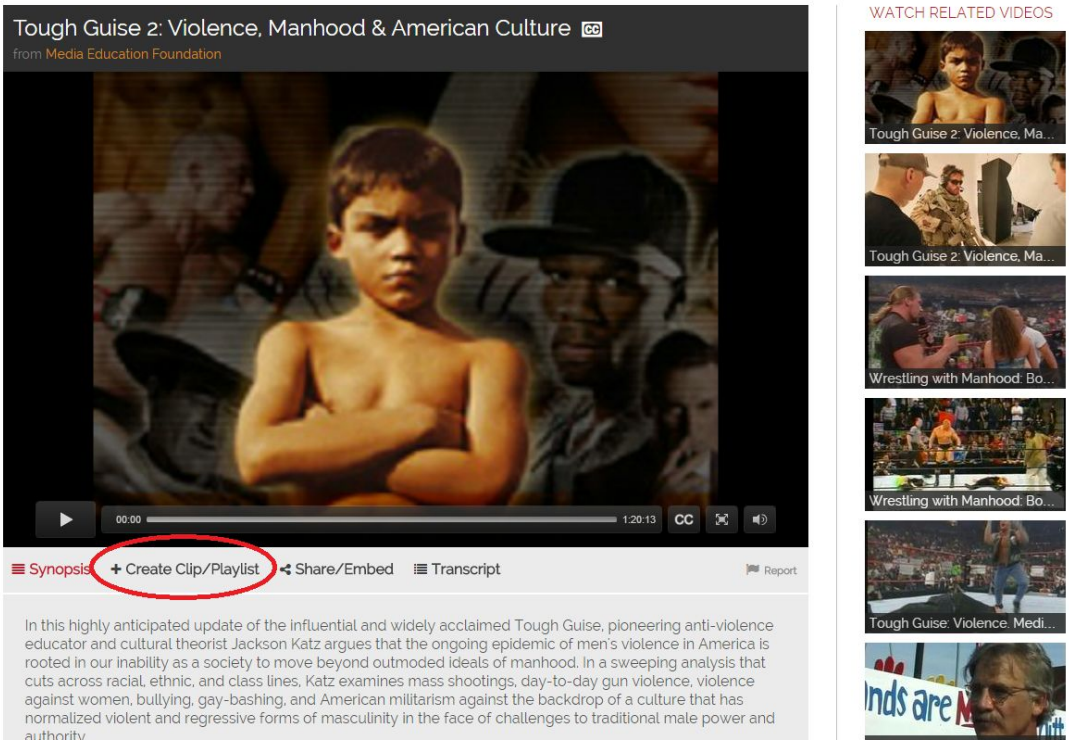
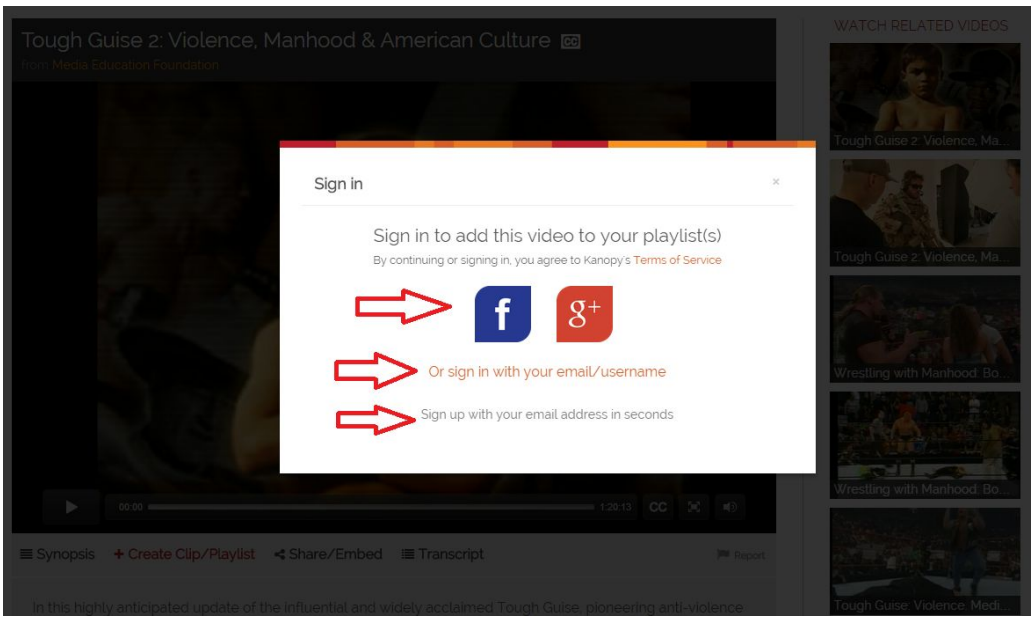
Instructions: Playlist and Clip Creation Tool

