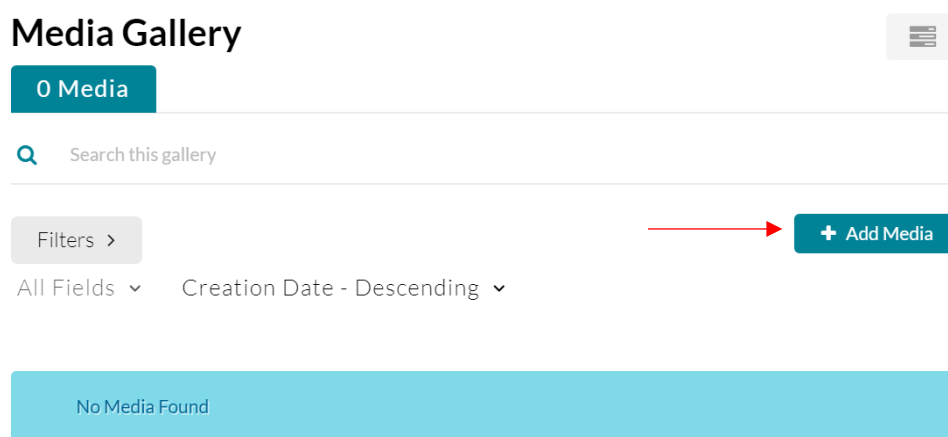




## How to Add a Playlist to your Media Gallery

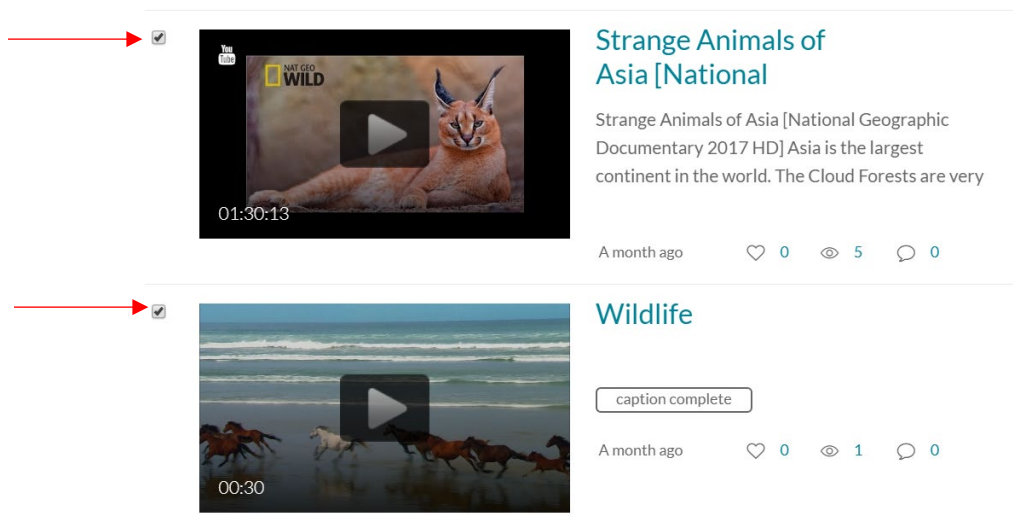
**Step 1.** Open the Media Gallery in your course site, which is under the “Course Tools” section of your myCourses menu.

**Step 2.** From here, click the blue “+ Add Media” button in the upper right corner.



**Step 3.** Now click the check box at the upper left of each video you'd like to add. The search bar can also be used to quickly find videos. If no videos appear, you most likely need to upload content to myMedia.

Once you are done with this step, click the blue “+ Publish” button at the upper right.



## Media Gallery

### Add Media

Select one or more media items to add to the current gallery

My Media ADD NEW

Search My Media

Filters > All Fields > Creation Date - Descending >

Cancel Publish

**Step 4.** Now click the gray button with three horizontal lines at the top right of the window, and click “Edit”.

## Media Gallery

2 Media

Search this gallery

Filters > All Fields > Creation Date - Descending >

Analytics Edit

+ Add Media

01:30:13 Strange Animals of Asia [National Geographic...]

00:30 Wildlife

**Step 5.** Click the “Playlists” tab, the “Create New” button on the right, and then “Manual Playlist” from the drop-down menu.

## Edit Media Gallery

Details Playlists

0 Playlists

Search Playlists

Create new >

Manual Playlist

Title	Type	Description	Entries
-------	------	-------------	---------

**Step 6.** In the “Set Details” pane, you are required to input a title, but you can also add a description and tags as before selecting the next pane.

