

# Lynda.com Playlists

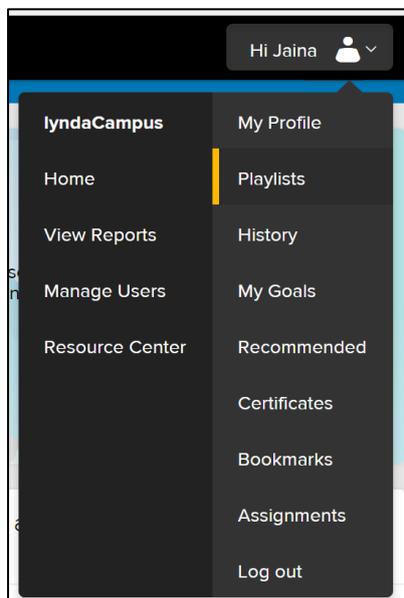


Loughborough University

## Why use Lynda playlists

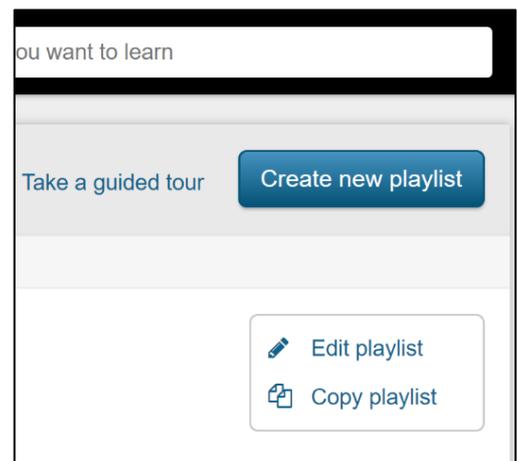
Playlists are collections of videos that you can share with others. They are useful to create so you can recommend a collection of content to colleagues and students.

## How do I create a playlist?



1. Sign into Lynda.com and hover over your profile icon in the top right corner.
2. Click 'Playlists' and then 'Create new playlist'.
3. Give the playlist a title and click create.

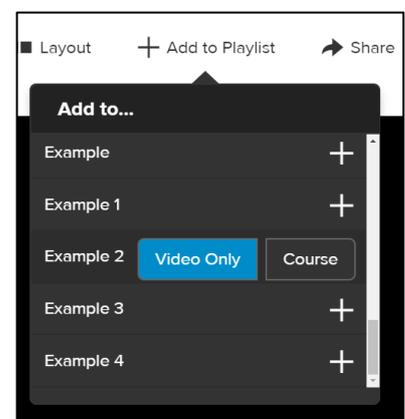
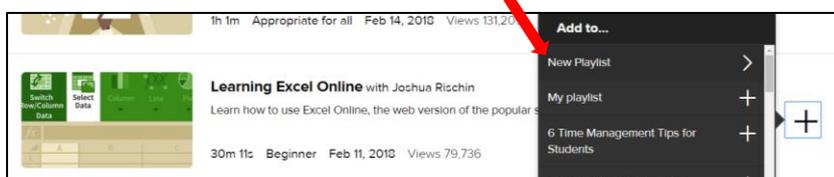
TOP TIP: you may find it useful to **use the module code** at the start of the title (if appropriate).



## How to add video clips or entire courses to this playlist:

1. Go to the specific videos or course you want to add.
2. Click the '+Add to Playlist' on the top right of the page. You can choose whether you want to add a specific video or a full course. You can also click on the '+' icon next to the course from your Lynda home screen.

TOP TIP: you may find it easier to create a playlist straight from the '+' icon by clicking on 'new playlist' and creating a title.



## How to amend/ edit an existing playlist:

1. Add the full course into a playlist (see previous page).
2. Click on 'Edit playlist' on the right of the page.
3. Click on the small blue arrow next to the course name to see a full list of individual videos.

Course/Video/Chapter name [Hide all disabled items from view]	Watched	Duration	Modify
Course: Excel 2016 Essential Training		8h 53m	
▼ Course: Excel for Marketers		1h 42m	
<b>Introduction</b>		1m 31s	
Welcome		56s	
Exercise files		35s	
<b>1. Excel Basics for Marketers</b>		15m 53s	
Sources of marketing data		1m 58s	
Fixing data formatting issues		4m 14s	
Navigating large data sheets		2m 49s	
How to use formulas for analysis		3m 39s	

4. Delete unwanted chapters, or individual videos from the right-hand side.

## How to add memos to a playlist:

Adding a memo to your playlist is a great way to give context and detail to both entire playlists as well as specific courses or videos within your playlist.

1. Click on your profile icon on the top-right of the screen and then on 'Playlists'.
2. Select the appropriate playlist and click on 'Edit playlist'.
3. Click 'Add new memo' at the bottom of the page and type your message.
4. You can move the location of the memo by dragging it from the icon to the left of the video number.

The screenshot shows a list of video items in a playlist. Each item has a number in a box (16-21) and a video title. Item 17 has a memo: 'Section 5 - Editing and printing worksheets'. At the bottom, there is a button labeled 'Add new memo' circled in red.

When you share the playlist, it is useful to recommend that the user clicks on 'copy' to see the memos you have created.

## How to share a playlist:

1. Click on your profile icon on the top-right of the screen and then on 'Playlists'.
2. Click on 'Make public' and then on 'Share'.
3. Copy and paste the URL.

Two buttons are shown: 'Make public' with a lock icon and 'Share' with a share icon.

Guidance on how to embed a playlist in Learn can be found on the Centre for Academic Practice webpage: <http://www.lboro.ac.uk/services/cap/tel/lynda/lyndaforstaff/>