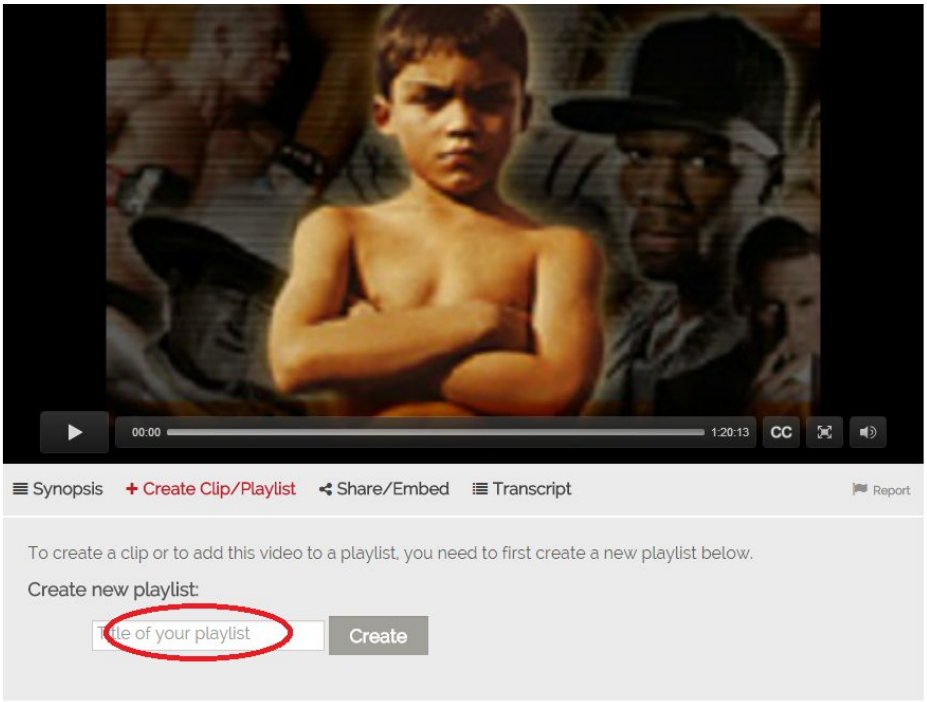
1. Find the video that you want to create your first clip from. You can access the Playlist and Clip Creation Tool from any video on your institution's Video Portal by clicking the "+ Create Clip/Playlist" button under the video player.



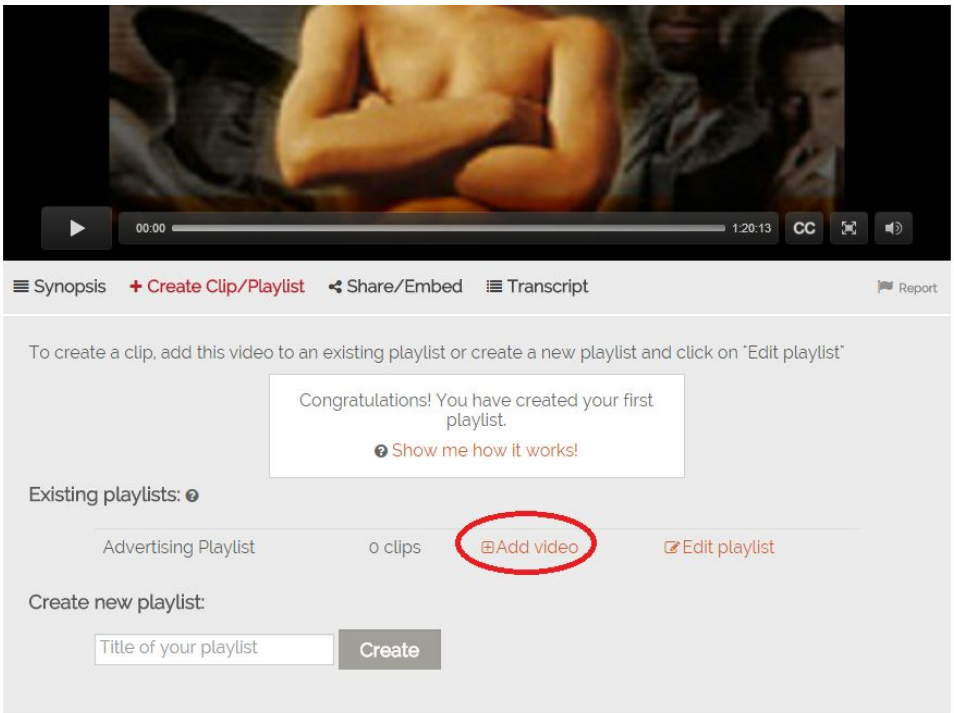
2. The website will then prompt you to log in to your account so you can begin creating and managing your playlists. You can sign in with your social media account, your existing video portal account or you can create a new account.



