Before uploading or manipulating any media, make sure you are in the correct Organization and Library, also called Media Library, by selecting the correct Organization and Library in the second (which is a drop-down) and third (which may or may not be a drop-down) fields in the top horizontal navigation bar (see below).

Individual Media Library accounts are under "SCC" in the Organization drop-down. To access department Library accounts, the respective division name must be selected in the Organization drop-down. Non-academic departments are under "Other" Organization. Your individual Media Library is the default landing page when you log into Ensemble.

Follow these steps for creating a video playlist in Ensemble and then inserting the playlist into eLearn. *These steps are illustrated in the video embedded at the bottom of this page*.

1. In your Media Library, go the the left navigation bar and click **Playlists**; this takes you to the Playlist page which lists all playlists within a Media Library. You will see the default playlist that Ensemble creates for each Media Library, "Library Playlist." The default "Library Playlist" can be edited but cannot be deleted and if no other playlists are created it will contain your entire Media Library materials. You can create any number of categories within any playlist.

2. Under **Playlists**, click **Add** to create a new playlist.

3. Enter the name of the playlist and add a logo (if you wish) either by uploading an image file (click **Upload** and select a file) or by entering a URL

under the **URL** tab. If you want to allow people viewing your playlists to download media from it, check **Allow Download**. If you want to allow users to view embedded playlist content (as it will be in eLearn), check **Show Playlist Content**.

4. Click **Save**. You will now see the new playlist listed under **Playlists**.

5. Click **Categories** under your new playlist; this takes you to the Playlist Categories page. You will see a default category which Ensemble creates for every playlist. You can add categories if you choose. Once finished, click **Return to Playlists**. **NOTE:** Categories are only visible when creating a playlist and embedding a playlist into eLearn.

6. To add existing media to your playlist you will need to go to each individual item and designate it to the desired playlist. Click **Media Library**. **NOTE:** When you upload media, you can designate it to an existing playlist.

7. Click **Publish** on your chosen media item which will take you to the Publish tab. Check the playlist or playlists you want the media item to be included. Uncheck any playlists you wish the remove the media item from. Once finished, click **Publish**.

8. Repeat steps 6 and 7 for any additional existing media you want to include into a playlist.

9. Under **Playlists**, click on **View Playlist** to see Playlist Preview.

To embed any playlist into eLearn, access the **Content** tool in your course. Create or select a **module** where you wish for your Ensemble playlist to be accessed.

10. Within your chosen module, click **New**.

11. Select **Create a File**. This creates an eLearn HTML file in your module.

12. Enter a title.

13. Enter a description, if you wish.

NOTE: You can use an eLearn file that already exists in your course, if you wish. To use an existing eLearn file, click on the file title in the **Content** tool, and then click **Edit HTML**.

14. Place your cursor where you want to embed your Ensemble media. Click **Insert Stuff** icon which has play and pause symbols.

15. Click **Ensemble Video**.

16. Click **Choose Playlist** tab.

17. Click **Add** icon, a white plus sign in a green circle, at your chosen playlist title.

If you wish to alter any settings, click the **Settings** icon, a gear wheel. You can choose the Layout, Layout Options, and Content Details.

18. Click **Save**.

19. Click **Insert**. This takes you back to the eLearn file.

20. Click **Publish** if a newly created eLearn file, click **Update** if an existing eLearn file. The Ensemble playlist is now embedded into the eLearn file. You can edit the file further by clicking **Edit HTML**.

21. If you go back to the module, you will see the new file. Click on the file title and then the title of a video within the playlist. Click the **Play** icon to view the video. Click **Go Back** to return to the playlist. This is how your students will access the playlist. **NOTE:** If the Go Back link does not return you to the embedded playlist, click refresh in your browser window.