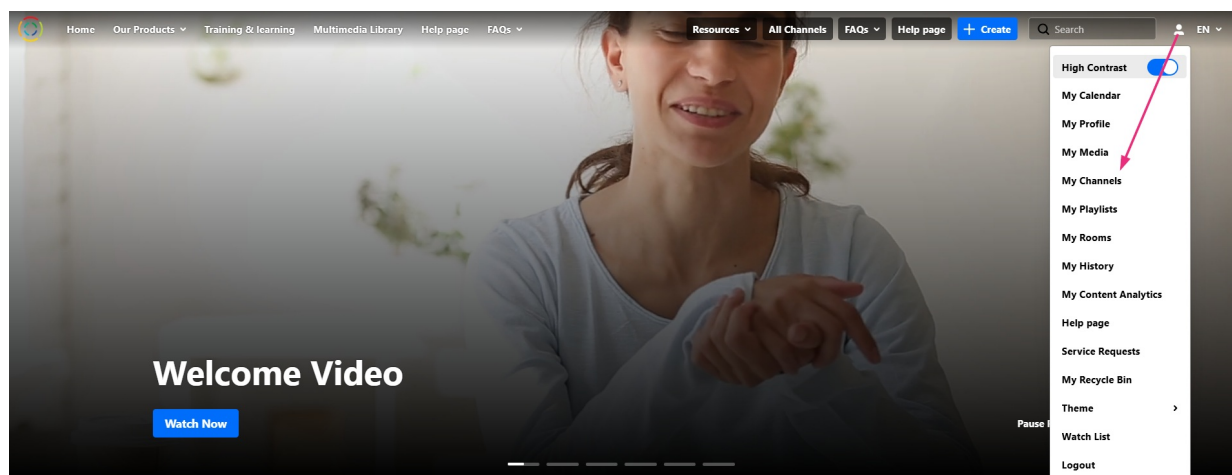
The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Edit a playlist](#).

Who can use this

- Channel owners
- Channel managers

Access the Channel playlists tab

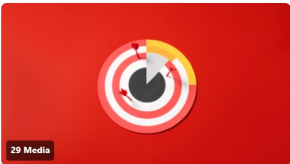
1. From the user menu, select **My Channels**.



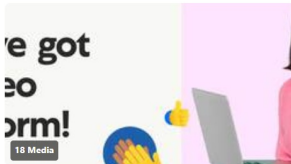
The **Channels** page displays.

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](#)

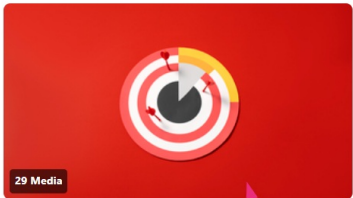


Enterprise solutions
1 Member • 0 Subscribers
[Go to channel](#) [Subscribe](#)

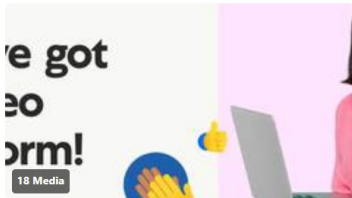
- Find the channel you want to edit and click **Go to channel** or the thumbnail.

Channels


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



Training channel
3 Members • 0 Subscribers
[Go to channel](#)



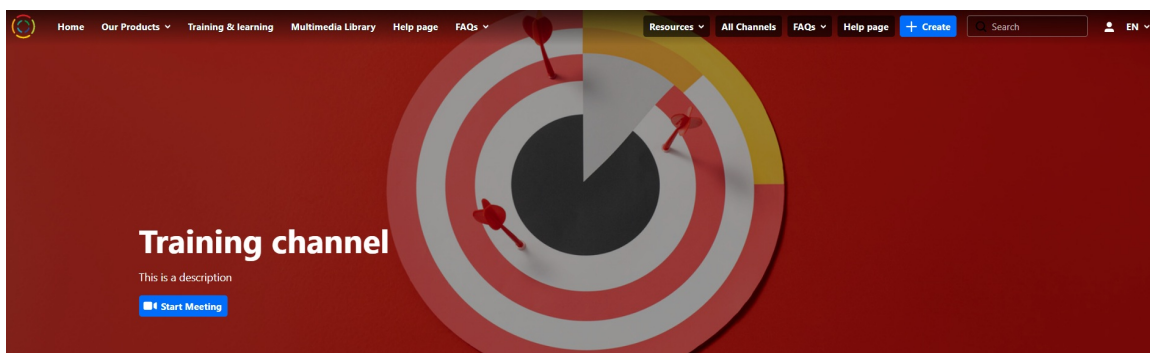
Shared repository
1 Member • 0 Subscribers
[Go to channel](#) [Subscribe](#)



Enterprise solutions
1 Member • 0 Subscribers
[Go to channel](#) [Subscribe](#)

The channel page opens.

