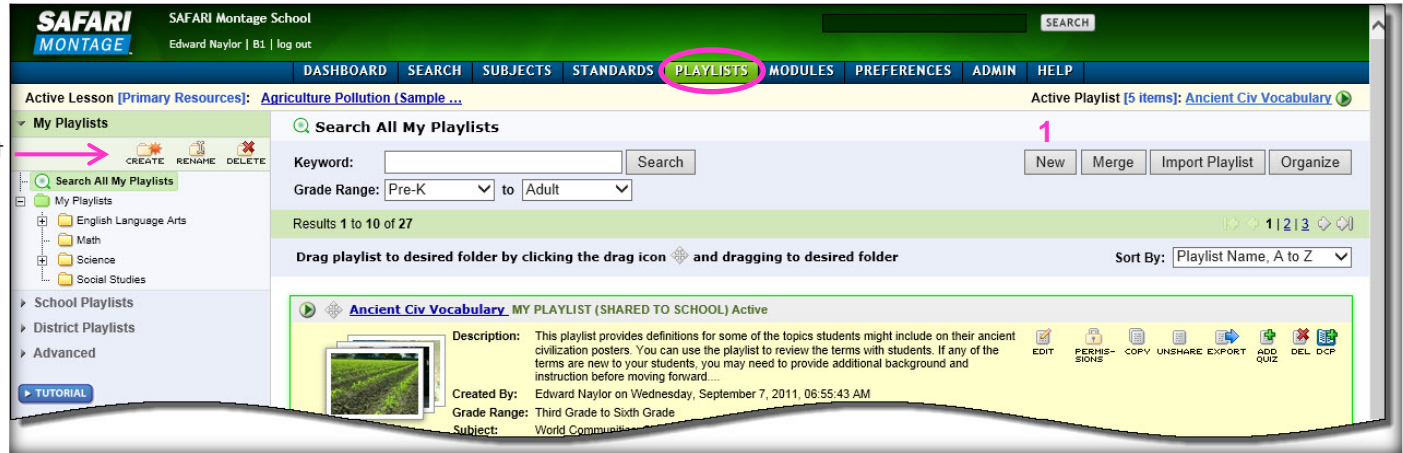# SAFARI MONTAGE™
Playlists

Playlists are customized collections of digital learning objects for playback that are designed for a specific purpose. Playlist media can include videos and video segments, images, audio, interactive whiteboard files, interactive files, ebooks, web links and documents that are organized and annotated to support your curriculum. Playlists can also be created by students and submitted as a response to an Assignment in Digital Curriculum Presenter.

Creating a Playlist

Begin by selecting Playlists from the main navigation menu to open My Playlists.

1. To create a new Playlist, click **New**.

2. Enter the new Playlist information in the screen that opens *(right)*. Include a title, subjects, grade range and comments. The abstract comments communicate the Playlist objectives, purpose and any specific instructions for use of the Playlist by others when the Playlist is shared.

3. To manage your Playlists, you can assign them to an existing folder in the My Playlists directory using the **My Folder** dropdown.[†]

4. To allow others to view your Playlist, select either **School** or **District** in the **Share this Playlist?** dropdown. If you are not ready to share, simply select **No**, and you can do so at a later time.

5. Click Save and the new Playlist is created.

[†] To organize your Playlists, use the folder tools found on the left side of the **Playlists** page to create, rename or delete folders. Click the ✧ icon and drag to drop a Playlist to into a folder.


Tip: Sharing a Playlist to the school does not require approval. If sharing the Playlist to the district, it may go into an approval queue for review before others can use it. Be sure to follow any established naming protocols and requirements for shared Playlists as set by your school or district.

Adding Learning Objects to a Playlist

From the Playlist, click **Add More Clips to My Playlist**. This will navigate you to the keyword search screen. Notice that the Playlist is now the **Active Playlist** and a link is provided at the top of the screen for your reference. You can use any search method to locate content and add it to the active playlist. When you have located a learning object you would like to add to the Playlist, click the ✚ icon. It will change to the ✅ icon, indicating that it was added to the Active Playlist. To review the Playlist, use the Active Playlist link to quickly navigate to the Playlist page.

Developing a Playlist & Playlist Actions

To further develop the Playlist, you can order the learning objects by using the ⬇ /⬆ tools. Use the COMMENTS tool to rename the segment title as it appears in the Playlist and add comments to each learning object such as instructions or guiding questions. Some of the additional actions available for the Playlist include:
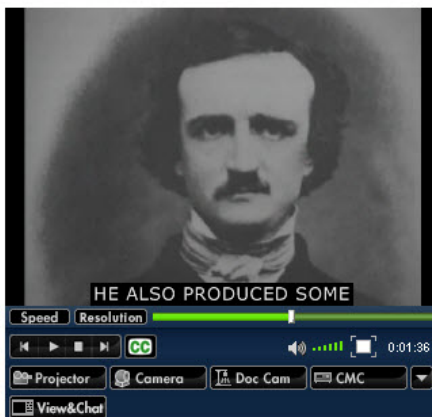
Play the Playlist or individual learning objects. To play the Playlist, choose between **Automatic** or **Manual**. Depending on the resources, it may have to be played manually**.**

This icon will provide a permanent link for use in external applications to quickly navigate directly to the Playlist.

Edit the main Playlist information or share the Playlist.

For shared Playlists, manage which user types can view the Playlist.

Export a .mpls file you can save and upload to the SAFARI Montage HDNetwork Playlist Exchange.

Add a basic multiple choice quiz that will be attached to the Playlist.

Adding Bookmark Segments

For video and audio, you may create a custom segment using the Bookmark tool. While the clip is playing, select a specific **Start Point** and **End Point**. Use the **Preview Segment** to review and edit the specific time codes. When satisfied with your custom segment, click **Save to Playlist**.

Note: For more information on Playlists, click the ▶ TUTORIAL button from the Dashboard or Playlist page to review a tutorial video. You can also access the system Help using the button on the main navigation menu.