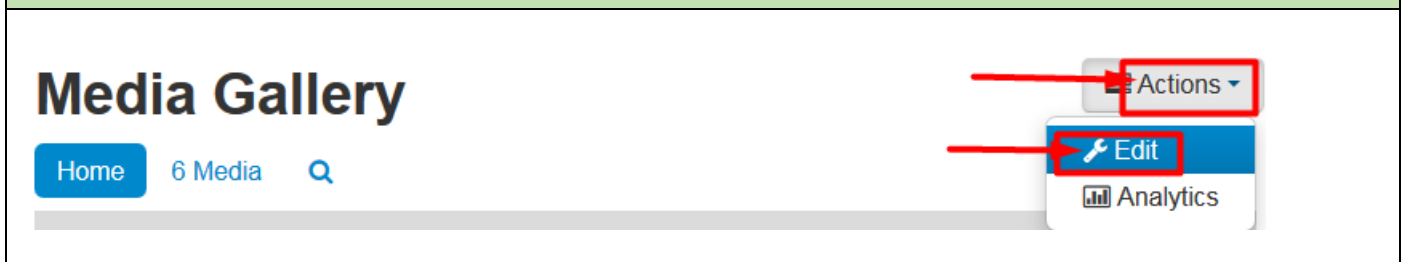
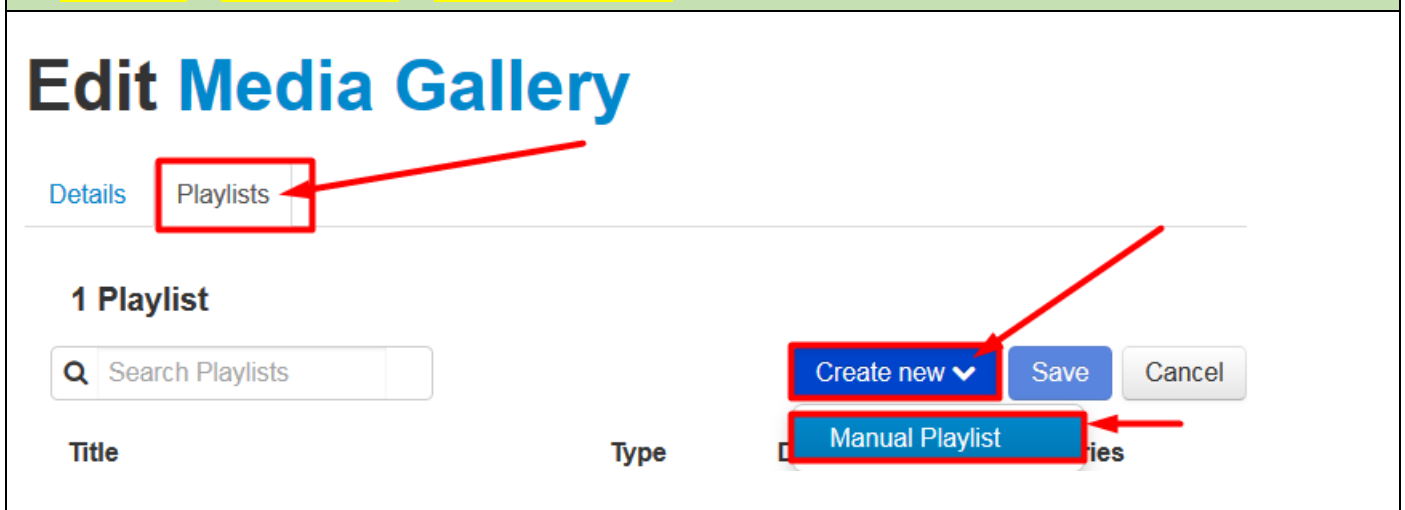


