How Do I Create a Playlist in illumira (for Faculty)?

If you need to share your playlist(s) in Canvas, our recommendation would be to request LETSupport@jmu.edu to install the illumira tool in your courses. You may find more information on how to use this tool here.

1. Log in to https://jmu.illumira.net
2. In the upper left-hand corner, click your eID and then “Admin Dashboard”
3. Click Media in the left-hand column.
4. Select multiple videos, then click “Actions” button

![Actions button](image)

5. Choose **Add to lists (playlists)**
6. Since you don’t have a playlist yet, you will need to
   a. type in a new list name, then
   b. click Add, then Submit.
7. After creating the list, click the illumira logo in the upper left:

![illumira logo](image)

8. Then hover over your account/eID in the upper right and choose “Lists (Playlists)”
9. From here you can Edit your list or Delete your list
10. Right-click (Ctrl + click on Macs) on the list name to get a Persistent/Share URL.

Note that Linking or Sharing a Playlist does NOT change privacy settings. If videos are private or restricted to specific user(s), only those users will be able to see the videos. Others will get this:

**Access denied.**
You do not have access to this media. Please contact your institution to get access to this media.

**Questions?** Please review illumira’s full documentation about Lists (Playlists)

LET’s Video Management Services: [http://www.lib.jmu.edu/vms/](http://www.lib.jmu.edu/vms/) Get Help: LETSupport@jmu.edu