

Create and Manage Channel and Media Gallery Playlists

This article describes how to create and manage channel and Media Gallery playlists.

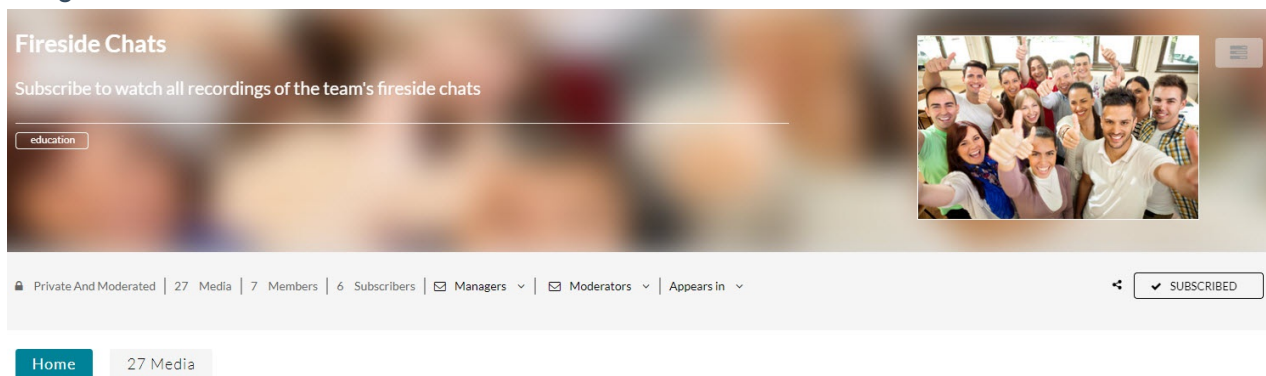
NOTE: If you cannot create or add media to a channel or Media Gallery playlist, ask your MediaSpace administrator to give you the required permission.

Channel and Media Gallery owners can curate, organize, and improve displayed content by creating a collection of media assets presented throughout the application as a unified playlist. Benefits include creating ordered entries determining what will be viewed and even repeating the same entry in a specific location (by adding the same entry to the channel playlist). In addition, Channel and Media Gallery playlists are organic elements that can be shared (embedded) as is.

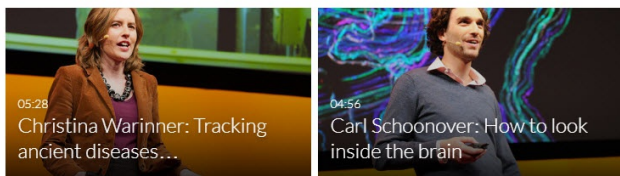
Access Channel/Media Gallery Playlists

To access a channel playlist in KMS

Navigate to a Channel.



TO LEARN



To access a Media Gallery playlist in KAF

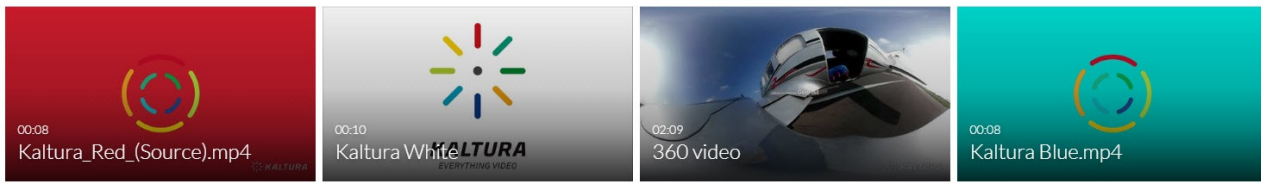
Navigate to a Media Gallery.

Media Gallery

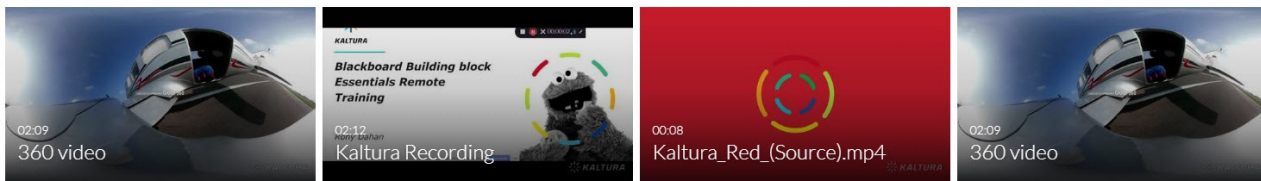
Playlists

14 Media

WEEK 1



WEEK 2



Channel and Media Gallery playlists are displayed by name and accompanying media thumbnails to identify the content therein.