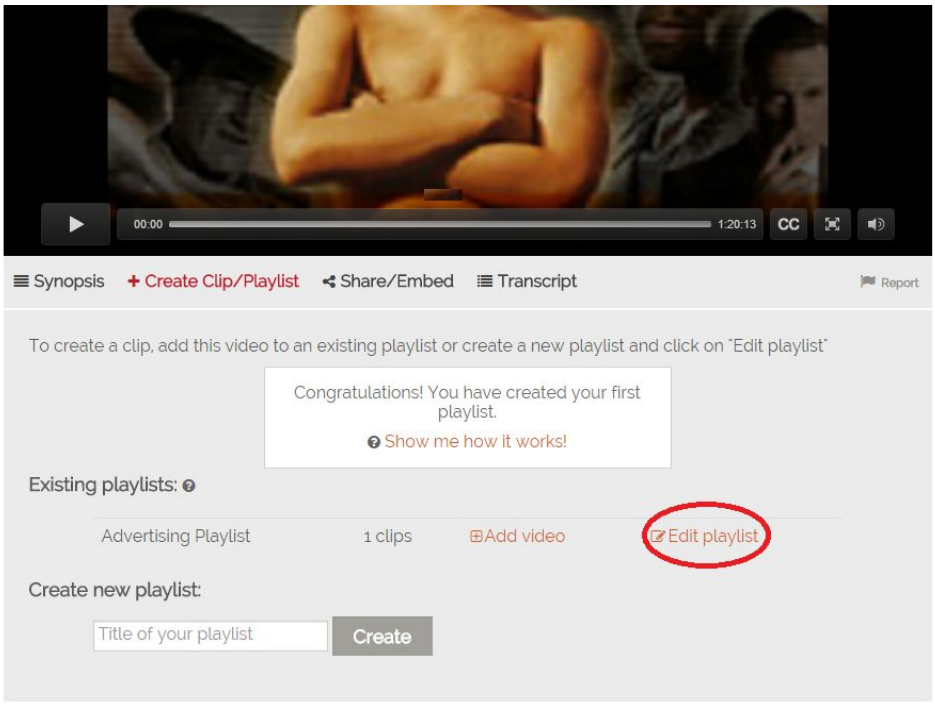
3. Once you signed in to your account, click on '+Create Clip/Playlist' again and now an option to create a new playlist will appear. Type in the name of your new playlist and click 'Create'.



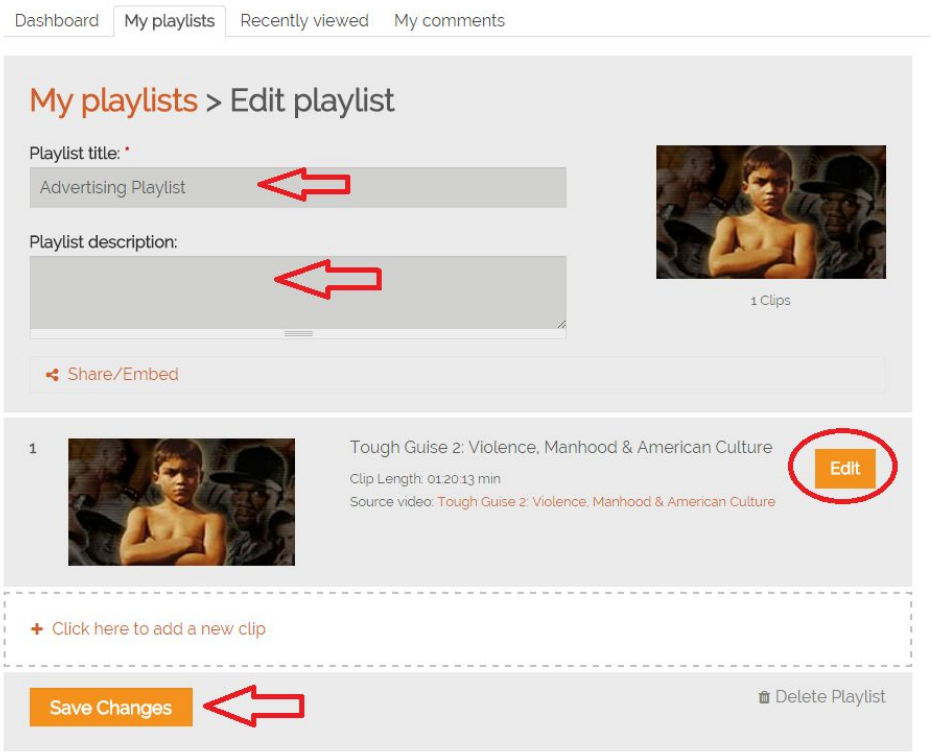
4. Now click on 'Add Video' to add the video on this current video page to your playlist.



5. Once you do this, the clip number for your playlist is now ‘1’. Click on ‘Edit Playlist’ to trim down the whole video into the clip that you want.

