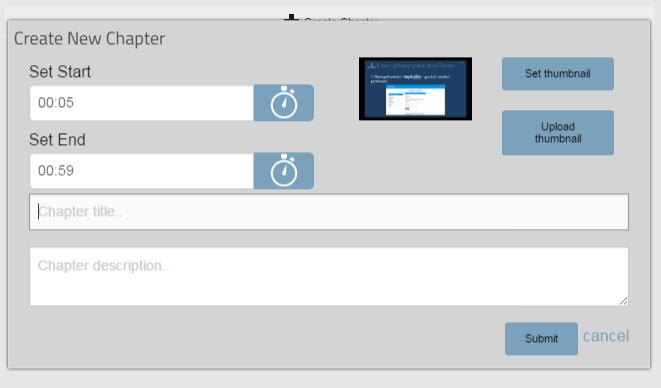
# How to Create a Chapter

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



1. Click **Create Chapter** and enter the relevant details; provide a meaningful Title and Description
2. 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
3. Click the **Submit** button to add the new chapter. Repeat steps 5 – 7 to add further chapters

**Sut i Greu Pennod**

Mae penodau'n farcwyr o fewn recordiad. Maen nhw'n caniatáu i ddefnyddwyr symud yn gyflym i rannau gwahanol o'r cyfrwng. Yn ogystal, mae modd rhannu penodau â defnyddwyr drwy'r Amgylchedd Dysgu Rhithwir.

1. Ewch i <https://videostream.swan.ac.uk> a chliciwch **Log Out** yn y gornel dde uchaf

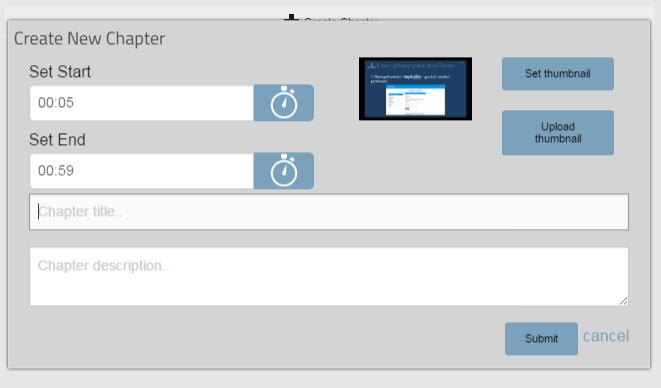
2. Teipiwch eich enw defnyddiwr a'ch cyfrinair a chliciwch **Log In**

3. Agorwch y fideo yr hoffech ychwanegu penodau ato

4. Cliciwch y tab **Chapters** ar ochr dde'r sgrîn



5. Cliciwch **Create Chapter** a theipiwch y manylion perthnasol; rhowch Deitl a Disgrifiad ystyrlon

6. Pennwch amser dechrau a gorffen ar gyfer y bennod drwy glicio ar bwynt yn y llinell amser a defnyddio'r botwm **Set** nesaf at yr opsiynau **Start** ac **End**

7. Cliciwch y botwm **Submit** i ychwanegu'r bennod newydd. Gwnewch gamau 5 - 7 eto i ychwanegu penodau eraill