

# Creating playlists and embedding into Course Resources

Playlists allow the curation of videos from any videos you have access to in Lecture recordings, or the Shared Repository of content available to anyone in the University (e.g. guest lecturers or training guides. Click here to see the shared repository:

<https://derby.cloud.panopto.eu/Panopto/Pages/Sessions/List.aspx?folderID=f8e37aa2-8d55-402e-909c-dd7afe42aef8>)

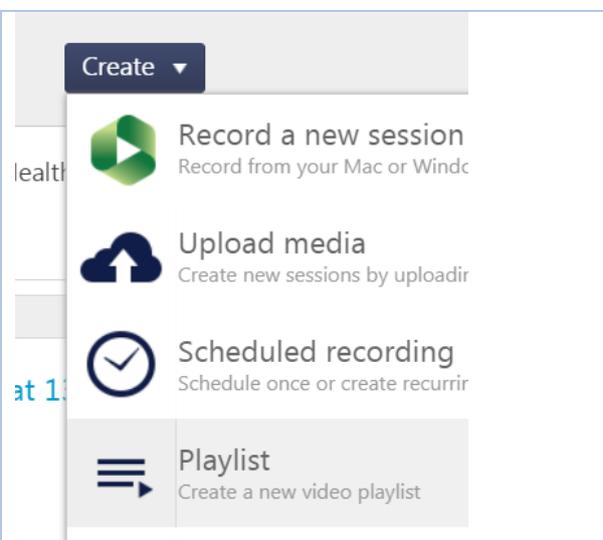
There are 3 parts: creating, viewing and embedding.

## 1 Creating a playlist

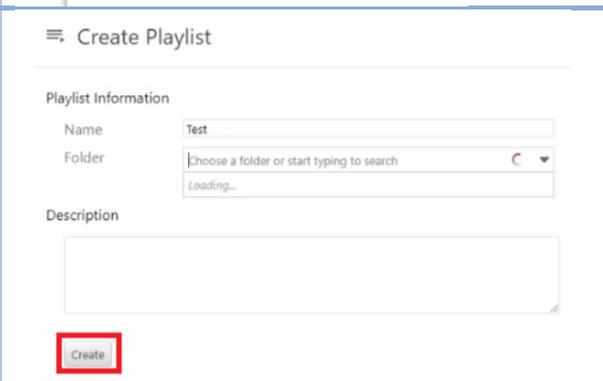
### 1.1. Create A Playlist 1.1.

Login to Course Resources > Lecture Recordings folder.

Go to the Create button and then select Playlist (See Figure 1).

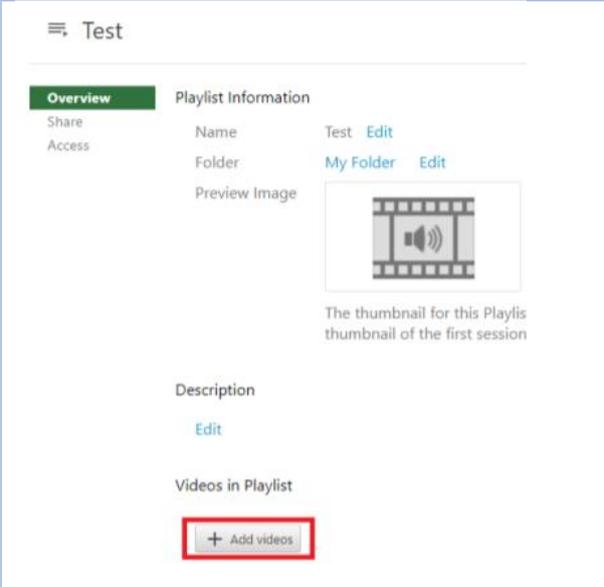


1.2. You will be in the Create Playlist window. Here you can see the options to Name your playlist folder, choose a folder where your playlist will reside, and write a Description for the playlist (Fig. 2). Note: Playlists must be inside of a folder.



1.3. After completing the steps in the Create Playlist window, click on the create button in the bottom left-hand side of the window.

1.4. Now you will be on the Overview page for your playlist. Here you can click on the + Add Videos icon to begin adding videos (Fig. 3).

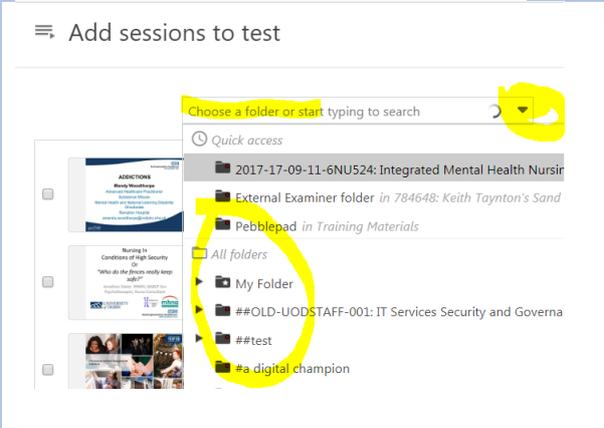


1.5. Now you can search for videos to add.

Click on the folder dropdown to see all the folders you have access to from which you can add a video to the playlist.

