


Edit Playlist Details

This article describes how to edit playlists in KMS and KAF. After you have created a playlist, you can modify the playlist's details, content, and order from the Edit Playlist Details page.

To access the Edit Playlist Details Page

 If you cannot access the Edit Playlist Details page, ask your MediaSpace administrator or KAF administrator to give you the required permission.

From My Playlists page in KMS

1. Access the [My Playlists page](#).
2. Choose one of the following methods:
 - a. Click the pencil icon under the desired playlist thumbnail.



Leadership Succession Program

Private • Updated 2 days ago

[Playlist Details](#)



- b. Click Playlist Details under the desired playlist, then click the **Edit** button.



Leadership Succession Program

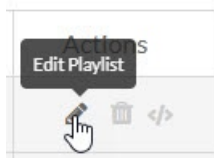
Private • Updated 2 days ago

[Playlist Details](#)

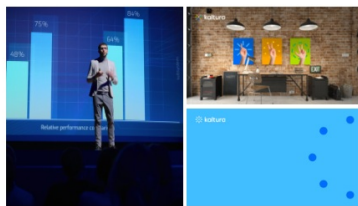


From My Channels Page in KMS or Media Gallery in KAF

1. Access the [My Channels/Media Gallery](#).
2. For Channels, click the Edit (pencil) icon on the channel thumbnail or click on thumbnail and choose Edit from the ACTIONS drop down menu. For Media Galleries, choose Edit from the ACTIONS drop down menu.
3. Select the Playlists tab and click the pencil icon next to the playlist you want to modify.



The Edit Playlist Details page displays.



Introduction Playlist

Created by Channel playlist • 4 Items • Updated December 29, 2022

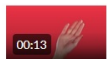
Introduction to Playlists

In this topic, you will learn about some of the best ways to use playlists to organize related videos.

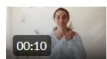
course x introduction x playlist x Add tags

Add Items To Your Playlist

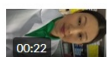
My Media



Say Hello
Created by Tal Binder



teacher GettyImages-1158658448
Created by Tal Binder






pharmacist GettyImages-1224633325
Created by Tal Binder

Search for Media

Playlist

4 Items

= 1		Townhalls Event Created by Tal Binder	...
= 2		Virtual BG_04 Created by Tal Binder	...
= 3		teams bg_4 Created by Tal Binder	...

The Edit Playlist Details Page includes the following information:

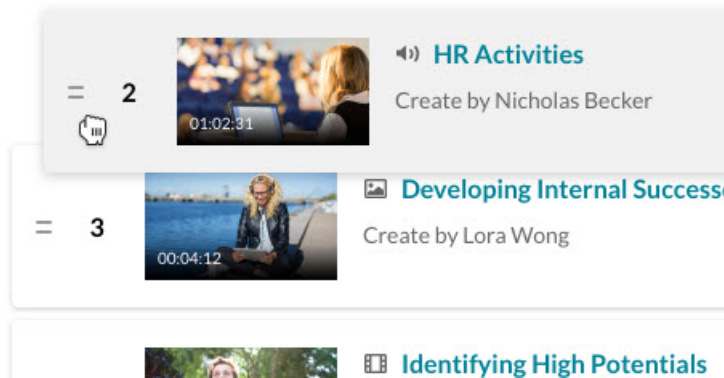
- Thumbnail and Playlist Name
- Creator, number of items in the playlist, status, and when it was last updated
- Description and tags
- A list of all items in the playlist, including a thumbnail, name, and creator.

To modify the playlist's details

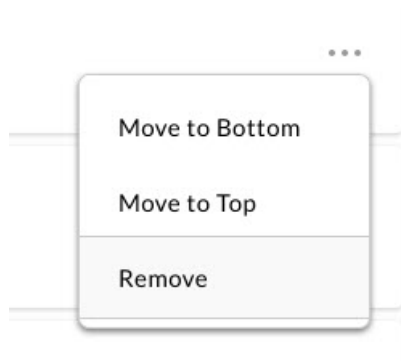
- Edit the text in the relevant fields (name, description, and/or tags).
- To delete a tag, click on the x to the right of the tag name.

To modify the playlist's content and/or order

- To manually reorder media in the playlist, grab the two lines to the left of the media and drag to the desired spot in the playlist.



- To move the entry to the bottom or to the top of the list of entries, click the three dots to the right of the media and choose Move to Bottom or Move to Top.
- To remove media from the playlist, click the three dots to the right of the media you would like to remove and choose Remove.



- To add media to the playlist, see [here](#).

⚠ If working on the Edit Watch Later page, you may not modify the order of the playlist, but you can remove media from the playlist by clicking the Remove (minus) button to the right of the media.



Watch Later

Created by ido achrak • 5 Items • Updated July 9th, 2020


Add description

Add tags

My Watch Later



5 Items


- 1



A 30-year history of the future | Nicholas Negroponte

Created by ido achrak



- 2



Think your email's private? Think again | Andy Yen



After you are finished editing the playlist, click **Save**.

[template("cat-subscribe")]