Creating Playlists on the Classical Music Library

I. NAVIGATING TO THE CLASSICAL MUSIC LIBRARY

A. Click this link or Copy-and-Paste it into your browser: http://search.alexanderstreet.com/music-performing-arts

OR

B. Via the BJU homepage
   1. On the BJU Intranet homepage, go to the “Academics” tab
   3. In the blue bar, click the “Music Library” link.
   4. Click the “Classical Music Library” tab.
   5. Click the blue “Classical Music Library” link.

II. SETTING UP AN ACCOUNT WITH ALEXANDER STREET

A. Click the “Sign in” link in the upper right corner.
B. Click the “Create new account” tab.
C. For your username, enter your full bju email address (including @bju.edu), enter a new password in both the “Password” and “Confirm Password” boxes, and then enter what you would like for your display name.
D. Click the “Create new account” button.
E. You are now registered and signed in.

III. CREATING A PLAYLIST AND ADDING TRACKS TO YOUR PLAYLIST

A. (If you are not yet signed in, sign in by clicking the link in the upper right corner.)
B. Search for the CD/piece you would like on your playlist
   1. Type the CD, piece, or composer in the Search box at the top of the page or choose “Advanced Search” to enter specific details for your search.
   2. Once the search is complete, you can choose from the options on the left hand side of the page to refine your search.
C. To add a whole CD to a new or existing playlist
   1. Select the CD by clicking the + sign to right of the CD.
   2. Continue searching for and selecting CDs to add to the playlist.
D. To add individual tracks to a new or existing playlist.
   1. Select an individual track by clicking on the CD which will allow you to view individual tracks. You can then select tracks by clicking the + sign to the left of the track.
   2. Continue searching for and selecting tracks.
E. Once all CDs and tracks for a playlist have been selected, click “View list” under the search box towards the top of the page.
F. Click “Playlist” under options on the left side of the page. (You can also delete CDs/tracks from here by clicking the trash icon on the right side of the CD/track).
G. From the “Add to/Create Playlist” dialogue box, either choose an existing playlist from the “Add to an existing playlist” drop-down list and click “Add” or enter the title of your new playlist under “Create a new playlist” and click “Create.” Be sure the “clear your selected items after adding to playlist” box is checked. If you don’t clear your selections before you create a new playlist, all of the CDs/tracks you selected for the previous playlist will appear on any subsequent playlists you create.

H. Click “Edit this page”, then choose from the “Who can see this playlist” drop-down list. (The default is set so that only the person creating the playlist can view it). Click “Save changes.”

I. “Edit this page” can also be used to delete tracks or CDs from the playlist (click the trash icon on the far right side), add descriptions to the playlist or tracks, or rearrange track order (click and drag).

IV. LINKING YOUR PLAYLIST IN YOUR SYLLABUS, COURSE PAGE, BJUONLINE, ETC.

A. Once signed in, click the “Playlists” link at the top.
B. Click “Show only my playlists” on the left side and select a playlist.
C. Click “Embed/Link” by the playlist title at the top of the page.
D. Highlight the link and type Ctrl+C to copy it.
E. Open the desired document or webpage where you wish to link your playlist.
F. Type Ctrl+V to paste the URL of your playlist where you desire.
   1. To make the content available to listeners off campus, copy and paste the following info in front of the content's URL: http://ezproxy.bju.net/login?url=
G. To create a hyperlink:
   1. In Microsoft Word, highlight the text of the URL you just pasted (including the added EZ Proxy text, if present) and Type Ctrl+C (or right click and choose copy).
   2. Right click on the highlighted text, and in the popup menu, click “Hyperlink…”
   3. Click the “Existing File or Webpage” button on the right.
   4. Ensure the URL in the “Address:” blank matches what you’ve highlighted in your document, and click the “OK” button.
   5. The URL is now an active link and can be Ctrl-clicked to see your playlist.

V. ADDING A WEBLINK TO A PLAYLIST

(Can be used to link to the corresponding score from Classical Scores Library)

A. Select a playlist
B. Click “Add an external weblink” (the gold box)
C. Open the page you want linked to the playlist
D. Highlight the URL and type Ctrl+C
E. Go back to Alexander Street and click inside the “URL” box under the “Add a weblink” dialog box and type Ctrl+V.
F. Type a title and description if you would like and then click “Add Weblink.”

For any required listening that cannot be found in the Classical Music Library database, contact the Music Library Graduate Assistant, Rachel Steffensmeier at rsteffen@bju.edu with the name of the album and the track numbers you would like to be transferred to your BJUOnline class page, as well as the class name and any playlist information you would like attached (such as “Listening Test 3”).