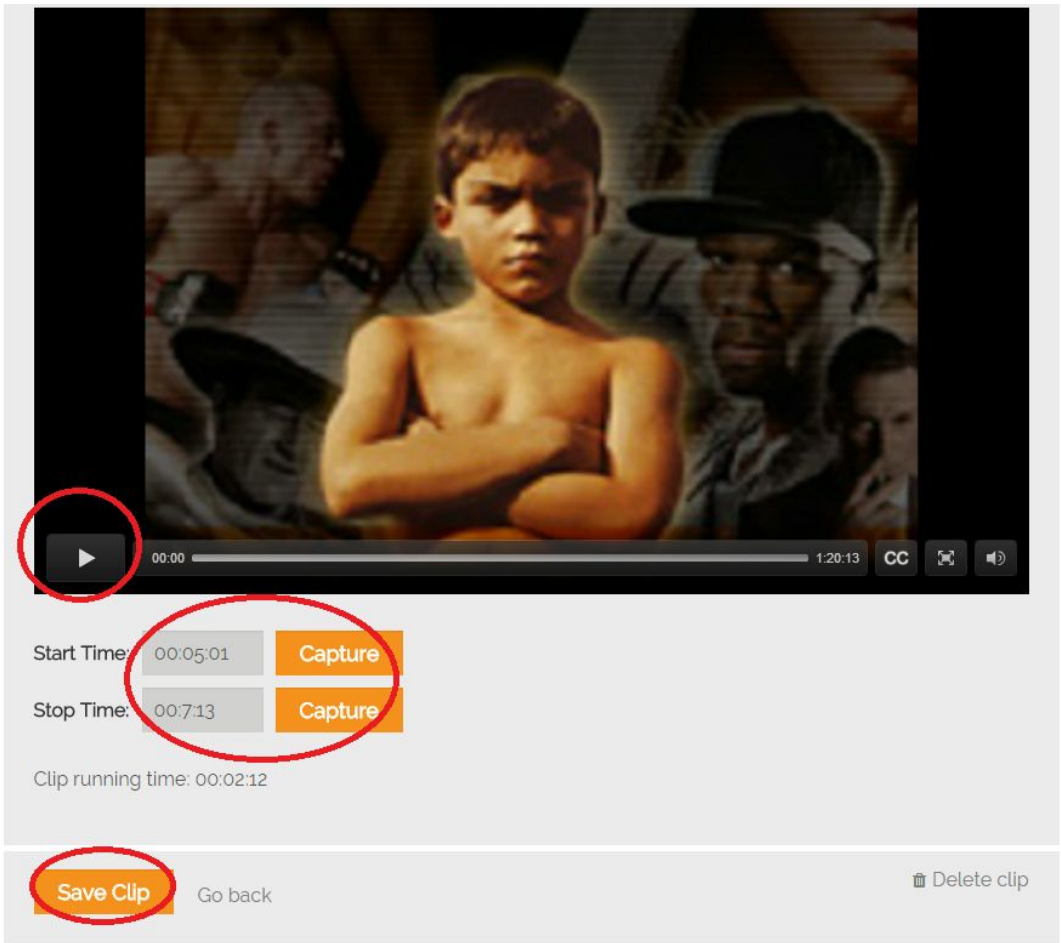


6. You can now edit the playlist title (if you want to change it) and enter in a description for your playlist. Click ‘Save Changes’ before navigating away from the page if you want the new title or description to be saved. To trim down the whole video into a clip, click ‘Edit’.

