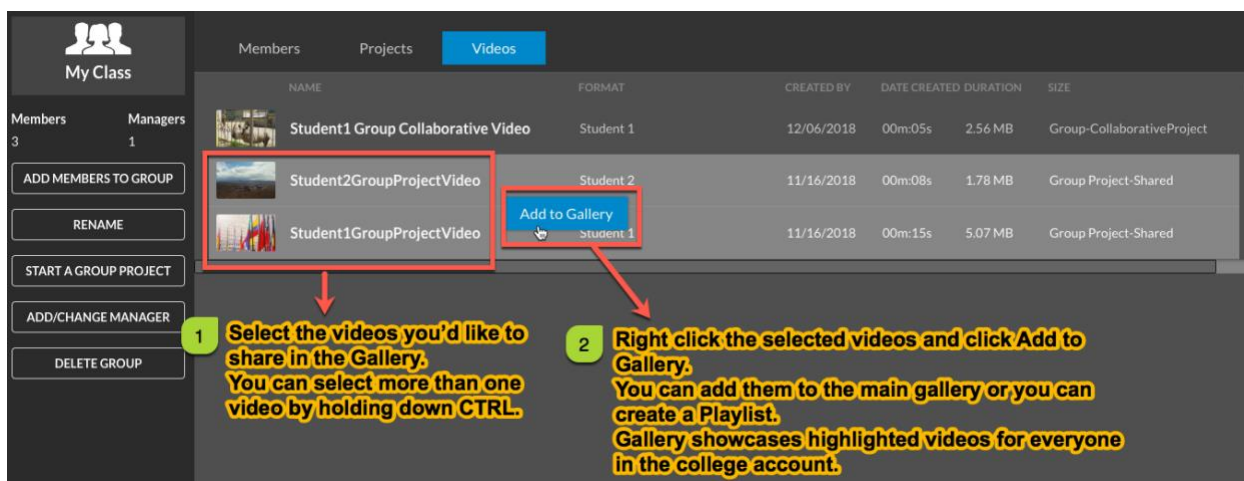


## CREATING PLAYLISTS AND SHARING THEM

1. WeVideo has Gallery where the videos are displayed for all the members to see. As a teacher you can create playlists from the group videos and share them in the gallery. You can also create hidden/private playlists that are seen only by the admins. WeVideo allows you to share hidden playlists with anyone by providing you a direct link to the playlist.
2. In the group videos page, you will see the videos that were published by the group students. Select the videos you'd like to share in the Gallery. You can select more than one video by holding down CTRL.
3. Right click the selected videos and click Add to Gallery.

