

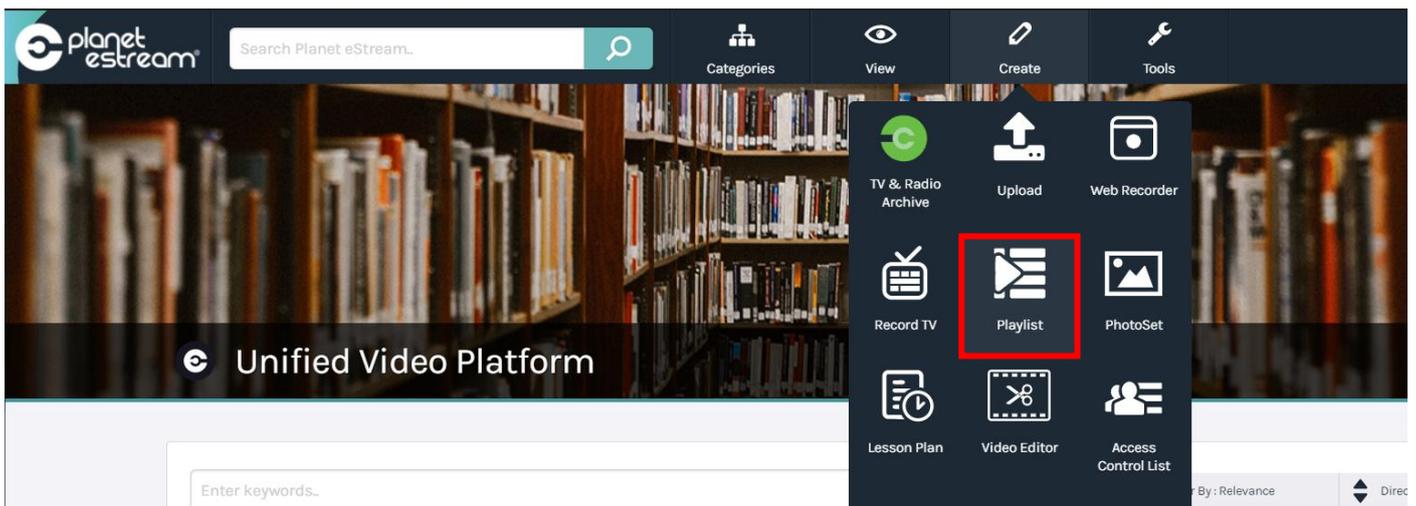


Creating Playlists

Playlists in Planet eStream allow you to group together videos or chapters that may be of some relevance to a specific topic. For example, you could create a playlist of all episode from a TV series or a comparison of chapters from different interpretations of the same scene i.e. Romeo and Juliet's Balcony Scene.