- Click on a thumbnail to display the Playlist Playback page. Here you can watch the media item(s).
- Click on the Media tab (the example above is labeled "14 Media") to see all media items in the channel/media Gallery. Depending on your permission level, clicking on the three dots on the lower right hand corner of a media item displays additional options.
 - Set the channel/Media Gallery thumbnail
 - Add media to a channel or Media Gallery playlist
 - Edit the media
 - Delete the media
- Click on a media item to display the Media Entry page. Here you can watch the media item.

Create a Channel/Media Gallery Playlist







NOTE: To create a channel/Media Gallery playlist, you must be the channel/Media Gallery owner or manager.

1. Select Edit from the ACTIONS drop down menu. The Edit Page is displayed.

Edit Fireside Chats

Details Theme Playlists Users

Name: (Required)

Description: **Black** **Bold** *Italic* Underline      

Tags:

Privacy: Open - All logged in users can view and contribute content (contribution is not allowed for viewer-role users).
 Restricted - All logged in users can view content and only channel members can contribute content.










2. Click on the Playlist tab to display the channel/Media Gallery's existing playlists.

Edit Fireside Chats

Details Theme **Playlists** Users

3 Playlists

[Create new](#)

| Title | Type | Description | Entries | Actions |
|--------------|--------|-------------------------------------|---------|---|
| To Learn | Manual | | 2 |    |
| To Watch | Manual | | 21 |    |
| Playlist ABC | Manual | This playlist includes A, B, and C. | 2 |    |

3. Click Create new > Manual Playlist. The Create a Manual Playlist dialog displays.

Create a Manual Playlist

1. Set Details

Title: (Required)

Description:

Tags:

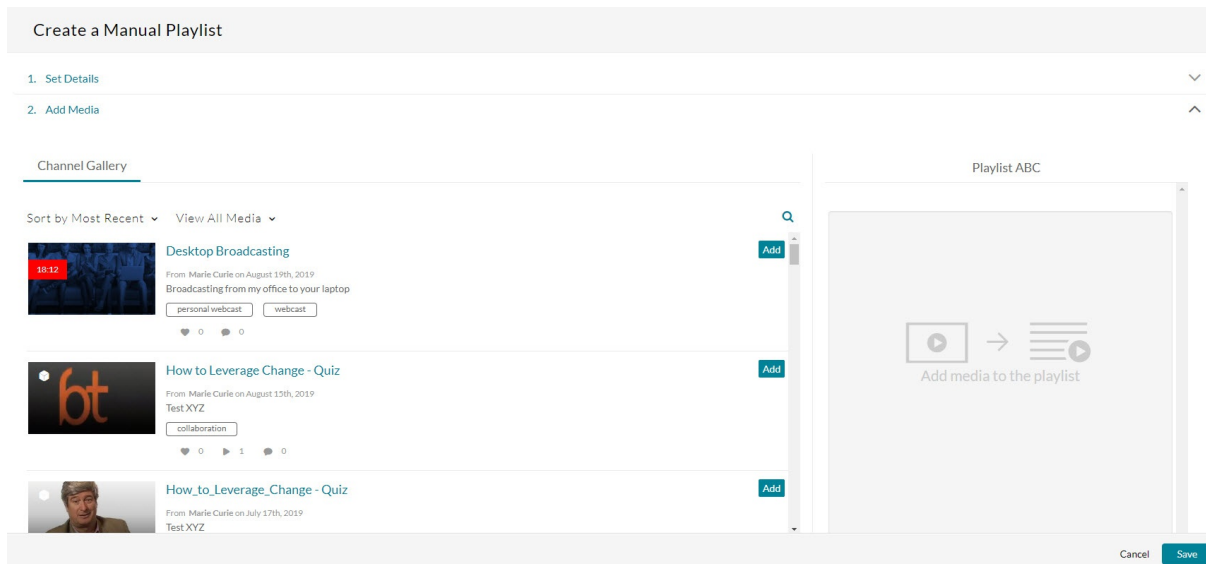
2. Add Media

[Cancel](#) [Save](#)

4. Enter the following details:

- Title** - Give the playlist a unique name, indicative of the content and purpose of the playlist.
- Description** - Describe the playlist's contents.
- Tags** - Add descriptive metadata to help categorize the playlist and improve search ability. The auto-complete feature suggests existing tags. If the tag does not exist after you have completed typing in the tag, click on the suggested option with (new Tag) next to it.

