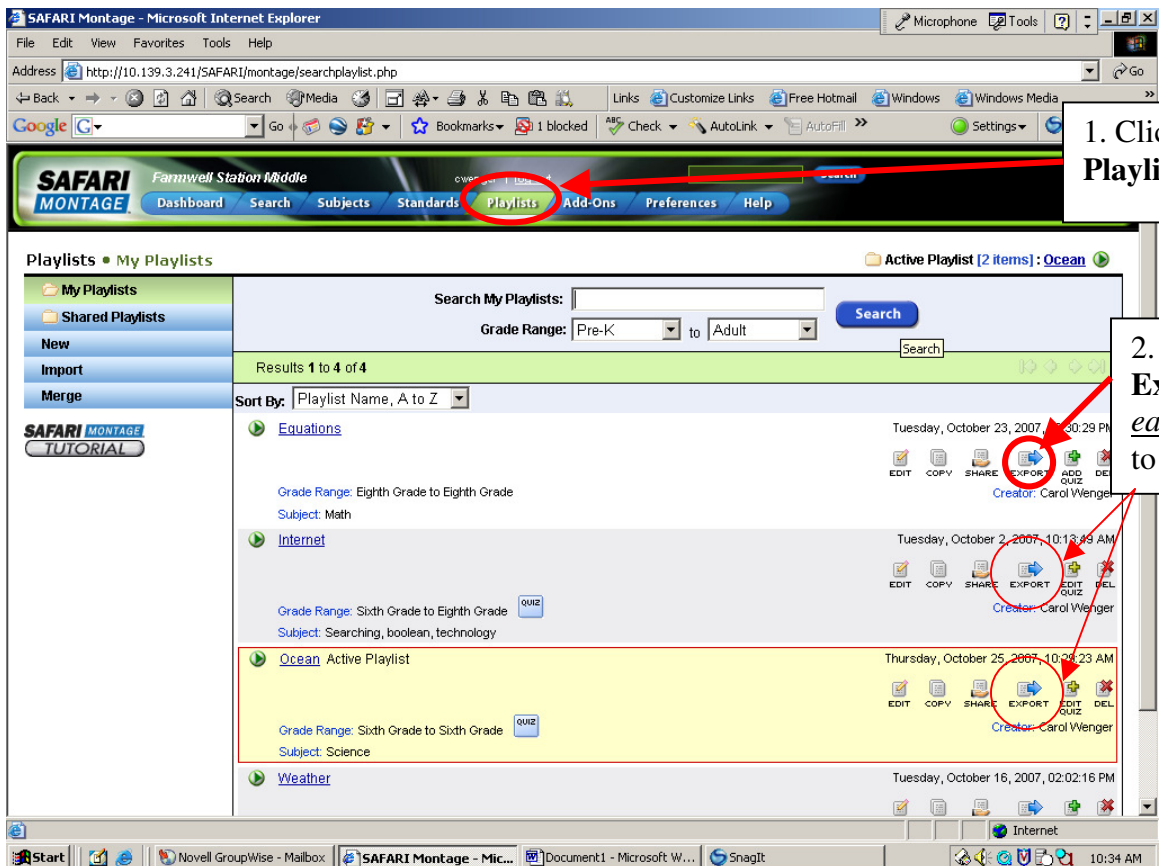


## Safari Montage: Exporting Play Lists

Due to network changes over the summer, **teacher playlists** (any play list a teacher has created, whether shared or not) in Safari Montage will be lost. Please take a few minutes and export your lists so you can import them next school year. Each playlist will need to be exported individually.

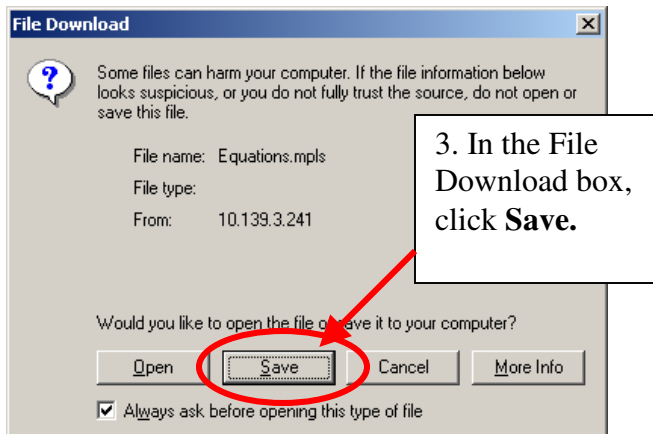
First, log in to Safari Montage.