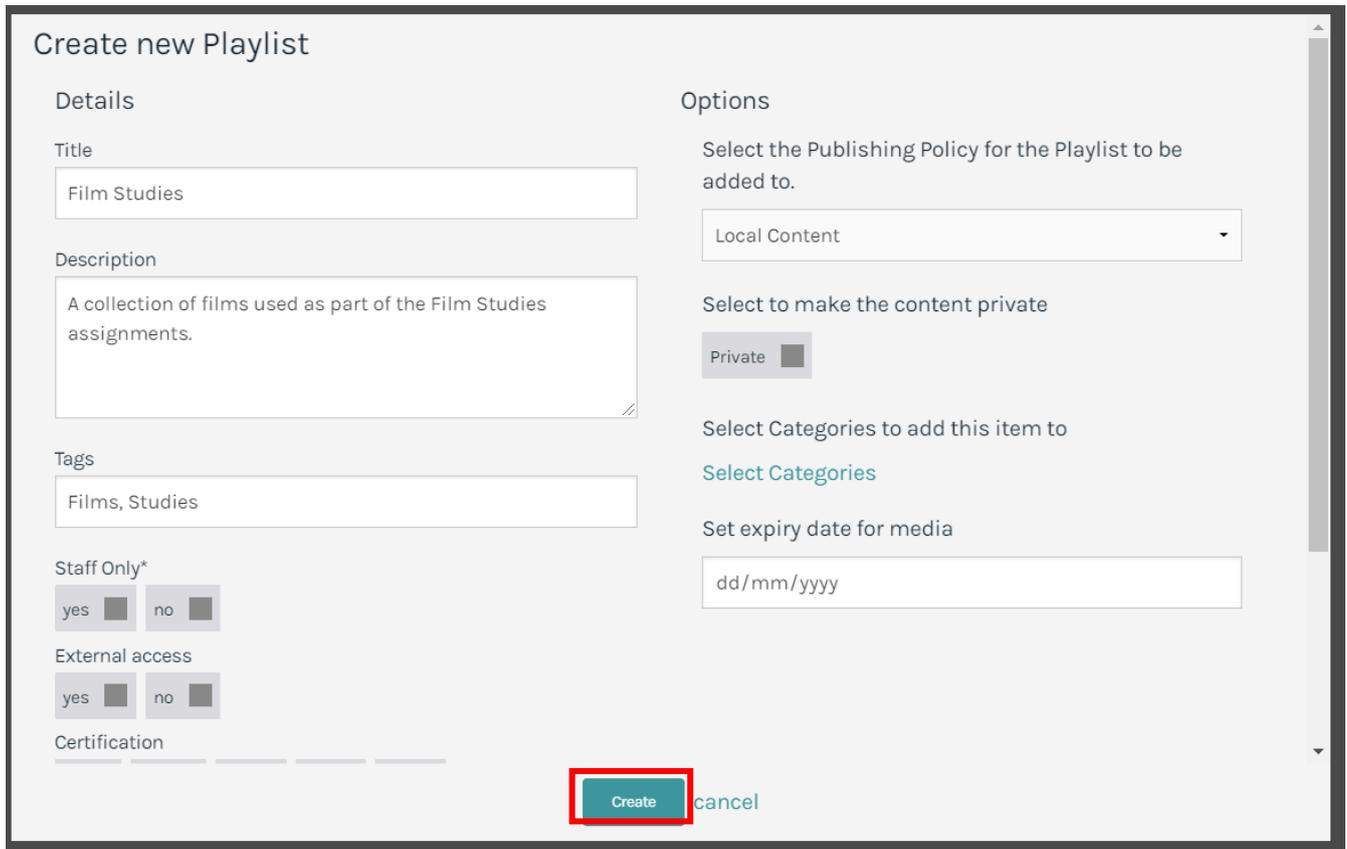
Step One – Accessing Playlists

To begin creating a Playlist, go to Create and then click Playlist:



Step Two – Creating a Playlist

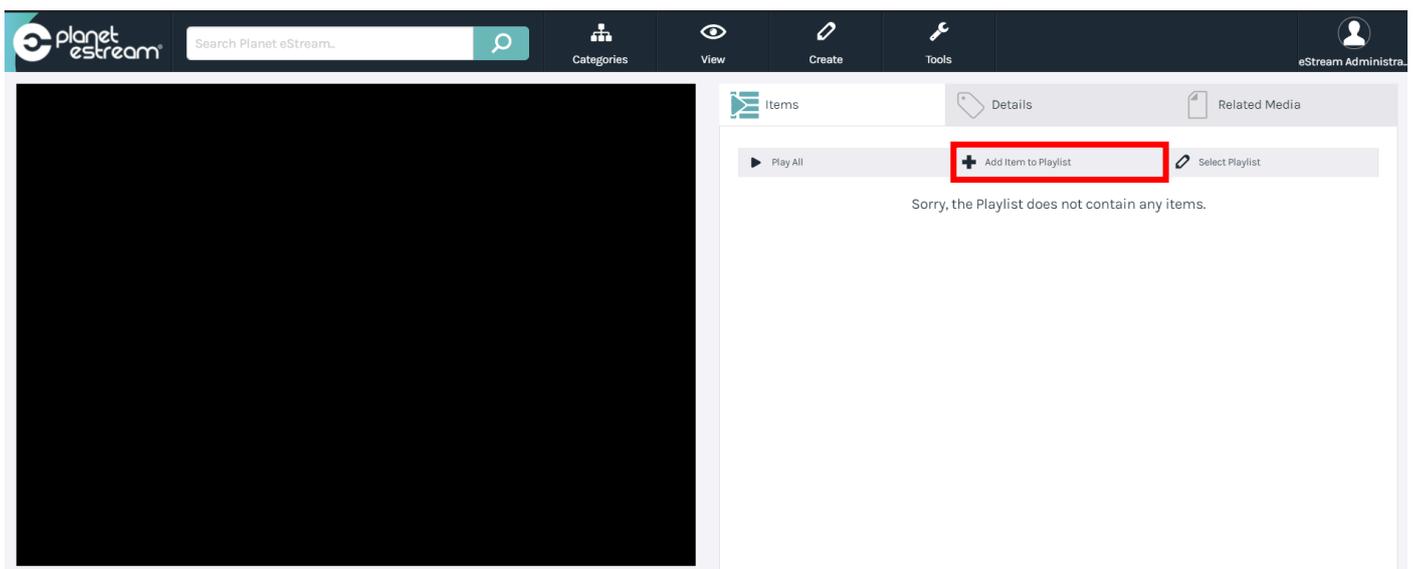
The following window will allow you to give your playlist a title and description and include any other metadata you may wish to add. Once you have assigned the details, click on **Create**.



