# **SAFARI Montage® Playlists**

**PC:** Click Printer Icon to Print **Mac:** Select 'File - Print'

### Overview

Playlists are customized collections of digital resources that are designed for specific instructional purposes. In Playlists, digital resources are intentionally organized and annotated to support digital curriculum and instruction. There are many different types of Playlists, including:

- Introductory Playlists Designed to introduce a unit or spark interest in a topic.
- Lesson Playlists Designed to directly support instructional elements of a given lesson.
- Review Playlists- Designed to reinforce previously taught concepts or to reteach a concept by appealing to different learning preferences.
- Remediation Playlists Designed to provide additional support for students who have not mastered content.

## Playlists

Navigate to Playlists by clicking the PLAYLISTS link of the Main Navigation Menu. If this is your first time on the Playlist page, you will have no Playlists, however School or District Playlists may be available:

| SAFARI<br>MONTAGE   | Eagle High School<br>Martin Jones   log out |  |          |            | 81        |         |             |                      | SEARCH   |
|---|---|--|----------|------------|-----------|---------|-------------|----------------------|----------|
|   | DASHBOARD                                   | SEARCH                                 | SUBJECTS | STANDARDS  | PLAYLISTS | MODULES | PREFERENCES | HELP                 |          |
| <ul> <li>My Playlists</li> </ul>                              |   | C Search All My Playlists              |          |            |           |         | New         | man Immart Disulist  | Oranoiza |
| Search All My Playlists     My Playlists     School Playlists |   | Grade Range                            | Grade 9  | ✓ to Grade | 12 🗸      | irch    | new Me      | ge I import Playitst | organize |
|   |   | 0 Results                              |          |            |           |         |             |                      |          |
| District Playlists     Advanced                               |   | There are no playlists in this folder. |          |            |           |         |             |                      |          |
| + TUTORIAL  |   |  |          |            |           |         |             |                      |          |

Along the left side of the page, you can choose the following options from the Playlists Secondary Navigation Menu:

- My Playlists you can search or view Playlists they have created:
  - Search All My Playlists allows you to search all of your own Playlists, which may be organized in folders, by conducting a Keyword and/or Grade Range search.
  - **My Playlist folder** allows you to browse Playlists by folder, create new folders, and reorganize Playlists by folder. See <u>Organizing Playlists</u> for more information.
  - Folder tools allows you to create a directory of personal Playlists:
- School Playlists you can browse Playlists that have been shared to the school.
- District Playlists you can browse Playlist that have been shared to the district.
- Advanced you can conduct an advanced search of Playlists across all three Playlist types: My, School and District.

• **Tutorial** - you can watch the Playlists tutorial. Within the Tutorial window, click 'Menu' to view other tutorials on Playlists.

For more information on these topics see the following Help pages: <u>Creating a New Playlist</u> <u>Organizing Playlists</u> <u>Searching Playlists</u>

### **Active Playlists**

The main portion of the Playlist page is a list of your Playlists. The Playlists shown are based on the folder selected and any search criteria used to filter the results. From this section, you have a range of tools to sort, edit, relocate, copy and delete Playlists. When viewing Playlists in the school or district folders, you only have the ability to copy the Playlist. *Note: Administrators have additional control over School and District Playlists.* 



When a Playist is created or viewed, it will become the active Playlist. The name of the currently active Playlist will appear as an active link at the top right of any page, just under the Main Navigation Menu. The active Playlist will also appear first in the snapshot list of all Playlists and it will be shaded yellow. Opening any other Playlists or creating a new Playlist will make it the active Playlist.

#### Viewing a Playlist

To view a Playlist, click on the title link. This will open the Playlist viewing page, displaying the descriptive information about the Playlist, the digital resources it contains, and a series of action icons:

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Each Playlist has **action icons** that serve a variety of purposes. The action icons that appear for a Playlist varies based on your user type and available modules. The follow list explains possible actions for Playlists:

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- **LINKS** this action icon opens the Permanent Link page for the Playlist, providing a permanent hyperlink that may be used in external applications, such as presentations. Refer to the <u>Permanent Links</u> Help page for more information.
- EDIT this action icon opens the 'Playlist Information' page so that you can add or edit Playlist information.
- **STONS** this action icon will only be visible when a Playlist has been shared. It will open the 'Permissions' page for the Playlist where you can modify user types who can view the Playlist. Refer to the <u>Sharing Playlists</u> Help page for more information.
- copy this action icon will create a copy of the Playlist. In doing so, you will be directed to the Playlist information page where you can enter a new title for the Playlist and edit other information appropriately.
- SHARE/UNSHARE the Share action icon will share the Playlist with your school. The icon will then change to Unshare which can be used to stop sharing the Playlist to the school. Refer to the <u>Sharing Playlists</u> Help page for more information.
- EXPORT this action icon will create an exported file ending in '.mpls' that you can save. This exported Playlist file can be shared on the SAFARI Montage HDNetwork Playlist Exchange or with other users outside of the Playlist creator's school or district. Refer to the Import/Export a Playlist Help page for more information. *Note: Exported Playlists contain*

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reference information about content included in the Playlists, not the actual media files themselves, therefore a user must have the same content active on their SAFARI Montage server to access all content in the Playlist after import.

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- this action button opens a page where you can create a basic multiple choice quiz that will be attached to the Playlist. There is a maximum number of 25 questions that can be in a Playlist quiz.
- this action button will delete the Playlist. You will be prompted with a message confirming that you want to delete the Playlist.

- if your system has Digital Curriculum Presenter, this action button allows you to add an entire Playlist to an active Lesson.

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<sup>■</sup>USH TO CMC - if your system has been configured with Pathways SM<sup>TM</sup> and Classroom Media • Controllers, this action button will all you to play the Playlist in the Classroom Media Controller that has been configured for the room that you are in. Note: Suggested for Playlists that can play automatically only; refer to the <u>Playing a Playlist</u> Help page for more information.

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