Create and Manage Playlists in MU Video

Create a Playlist or Add Media to a Playlist:

Note: Both media description and tags must be added to an individual media before it may be added to a playlist.

1. Click on your name in the upper right and select "My Media" from your user menu options.
2. Select the piece(s) of media you would like on the playlist.
3. Use the Actions menu at the top of the list to select "Add to Playlist"
4. An "Add to Playlist" options menu will display
   a. Use "Search for Playlist" field to quickly locate specific playlist
   b. Click "+Create New Playlist", enter New Playlist Title and click "Create" button to add a new playlist
   c. Fill in the checkbox to the left of each playlist you wish to add this media to
5. Click "Add" button at bottom of options display to add media to selected playlist(s).

Alternate method of Creating a Playlist:

1. Click on your name in the upper right and select "My Playlists" from your user menu options.
2. Click "Create Playlist Button"
3. Designate a name for your playlist
4. (optional) designate a description for your playlist
5. (optional) add tags to your playlist
6. Click Create button
7. A list of all your existing media will display. Click the + sign in line with each media item you wish to add it to the current playlist.

Manage an existing Playlist:

1. Click on your name in the upper right and select "My Playlists" from your user menu options.
2. To Delete the Playlist:
   a. Click on the trashcan icon below the Playlist you want to delete. Media on the playlist is not deleted from MU Video when you delete the Playlist.
3. To Edit the Playlist:
   a. Click on the pencil icon below the Playlist you want to manage.
   b. You may Add Items To Your Playlist from your existing My Media List in the left side panel.
   c. You may Reorder media on that playlist by dragging and dropping media in the right side "My Playlist" panel.
   d. You may remove individual Media from the playlist by hovering over the ... in line with that media and selecting "remove media.
4. To Share the playlist as a link or embed:
   a. Click on the < icon below the Playlist you want to share
   b. Copy Share Watch Link or
   c. Set Embed Settings and the Copy Embed code
   d. Click Done Button to close Share & Embed window
Help Desk

Help Desk Contact Info

Location: Boyer Building
Phone: 717-871-7777
Email: help@millersville.edu

Classroom Hotline: 717-871-7280

After Hours D2L Help: 877-325-7778

D2L Email and Live Chat

Hours:
Call Center

- Fall/Spring Semesters:
  - M-TH 8AM - 7PM EST, F 8AM - 5PM EST
- Summer Sessions:
  - M-F 8AM - 4PM EST

Walk-in TAC

- M 9-11AM, 12-7PM
- T 11AM-4PM
- W 9-10:30AM, 1-7PM
- TH 9AM-5PM
- F 9-11AM, 1-4PM

By Appointment - book an appointment

Technical Assistance Center - access via W. Frederick Street side of building