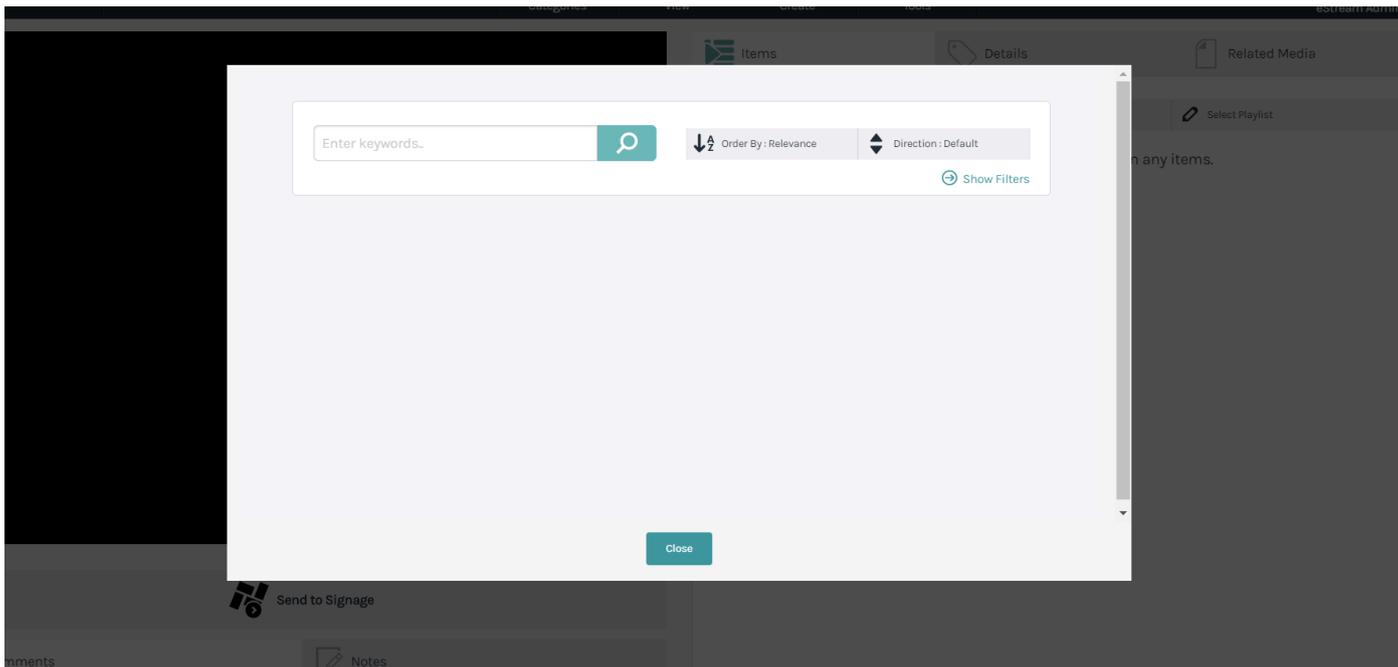
The screenshot shows a 'Create new Playlist' form with two main sections: 'Details' and 'Options'.
Details Section:
- **Title:** A text input field containing 'Film Studies'.
- **Description:** A text area containing 'A collection of films used as part of the Film Studies assignments.'
- **Tags:** A text input field containing 'Films, Studies'.
- **Staff Only*:** Two radio buttons, 'yes' and 'no', both of which are unselected.
- **External access:** Two radio buttons, 'yes' and 'no', both of which are unselected.
- **Certification:** A series of five horizontal lines for input.
Options Section:
- **Select the Publishing Policy for the Playlist to be added to:** A dropdown menu with 'Local Content' selected.
- **Select to make the content private:** A 'Private' checkbox that is unselected.
- **Select Categories to add this item to:** A link labeled 'Select Categories'.
- **Set expiry date for media:** A text input field with the placeholder 'dd/mm/yyyy'.
At the bottom right, there are two buttons: 'Create' (highlighted with a red box) and 'cancel'.