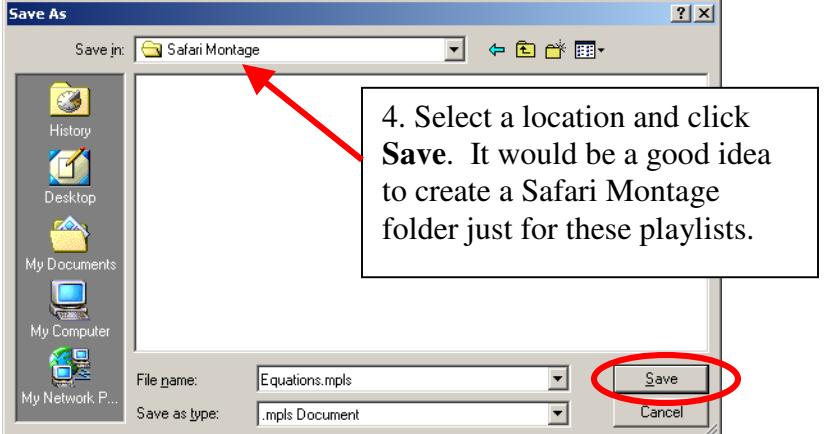
1. Click on the **Playlists** tab.

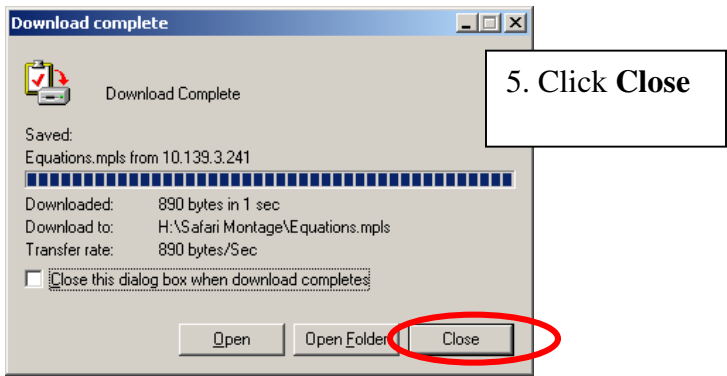
2. Click on the **Export** button for *each* playlist you wish to save.

3. In the File Download box, click **Save**.



4. Select a location and click **Save**. It would be a good idea to create a Safari Montage folder just for these playlists.





After saving each playlist in a folder, they will be ready to import back into Safari Montage after summer vacation. See the following directions on how to do this.

