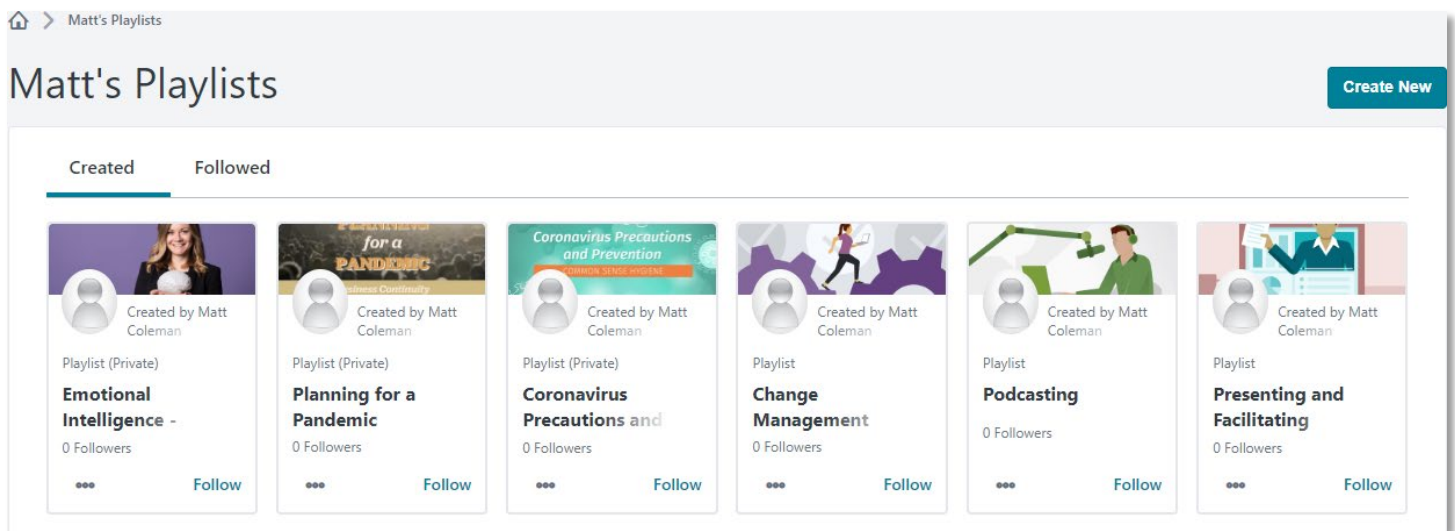# Playlist Management

Creating a playlist is a great way to organize and share content available in MyCareer@PCC. Playlists can be private, therefore only accessible by you, or you can make them public and share the playlist with your colleagues. Any learning object that is available to you can be added to a playlist.
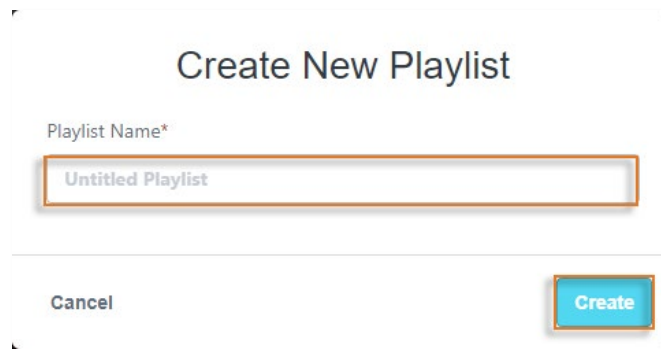
Navigating to the Playlists Page

To navigate to the Playlists page, click the Show Navigation Menu icon (☰) in the upper right corner of the screen to reveal the Navigation Menu. Select **Learning** to open a submenu and click on **Playlists**.

From this page you will be able to create new playlists, edit your existing playlists and review the playlists you follow.

Creating a New Playlist

To start a new playlist, click the "Create New" button (Create New), give your playlist a name in the resulting popup box and then click the "Create" button.
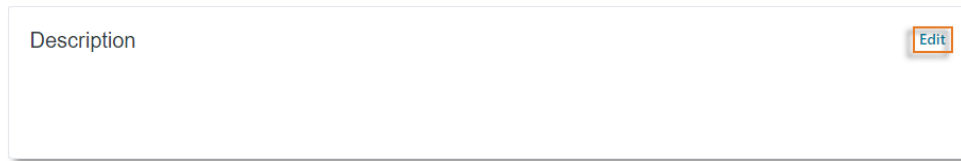
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Now you can start to build your playlist.