Step Three – Adding Content

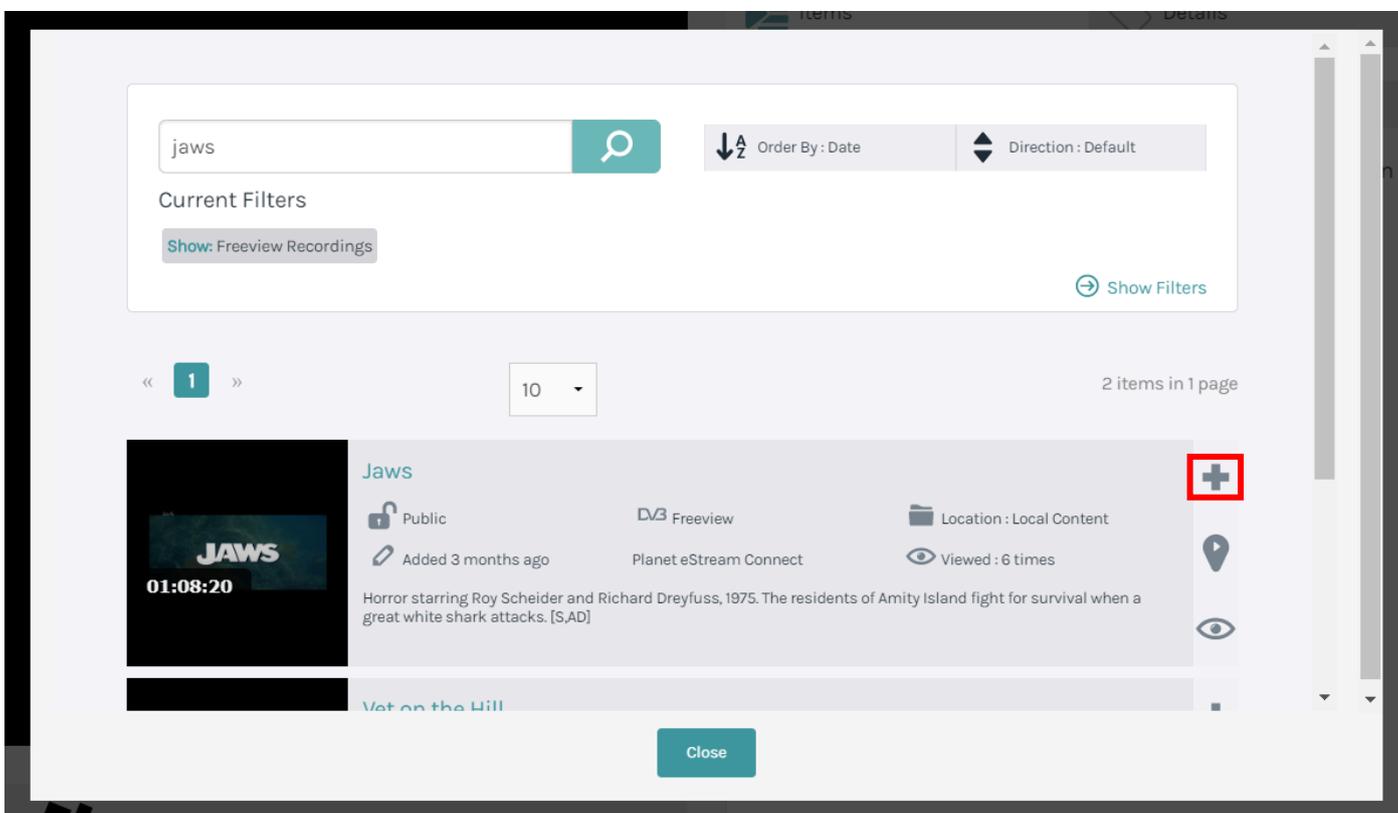
Initially the Playlist will be empty as no content has been added to Playlist, yet. To start adding content, click on **Add Item to Playlist**.



