

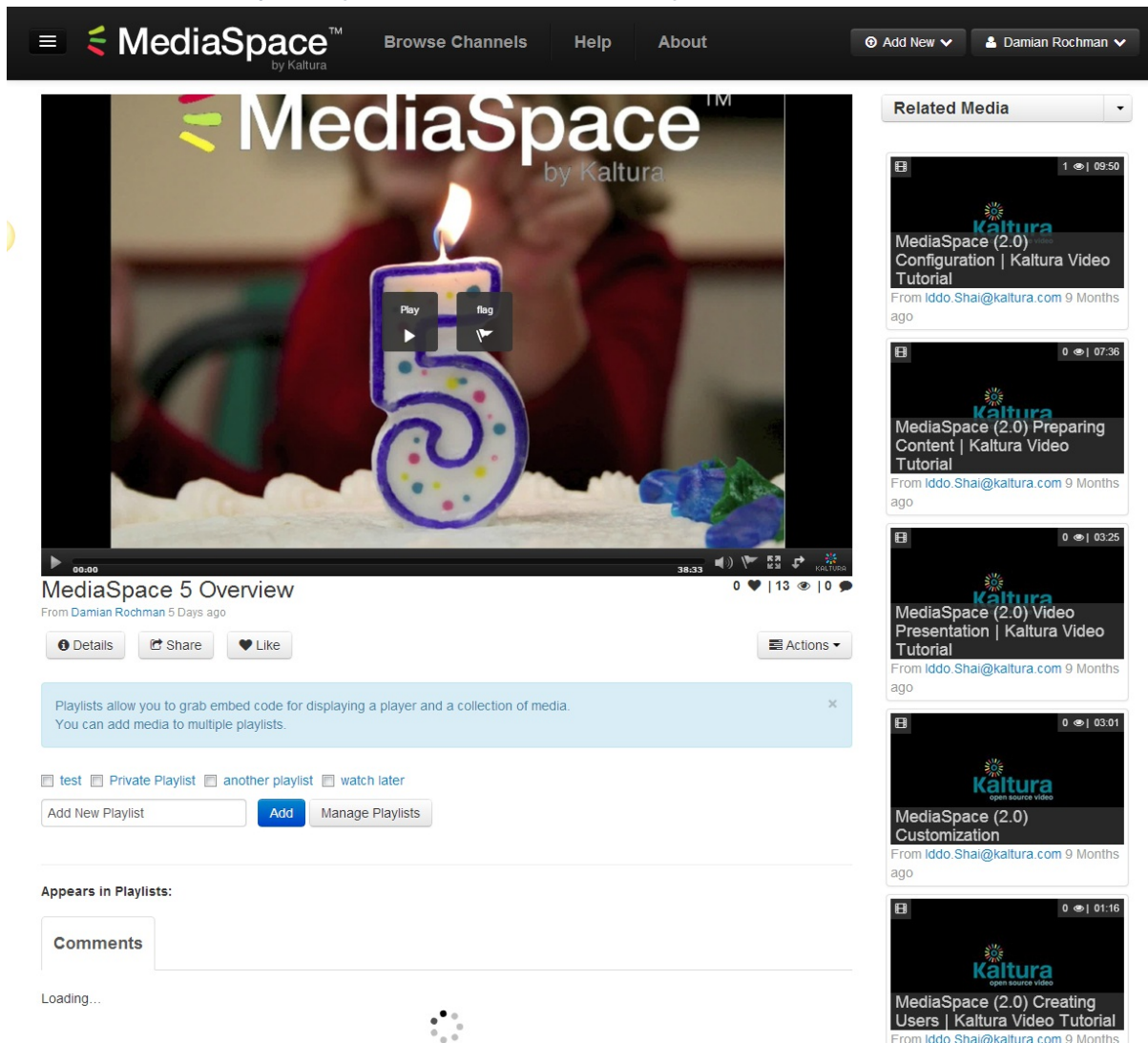
Create a Playlist, Add Media to a Playlist, and Remove Media from a Playlist in MediaSpace

You can create playlists and associate media with the playlists.

If you cannot create a playlist, ask your MediaSpace administrator to give you the required permission.

To create a playlist

1. Browse to the media that you would like to add to a playlist.
2. Select the "Add to Playlist" option under the Actions dropdown.



