

Edit channel playlists in Content Hubs

Last Modified on 04/17/2026 5:52 pm IDT

 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.



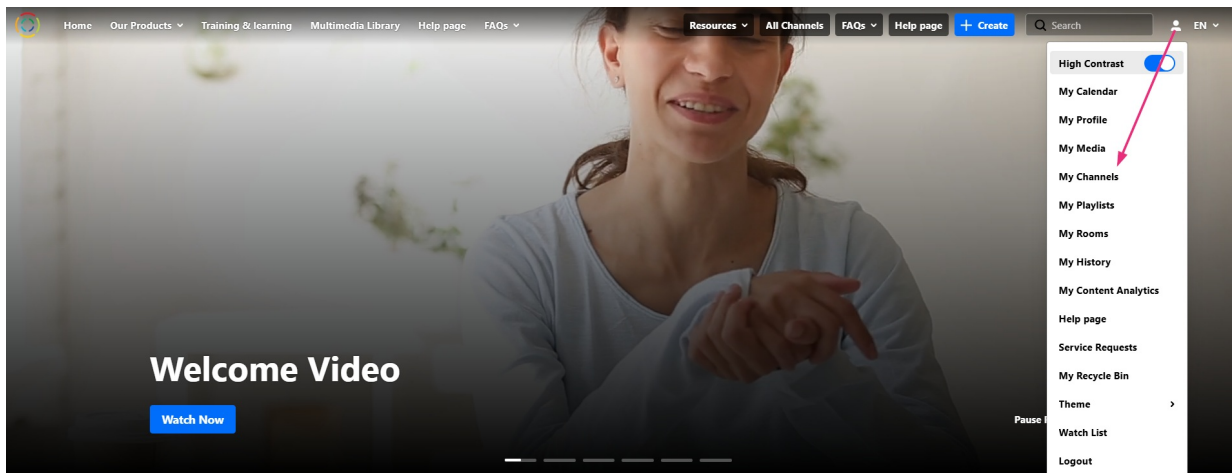
This feature requires the [Channelplaylists module](#) to be enabled.

Who can use this

- Channel owners
- Channel managers

Access the Channel playlists tab


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



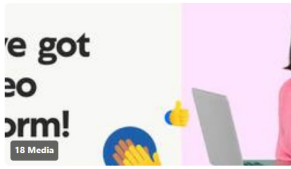
The **Channels** page displays.

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](#)

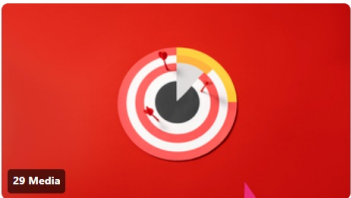


Enterprise solutions
1 Member • 0 Subscribers
[Go to channel](#) [Subscribe](#)

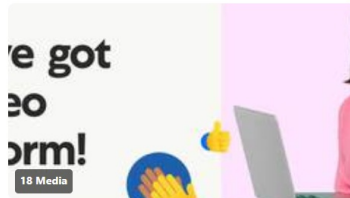
2. Find the channel you want to edit and click **Go to channel** or the thumbnail.

Channels


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



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



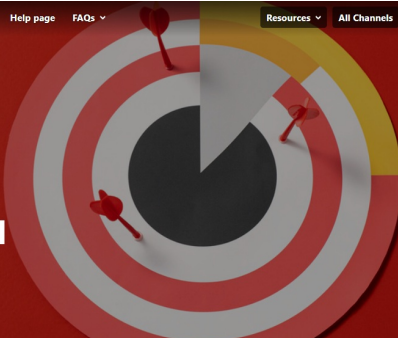
Shared repository
1 Member • 0 Subscribers
[Go to channel](#) [Subscribe](#)



