Working with Channels and Playlists

Content created within or uploaded to Media Hopper Create can be arranged in a variety of ways using channels, categories and playlists. This document explains the differences between each and how they can be used to effectively manage and promote your content.

Categories

Categories are used to define the hierarchical structure of the content contained within Media Hopper Create. Each category can contain sub-categories which are pre-configured by the administrator. Users cannot create or manage their own categories unless given specific administrative permissions.

By default, Media Hopper Create will automatically display specifically selected categories on the home page. For example, this may be the ‘Most Recent’ or ‘Most Liked’ video categories containing recently uploaded or popular videos.

Viewing a Category

1. Click on the Menu button at the top-left of the screen to display the pre-configured categories.

2. To view sub-categories, click on the Show option and select the one you wish to open.

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Channels

Channels are user created areas which can be used to upload and store content relevant to specific viewer groups. All Media Hopper Create users can create and manage their own channels, as well as be given admin rights to channels created and owned by other users.

Viewing a Channel

1. Click on the **Menu** button (≡) and from the list, choose **Channels**.

   This will open the **Channels** page - a central hub containing any channels created by University of Edinburgh staff and students.

2. The order channels appear can be changed using the **Sort** option.

3. You can search for a specific channel based on its tags, name or description using the search box. This is a quick and effective way of filtering channels, especially if there are a large number of channels within this area.

Creating a new channel

Both staff and students can create their very own channels to upload content to and share with others.

1. Click on your name at the top-right corner and select **My Channels**.
2. **Click on the Create Channel button.**

![Create Channel Button](image)

3. **The Create a New Channel window will open.** Enter as much information about the channel as possible. The more relevant information you add, the easier it will be for other users to find your channel and view your content.

![Create a New Channel](image)

4. **Choose your Privacy settings and Options carefully as these dictate who can view and contribute content to your channel, as well as add comments.**

   Each option contains a description with more information if you’re unsure which to select.

![Privacy Options](image)

5. **Click Save at the bottom of the page to create the channel.**

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Adding media to a new channel

Your new channel will not be populated with content automatically, so you must do so manually.

1. Click on the channel thumbnail or name to open it.

2. Click on the **Add To Channel** button.

3. The **Add Media to Channel** window will now open showing any files you have uploaded to or recorded using Media Hopper Create. Click on the **Add New** button and select **Media Upload** to upload an existing file to Media Hopper Create. This file will also be added to the channel when uploaded.

4. If you wish to add a file already in your **Add Media To Channel** area, tick the checkbox next to it and click **Publish**. For multiple files, tick more than one checkbox.

The selected file will now be added to the channel.
Editing and managing your channel

The channel properties allow you to make alterations to the name, description, tags and privacy settings, as well as add or remove members.

1. Click on the thumbnail for the channel you wish to edit. When it opens, click on the Actions button and select Edit to open the channel Edit page.

2. The Edit page will open on the Details tab where you can change the channel name, description, add/remove tags and change the privacy settings.

3. To add specific users as members of your channel, click on the Members tab at the top of the page.
4. Click on the **Add Member** button.

5. Type the name or UUN of the user you wish to add to the channel into the **Enter user name** box. If a match is found, click on it to select it.

6. Select a permission level from the **Set permission** drop-down box and click **Add** to make this user a member of your channel.

This user will now appear within the **members** list.

7. You can further manage members and their permissions using the **Actions** options.
Playlists

Media Hopper Create also allows you to create playlists which can be used to gather content you have created or found together for a project you are working on. Links to playlists can also be shared with other users or viewers.

Creating a new Playlist and adding content

A new playlist can be created directly from the My Media area.

1. Click on your name at the top-right corner and select *My Media*.

2. Tick the checkboxes next to the file(s) you wish to add to your playlist. Now click on the *Actions* button and select *Add to playlist*.

3. When the playlist option screen loads, give your playlist a name and click on the *Create* button.
4. The new playlist will be displayed and selected automatically. Click **Save** to create this playlist and add the selected files to it.

![Create New Playlist](image)

5. Click on the **Go To My Playlists** button to view your new playlist.

![Go To My Playlists](image)

Removing media from a Playlist

Media content can also be removed from a playlist.

1. Click on your name and from the list select **My Playlists**.

![My Playlists](image)

2. On the **My Playlists** page, select the playlist containing the file(s) you wish to remove. To remove a file from the selected playlist, click on the small **x** next to the right of the file's title.

![My Playlists](image)
3. When the **Delete Confirmation** dialog appears, click on the **Delete** button.

![Delete Confirmation dialog]

Your file will now be removed from the playlist.

4. To delete the selected playlist, click on the **Delete Playlist** icon.

![My Playlists page]