This includes videos from the Shared repository which are open to anyone to use (search for **Shared** in the folder box)

Choose the videos you want and click on Add (Fig. 4).



1.6. When you've finished adding videos, click on close.

Now you should see your Playlist information with the list of videos you have added at the bottom.

You can move these videos around by clicking and dragging into the order you want.

Close out this window when you have finished editing your playlist (Fig. 5).

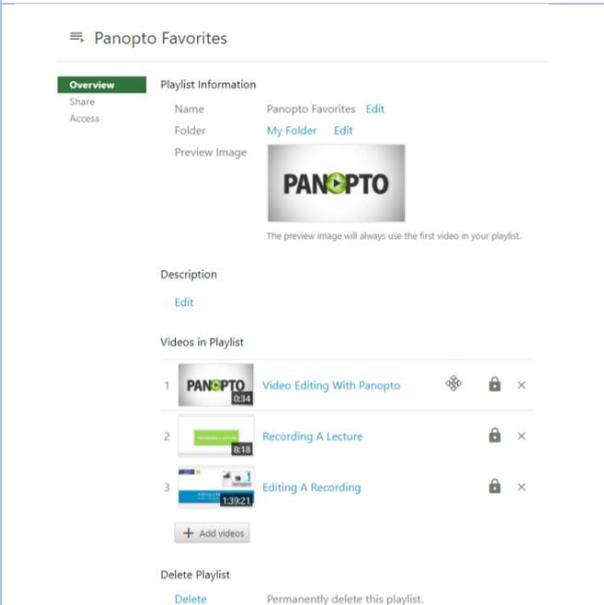
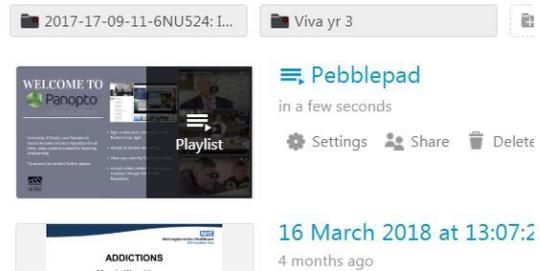


Figure 5

1.7 The playlist appears in your Lecture recordings folder.



## Viewing a playlist

2. View A Playlist 2.1. When you have created a playlist, the thumbnail of the videos will be from the first video you have in the playlist. You will see it says Playlist on the right side of the thumbnail (Fig. 6).

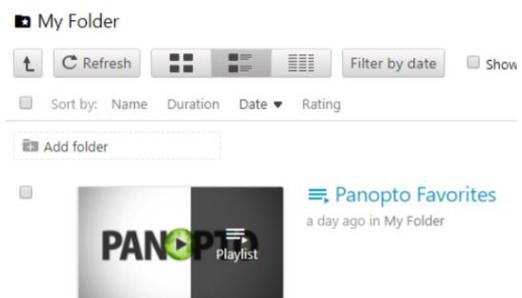


Figure 6

2.2. When you click on the thumbnail, it will expand the video to full screen and give you the playlist of videos on the left side of your screen. The first video will automatically play after five seconds of loading (Fig. 7).

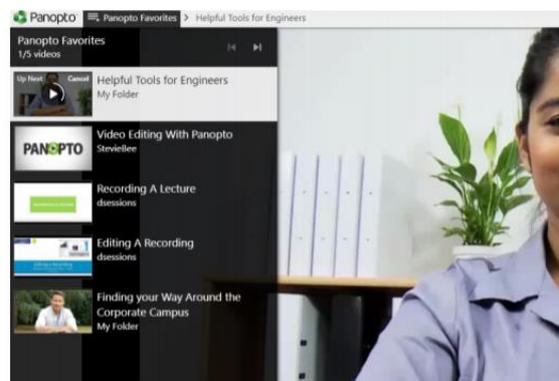
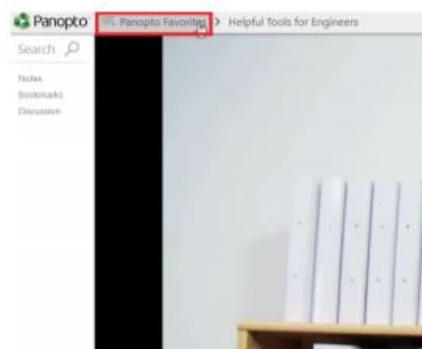