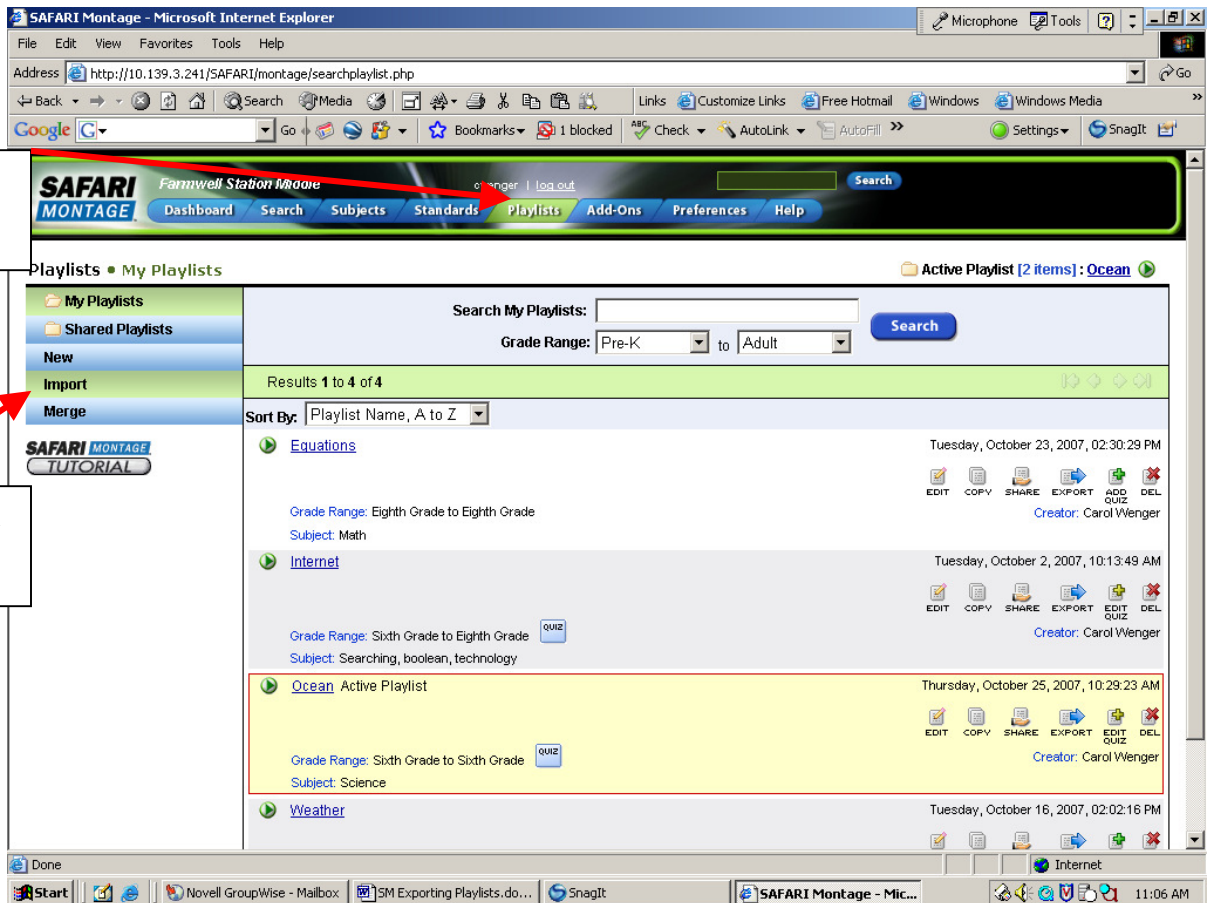
\*\*\*\*\*

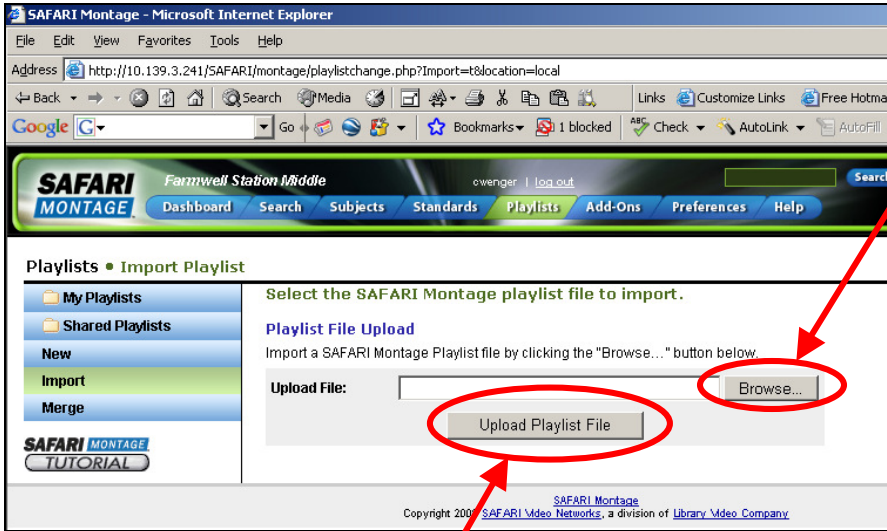
## Safari Montage: Importing Play Lists Back to Safari Montage from a Saved Folder

First, log onto Safari Montage

1. Click on the Playlists tab.

2. Click on Import



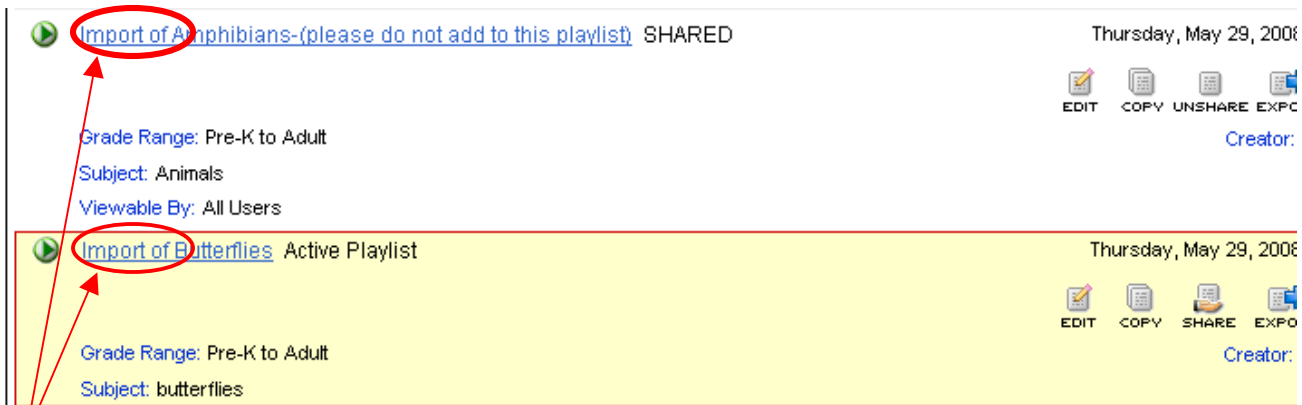


4. Click **Upload Playlist File**

3. Click on the **Browse** button and locate the Safari Montage folder you created and saved the videos in. The file extension for the videos will be .mpls

Select a file and click **Open**.

Once imported, Safari Montage will take you directly to the video you just imported. To check that it is in the playlist, click playlists on the top navigation bar.



5. The imported playlist will be titled **Import of name of playlist**.

6. Follow steps 2-4 for each playlist you wish to import back into Safari Montage.