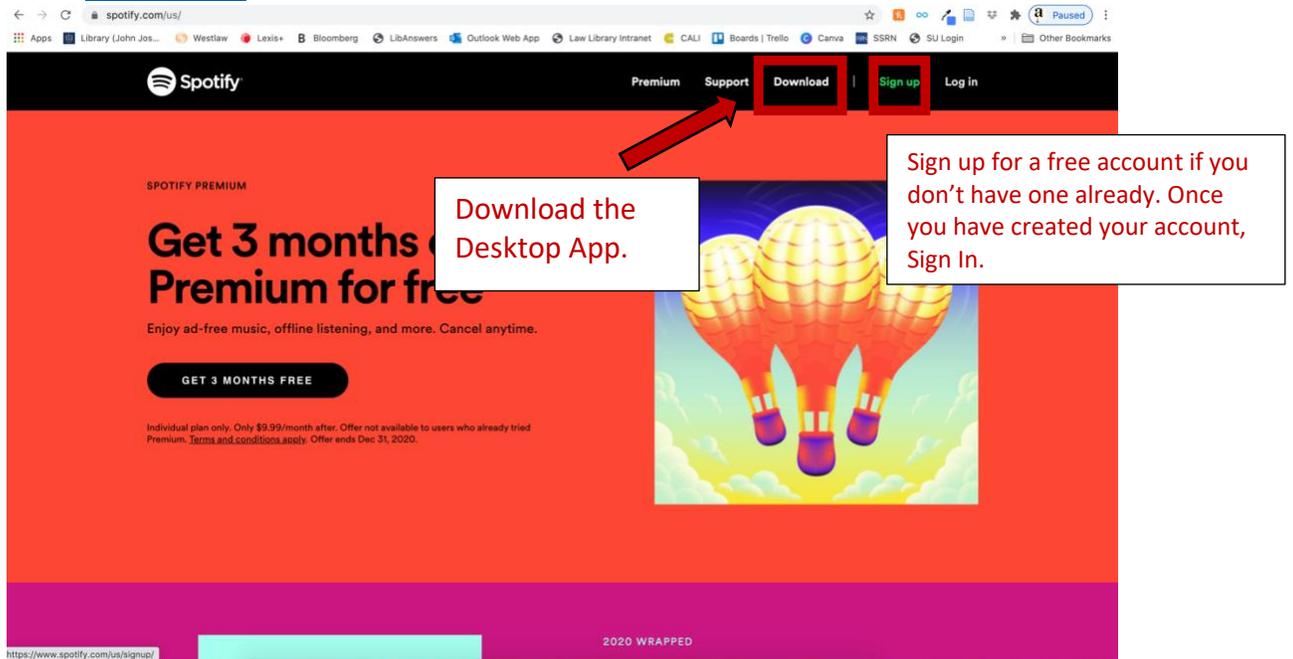Cheat Sheet
Creating a Collaborative Spotify Playlist

- Go to spotify.com.

Download the Desktop App.

Sign up for a free account if you don't have one already. Once you have created your account, Sign In.

- Open the Desktop app.

You can use the search bar to find specific songs, artists, and albums.