Home Our Products Training & learning Multimedia Library Help page FAQs Resources All Channels FAQs Help page [+ Create](#) Search EN



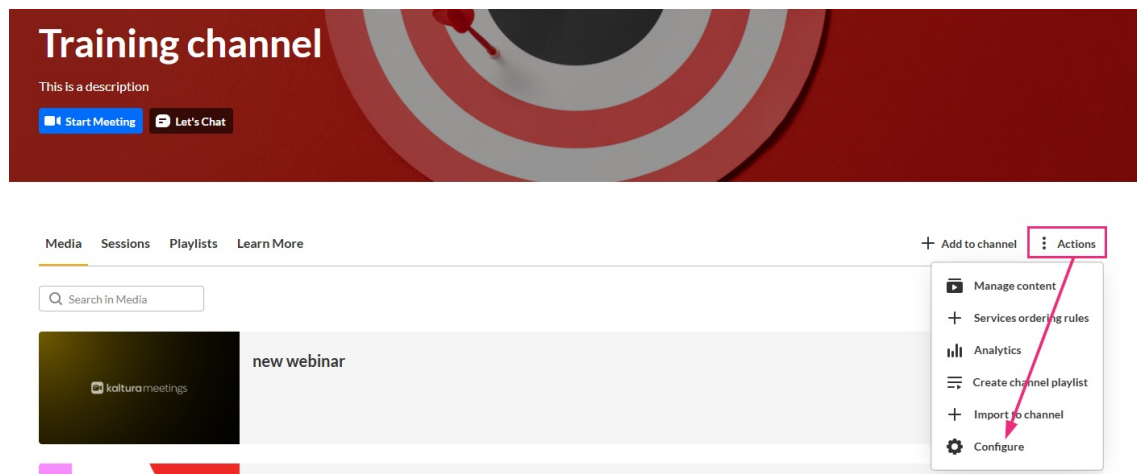
Training channel
This is a description
[Start Meeting](#)

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

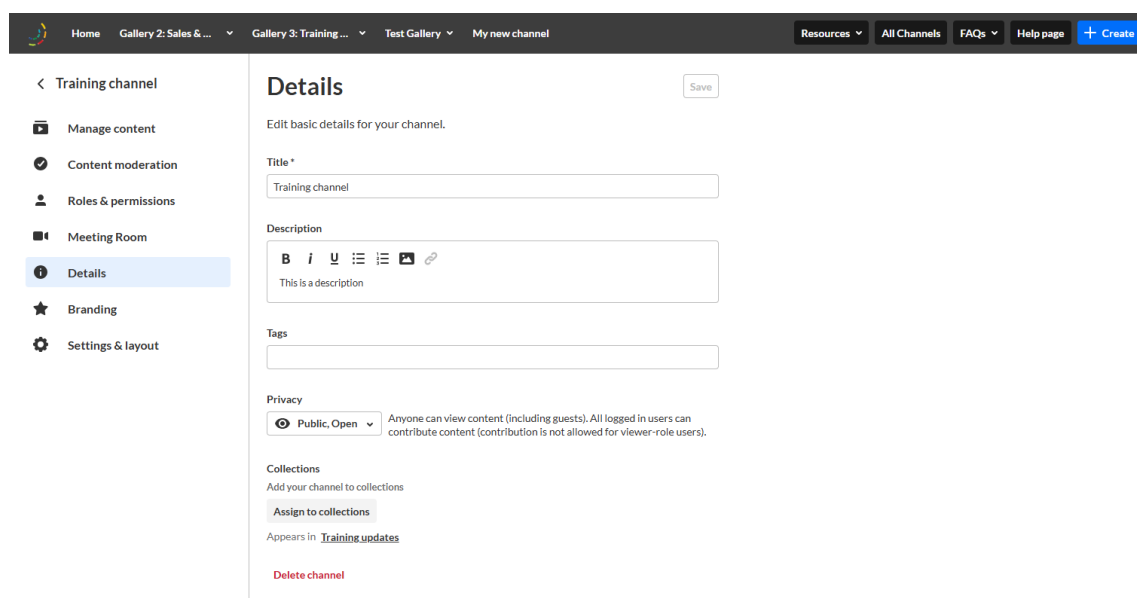
Search in Media [Filters](#)