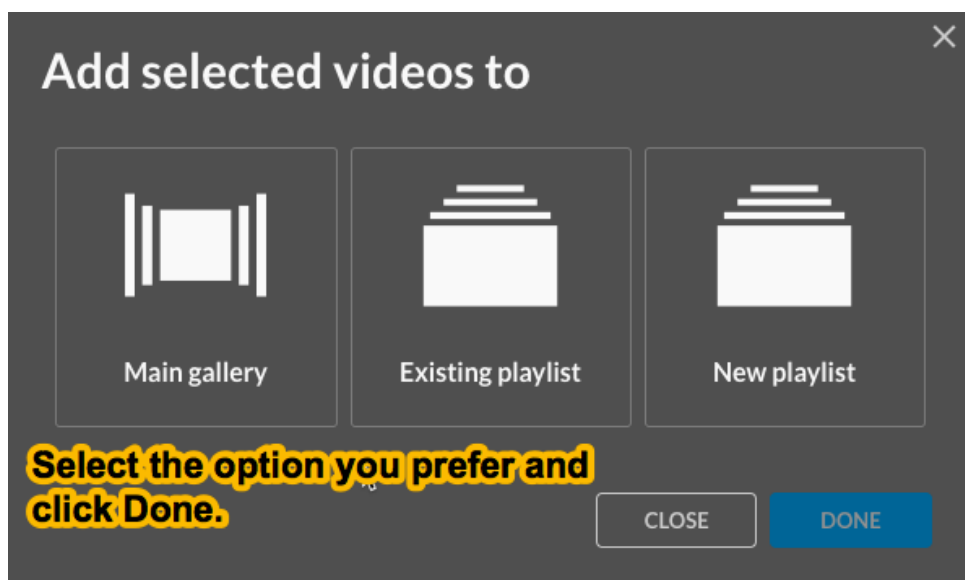


NAME	FORMAT	CREATED BY	DATE CREATED	DURATION	SIZE	PH
Student1 Group Collaborative Video	Student 1	12/06/2018	00m:05s	2.56 MB	Group-CollaborativeProject	
Student2GroupProjectVideo	Student 2	11/16/2018	00m:08s	1.78 MB	Group Project-Shared	
Student1GroupProjectVideo	Student 1	11/16/2018	00m:15s	5.07 MB	Group Project-Shared	

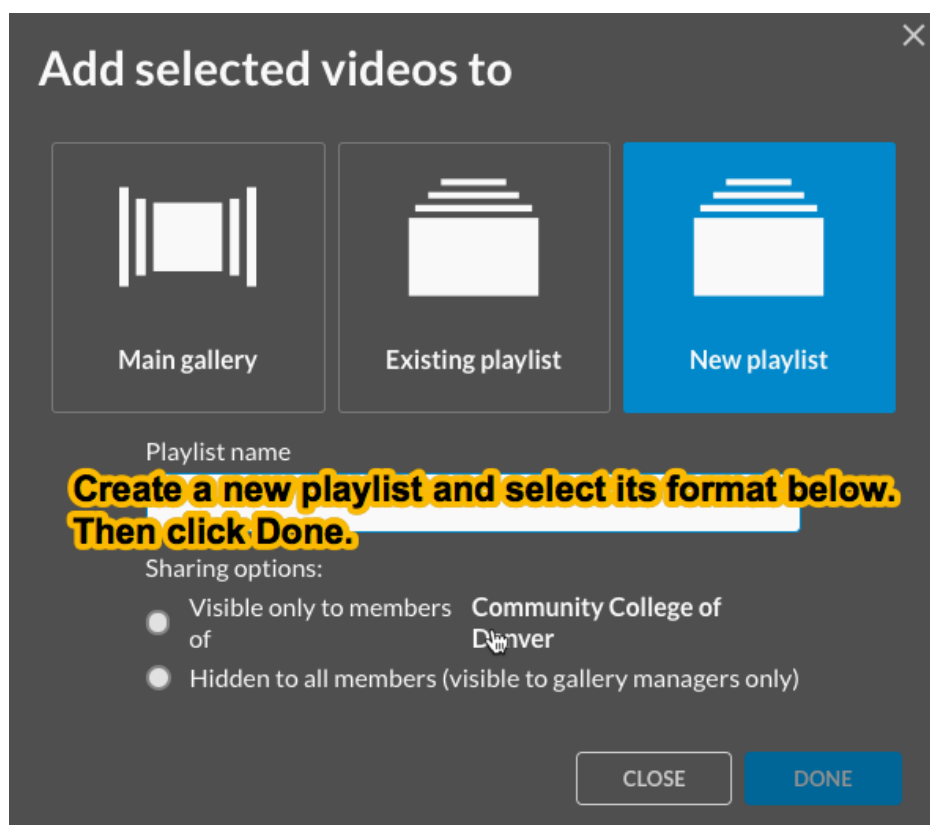
**1** Select the videos you'd like to share in the Gallery. You can select more than one video by holding down CTRL.

**2** Right click the selected videos and click Add to Gallery. You can add them to the main gallery or you can create a Playlist. Gallery showcases highlighted videos for everyone in the college account.

