The first time you log in, you will see a section called My Courses. You can play the instructional video explaining about Playlists.

TO ADD A VIDEO TO YOUR PLAYLIST:

On the description of any video, you will see the Playlist Icon to the right of the video thumbnail. Click on the icon to drop down the Playlist menu.

You can also add to your Playlist from the title page of any video.

Click on any Playlist Icon from anywhere within Lynda.com and you can get to your Playlist Manager.

Need help?
Contact the Help Desk at x6400 or HelpDesk@union.edu
TO MANAGE YOUR PLAYLISTS

Click on the Playlist Icon in any video description then click on <go to playlists>.

Your Playlist Manager:

You can see that I have My Playlist highlighted and I have 3 videos in My Playlist. I also have 2 folders, one named Faculty with 3 videos, and one named Students with 2 videos.

When you see the dotted vertical bars either in the folder list or the list of videos, you can click and grab that item to change the priority. Just click and hold, move the item up or down in the list, and release.

You can delete an item from a Playlist by clicking on the X beside that item.

You can delete the entire Playlist by clicking on <Delete playlist> trashcan.

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