

# UBC Forestry

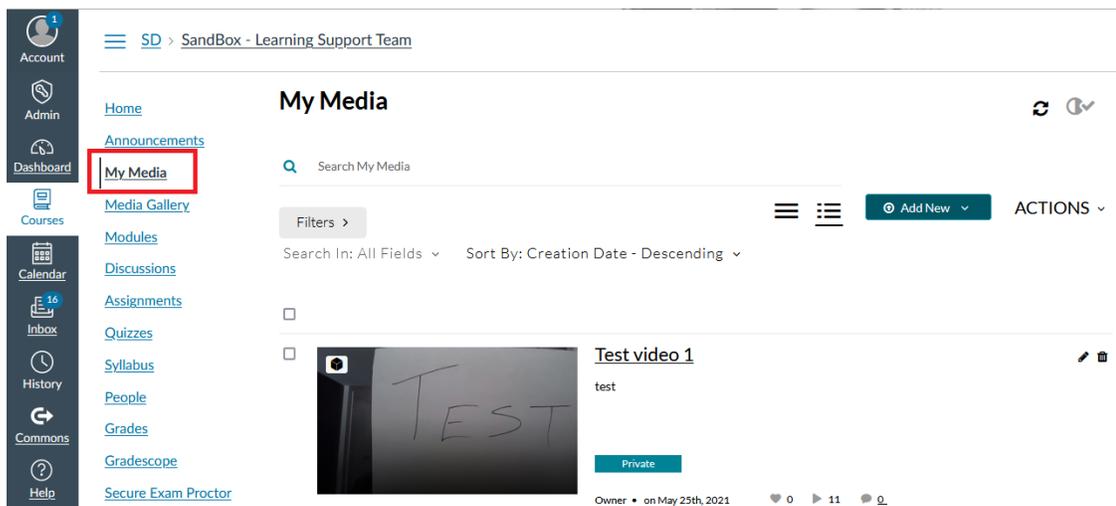
## Kaltura: Setting Chapters in Videos

Instructors can use Kaltura to add chapters to videos that they have uploaded to a Canvas course. Please note that you must be the original uploader of the video to add these features. Otherwise, the options will not appear.

### A. Setting Chapters

#### 1. Open Media Gallery

In the Course Navigation sidebar, click the My **Media** link.



The screenshot displays the Canvas LMS interface. On the left is the Course Navigation sidebar, which includes links for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The 'My Media' link is highlighted with a red box. The main content area is titled 'My Media' and shows a search bar, filters, and a list of media items. A single video item is visible, titled 'Test video 1', with a thumbnail showing a whiteboard with the word 'TEST' written on it. The video is marked as 'Private' and was uploaded on May 25th, 2021.

