

SAFARI Montage – Module 3

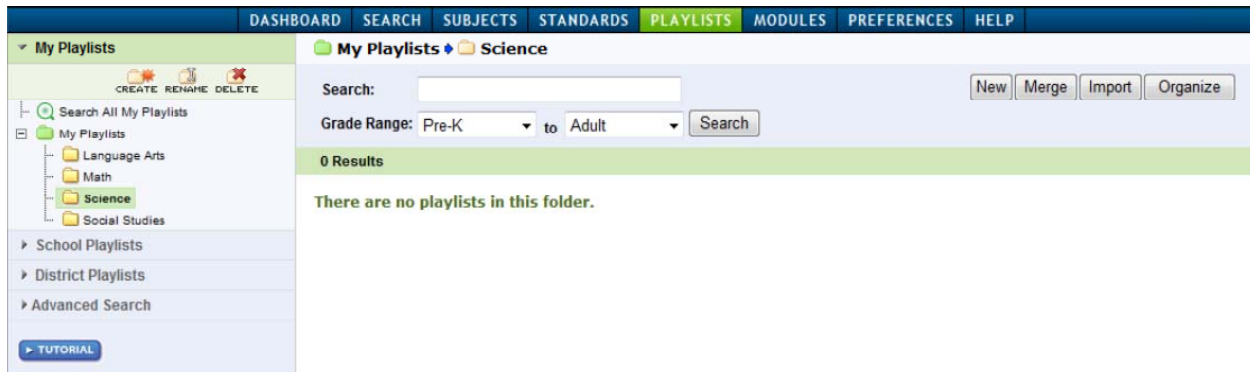
Using Playlists

- A playlist is a “collection” of video segments and other media that have a “specific” curriculum **purpose** or objective.
- Playlists can be organized into **folders**.
- Playlists can be shared with others in a school. Playlists that are shared with a school can only be edited by the person who created the playlist. However, users can “copy” a shared playlist into their own accounts and then edit their copy of the playlist if desired.
- Playlists can be shared with specific people through an “export/import” process. Imported playlists can be edited by anyone who imports the playlist

Organizing Playlists

FOLDERS

- Click on **Playlists** in the navigation menu.
- Click on **My Playlists** on the left.
- Click on the **Create** button.
- Type a **name for the folder** and press the Enter key.
Note: Folders can also be created within folders.
- To Delete or Rename a folder, click on the folder and then click on either the Delete or Rename button.



Creating a Playlist

- Click on **PLAYLISTS** in the navigation menu.
- In **My Playlists**, click on the folder where the playlist will be stored.

Click on the **New** button located in the upper right corner of the window.

- Enter the title of the Playlist using the following format
Please name the playlist according to the following **Bibb County School District format**:
Elementary and Middle: Subject Grade Unit# Title of Playlist
Science 8th Unit 8 Newton's Laws of Motion
Elementary and Middle ELA: Subject Grade Quarter # Title of Playlist
ELA 4th Q3 Poetry
High School: Subject Course Unit# Title of Playlist

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SS US History Unit 1 The U.S. Constitution
High School ELA: ELA American Lit Q4 The Research Process
ELA 9th Q3 Nonfiction

- Enter the subject, the user (this will automatically populate) and the grade range.
- Comments: give a brief description of the playlist. Include any **key words** and concepts that can be used to search the playlist. You can always edit this later if you want to add additional vocabulary. **Also include the Georgia Common Core and or GPS standard numbers for the playlist.** You can go to "Standards" in the navigation menu and cut and paste the standards. Bibb County requires that standards be included for each playlist.

Playlist Title:	<input type="text" value="SS 8th Unit 8 The Civil Rights Movement"/>		
Subject:	<input type="text" value="History"/>		
User:	mroyal		
Grade Range:	<input type="text" value="Grade 6"/>	to	<input type="text" value="Grade 9"/>
Comments:	<div><p>This play list introduces students to the role that Georgia played in the Civil Rights Movement. It includes major events, places, and people who had an impact on this history.</p><p>SS8H11 : The student will evaluate the role of Georgia in the modern civil rights movement. (Grade 8)</p></div>		
My Folder:	<input type="text" value="My Playlists"/>		
Share this Playlist?	<input type="text" value="School"/>	To share your playlist to the district, you will need to add a title.	
District Folder:	<input type="text" value="District Folders"/>		

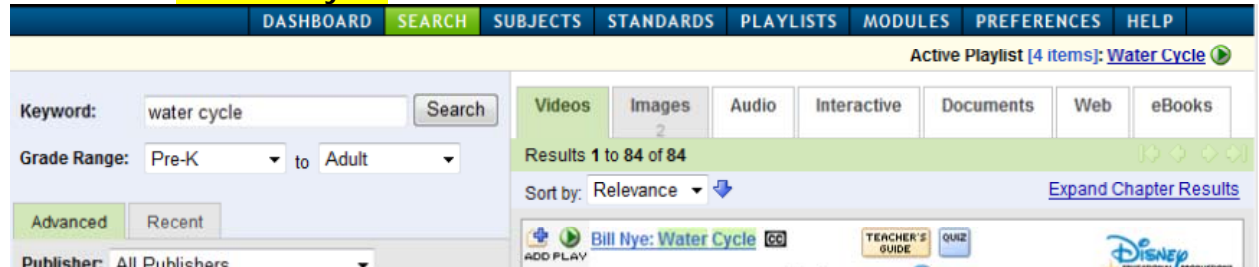
- Decide whether the playlist will be shared or not.
Note: Playlists must be shared to the School before they can be shared to the District. Playlists also must contain at least one media title before they can be shared to the District.
- Click on **Save**.