Test room

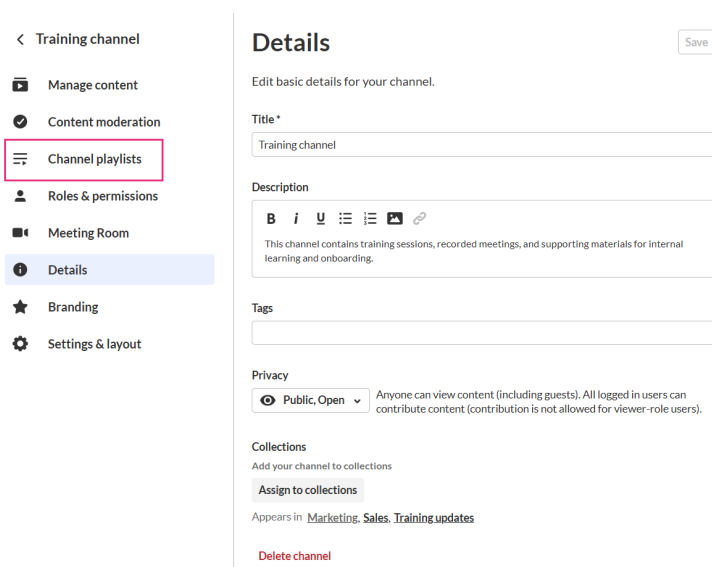
- At the far right, click the **Actions** menu and select **Configure**.



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



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



The 'Channel playlists' page displays.

[Training channel](#)
[Manage content](#)
[Content moderation](#)
[Channel playlists](#)
[Roles & permissions](#)
[Meeting Room](#)
[Details](#)
[Branding](#)
[Settings & layout](#)

Channel playlists

Update and arrange your playlists to shape your channel content.

4 Playlists

[+ Create channel playlist](#)

	Name	Items	Created at	Updated at	
1	My Playlist	6	March 07, 2024	June 06, 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 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.

4 Playlists

[+ Create channel playlist](#)


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

[View Details](#)
[Play Media](#)
[Edit](#)
[Share](#)
[Delete](#)

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
Video • Created by [redacted]@kaltura.com

▶




Innovative strategies
Video • Created by [redacted]@kaltura.com

▶



Introduction to Branding
Video • Created by [redacted]@kaltura.com

▶



Marketing
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

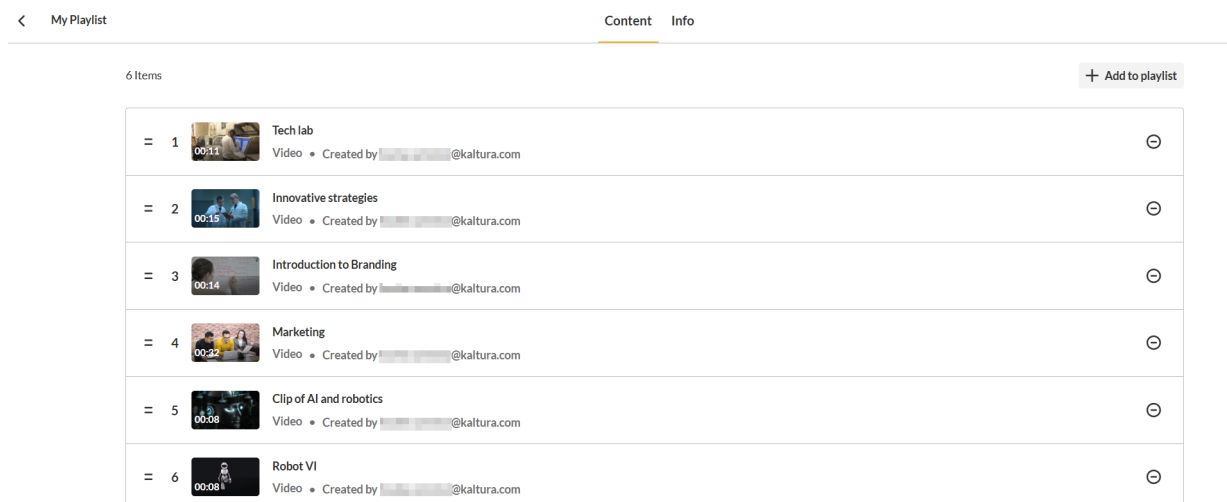
Clicking the play icon or media title opens the playlist playback page and starts playback from the selected item

