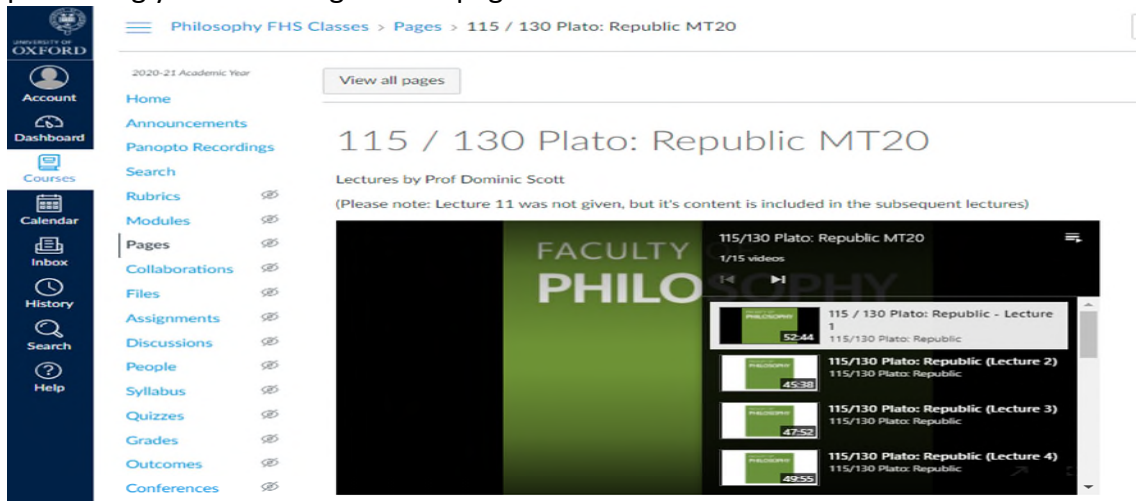
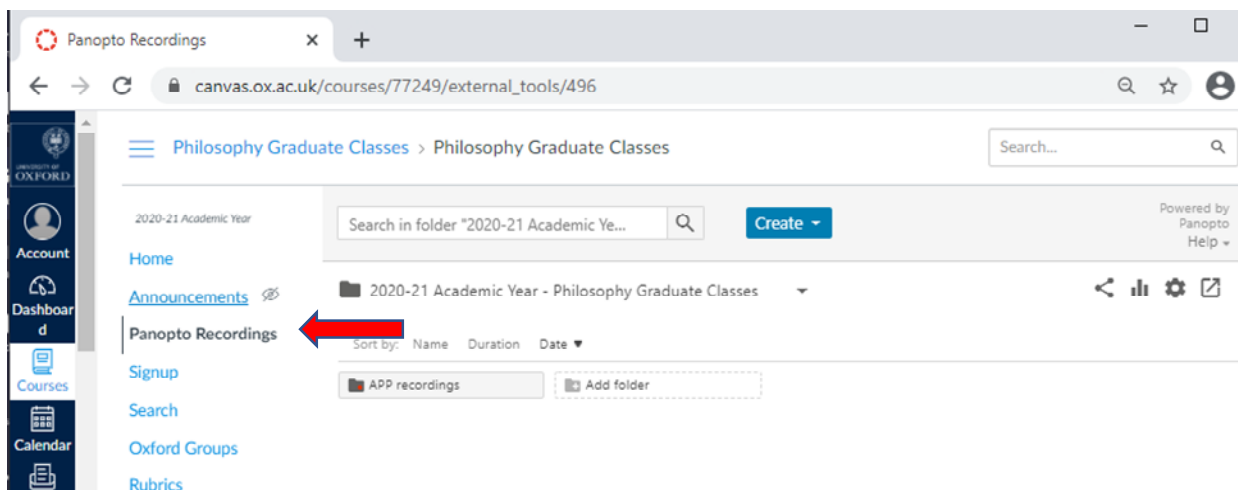


