Creating Chapters and Adding Slides to a Video (or Audio file) through My Media in D2L – Kaltura Tutorial
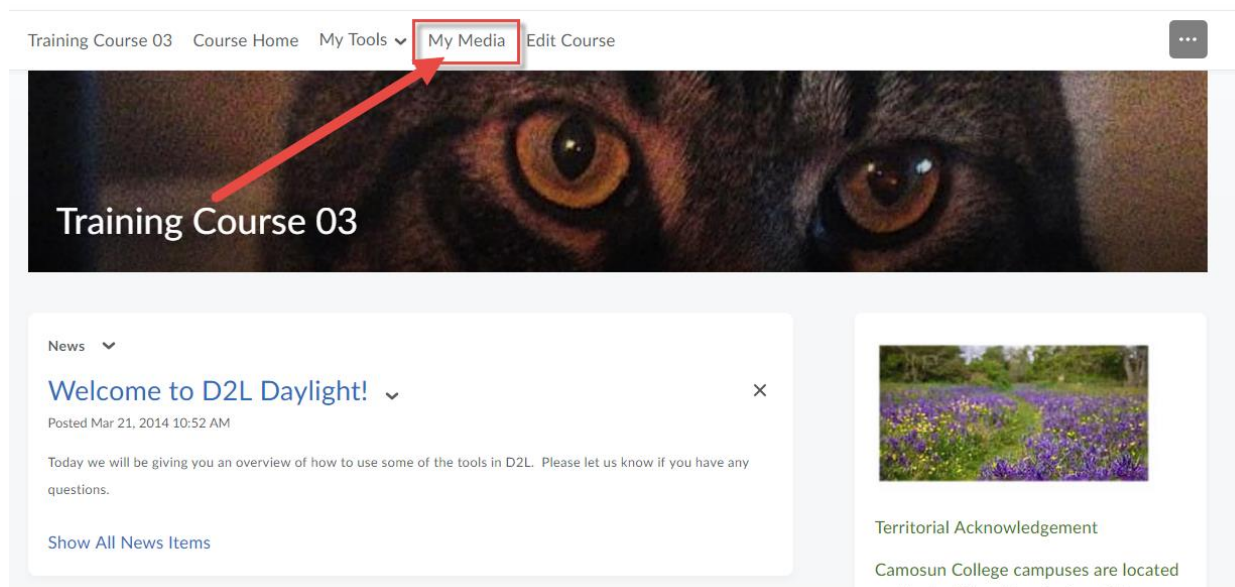
This tutorial is designed for faculty who have previous experience using D2L and who have uploaded media to **My Media** in D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you wish to create chapters for your videos and add slides to those chapters. Chapters are especially useful for a longer video, and can be used, for example, to mark different topics covered within the video so students can easily go to them. You can also add slides to an audio file to create a voiceover slideshow.
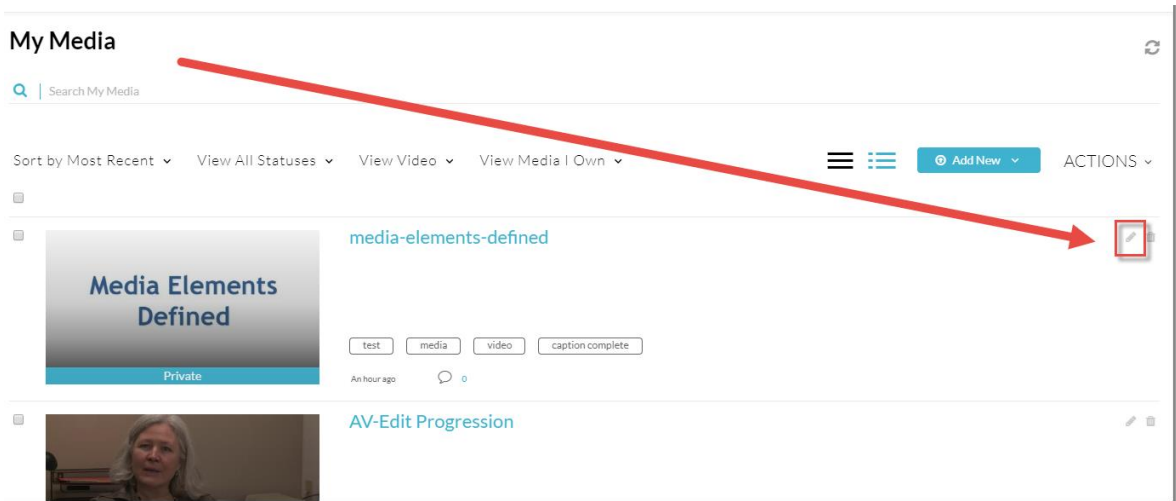
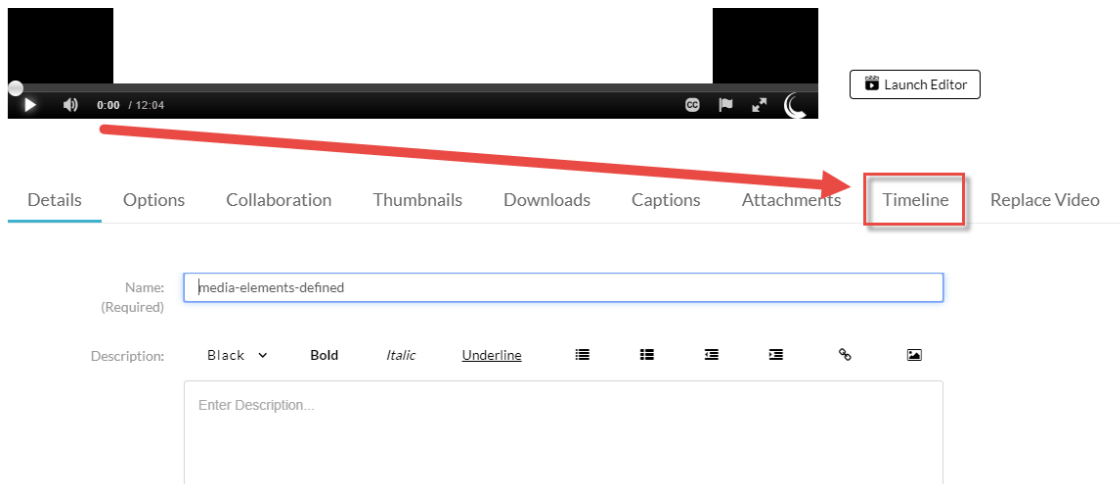## Steps