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 EN



Training channel

This is a description

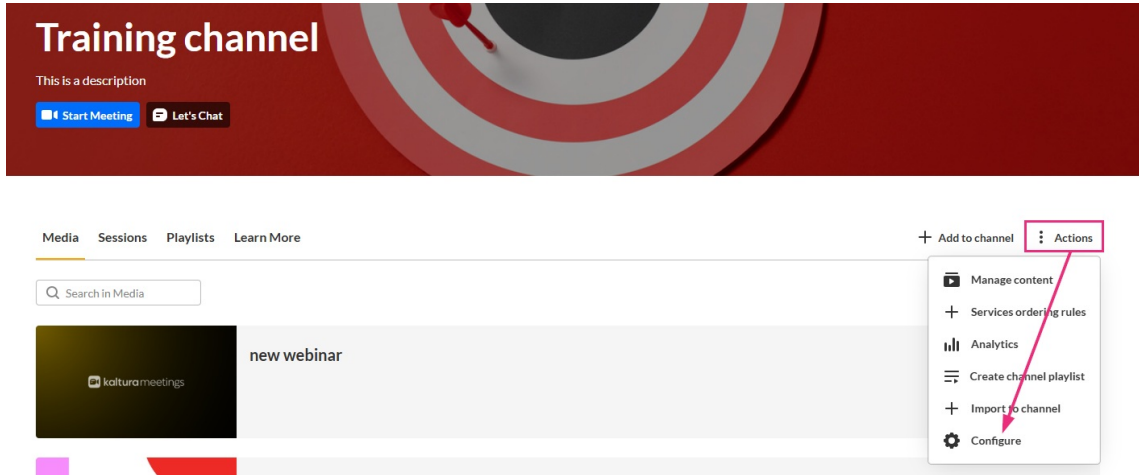
[Start Meeting](#)

Media Sessions Playlists Learn More + Add to channel Actions

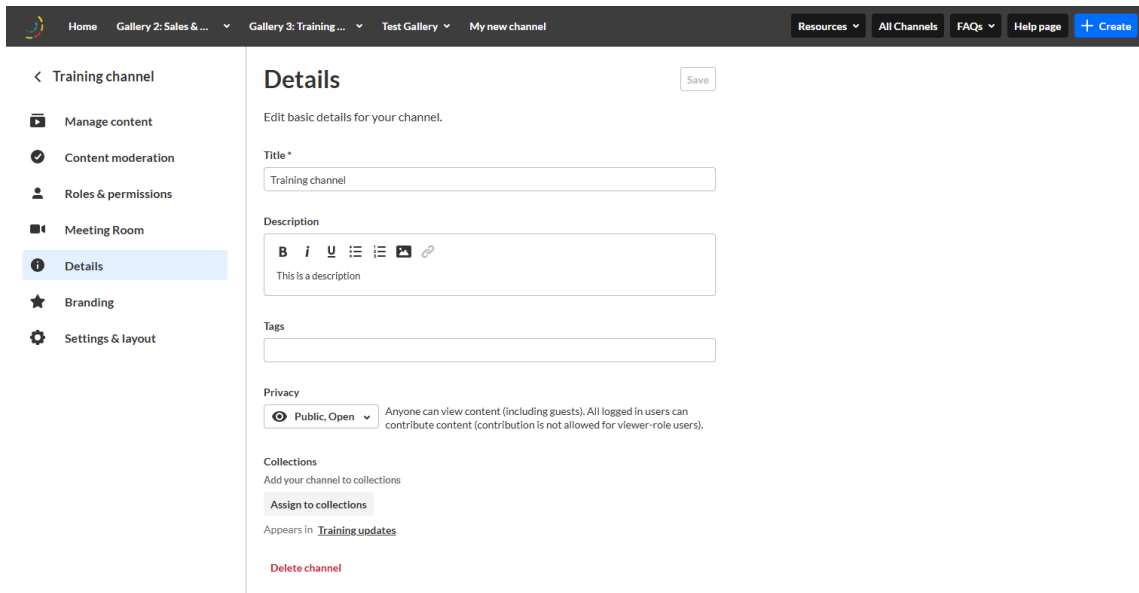
Search in Media Filters

Test room

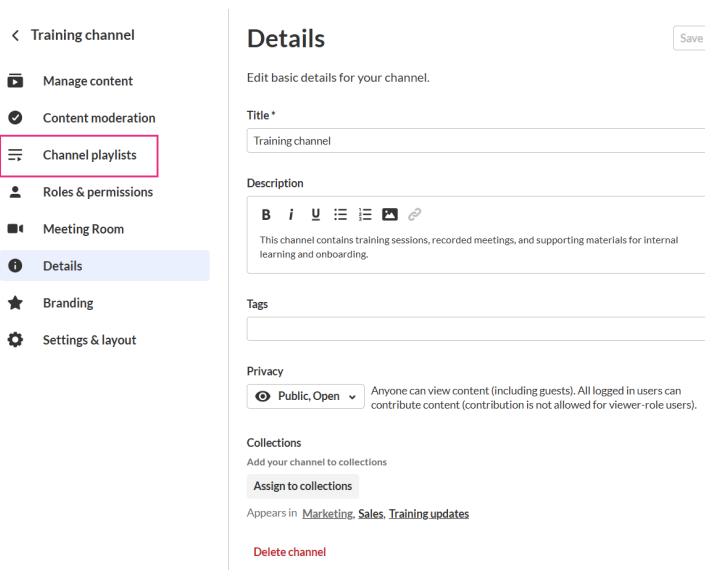
3. At the far right, click the **Actions** menu and select **Configure**.