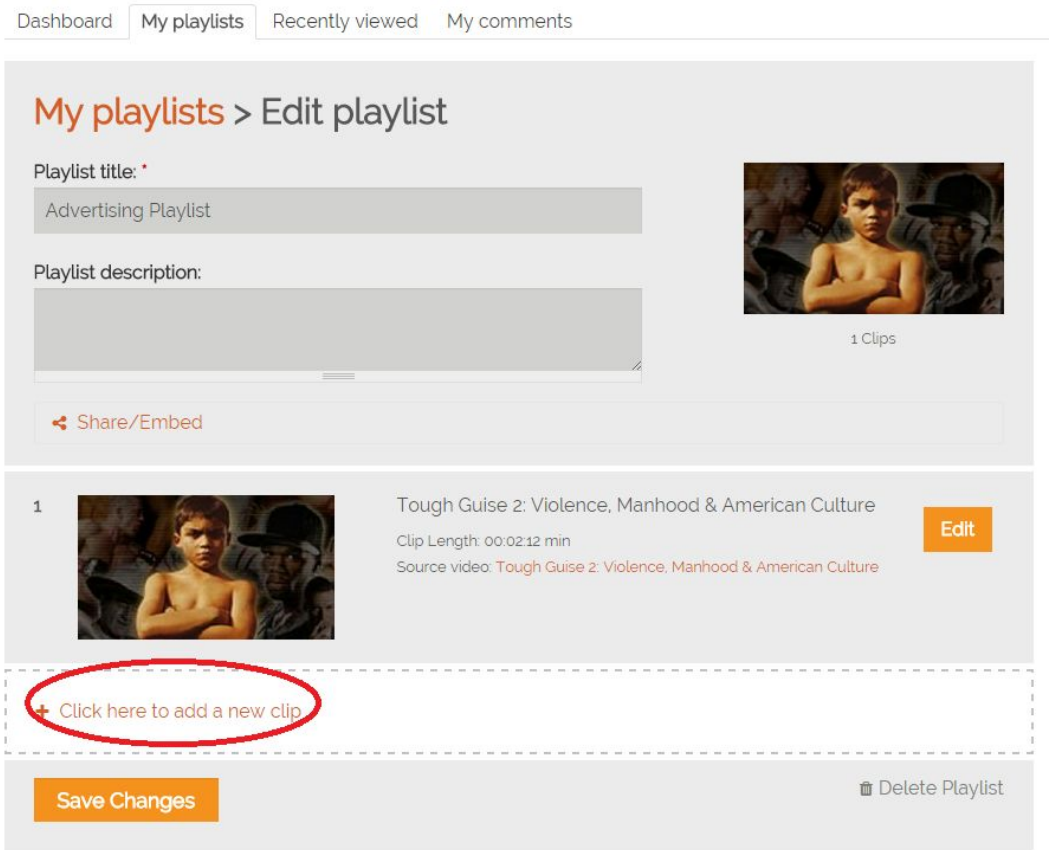


7. To select the clip that you want in your playlist, you can either:
    a. Click the player to start the film. When you want your clip to start, click ‘Capture’ next to ‘Start Time’. Then click ‘Capture’ next to ‘Stop Time’ when you want the clip to end.
    b. Enter in the timecodes manually.

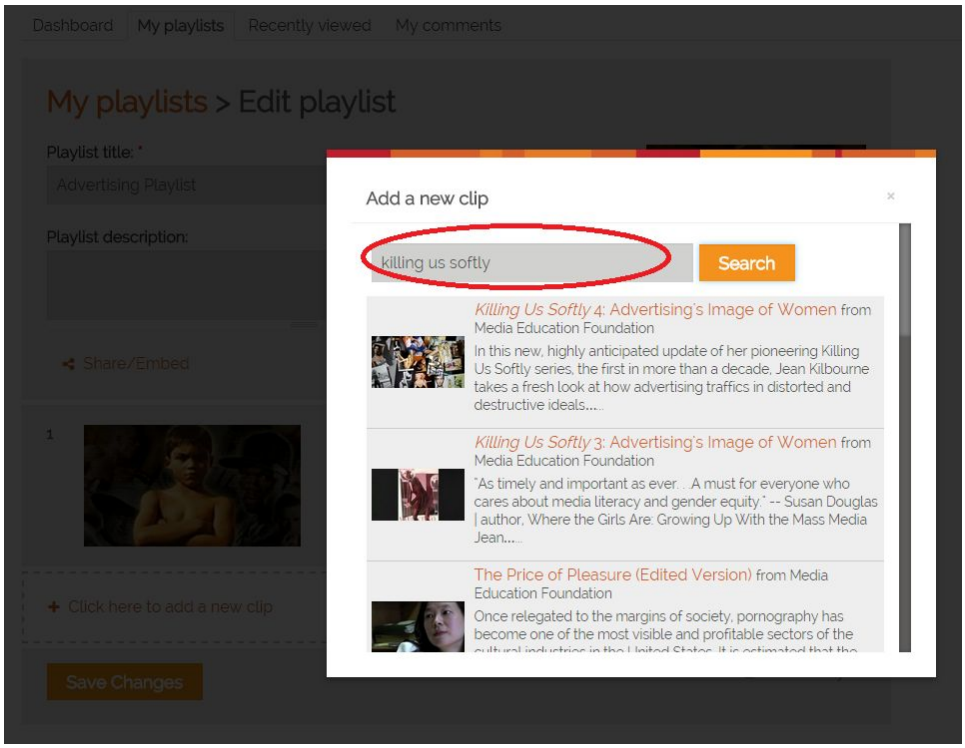
Once you are happy with your clip, click ‘Save Clip’