Philosophy Canvas - guidance on how to create a Playlist

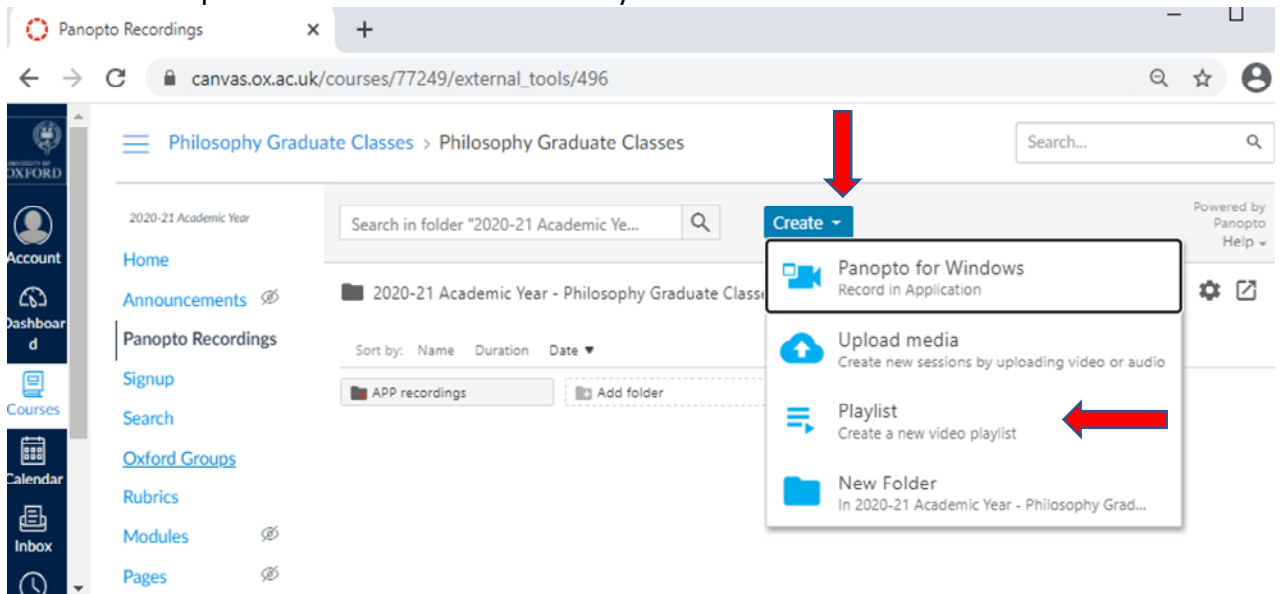
1. Creating a playlist is best practice for your recordings. It is a more concise way of presenting your recordings on the page. See the difference in the below two screenshots.



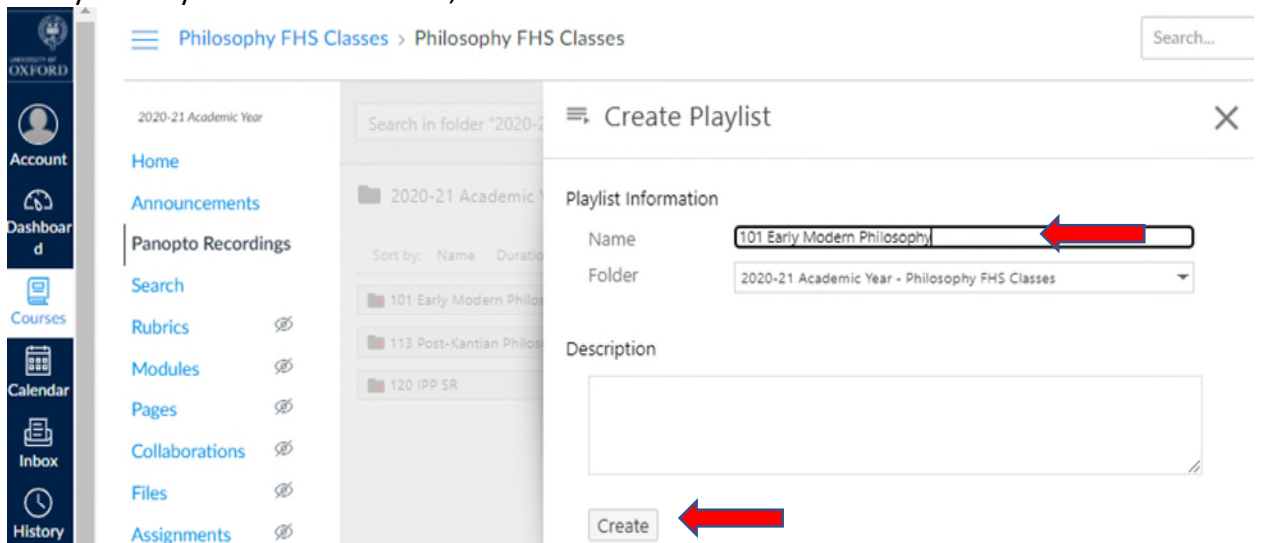
2. Log into Canvas at www.canvas.ox.ac.uk, select a Course, click into 'Panopto Recordings'



