Creating a Channel Playlist in MediaSpace

The channel playlist feature allows channel owners to curate, and organize media displayed content on their channels. Creating a channel playlist is the process of defining which Media Assets are included in the Playlist. Playlists allow users to guide viewers through a particular sequence.

1. Login to http://media.csuchico.edu located at the upper right corner, click Guest and select Login from the drop-down menu. When prompted, enter your campus portal username and password.

2. Select My Channels

3. Select Edit on the Channel you would like to add a playlist.

4. Select Playlist.
5. Click on Create New and select Manual Playlist.

6. The "Create a Manual Playlist" dialog is displayed.

![Create a Manual Playlist dialog]

Enter the following Details:

- **Title** - Give the playlist a name.
- **Description** - Description of the Playlist's content.
- **Tags** - Add descriptive keywords to improve searchability.

7. Click Add Media. All the channel's media is listed and can be sorted by Most Recent, Alphabetical, Likes and Comments, Media Type (Video or Audio) or Free Text by using the search field.

Users can

a. Add media by selecting an item from the list on the left and clicking **Add**. A green check-mark appears next to the Add button of items already in the Playlist.

b. Remove media by selecting an item from the Playlist on the right and clicking **Remove**.

c. **Rearrange** media in the Playlist by dragging and dropping the items on the left according to the order you want them to be played or using the up/down button.
d. Once media has been populated in the Channel Playlist click **Save.**