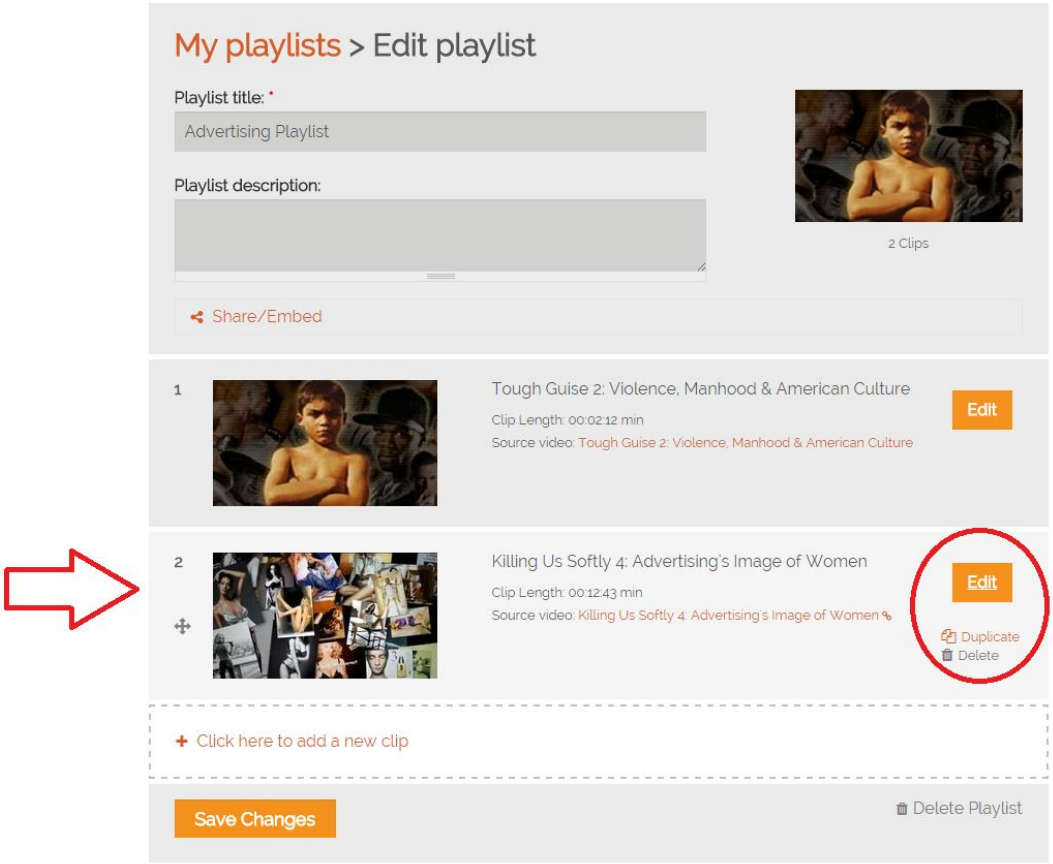
8. If you require more clips to be added to your playlist, click on '+Click here to add a new clip'.



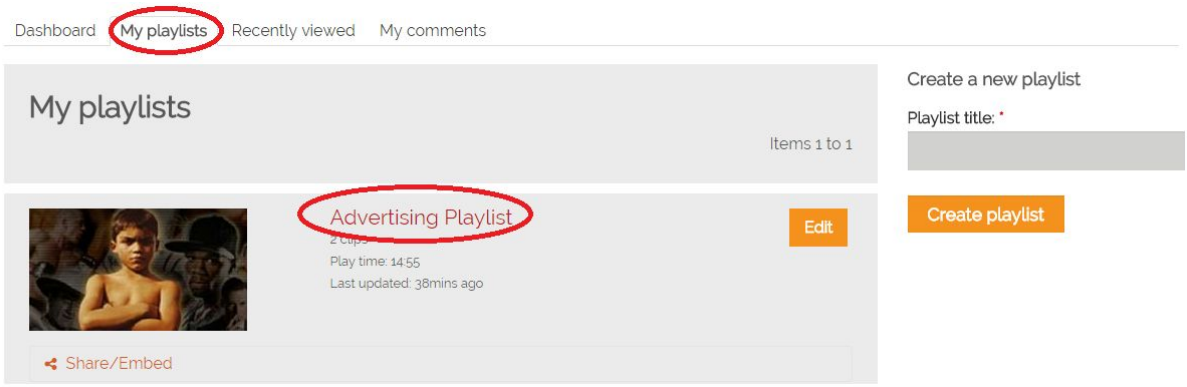
9. Then search for the title of the next video that you wish to add a clip for.