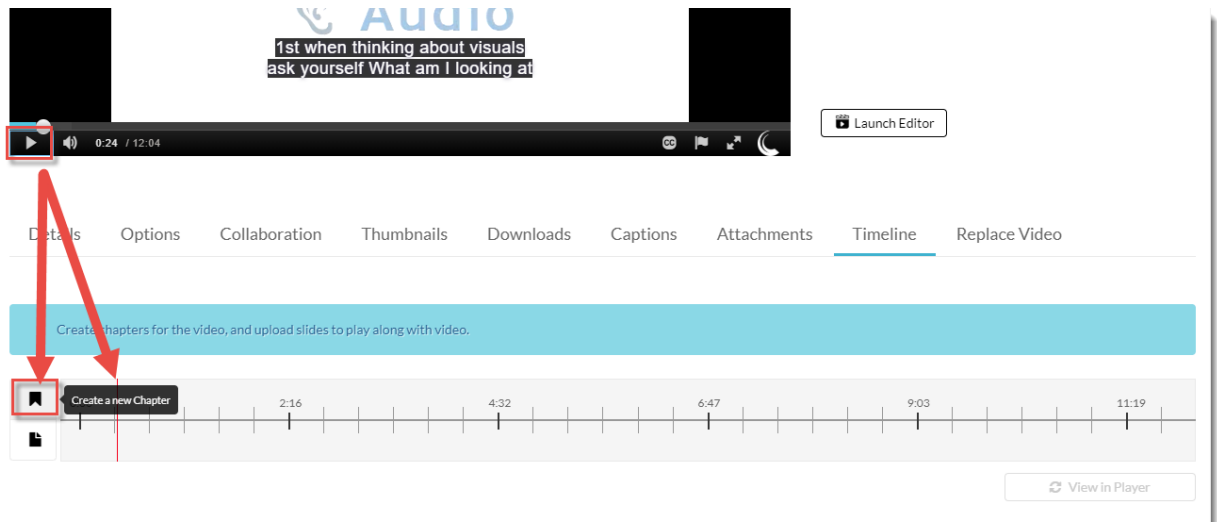1. Go to your course in D2L.
2. Go to **My Media**.