1 At the top of the page you will find the privacy toggle as well as some stats like the number of items on the playlist, the date last updated and the number of followers. Playlists are *private* by default; if you intend to share the playlist with colleagues you will need to click the toggle and make your playlist *public*.
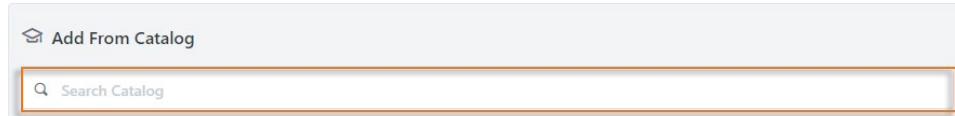
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2 You can add a description to your playlist; click **Edit** in the **Description** box.
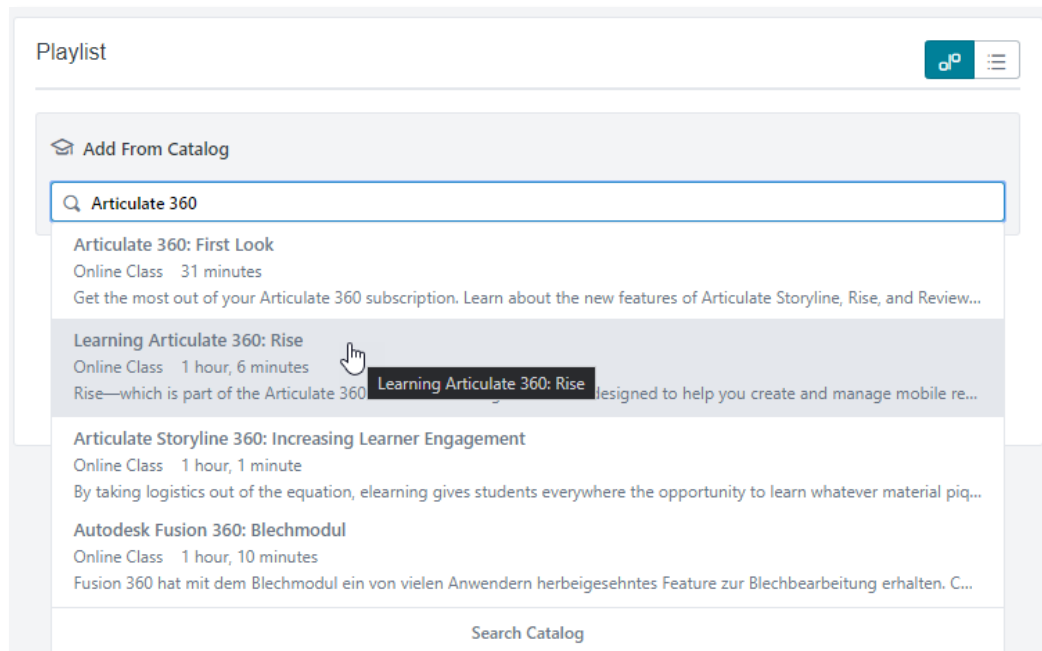
> Description   Edit

Add your description in the resulting popup box and then click the "Save" button (Save).

3 In the **Playlist** box, use the "Search Catalog" field to add content to your playlist.

> Add From Catalog
>
> Q Search Catalog

Input the title of the learning object you would like to add and select it from the list.