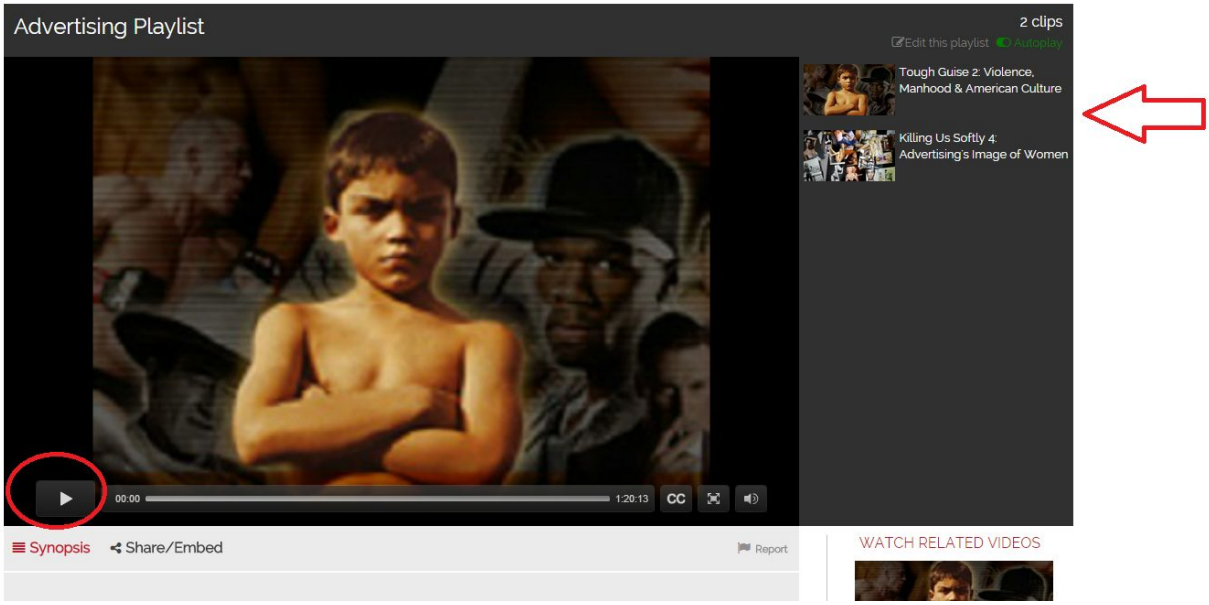
10. For my next clip, the whole video has again been added to my playlist. Click on 'Edit' to trim down the video to the clip that you want (repeat step 7). If you want to duplicate the video (because you want to make several clips from the same video) you can simply click 'Duplicate'. If you want to change the order of the clips simply drag the clips upwards or downwards using the cross icon on the left underneath the clip number.You can also click 'Delete' to delete that clip. You can also delete the entire playlist by clicking 'Delete Playlist' at the bottom.



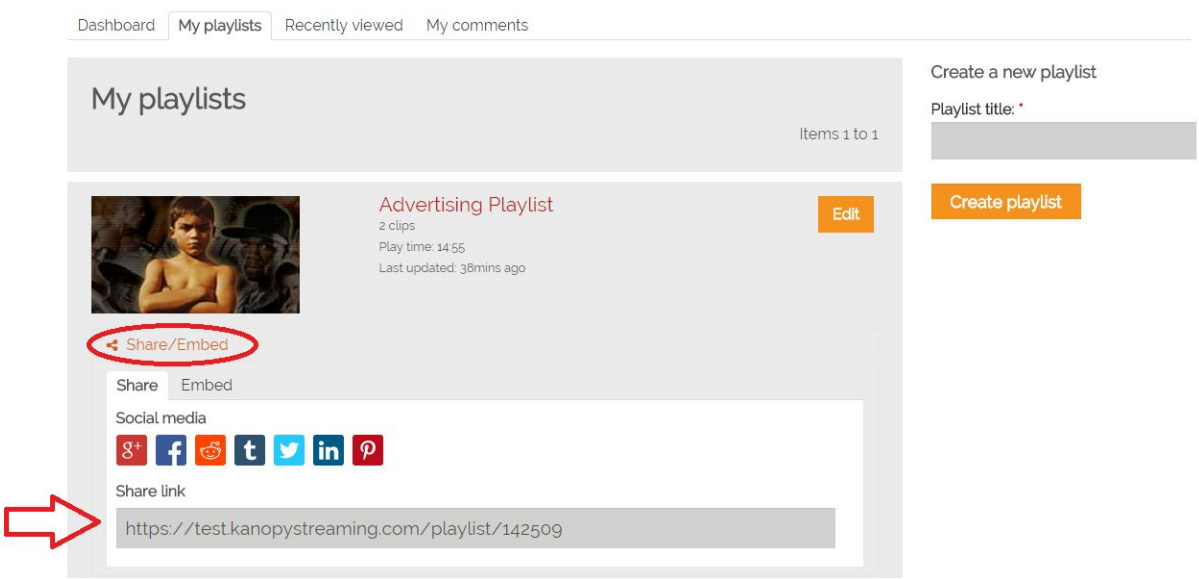
12. Once you are happy with your overall playlist, watch the playlist by clicking on the 'My Playlists' tab on your Dashboard. Then click on your playlist name to watch it.



