

Coastal Carolina University faculty can create a playlists in Naxos Music Library (NML) for a course or an assignment.

To create a playlist, go to www.NaxosMusicLibrary.com. Note that this is NOT the same URL your students will use to access the Naxos site.

1. Login to Naxos as a faculty user:
Username: CoastalIPS
Password: Coastal PS
2. Click on the **Playlists** tab, then **Coastal Carolina University Playlists** and create a folder. Name the folder with the course name and number (MUED 140) or your name. This is how your students will find assigned tracks. Faculty may create personal playlists, but these will NOT display to students. Students will only see the CCU Playlist option.
3. Next, search for tracks to add to your playlist by using the search box at the top of the page (or by using the composer, label or genre tabs.)
4. Click on the title of the CD to view the tracks included. This will also display a list of listening options on the left:



5. Select the tracks needed for your playlist, then click "Add to Playlist"
6. A pop-up window will open in which you can add the chosen track(s) to a folder. You can add tracks to an existing playlist or to a new playlist, for which you can create a new title.

The 'Add to Playlist' window is divided into two main sections. The left section contains instructions: 'Adding track(s) to an existing playlist' and 'To create a new playlist'. The right section is a form with the following fields: 'Select Location' (Tab: Coastal Carolina University Playlists, Folders: MUSIC 140, Playlists: Create New Playlist), 'New Playlists' (Sequence No.: 2, Playlist Name*: Russian 5, Author: Dr. Doe, Remarks: [Remarks here]). There are 'Add To Playlist' and 'Cancel' buttons at the bottom.

7. Once you have added the chosen item(s) to your playlist, you can view the playlist by clicking the "Playlist" tab at the top of the page. Check the "Display Static URL to Playlist" box to generate a link that can be embedded in a syllabus or course management system.

The screenshot shows the 'My Playlists' page with tabs for 'My Playlists', 'Coastal Carolina University Playlists', 'Naxos Music Library Playlists', and 'Themed Playlists'. The 'Coastal Carolina University Playlists' tab is active, showing a table of playlists under the 'MUSIC 140' folder. A 'Display Static URL to Playlist' checkbox is checked. The table lists one playlist: 'Russian 5' by Dr. Doe, created on Jul. 16, 2013.

Folders		MUSIC 140		Display Static URL to Playlist <input checked="" type="checkbox"/>						
New Edit Delete		New Playlists Move Playlists Delete Playlists Import Export		No.	Playlist	Tracks	Time	Author	Date Created	Last Visit
Current	MUSIC 140	<input type="checkbox"/>		1.	Russian 5	1	00:01:41	Dr. Doe	Jul. 16, 2013	Jul. 16, 2013

Click [HERE](#) for a complete guide to creating playlists in Naxos.