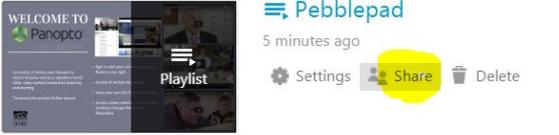
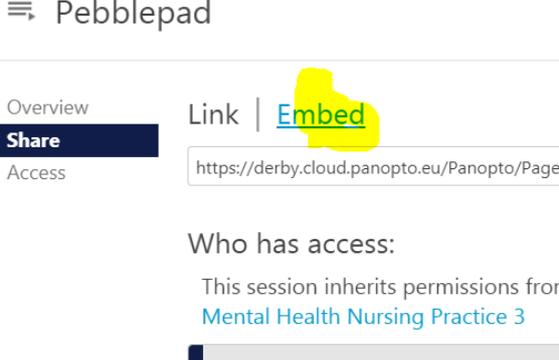
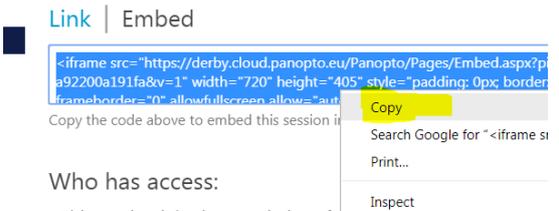
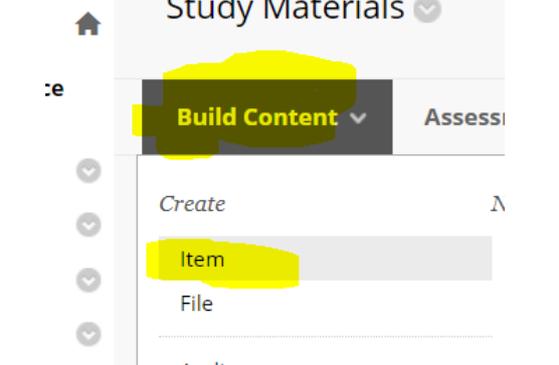
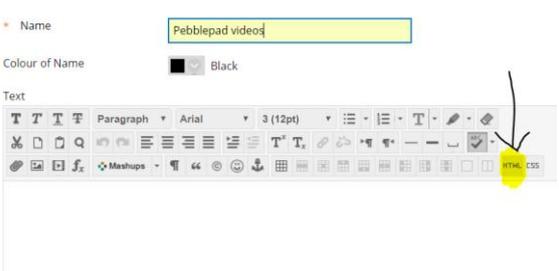
Figure 7

2.3. Click anywhere on the video to pause the video. And click back to the playlist symbol/your title to open the playlist back on the left side of the screen. Click on that again to close out the playlist (Fig. 8).



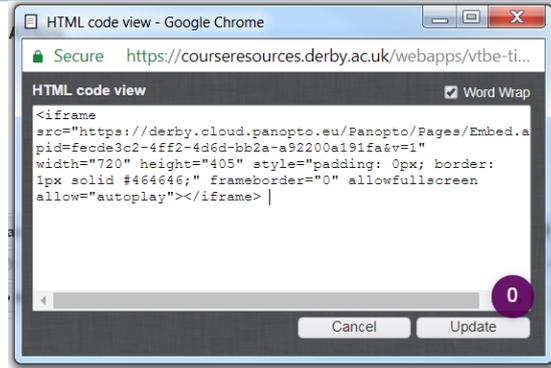
## 3 Embedding a playlist in Course Resources

Even though your playlist is located in the Lecture recordings folder you might want to add it to a study folder, for example to provide help guides in context. You'll need an embed code to do this.

<p>3.1 Navigate to your Lecture recordings folder, find the playlist and choose the Share button</p>	
<p>3.2 Click on Embed</p>	
<p>3.3 Click on the embed code and copy it (right click &gt; copy)</p>	
<p>3.4 Close down the dialogue box and navigate to the folder where you want to embed the playlist (e.g. a study materials folder)</p>	
<p>3.5 Click on Build content &gt; Item</p>	
<p>3.6 Enter a name.  Click on HTML button</p>	

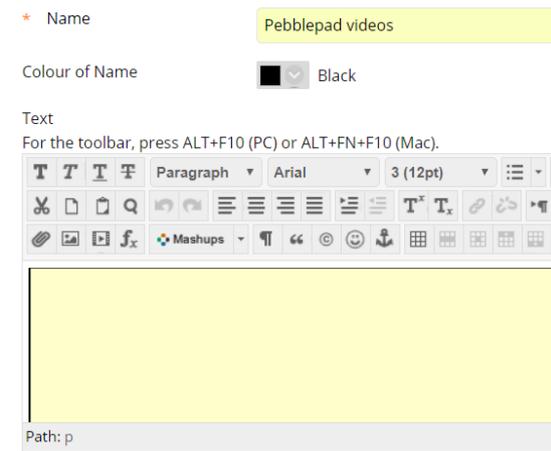
3.7 Paste the embed code from step 3.3 in the new box that opens.

Click update to save



3.8 You'll see a yellow box in the text area.

Click Submit to save.



3.9 The playlist displays at the bottom of the page