Use this menu on the left to browse your library, discovery new content, and manage your playlists.
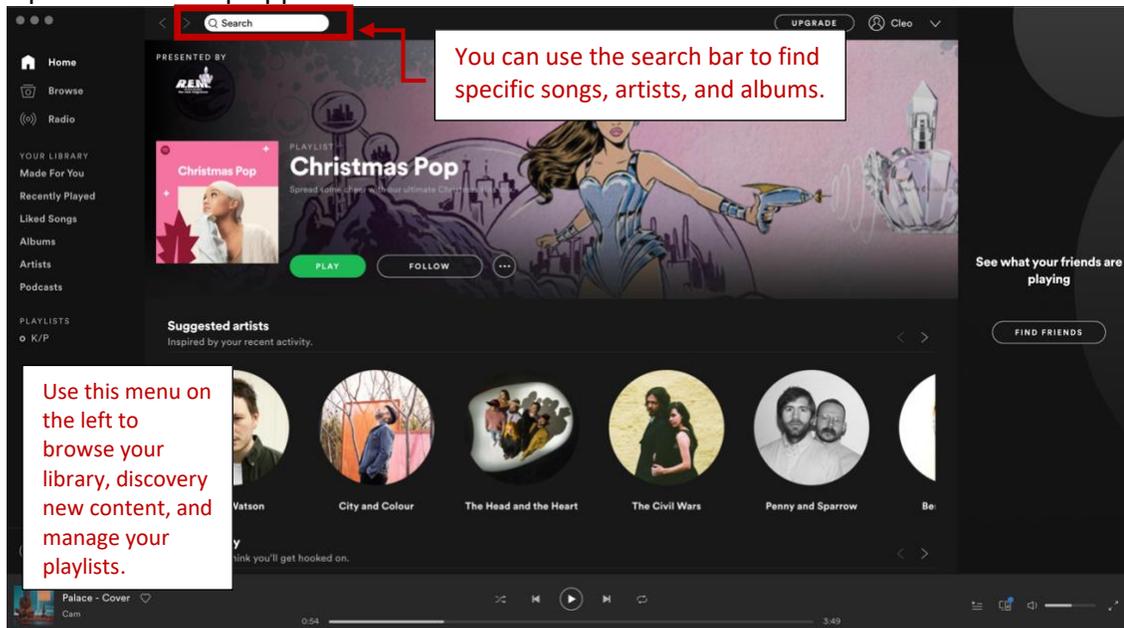
- Once you've found a song you'd like to start a playlist with, click the three dots on the track to open the **More** menu. Select **Add to Playlist** and **New Playlist**
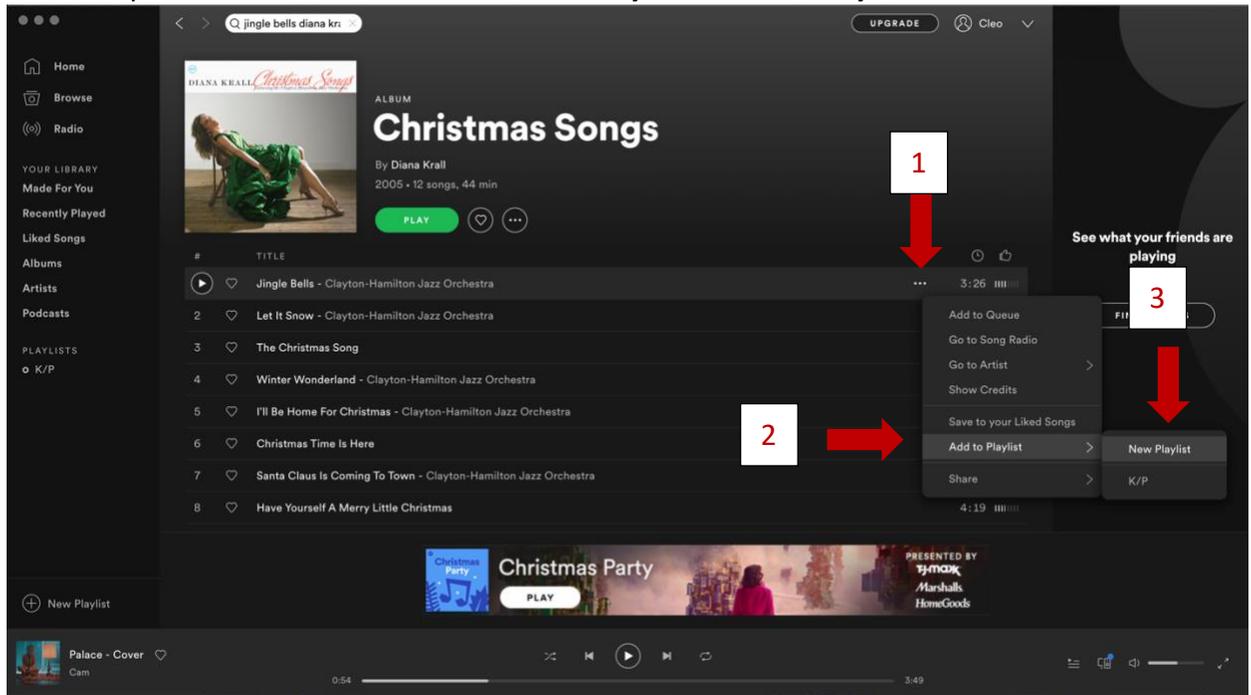
- Once you have created the playlist, it will appear in the **Playlists** section of the menu on the left. The default name will be the name of the first song added. You can change this.