You will be presented with a page where you are able to locate content to add your playlist. This window will display a search bar that you can use to find your content, it also allows you to make use of the search filters option in order for you to refine your searches.

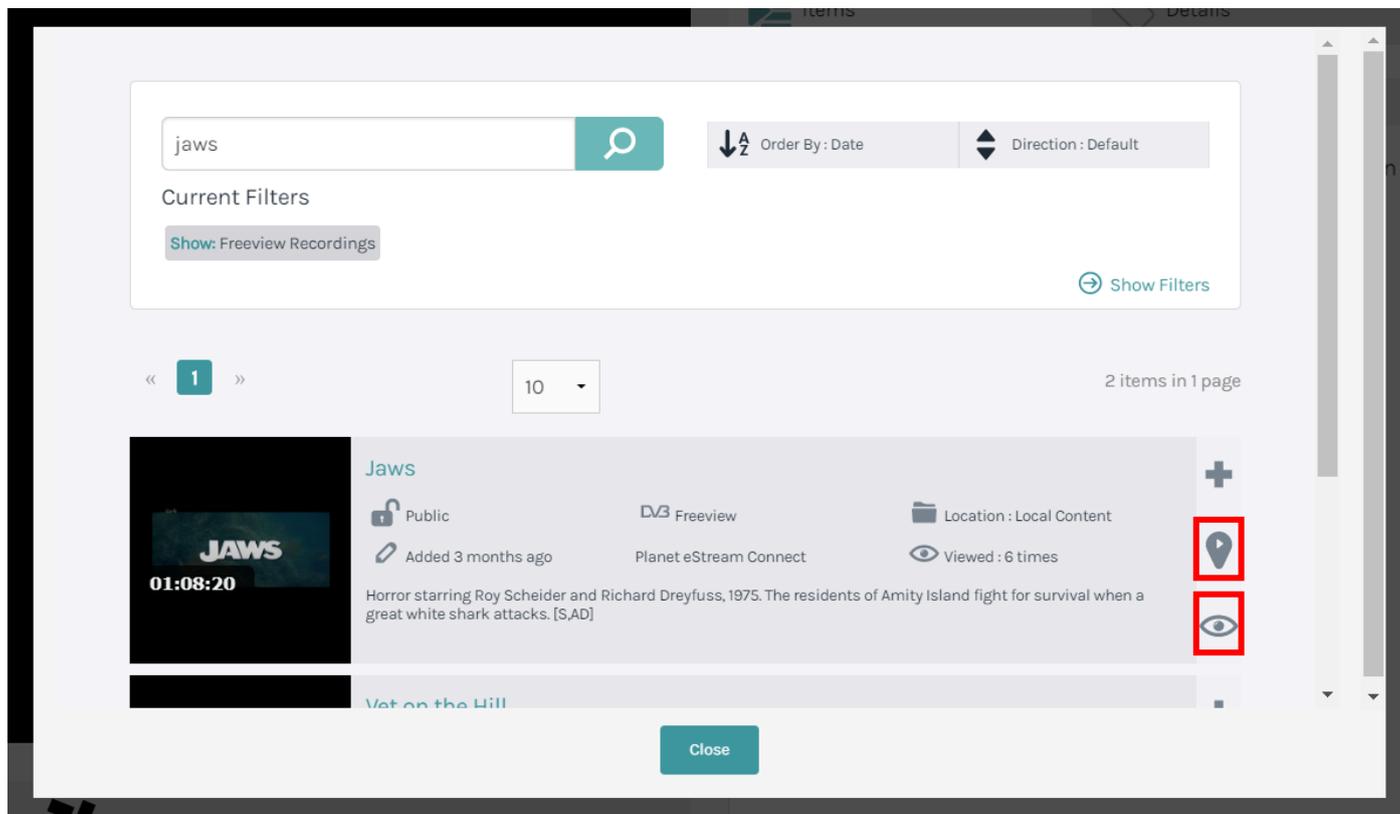


Once you have located content you are able to start adding it to your Playlist. To add the item into your Playlist, click on the (+) logo on the right-hand side of the item:

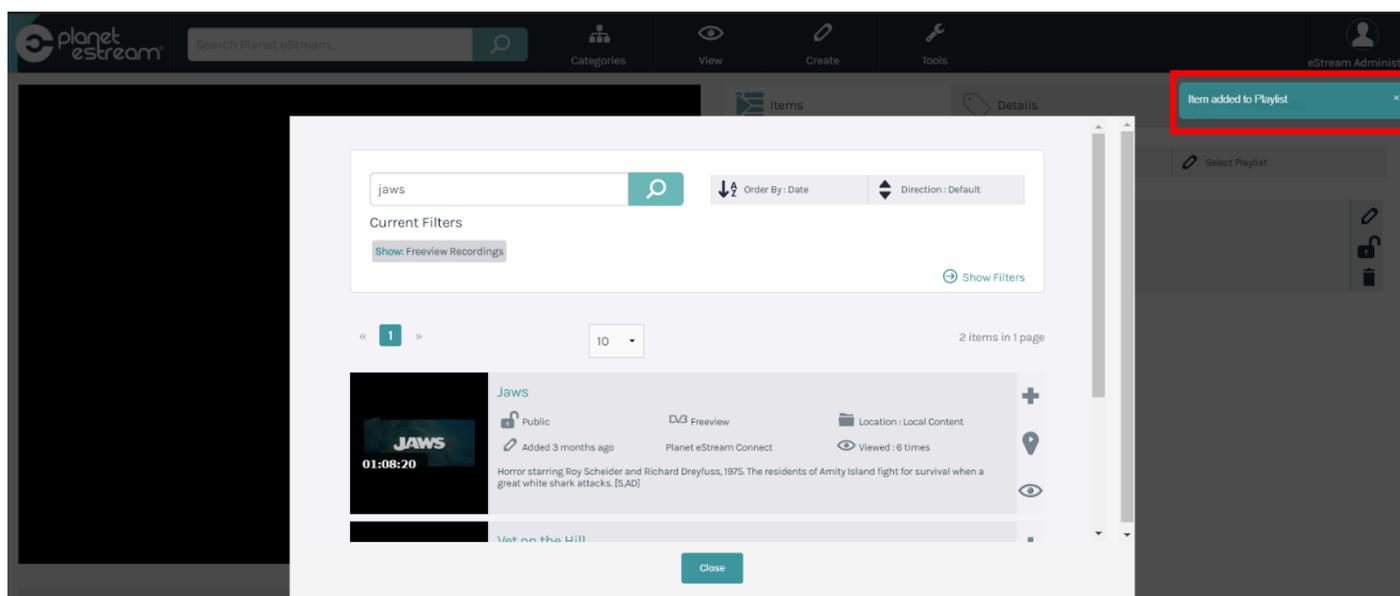


You also have the ability to add a specific chapter of a video into your playlist too using the **Add Chapter** button, which is shaped like a balloon. This will show all of the chapters on a piece of content.

You can also preview the content before adding it to the Playlist by selecting the eye icon.