# How to Create Playlists in Media Gallery (Instructors Only)

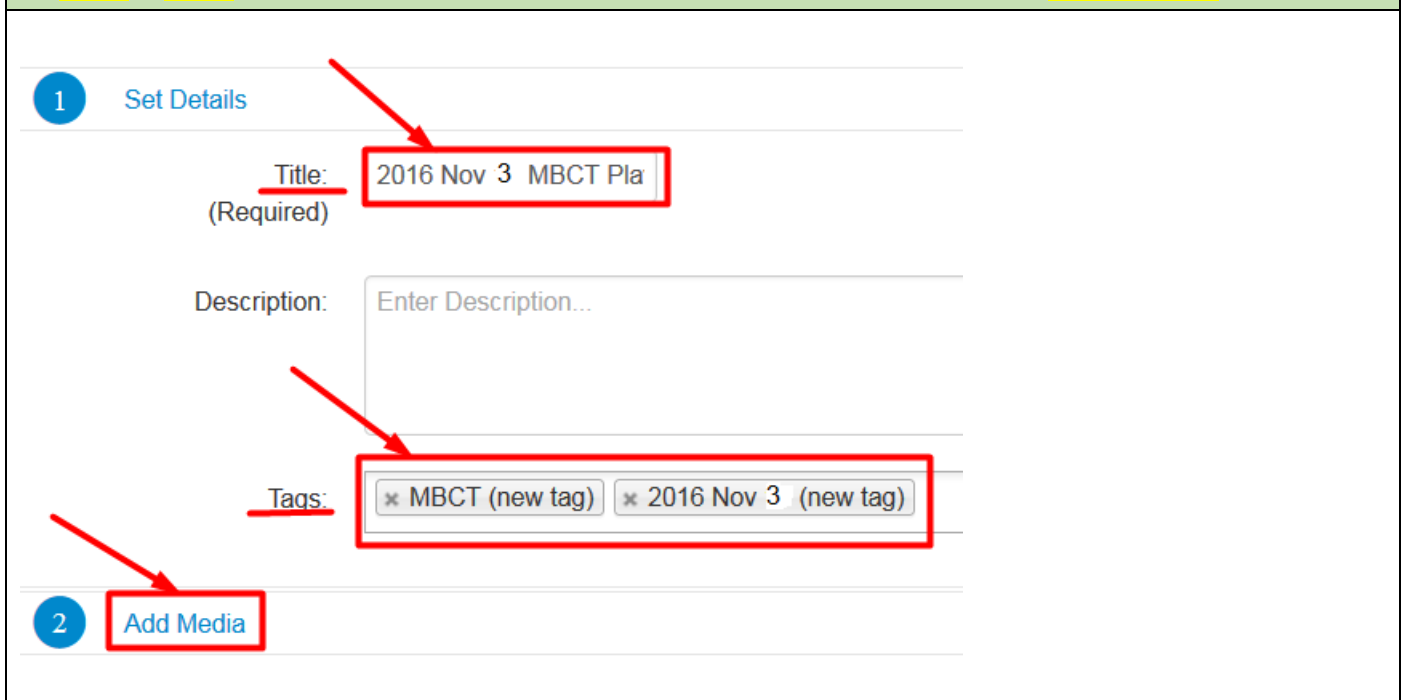
1] Media Gallery > Actions > Edit



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 ▾

Search Media

 21:46 **2016 Nov 3 B** Add  
From  
3 Hours ago


 21:31 **2016 Nov 3 E** Add  
From  
3 Hours ago


2016 Nov 3 MBCT Playlist


  
Add media to the playlist



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



Search Media



 21:46 ✓ Add **2016 Nov 3 B**  
From  
3 Hours ago  
mbct  
2016 nov 3  
0

 21:31 ✓ Add **2016 Nov 3 E**  
From  
4 Hours ago  
mbct  
2016 nov 3  
0

 22:02 ✓ Add

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

  21:31 Remove **2016 Nov 3 E**  
From  
4 Hours ago  
mbct  
2016 nov 3  
0

  22:02 Remove

## 6] Save

21:31 Remove  
2016 Nov 3  
E  
From  
3 Hours ago

Cancel Save

## 7] Media Gallery > Home > check the playlist

# Media Gallery

Home 6 Media

2016 Nov 3 MBCT Playlist

22:02 21:46 21:31