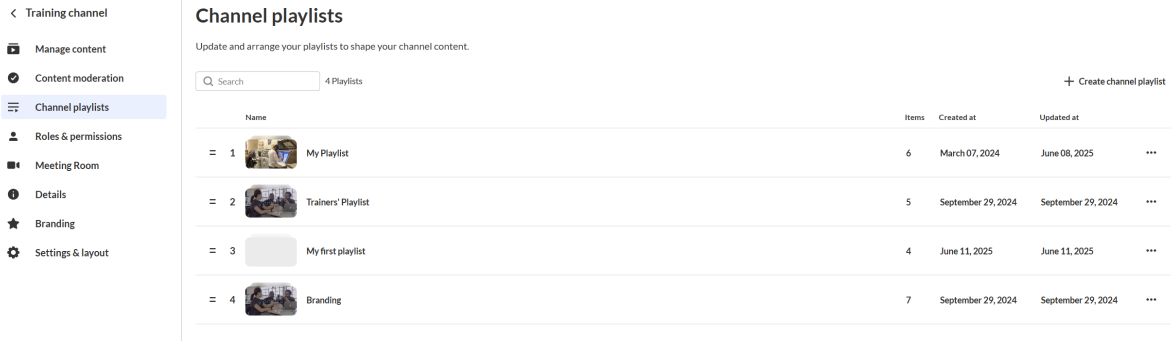
The edit page opens on the **Details** tab by default.



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



The 'Channel playlists' page displays.



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 29, 2024	...

Manage your channel playlists using the options below. Click **Save** at the top right when you are finished.



Available options depend on your role and admin configuration.

Reorder playlists

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

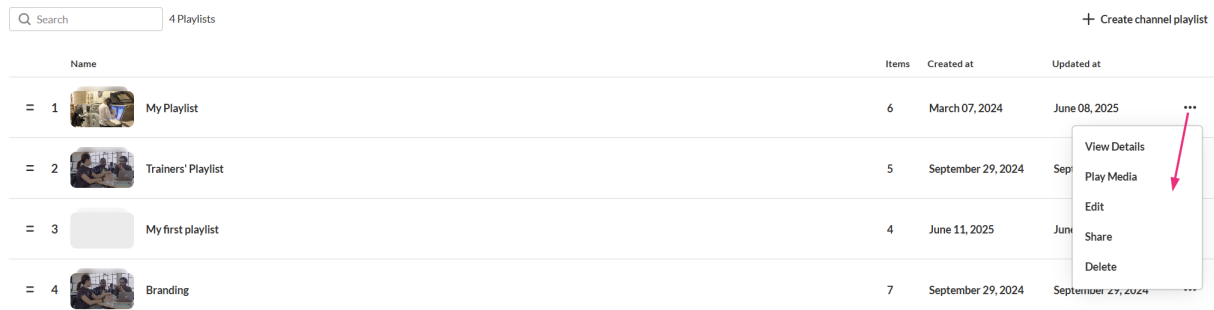
Keyboard: Tab to the handle → Space/Enter to pick up → ↑/↓ to move → Space/Enter to drop (Esc cancels).