5. Click Add Media.



All the channel gallery/Media Gallery's content is listed on the left side of the screen and can be sorted by Attributes (Most Recent, Alphabetical, Views, and Likes) and Media Type (Video, Audio, Image, Webcast Events). As you add content to the new playlist, it is listed on the right side of the screen.

In the Add Media section you can:

- Add content by clicking Add to the right of the desired item.
A green check-mark appears next to the Add button of items in the playlist. You can add the same entry to the playlist as many times as you want.
- Remove content by clicking the x to the right of an item.
- Rearrange content in the playlist by using the icon to the left of the item and dragging and dropping, according to the order you want them to be played.

Repeat adding media assets until you have completed populating your playlist and click **Save**. The Create a Manual Playlist dialog closes and the new playlist is added to the Playlists Tab.

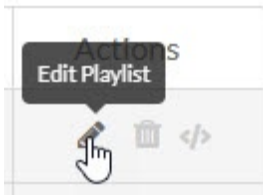
Edit a Channel/Media Gallery Playlist

After you have created a Channel/Media Gallery Playlist, you can modify a playlist's details, content, and order from the Edit Playlist dialog.

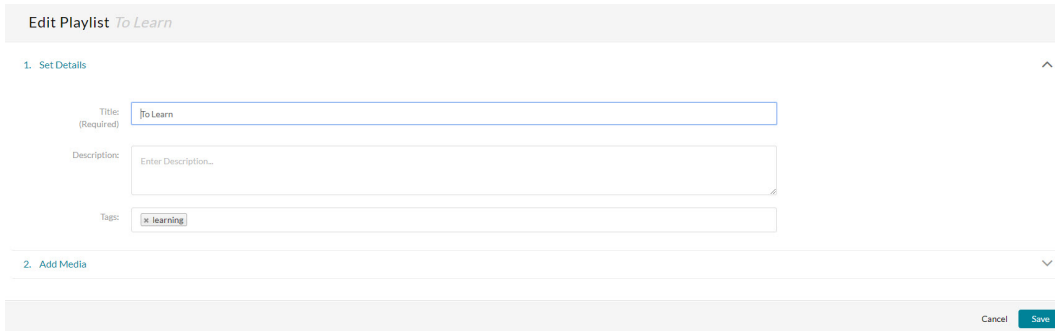
To access the edit playlist dialog

1. In KMS, select My Channels from the User drop down menu. In KAF, select 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 Channel/Media Gallery Playlist window is displayed.



☰ Set Details - To modify the channel/Media Gallery playlist details

The Set Details section should already be expanded. If not, click Set Details to expand the section.

Edit the text in the relevant fields (Title and/or Description), modify tags, and click **Save**.

☰ Add Media - To modify the channel/Media Gallery playlist content and/or order

Click Add Media to expand the section.

In the Add Media section you can:

- Add content by clicking Add to the right of the desired item.
A green check-mark appears next to the Add button of items in the playlist. You can add the same entry to the playlist as many times as you want.
- Remove content by clicking the "X" to the right of an item.
- Rearrange content in the playlist by using the icon to the left of the item and dragging and dropping, according to the order you want them to be played.

Click **Save** once you've made your edits.

Embed a Channel/Media Gallery Playlist

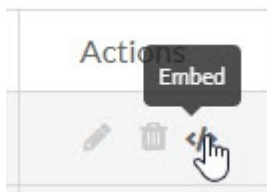
Channel/Media Gallery playlists are created so that you can share a certain selection of media

assets with others through other web pages. The Embed feature enables you to share your playlist by rendering the player and linkage to the media assets as HTML code that can be added to any HTML page.

Channel/Media Gallery playlist content is publicly shared. Media assets in the playlist can be viewed over the web, where no login is required. If the content you are embedding needs to be secured, embed the playlist on a page that requires login.

☰ To generate embed code for a channel/Media Gallery playlist

1. In KMS, select My Channels from the User drop down menu. In KAF, select 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 Embed icon next to the playlist that you want to embed.



The Share & Embed dialog is displayed.