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 'My Playlist' edit page with the 'Content' tab selected. The page displays a list of 6 items in a table. Each row includes a reorder handle (three horizontal lines), an index number, a thumbnail, a title, a type (Video), a creator name, and a play icon. The items are:

Index	Title	Type	Creator
1	Tech lab	Video	@kaltura.com
2	Innovative strategies	Video	@kaltura.com
3	Introduction to Branding	Video	@kaltura.com
4	Marketing	Video	@kaltura.com
5	Clip of AI and robotics	Video	@kaltura.com
6	Robot VI	Video	@kaltura.com

At the top right of the list, there is a '+ Add to playlist' button. The page also shows a back arrow and a 'My Playlist' label at the top left.

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

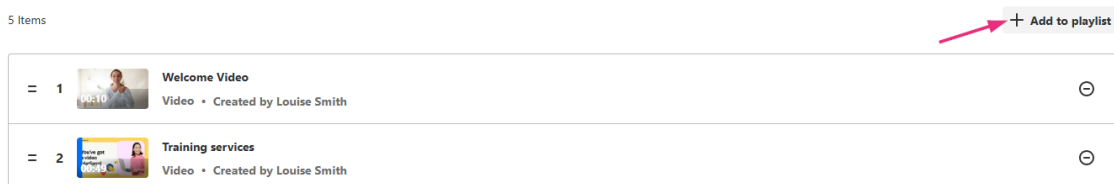
What you see:

- 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)

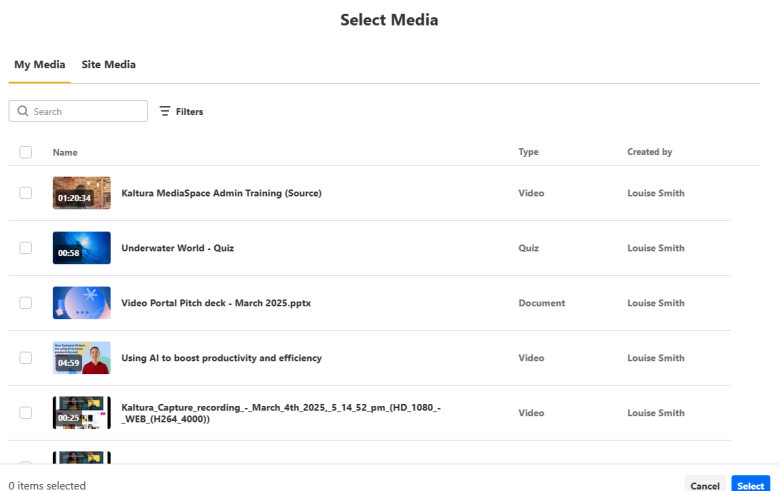
- Two lines on the left to move the item. **Keyboard:** Tab to the handle → Space/Enter to pick up → ↑/↓ to move → Space/Enter to drop (Esc cancels).
- Remove icon to the far right of an item to take it off the playlist. This does not delete the media from your account.

Add media

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



The 'Select media' window opens.



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_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).

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	⊖ Remove
2		Townhalls Event Video • Created by Louise Smith	⊖

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

< My Playlist
Content Info

Name *

Description

B *i* u    



This is an example of a playlist description.





Delete playlist

Share

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

Share
×

Link to playlist page

Copy

Delete

Click to delete playlist.



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