

SAFARI Montage Playlists

The main portion of the Playlist screen is a list of available playlists created by the user or shared across the school or district. The playlists shown are based on the folder selected and any search criteria used to filter the results. From this section, users have a range of tools **to sort, edit, relocate, copy** and **delete** playlists. When viewing playlists in the school or district folders, users only have the ability to copy the playlist.



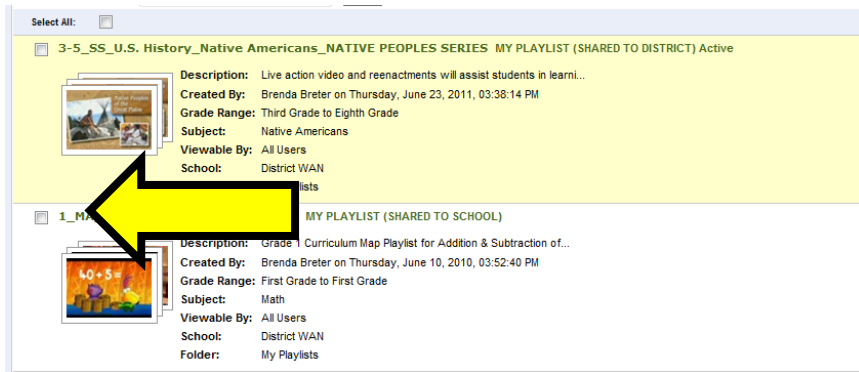
Note: Users who are Administrators have additional control over School and District playlists.

Below is a description of the actions that a user can perform on a playlist.

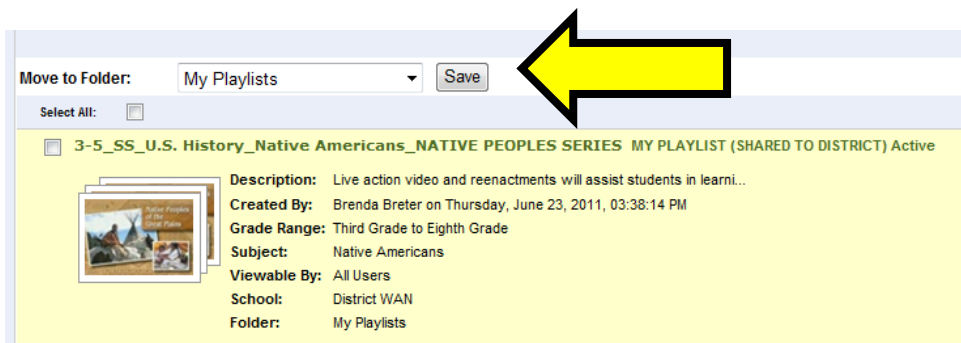
Organize - Multiple Playlists can be moved into a folder at once by clicking the 'Organize' button.



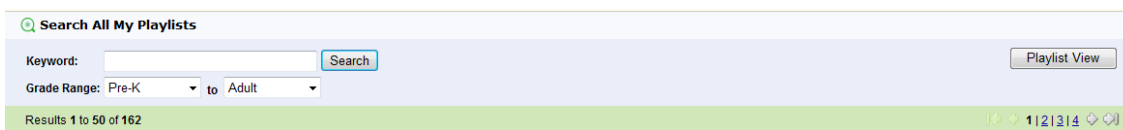
When clicked, the user is presented with the Organize view. Next to each playlist is a checkbox. By checking a checkbox next to a playlist or checking the 'Select All' checkbox, the user selects the playlist(s) to be moved.



To select the folder to move the playlist(s) into, choose a folder from the 'Move to Folder' drop-down box. When the user is finished with selecting the playlist(s) to be moved, click the 'Save' button. The user will be able to see the new path to the playlist next to 'Folder' in the Playlist details.




To return to the normal view of the playlists, click the 'Playlist View' button.



Sort By - Playlist can be sorted in one of the six following ways by clicking the drop-down labeled 'Sort By.'












Play (🎧) - By clicking this icon, the content of the playlist is played. See 'Playing' for more information.

Drag and Drop () - By clicking on and holding down this icon, the user can organize their playlists by dragging and dropping a playlist into a new folder under My Playlists.



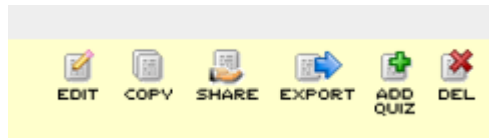
NOTE: Users assigned as Students or Teachers cannot drop playlists into School or District Folders.

