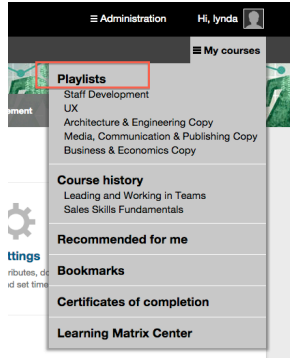


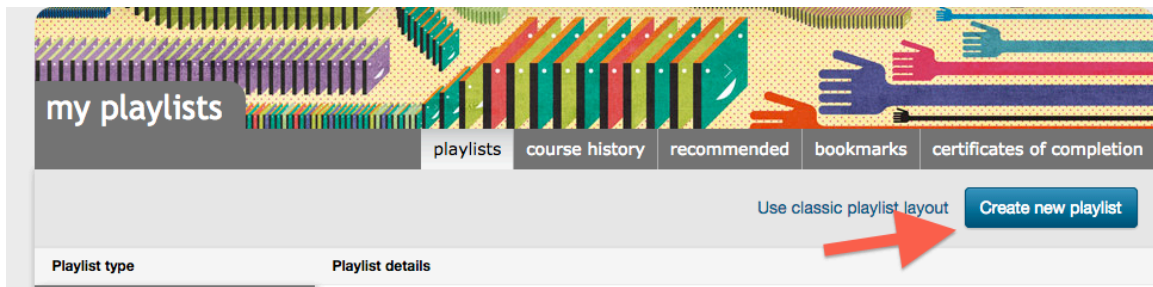
How to create and assign playlists

Step 1: Register for your lynda.com account and log in!

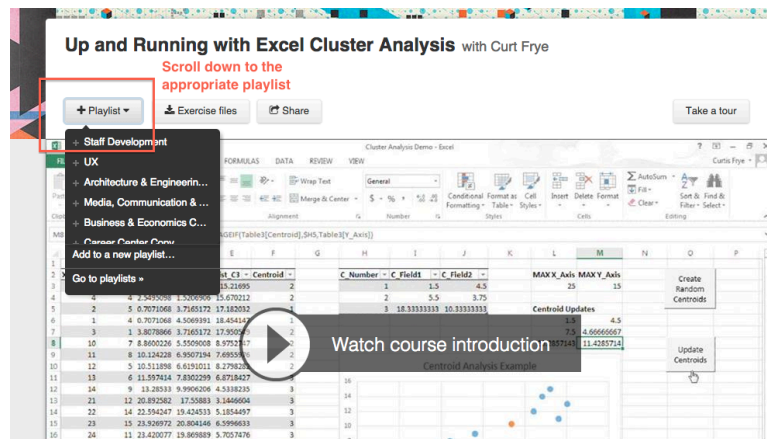
Step 2: Navigate to My Courses in the top right corner of your account and scroll down to playlists:



Step 3: Create your playlist

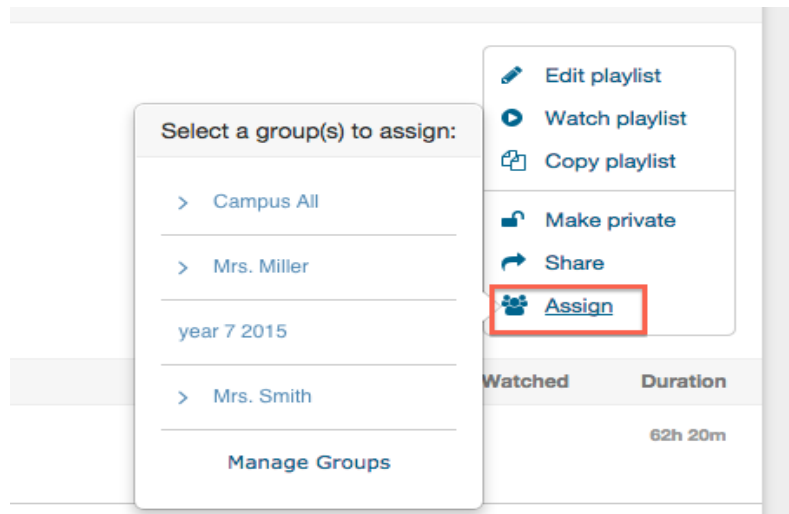


Step 4: Browse the library for courses you would like to add to your playlist, when you locate the course use the + Playlist button.



Step 5: If you would like to add specific videos to your playlist refer to the following video tutorial: <http://www.lynda.com/home/VideoPlayer.aspx?lpk4=257>

Step 6: Click on Assign and choose your group:



Please Note: Once a playlist is assigned to a group it automatically appears in the recipients account and an email notification is generated. If an administrator makes changes to the playlist after it has been assigned those changes will be updated in the end user account and another email will be generated notifying them of the changes.

Step 8: You can track the progress of your playlist by clicking into your Manage Users pod. (Click the playlist name for more details statistics).