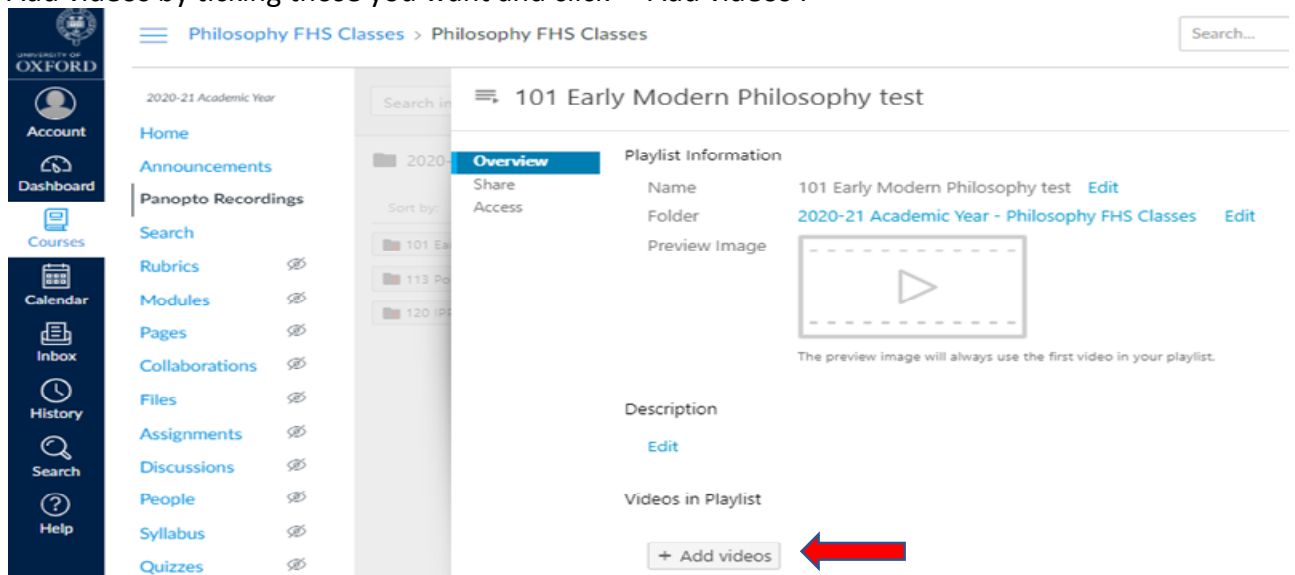
3. Click into the options in 'Create' and select 'Playlist'



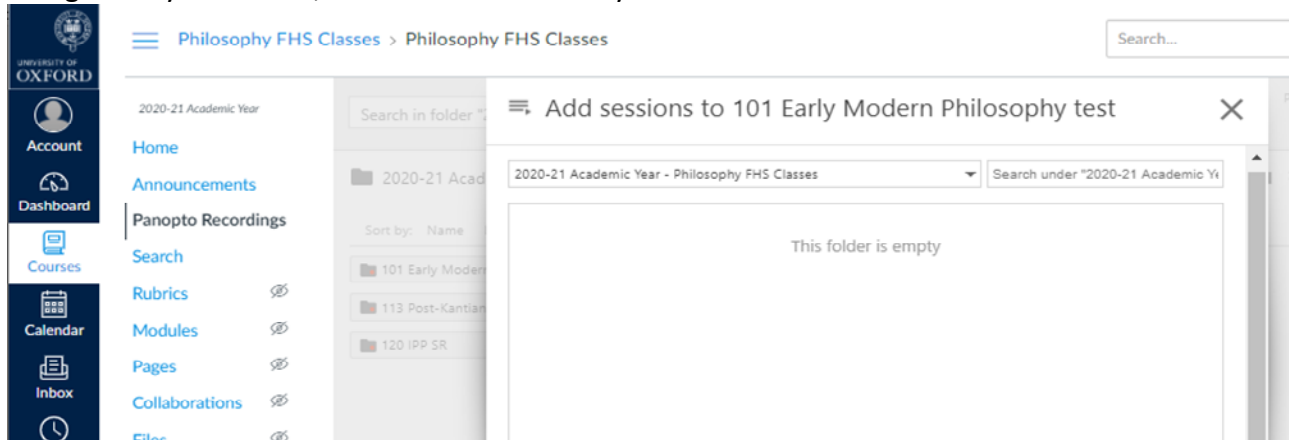
4. Give your Playlist a relevant name, then click on Create.