Notes:





- ✓ If sub-folders exist in the folder tree, hovering over the top-level folder will expand the folder list.
- ✓ Dragging and dropping of playlist to My Playlists from School or District Playlists is not allowed.
- ✓ **Permanent Links** () - Clicking this icon returns a URL for the user to copy and paste into documents for use outside the SAFARI Montage system. *A permanent link to a playlist will require the user to login to SAFARI Montage but they will be taken directly to the playlist contents.*
- ✓ **Edit** () - Clicking this icon allows the user to edit the playlist information.
- ✓ **Permissions** () - Clicking this icon allows the user to set viewing permissions for the different user types. This icon is only visible when sharing is turned on.
- ✓ **Copy** () - Clicking this icon allows the user to create a copy of the playlist.
- ✓ **Share / Unshare** ( / ) - Clicking these icons allow the user to turn on/off sharing of the playlist.
- ✓ **Export** () - Clicking this icon allows the user to export the playlist to a file for future use.
- ✓ **Add Quiz** () - Clicking this icon allows the user to add up to 25 questions/answers that relate to the playlist.
- ✓ **Delete** () - Clicking this icon allows the user to delete the playlist.

Viewing

Playlists can be viewed in detail by clicking on the playlist title. Once at the playlist's details page, users can do such things as play, add, delete and reorder content in the playlist.












Below is a description of the actions that a user can perform to a playlist.



- ✓ **Add More Clips to My Playlist** - By clicking this link, the user will arrive at the Search page. Once additional content is found, click the  button, next to the content title to add. Once added to the playlist, the user will see this icon  next to the title. To return to the active playlist, click the active playlist title at the top right of the page or click 'Playlists' from the SAFARI Montage header.
- ✓ **Multimedia Slide Show** - By clicking  Automatic or  Manual, the user can view the playlist as outlined in the details.






Automatic - Plays the slide show non-stop in the adjacent media player. See SAFARI Montage Media Player help for more information on the media player.

Manual - Manual plays the slide show in a full-screen version of the media player and stops at the end of each title. 'Previous' and 'Next' controls allow the user to navigate between content titles. All other media player controls work as described in SAFARI Montage Media Player Help.


- ✓ **Permanent Links** () - Clicking this icon returns a URL for the user to copy and paste into documents for use outside the SAFARI Montage system. *A permanent link to a playlist will require the user to login to SAFARI Montage but they will be taken directly to the playlist contents.*
- ✓ **Edit** () - Clicking this icon allows the user to edit the playlist information.
- ✓ **Permissions** () - Clicking this icon allows the user to set viewing permissions for the different user types. This icon is only visible when sharing is turned off.
- ✓ **Copy** () - Clicking this icon allows the user to create a copy of the playlist.
- ✓ **Share / Unshare** ( / ) - Clicking these icons allow the user to turn on/off sharing of the playlist.
- ✓ **Export** () - Clicking this icon allows the user to export the playlist to a file for future use.
- ✓ **Add Quiz** () - Clicking this icon allows the user to add up to 25 questions/answers that relate to the playlist.
- ✓ **Delete** () - Clicking this icon allows the user to delete the playlist.

Below is a description of the actions that a user can perform to the content of a playlist.

- ✓ **Play Content Segment** () - Clicking this icon allows the user to play the segmented content. This is located under the content title in the playlist.
- ✓ **Play Content Full** () - Clicking this icon allows the user to play the full version of content that is segmented. This is located under the content title in the playlist.

- ✓ **Move Up / Down** ( / ) - Clicking these icons allow the user to reorder the content within the playlist.
- ✓ **Duplicate** () - Clicking this icon allows the user to duplicate the content title in the playlist. The duplicate will remain in the current playlist.
- ✓ **Comments** () - Clicking this icon allows the user to add comments to the content. **Note:** Comments for playlist items are not searchable.
- ✓ **Delete** () - Clicking this icon allows the user to delete the content from the playlist.

Playing

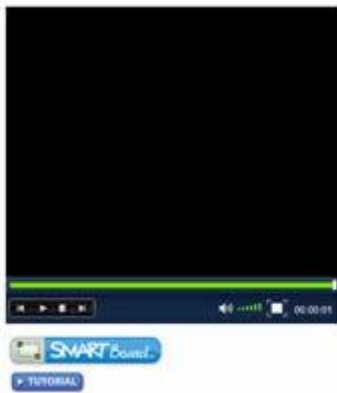
Playlists can be played by clicking the  button next to the title. By clicking ‘Play,’ the user will be sent to the Playlist details page. See below image. Playlists that are all video content will begin to play automatically.



Playlists that contain mixed media content will not start automatically and can be played by clicking  Manual on the playlist detail page. See below image.



Playlist that have missing or unlicensed content will still play; however, the content will be grayed out and skipped during playback. See below image.



Blank to Fill Playlist Active Playlist (0 items): [Blank to Fill Playlist](#)

[Add More Clips to My Playlist](#)

Showing add content
Sharing: My PLAYLIST
Subject: General
Creator: Kat Smith
Grade Range: Pre-K to Adult
Created: Monday, June 29, 2009, 04:09:27 PM

Multimedia Slide Show
[Automatic](#) [Manual](#)
Some or all of the media within this playlist are not playable.
Running Time: 49 min 47 sec

PERMAMENT EDIT COPY SHARE EXPORT ADD DEL
LARGE

[Reas](#) (24 min 51 sec) **SCIENCE**
STORY
R

[Playlist Help](#) (5 sec) **Media file not found or no content license.**
Media file not found

[Reas](#) (24 min 51 sec) **SCIENCE**
STORY
R