

How to Create a Chapter

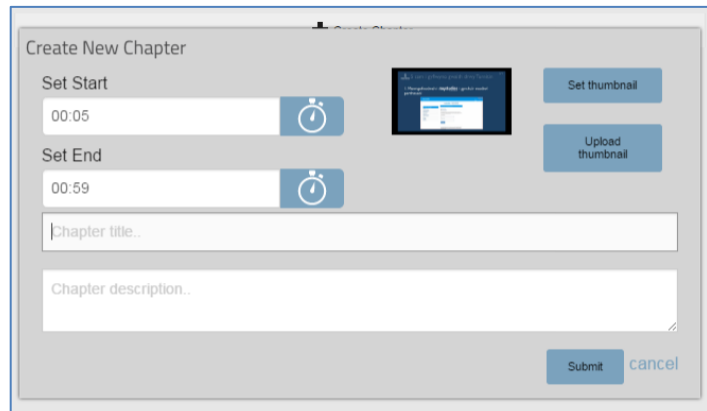
Chapters are marker points within a recording. They allow users to quickly navigate to different parts of the media. It is also possible to share chapters with users via the VLE.

1. Navigate to <https://videostream.swan.ac.uk> and click **Log Out** in the top right hand corner
2. Enter your username and password then click **Log In**
3. View the video you wish to add chapters to
4. Click the **Chapters** tab on the right hand side of the screen



5. Click **Create Chapter** and enter the relevant details; provide a meaningful Title and Description

6. Set a **Start** and an **End** time for the chapter by clicking a point on the timeline and using the **Set** button next to start and end options

A screenshot of a 'Create New Chapter' form. The form has a title 'Create New Chapter' at the top. Below the title, there are two rows for setting time: 'Set Start' with a text input field containing '00:05' and a 'Set' button with a clock icon; and 'Set End' with a text input field containing '00:59' and a 'Set' button with a clock icon. To the right of these fields is a small video thumbnail and two buttons: 'Set thumbnail' and 'Upload thumbnail'. Below the time fields are two text input fields: 'Chapter title..' and 'Chapter description..'. At the bottom right of the form are two buttons: 'Submit' and 'cancel'.

7. Click the **Submit** button to add the new chapter. Repeat steps 5 – 7 to add further chapters