Share & Embed

Share Watch Link:

[Copy Link](#) [Email Link](#)

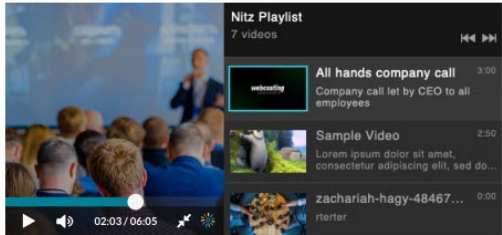
Embed Settings:

Choose Player:

Max Embed Size:

Auto Play: On

[Copy Embed](#)



[Done](#)

You may perform the following actions:

- Copy or email the Watch Link
- Choose a player
- Choose a Max Embed Size

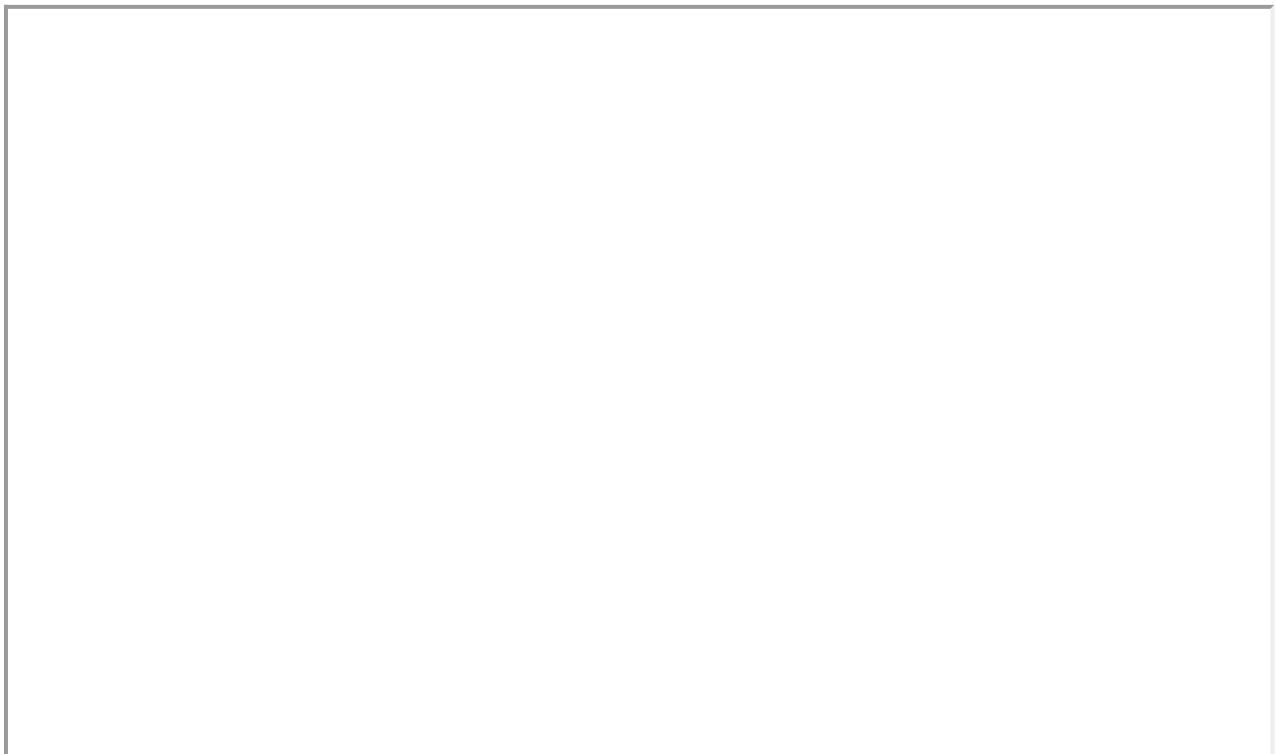
- Turn on Auto Play
- Copy the embed code

Modify the Channel/Media Gallery Playlist Order in the Playlists Tab

Modifying the channel/Media Gallery's playlist sequential order is the process of defining the existing playlist's order of appearance in the channels/Media Gallery page. This is done from a channel/Media Gallery's Playlists Tab.

To reorder the Playlists in the Playlists tab

1. In KMS, select My Channels from the User drop down menu. In KAF, select 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.
4. Drag and drop to reorder the playlists.



Delete a Channel/Media Gallery Playlist

1. In KMS, select My Channels from the User drop down menu. In KAF, select 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.
 4. Click the Trashcan icon next to the playlist that you want to delete.
 5. Click Delete to confirm. The playlist is deleted.
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