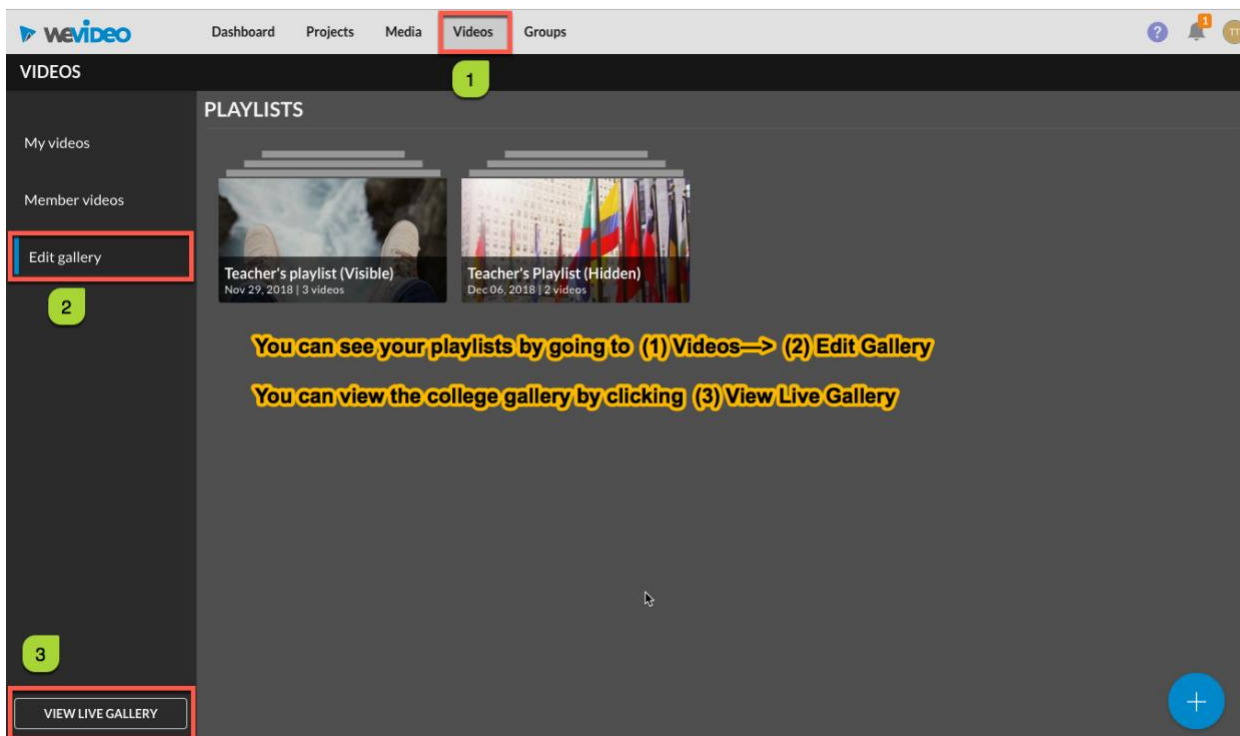
4. Add videos screen will give you a few options. You can add the videos to the main gallery where they can be seen by everyone in the CCD's account, you can add them to an existing playlist, or you can create a new playlist. We will create a new playlist in this document. Once you have selected New Playlist, click Done.



5. Select the format of the playlist. It can be visible to the college, or hidden to all members except the gallery managers.