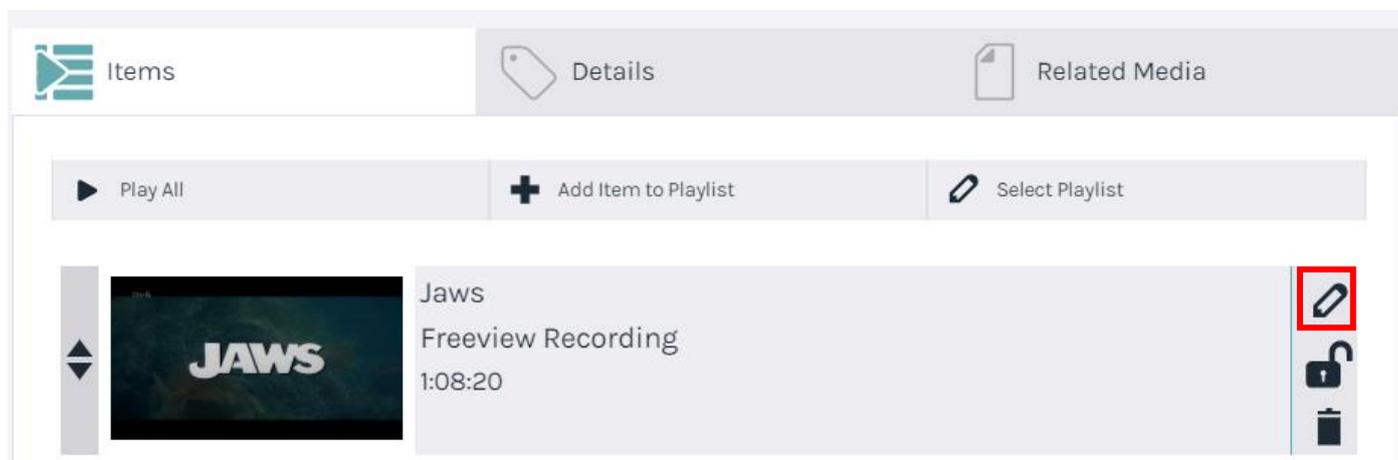


Once the item is added to your Playlist, a message will appear in the top right which says **Item added to Playlist**. Once you are happy with all the content that has been added, click **Close**.