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Adding Media to a Playlist

Click on **PLAYLISTS** in the navigation menu and click on the playlist that you are going to add media to.

Note: The playlist will become the first playlist in the list of playlists and it will also become the **Active Playlist**.



- Click on **Search**, **Subjects**, or **Standards** in the navigation menu and search for the desired media.
- Click on the **Add to Playlist button** next to the media title to add the entire media file to the active playlist OR click on the title of the media to see the details about the media.
- In the **Actions** section, click on **Add to Playlist** to add the entire media file to the active playlist OR if the media is a video, click on **Chapters and Key Concepts** to find pre-segmented clips then click on the **Add to Playlist button** next to the desired clip to add the video clip segment to the active playlist.

Note: Media clips that have already been added to a playlist will have a red checkmark next to video title.

Managing a Playlist

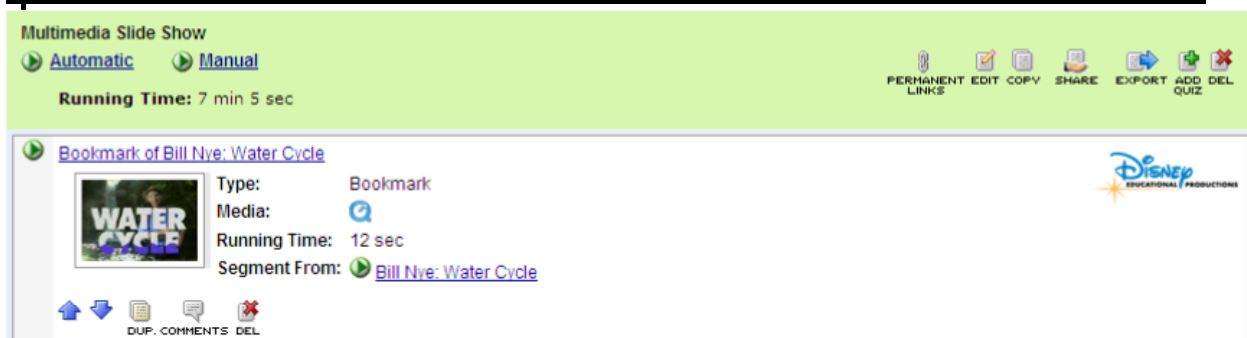
Use the buttons beneath the media file to:

- o - Move the media file up or down in the list.
- o - Duplicate the media file.
- o - Add comments about the media file.
- o - Delete the media file.

Playing an Entire Playlist

Click on the **Play button** located next to the title of a playlist to automatically begin playing the entire playlist OR click on the title of the playlist to see options for manually playing a playlist.

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To play all of the media files in a playlist in an adjacent order, click on Automatic or Manual.

- o **Automatic** – Plays the slide show non-stop in the Safari Media Player.
- o **Manual** – Plays the slide show in a full-screen version of the Safari Media Player and **stops at the end of each title**. Previous and Next buttons allow the user to navigate between media files.

Note: Playlists that contain mixed media files, i.e. videos, images, audio, etc., will not start playing automatically. These playlists can only be played using the Manual option.

Exporting a Playlist

- Click on **Playlists** in the navigation menu and locate the playlist that is going to be exported.
- Click on the **Export** button located to the right of the Playlist title.
- Click on **Save**.
- Navigate to the location where the playlist will be saved on the computer, i.e. Desktop, My Documents, etc.

Note: Exported playlists are saved as .MPLS files.

- Click on **Save**.
- Click on **Close**.

Note: To share a playlist with someone who is not at your school or location, you will need to export the playlist as a file and then send it to the person you would like to share it with as an email attachment. The person would then need to save the attached file to their computer and then import the file into their Safari Montage account.

Importing a Playlist

- Click on Playlists in the navigation menu.
- Click on the **Import** button located in the upper right corner of the window.
- Click on Browse and navigate to the location of the file.
- Click on the name of the file and click on Open.
(Remember the file will have an .mpls extension.)
- Click on the My Folder drop-down box and choose the folder where the imported playlist will go.
- Click on the **Upload Playlist File** button.

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Getting a Permanent Link for a Playlist

Click on **Playlists** in the navigation menu and locate the desired playlist.

Click on the name of the playlist to open the playlist.

Click on **Permanent Links** located to the right of the title of the playlist.

Right-click on the link and choose **Copy Shortcut** to copy the link.

The link to the playlist can now be pasted into an email, on a PowerPoint slide, on a webpage, or in any other application.

Note: The playlist needs to be “**shared**” or no one will be able to access the playlist.