### Create a Manual Playlist

1. Set Details ^

Title:   
(Required)

Description:

Tags:

---

2. Add Media ^

**Step 7.** In the “Add Media” pane simply select which media you want to by clicking the blue “Add” button next to each video. These added videos appear in the right column, and can be rearranged by clicking and dragging the icon to the left of each video until they are in the desired order.

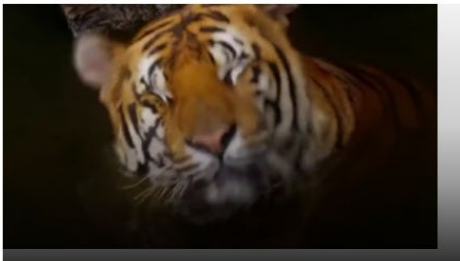
Additionally, videos can be removed by clicking the small x to the right of each video.

2. Add Media ^

---

Media Gallery


Sort by Most Recent ▾ View All Media ▾



Strange Animals of Asia [National] ✓

From Chase Poirier An hour ago



♥ 0 👁 0 💬 0



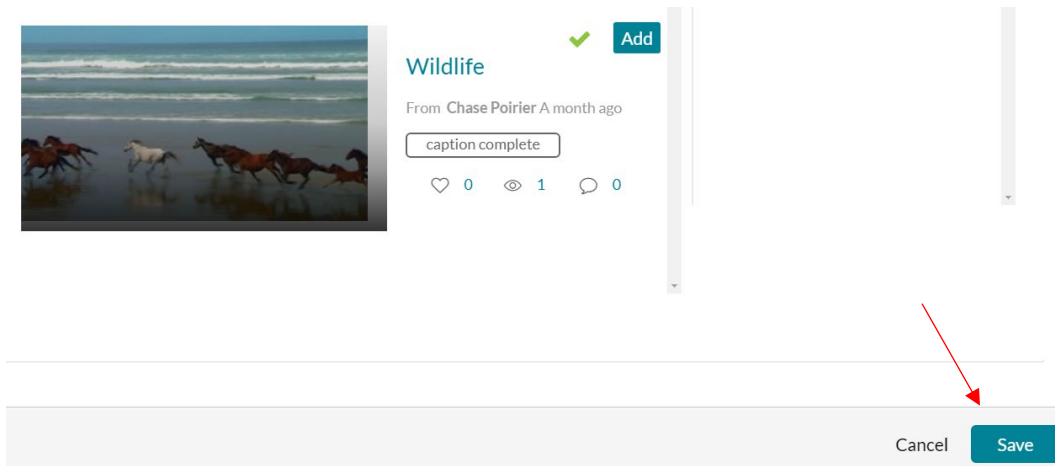
Thumbnail for entry Wildlife ✓

Wildlife

### Animals

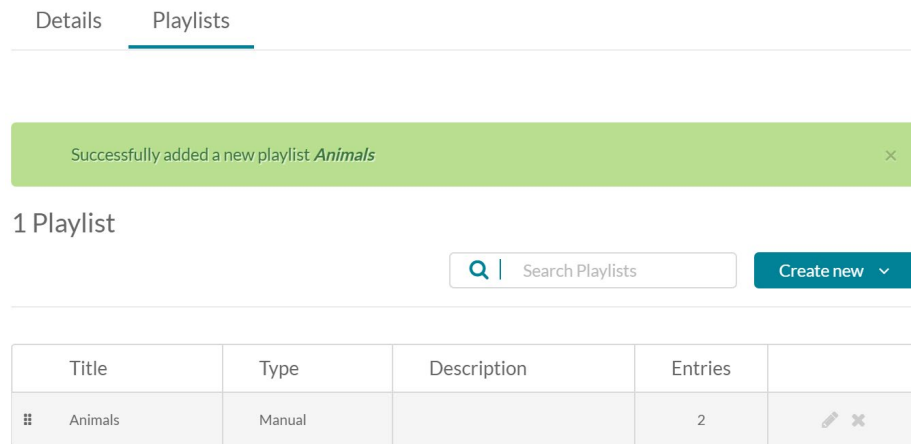
-  Strange Animals of
-  Wildlife

Simply click the blue “Save” button to save your work once you are finished.



**Step 8.** From here, click “Media Gallery” to view your new playlist in the Media Gallery.

**Edit Media Gallery** ←



## Media Gallery

Home

2 Media

⇒ ANIMALS