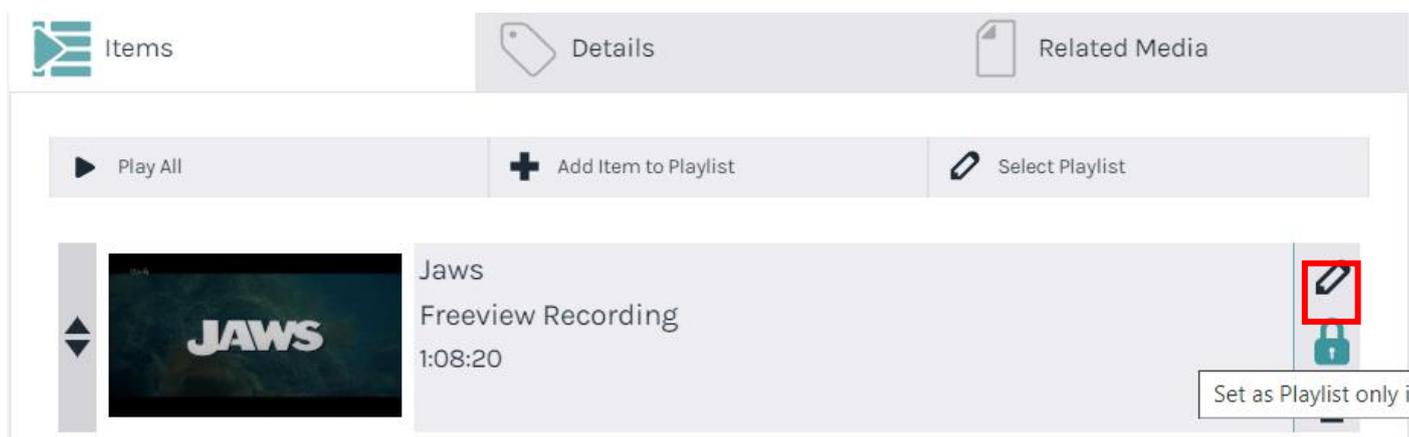


Step Four – Modifying the Playlist

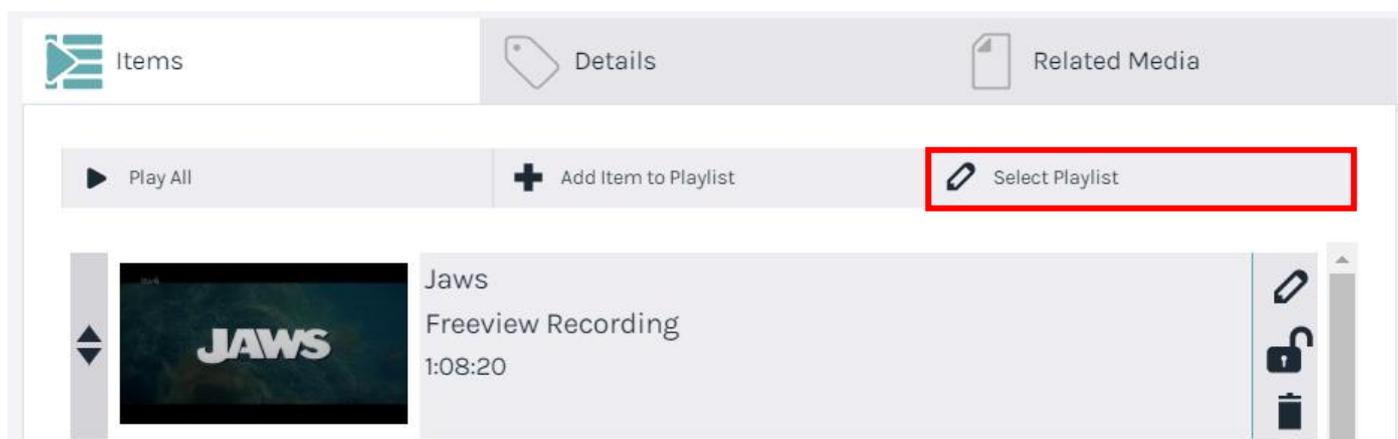
Now that the Playlist has been created, there are a number of different functions that you allow you modify and enhance the Playlist. The pencil icon will allow you to rename the video within the Playlist.



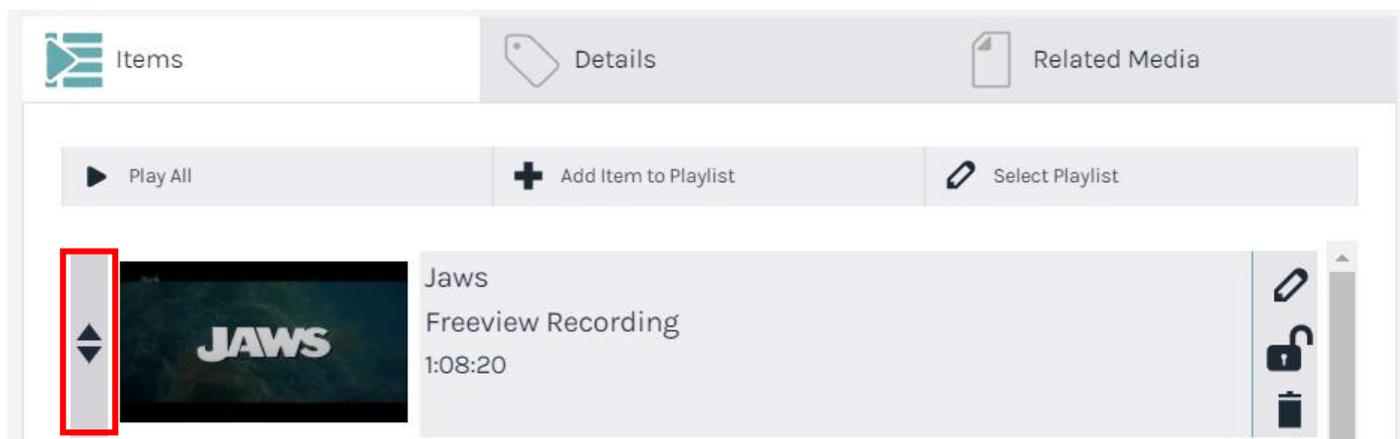
The padlock icon located below will allow you to lock the item to the Playlist. Locking an item will make it available only within that particular Playlist, meaning that it can't be viewed anywhere else on your eStream site.



If you wish to open an existing Playlist, use **Select Playlist**.



You can use the up/down arrow icon to re-order your Playlist, particularly helpful if you want certain items to play before/after others.



Along the top you will notice two tabs. The Related Media tab allows you to upload any media that could potentially support the playlist, such as a worksheet. The Details tab allows you to modify certain information about the Playlist, such as category, view item stats and share the playlist via a web link or embed.