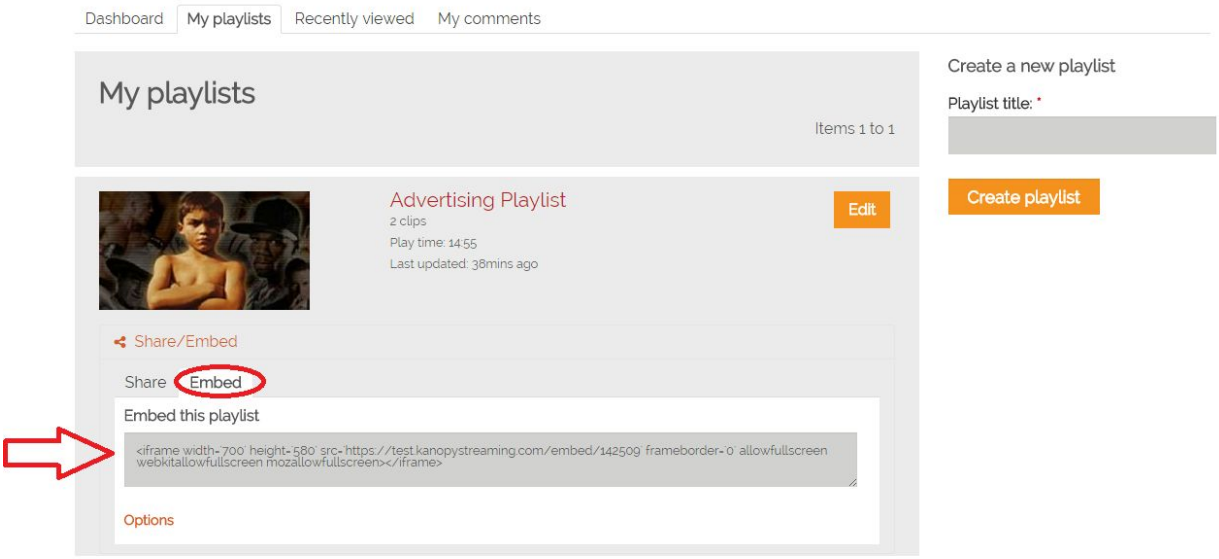
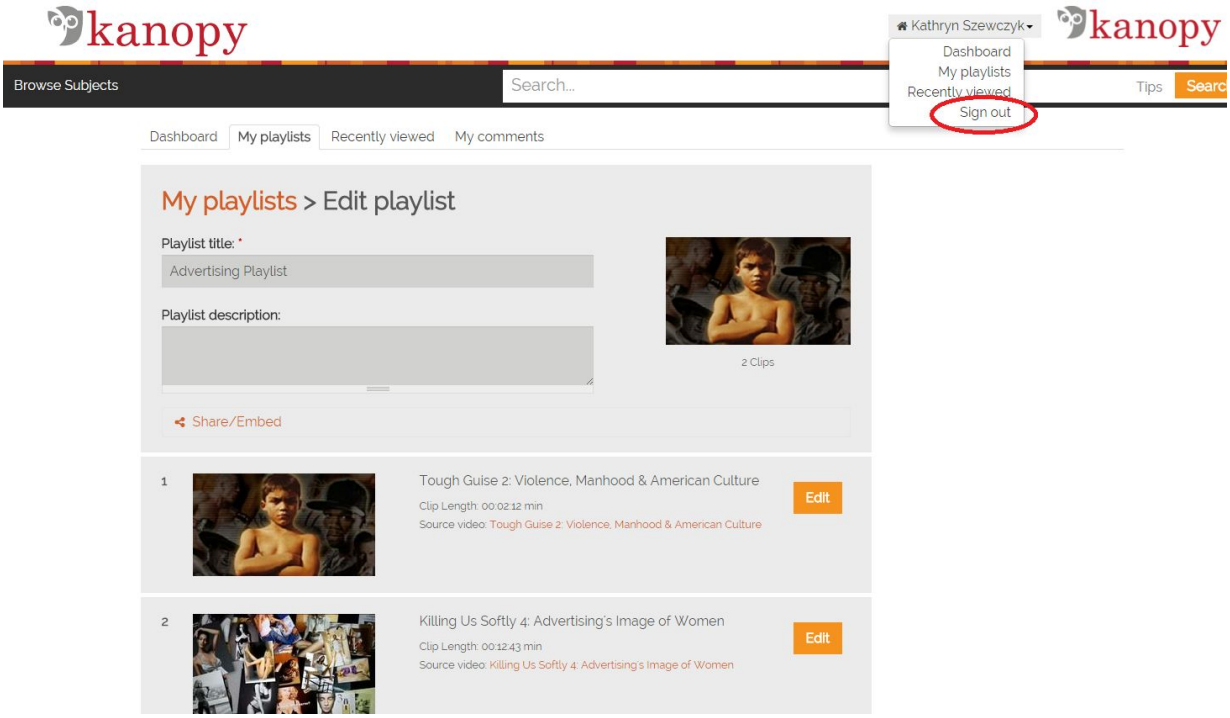
13. Here you will see your playlist and the clips that it is comprised of. Click play on the video player to watch it.



11. Once your playlist is finished, you may wish to share or embed the playlist. Go back to the 'My Playlists' tab and then click on 'Share/Embed'. Here you are able to share your playlist via social media or by accessing the playlist at the direct URL given.



12. You can also embed the playlist. Simply copy and paste the URL into your LMS (e.g. Blackboard, Moodle etc.)



13. Once you are finished, click 'Sign Out' to log out of your account.