3. Click the **Edit** icon (the pencil) to the right of the media piece you wish to edit. For the purposes of this tutorial, we will work with a video.
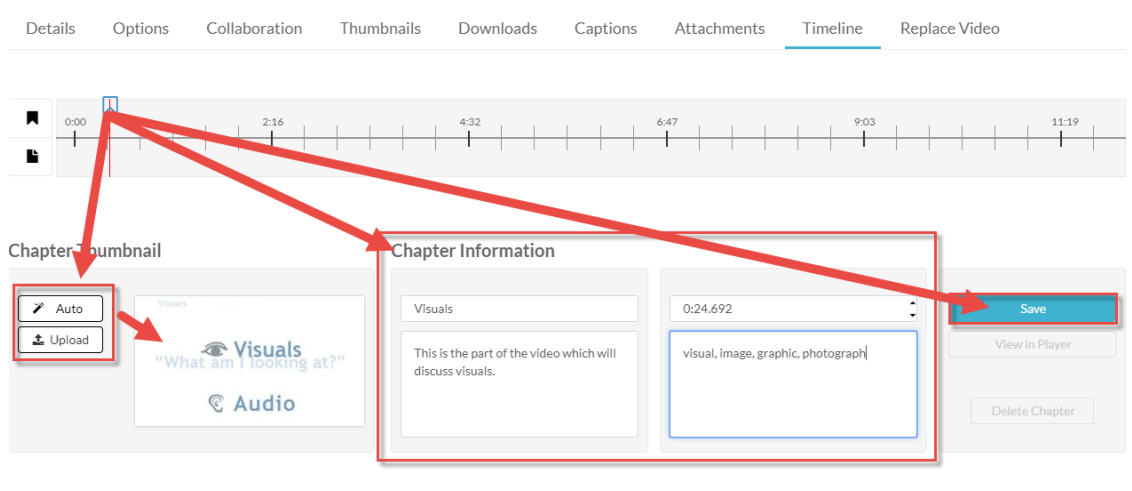

4. Click **Timeline**.

5. Play the video to the point you want to create a new Chapter, pause it, then click on the timeline at that point (there is a red vertical line which moves along the timeline as the video plays), and click the **New Chapter** icon (the one on the top, to the left of the timeline).
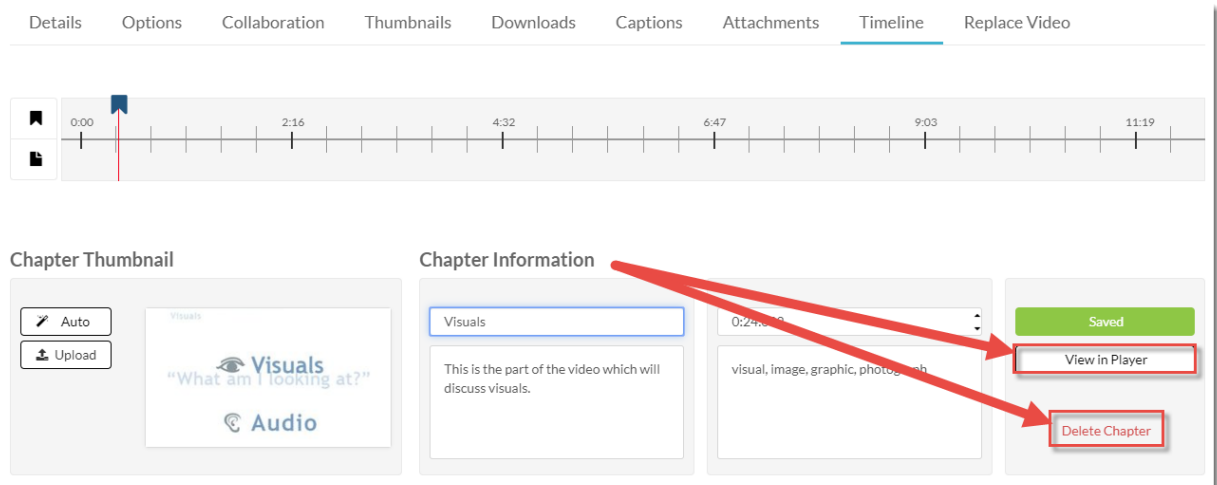