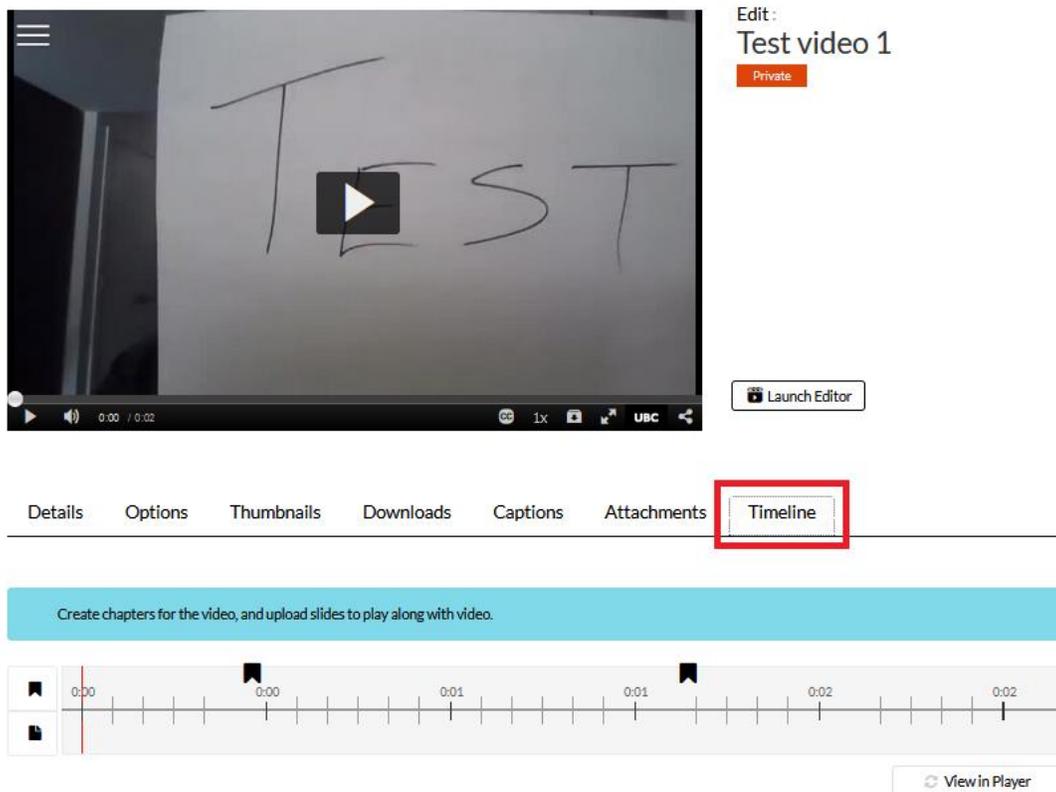
## 2. Select Video

Click the **Edit** icon next to the video you would like to add chapters to, identifiable by the pencil icon.



## 3. Select Timeline

Along with the tabs underneath the video preview, select **Timeline**

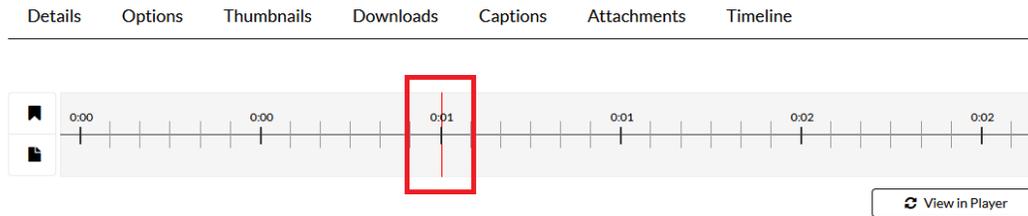


#### 4. Select location in Timeline

On the Timeline underneath the row of Tab titles, click anywhere along it to choose a chapter location.

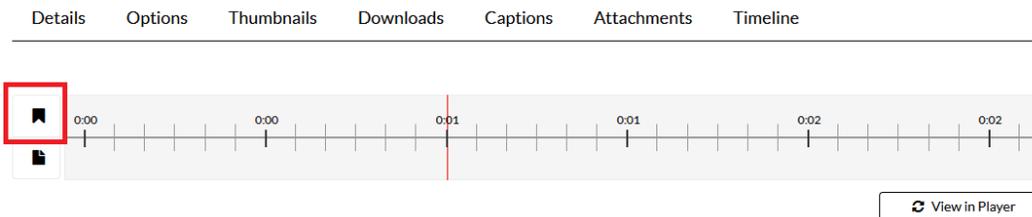


The vertical red line will indicate where the chapter will be placed.



#### 5. Create a New Chapter

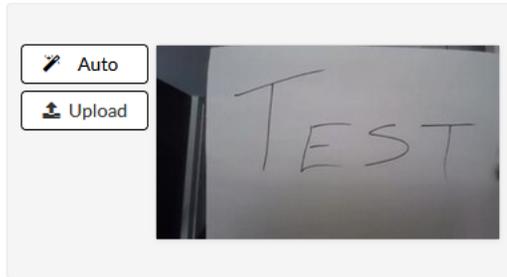
Having selected a location on the Timeline, click on the **Create a new Chapter** button on the left.



## 6. Chapter Information

Fill in the information related to the chapter and click **Save**.

### Chapter Thumbnail



### Time and Tags

0:00.748

Enter comma separated Search Tags

### Chapter Information

Enter Chapter Title

Enter Chapter Description

**Save**

View in Player

Delete Chapter

- After saving, confirm that the chapters have been saved by clicking on the hamburger button (**three bars**) in the top left corner of the video preview.