- To make the playlist collaborative (so students can add songs to it), click on the playlist's name. Select the three dots beside the green play button to open the **More** menu. Choose **Collaborative Playlist.**
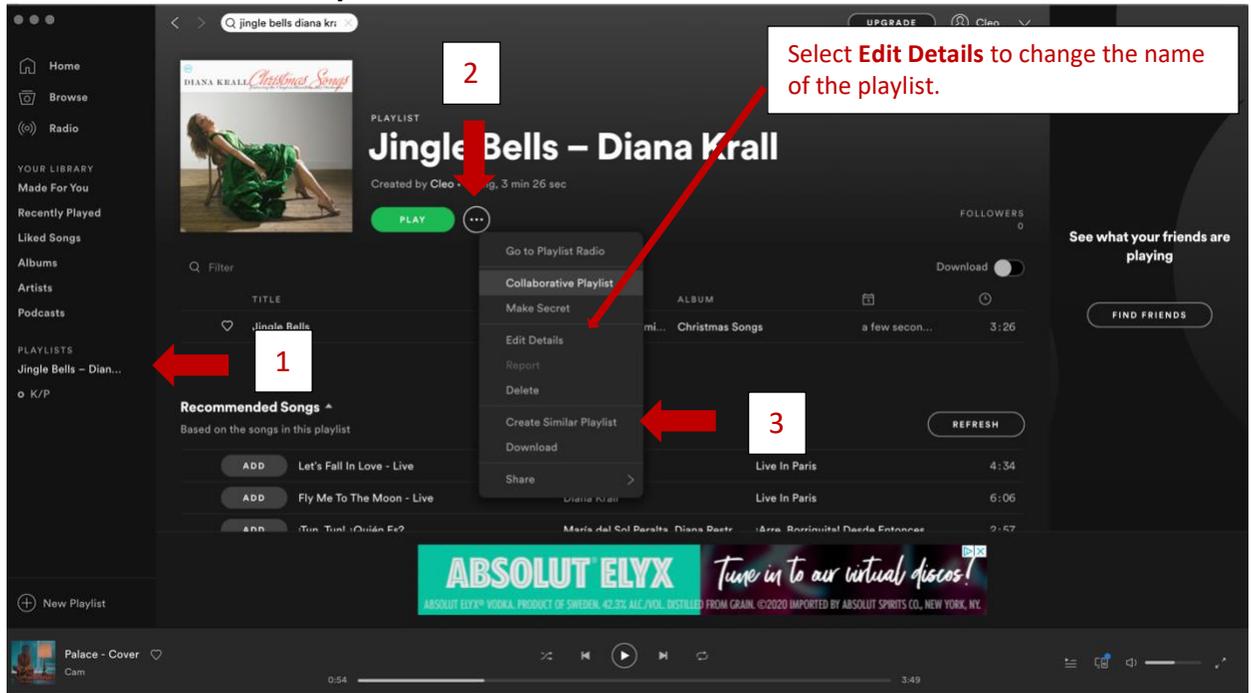
- You can also use this menu to share the playlist with your students. Select **Share**. The easiest way to share is to select **Copy Playlist Link** and paste the link into an email to your students. Students with a Spotify account will be able to add to the playlist; students without an account will need to create one.