6. The Chapter editing area will open. Here you can add a Chapter Thumbnail, either by clicking **Auto** (where Kaltura will set a thumbnail) or **Upload** (so you can add your own image). Add any Chapter information (**Title**, **Description**, **Tags**) you like – we recommend adding a Chapter Title at the very least. Then click **Save**.
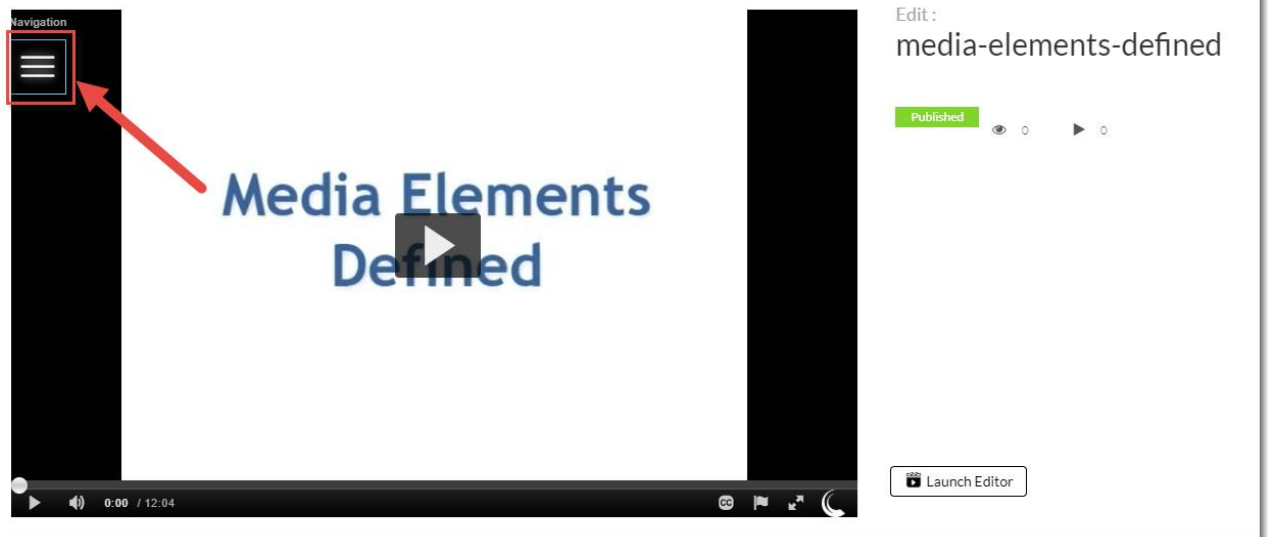
7. After you have saved your Chapter, you can click **View in Player** to preview the Chapter, or click **Delete Chapter** to delete it.
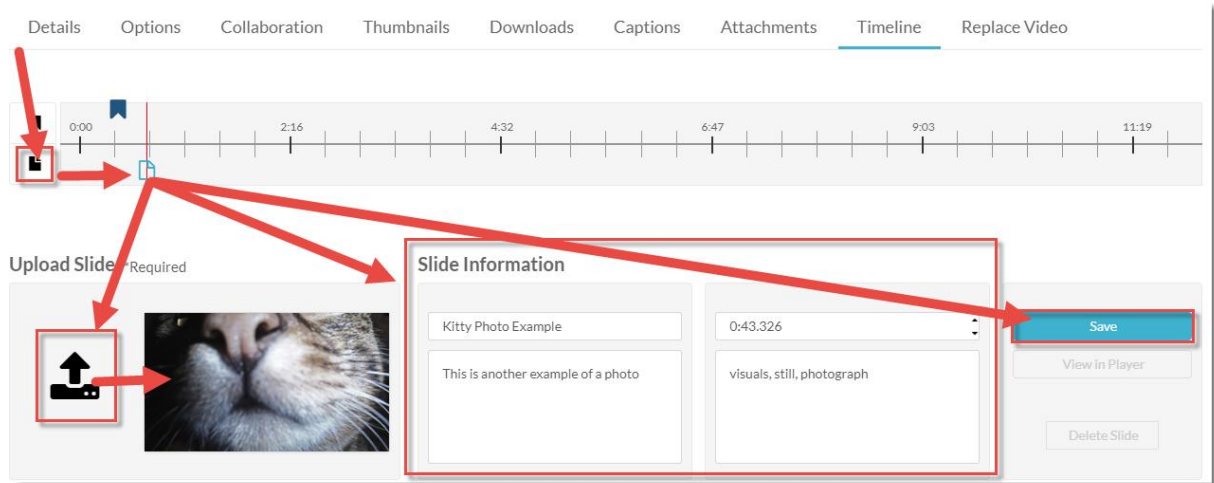