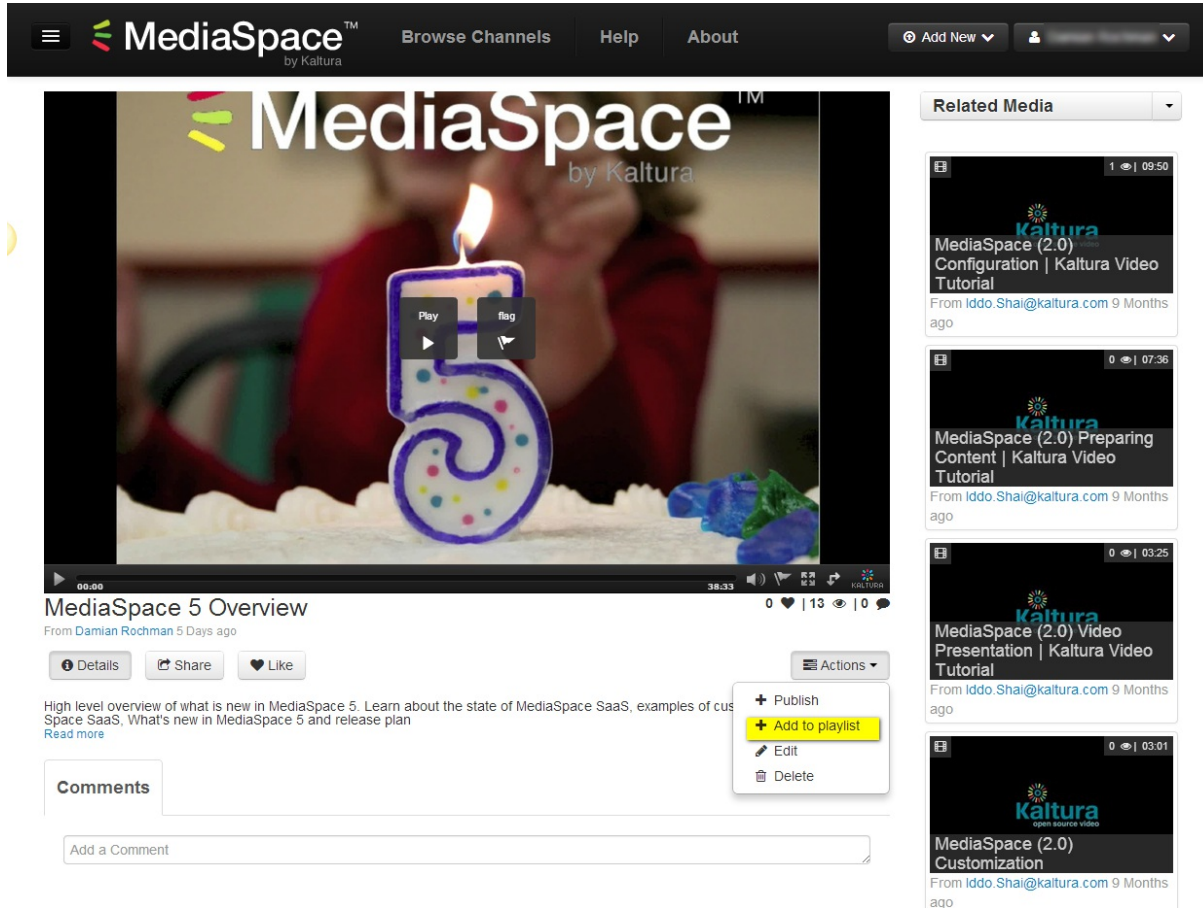
The screenshot displays the MediaSpace interface. At the top, there is a navigation bar with the MediaSpace logo, "Browse Channels", "Help", and "About" links, along with a user profile for "Damian Rochman". The main content area features a video player showing a birthday cake with a large number "5" candle. Below the video, the title "MediaSpace 5 Overview" is displayed, along with a "Details" button, a "Share" button, and a "Like" button. An "Actions" dropdown menu is visible, which is used to add media to a playlist. A light blue notification box states: "Playlists allow you to grab embed code for displaying a player and a collection of media. You can add media to multiple playlists." Below this, there are options to "test", "Private Playlist", "another playlist", and "watch later". A form for "Add New Playlist" is present, with an "Add" button and a "Manage Playlists" button. The "Appears in Playlists:" section is empty. A "Comments" section is also visible, with a "Loading..." indicator and a circular loading spinner.

3. Click "Add" and enter a Name and Description, The media is added to the playlist.
4. After you create a playlist, it appears on the My Playlists page where you can preview it, edit the

sequence of media, select design of playlist, and grab the embed code.

☰ To add media to playlists

1. Click a media thumbnail or title.
2. Select Add to Playlists from the Actions dropdown.



The screenshot shows the MediaSpace interface. At the top, there is a navigation bar with the MediaSpace logo, "Browse Channels", "Help", and "About" links. Below the navigation bar is a video player showing a birthday cake with a large number 5 candle. The video title is "MediaSpace 5 Overview" by Damian Rochman. Below the video player, there are buttons for "Details", "Share", and "Like". An "Actions" dropdown menu is open, showing options: "+ Publish", "+ Add to playlist" (highlighted in yellow), "Edit", and "Delete". To the right of the video player, there is a "Related Media" section with four video thumbnails, each with a title and a duration.

3. Check the playlists you want to add the media to or create a new playlist.
The media is added to the new playlist.
4. Click Manage Playlists to preview the content, edit the sequence of media, select design of playlist, and grab the embed code.

☰ To remove media from a playlist

1. Click a media thumbnail or title.
2. Select Add to Playlists from the Actions drop down menu.
3. Choose the playlist that you want to remove media from.
The content of the playlist is displayed.
4. Click x next to the media you want to remove from the playlist.
5. Confirm your actions.