> Playlist
>
> Add From Catalog
>
> Q Articulate 360
>
> Articulate 360: First Look
> Online Class   31 minutes
> Get the most out of your Articulate 360 subscription. Learn about the new features of Articulate Storyline, Rise, and Review...
>
> Learning Articulate 360: Rise
> Online Class   1 hour, 6 minutes
> Rise—which is part of the Articulate 360   Learning Articulate 360: Rise   designed to help you create and manage mobile re...
>
> Articulate Storyline 360: Increasing Learner Engagement
> Online Class   1 hour, 1 minute
> By taking logistics out of the equation, elearning gives students everywhere the opportunity to learn whatever material piq...
>
> Autodesk Fusion 360: Blechmodul
> Online Class   1 hour, 10 minutes
> Fusion 360 hat mit dem Blechmodul ein von vielen Anwendern herbeigesehntes Feature zur Blechbearbeitung erhalten. C...
>
> Search Catalog

Once you select a learning object from the list, you will see a preview of the learning details which includes the type of object and the duration if available. Add a comment on the content to be displayed on the playlist if you would like and then click the "Add to Playlist" button (Add to Playlist).

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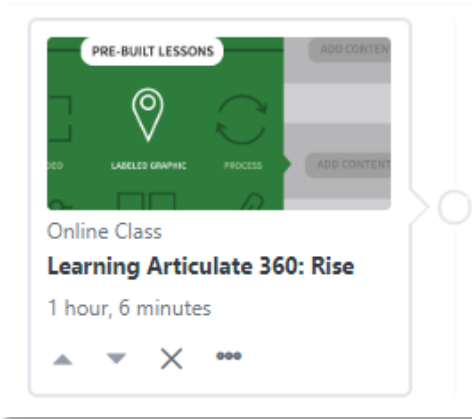
Once the learning object has been added to your playlist, you can adjust the order of the content using the up and down arrows, delete the training from the playlist or click the Actions icon (•••)for additional options.

**4** You can click the "Follow" button (**Follow**) to follow a playlist.

Click on the Actions icon (•••) next to the "Follow" button to see other actions such as **delete** or **copy**. If your playlist is public, you'll see the **Share** option.
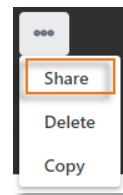

Click **Share** to launch the **Share this playlist** popup box where you can click the "Click to Copy" button to copy a deep link to your playlist which you can share with colleagues.
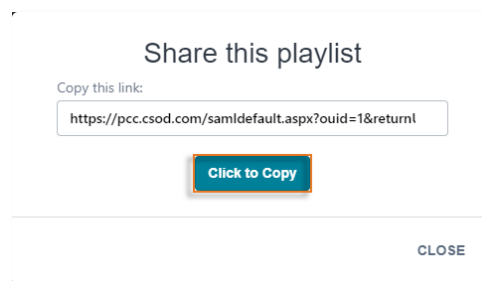
Now that you've created your playlist, click on the navigation breadcrumbs next to the Home icon at the top of the page, above the title of your playlist, to return to the Playlists page.
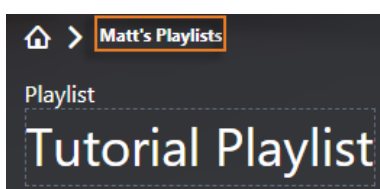
Note: You can add a learning object to a playlist directly from your search results on the Learning Search page. Click the Actions icon (•••) on any search result and select **Add to Playlist**.
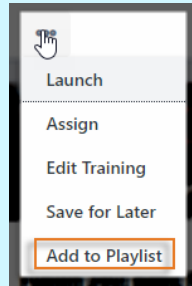

The menu will change to show you a list of your recently created playlists as well as the options to create a new playlist or visit the Playlists page. Add the learning object to an existing playlist by selecting it from the list or create a new playlist. Either way, you'll get a popup notification at the top of the screen confirming your action.

For more information on Learning Search, review the Searching and Registering for Training guide.

Editing an Existing Playlist

Editing an existing playlist is simple. Click on the title of any playlist to open it and begin editing. Use the tools outlined above to fine-tune your playlist. Click on the title of your playlist to change it, make your changes in the popup box and then click the "Save" button (Save).

- Use the up and down arrows (▲ ▼) on each item to adjust the order of the learning objects

- Use the X to remove an item from your playlist; this will launch a popup asking you to confirm removal of the learning object

- Use the Actions icon (•••) to add or edit comments on the learning objects in your playlist
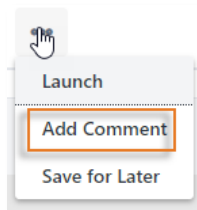
Add/edit your comment in the resulting popupbox and click the "Save" button (Save). You'll see your comment appear under the learning object.

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