Playlist actions

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

Channel playlists

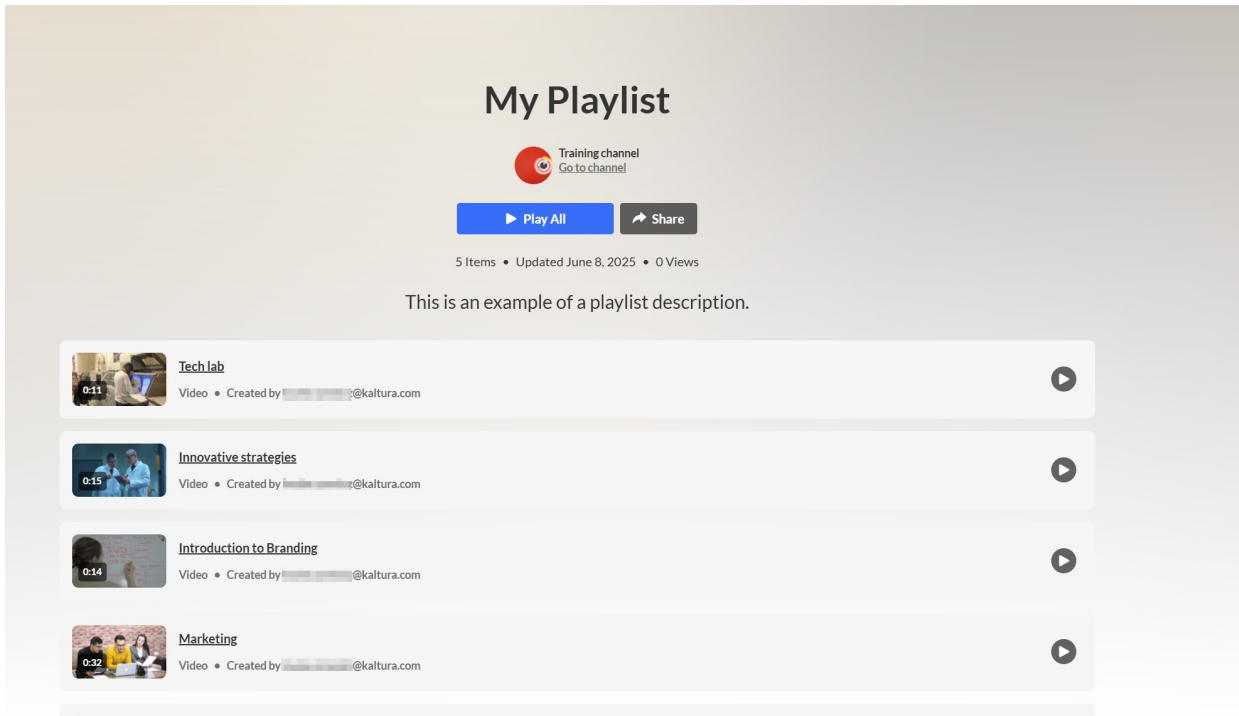
Update and arrange your playlists to shape your channel content.



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 29, 2024	...

View details

Click **View Details** to open the playlist details page.



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

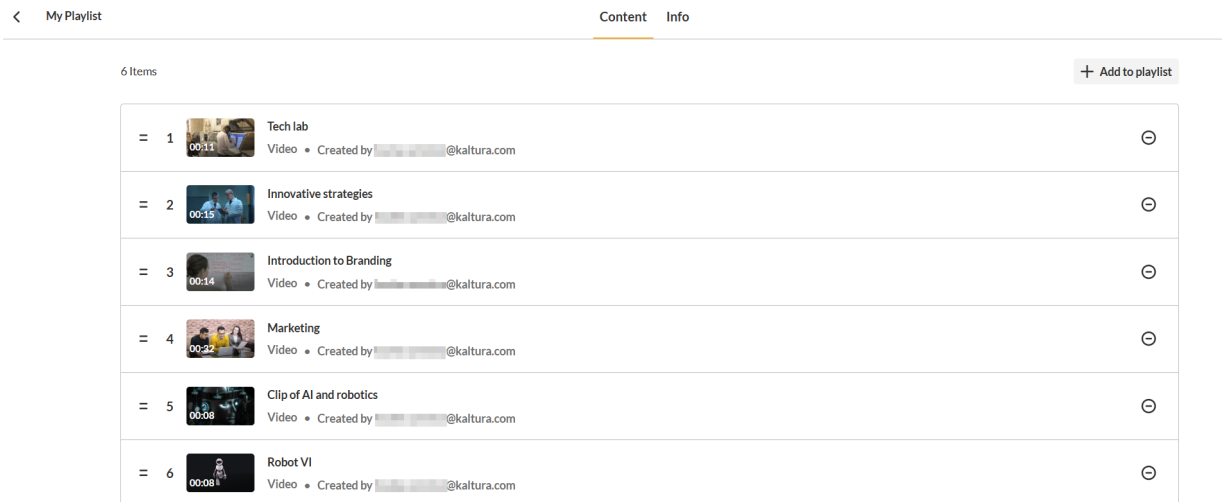
Play media

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

Select **Edit** from the **three-dot menu** to open the edit page.



