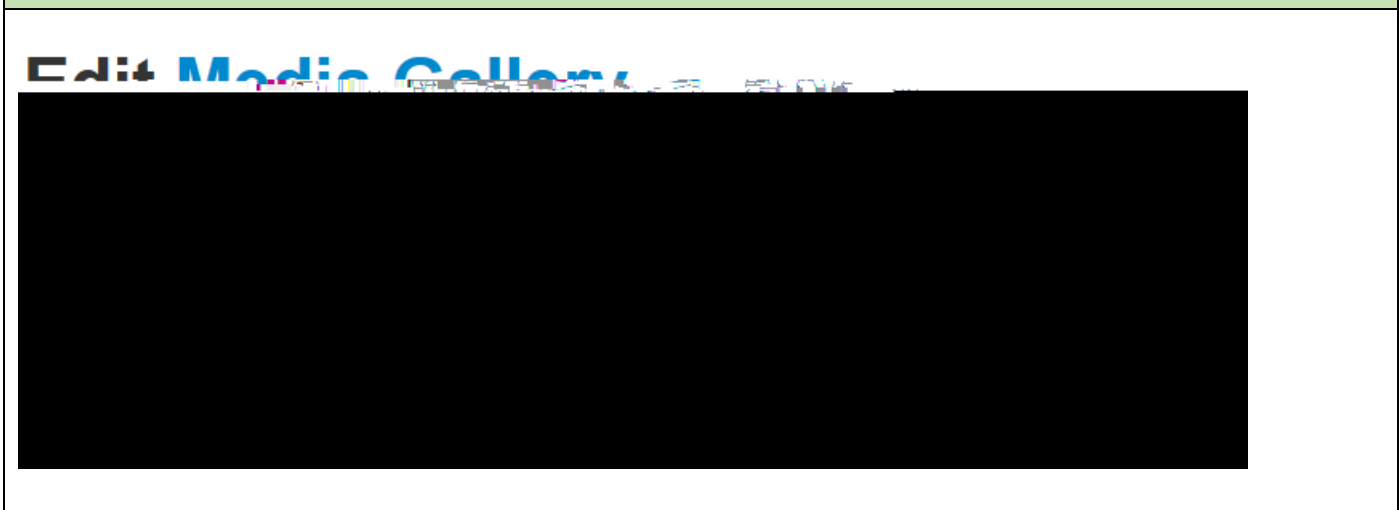# How to Create Playlists in Media Gallery (Instructors Only)
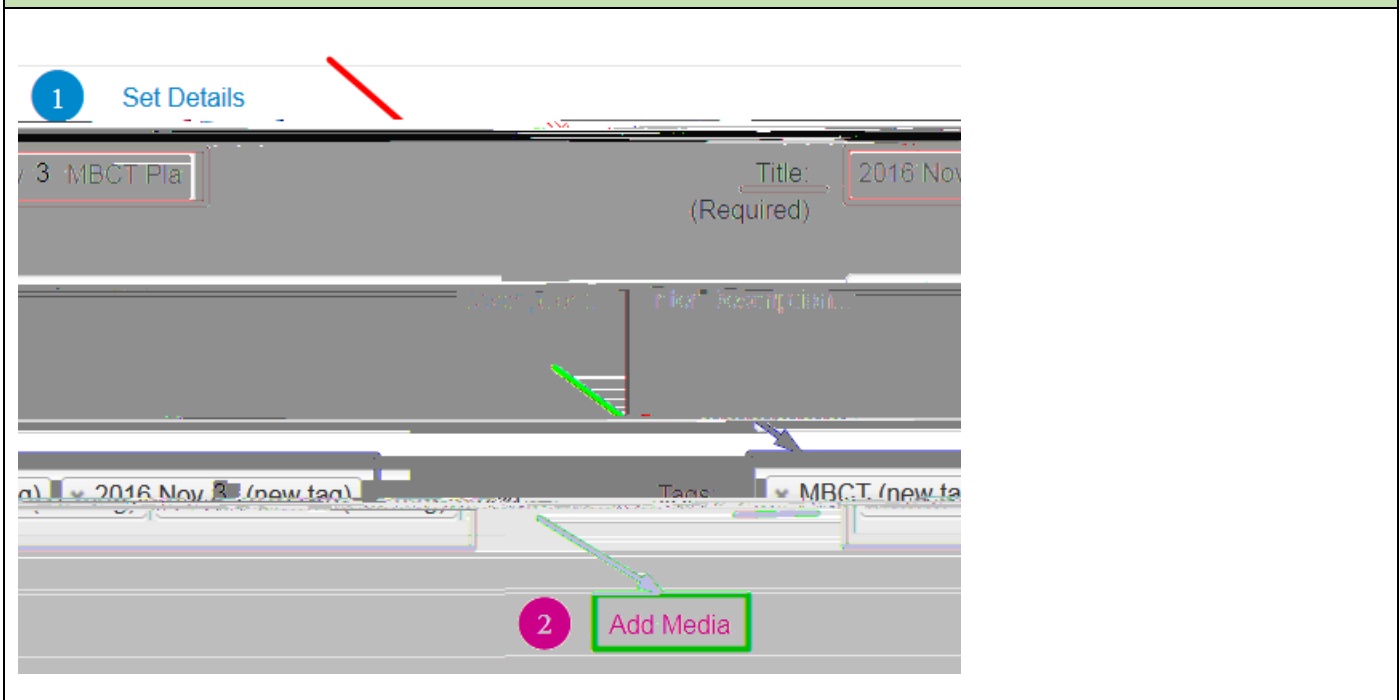
1] Media Gallery > Actions > Edit

2] Playlists > Create new > Manual Playlist
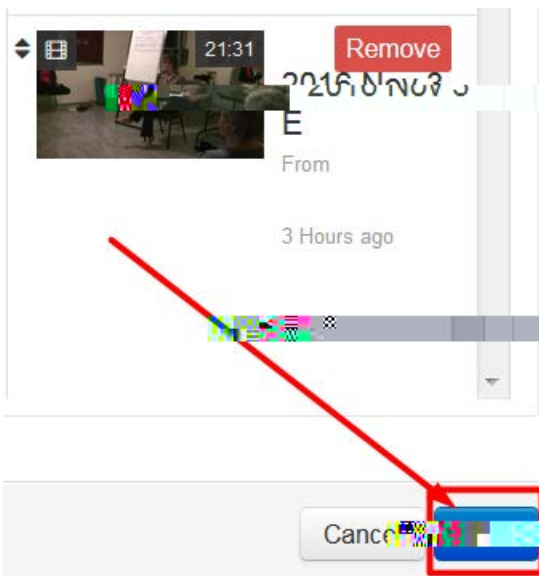

3] Title > Tags [a comma (,) after each tag to separate each tag] > Add Media

4] (left column) Add

Most Recent ▾ All Media ▾

2016 Nov 3 MBCT Playlist

21:31 2016 Nov 3 E
From
3 Hours ago

Add

Add media to the playlist

5] (right column) Up/Down Arrow to change the sequence of the videos

Q Search Media

21:46 2016 Nov 3 B
From
3 Hours ago
mbct
2016 nov 3
0 💬

21:46
From
3 Hours ago
mbct
0 💬

21:31 2016 Nov 3 E
From
mbct
2016 nov 3
0 💬

Add

21:31 2016 Nov 3 E
From
mbct
2016 nov 3
0 💬

Remove

6] Save

7] Media Gallery > Home > check the playlist