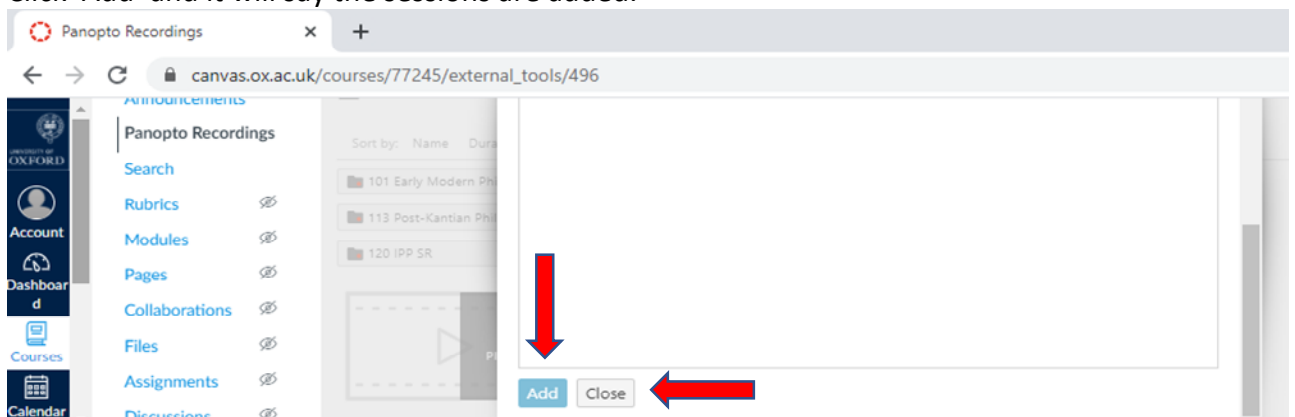
5. Add videos by ticking those you want and click '+ Add videos'.



6. Navigate to your videos, tick the box for those you want to add.

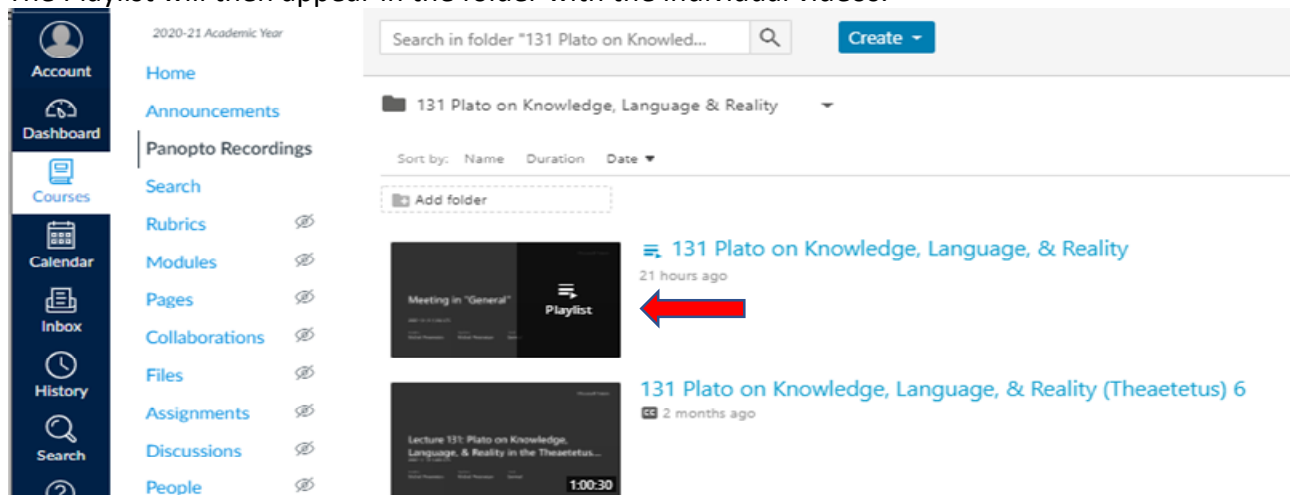


7. Click 'Add' and it will say the sessions are added.



8. Once it states the sessions have been added, click on 'Close'.

9. The Playlist will then appear in the folder with the individual videos.



10. Once the Playlist is created, when you hover the cursor on the page you will see three options, 'Settings', 'Share', 'Delete'. Click into 'Settings', this will allow you to edit the order of the videos. If you hover over the video a four-way arrow will appear, use this to drag the videos into the correct numerical order.

11. Finally when setting up your pages, insert the Playlist from your folder rather than the individual videos.