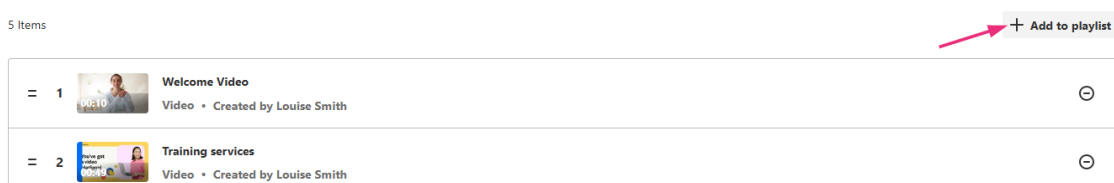
Use the **Content tab** to review, reorder, and remove items.

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.

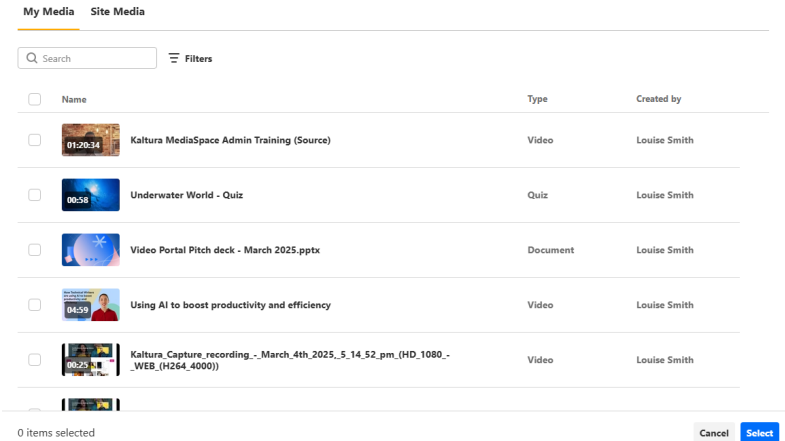
Add media

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



The 'Select media' window opens.

Select Media



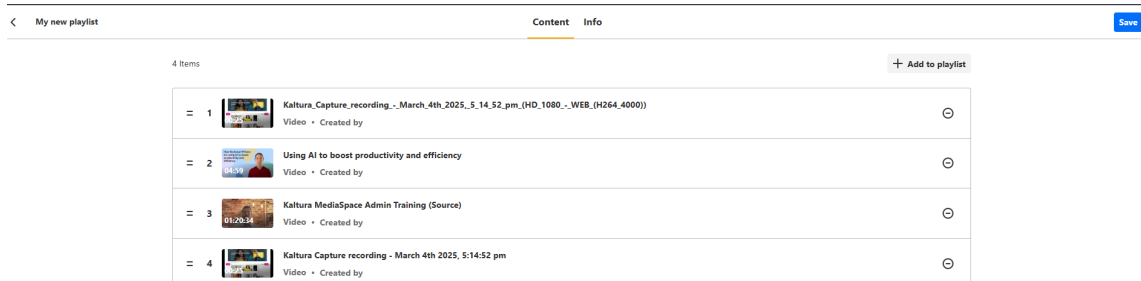
2. Check the boxes next to the items you want to add in the tabs:

- **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.

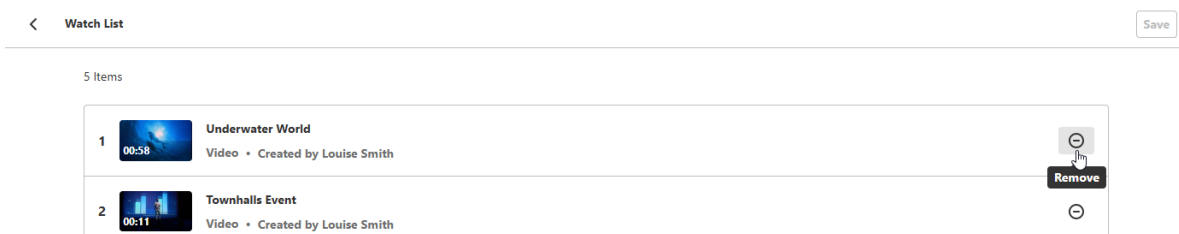
3. Click **Select** (bottom right).

The playlist **Content** tab displays.



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.



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

Name *

Description

B *i* u    








This is an example of a playlist description.

Delete playlist


Share

Select **Share** from the three-dot menu to open the playlist sharing options.

Share ×

Link to playlist page

 Copy

Delete

Select **Delete** from the **three-dot menu** to delete the playlist. This removes the playlist only; media entries aren't deleted from the channel or your account.