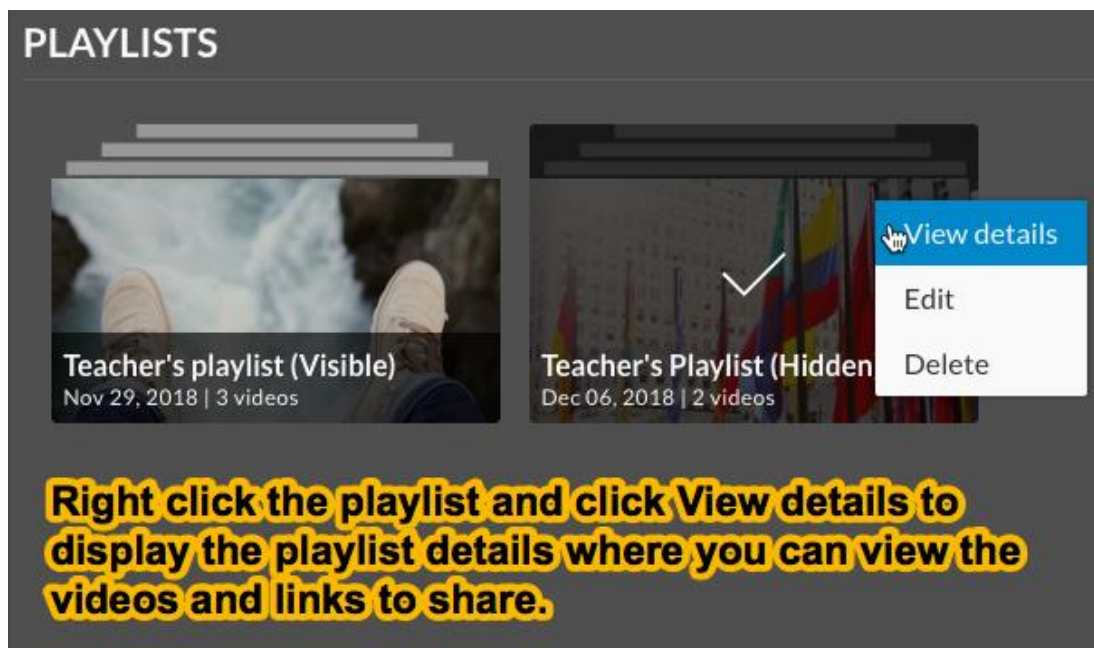


6. View your playlists by going to Videos→Edit Gallery.
7. You can view the main gallery by clicking View Live Gallery on the bottom left corner.

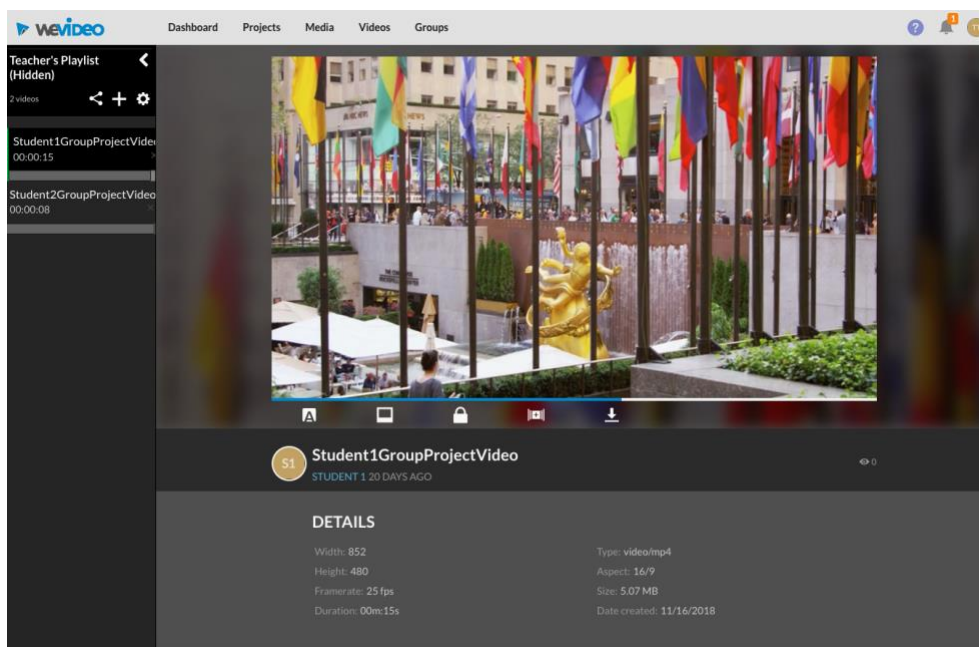


## SHARING YOUR PLAYLISTS USING A SHARABLE LINK

1. Right click the playlist you'd like to share then select view Details.



2. This will take you to the playlist's main page where you can play the videos and access the links for sharing.



3. On the upper left corner under the playlist title, you will see a few options. Click Share this Playlist to get a sharable link to the playlist.