If you have clicked **View in Player**, scroll up to the video and click the hamburger icon at the top left to open the new Chapters panel.
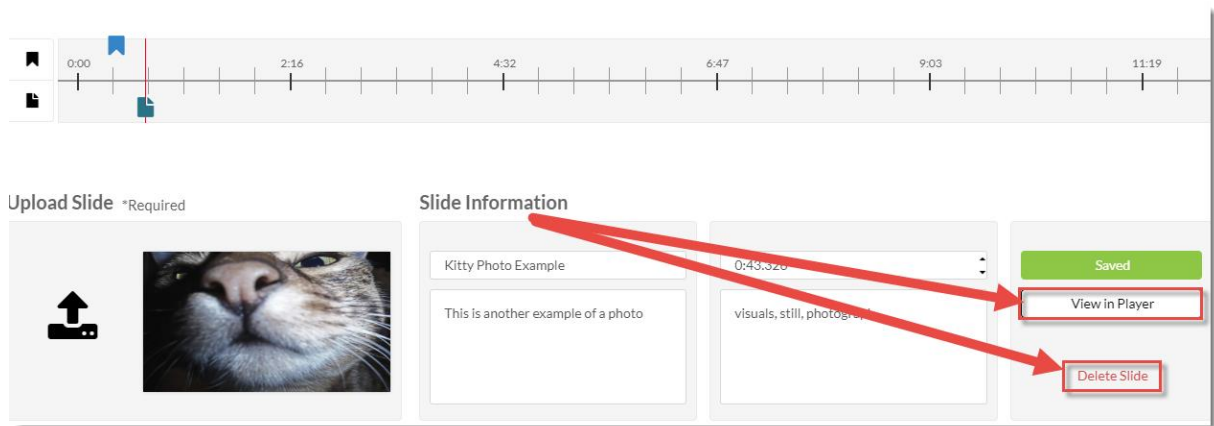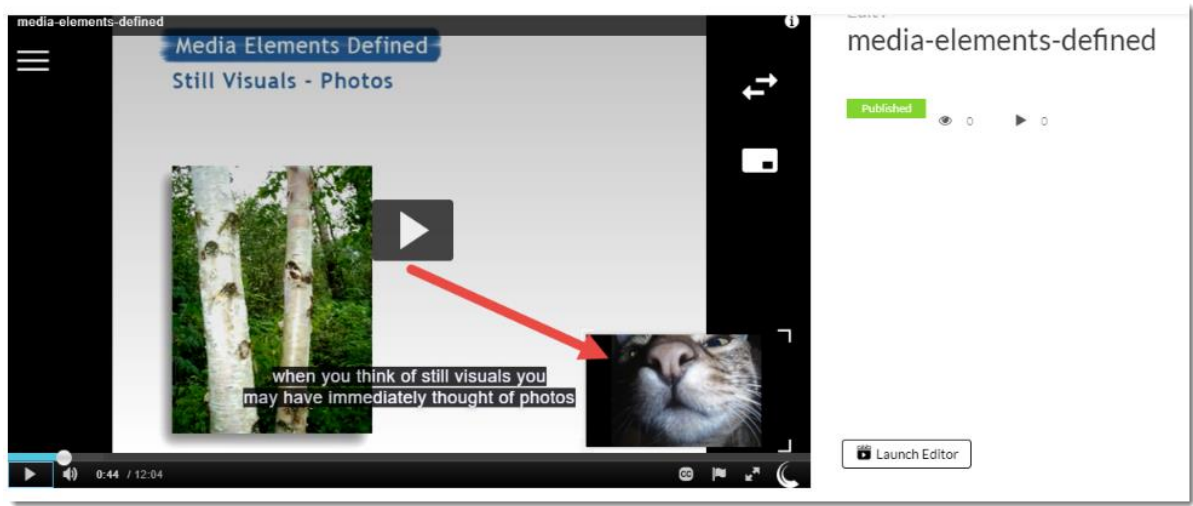
8. To add a Slide to a video or audio file, play the video/audio to the spot you want to add a slide, pause it, click on the timeline, and click the **Create a New Slide** icon (on the bottom, to the left of the timeline). The Slide Information editing area will open. Here you can click **Upload a slide image** (the icon on the far left) to upload an image from your device. You will then see your image in the small window next to the **Upload** icon. Add Slide Information (**Title**, **Description**, **Tags**) you like – we recommend adding a Title at the very least. Then click **Save**.

9. After you have saved your Slide, you can click **View in Player** to preview the Slide in the video (as we did for Chapters), or click **Delete Slide** to delete it.

If you have clicked **View in Player**, scroll up to the video and play it to the location of the slide to see how it looks.

10. Continue adding Chapters and Slides until you are finished. Make sure to click Save and review your finished product. You can then embed the video/audio into the HTML editor (for example, in a Content page), or add it to the **Course Media** gallery.

Things to Remember

Chapters are most useful in longer videos as they break the video up and provide navigation to help students find specific sections. Adding them to videos under 5 minutes may be confusing for students.

Slides are probably most useful to support audio, but think about what the purpose of your audio is before adding images to it.