kaltura

Create chapters and add slides in Moodle

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👥 **This article is designated for all users.**

About

Chapters and slides help organize your video and make it easier for viewers to follow along. Chapters act like bookmarks for quick navigation, while slides show synced visuals alongside your content.

Viewers can explore chapters and slides using the extended player, but they can't access the editing timeline. They can also search for text within them.

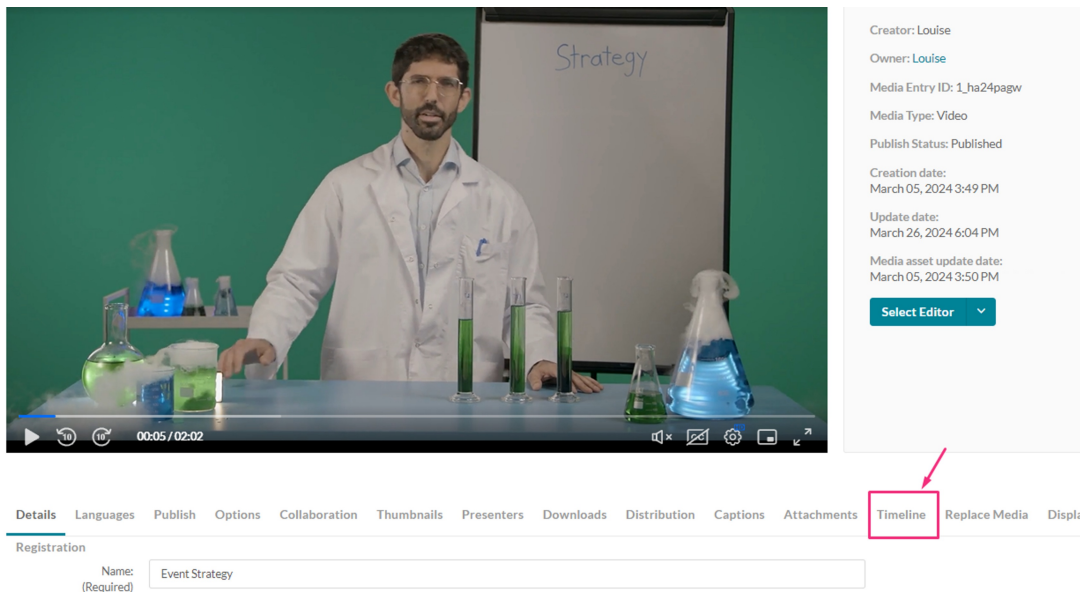To learn more about how this works in the dual-screen layout, see our article Dual Screen.

> ℹ️ The Chapters module must be enabled before using this feature.

> ℹ️ In LMS instances that are set with remote storage configuration, slides on entries are stored and played from the remote storage.

Create chapters

1. Access the edit media page and click on the **Timeline** tab.

The media's timeline displays.

2. Click the **Create New Chapter icon**.
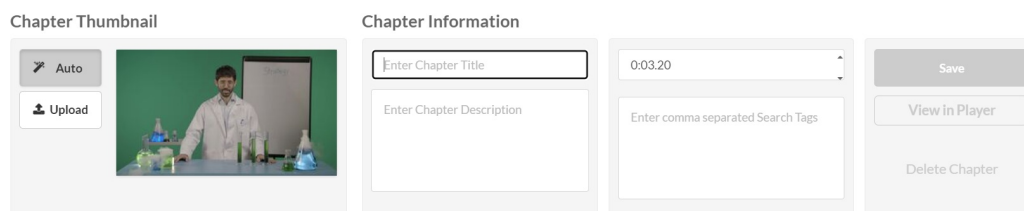
The chapter settings display.

3. Move the cue point to the desired position of the first chapter.

Chapter information

Enter name, description, and tags (optional). The exact time of the cue point is shown, and you can modify it if necessary.

Thumbnail

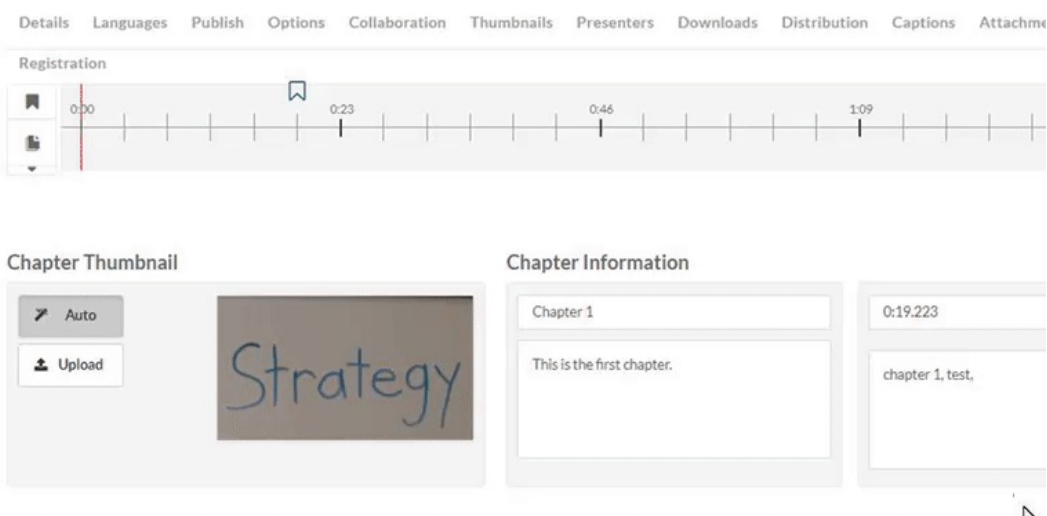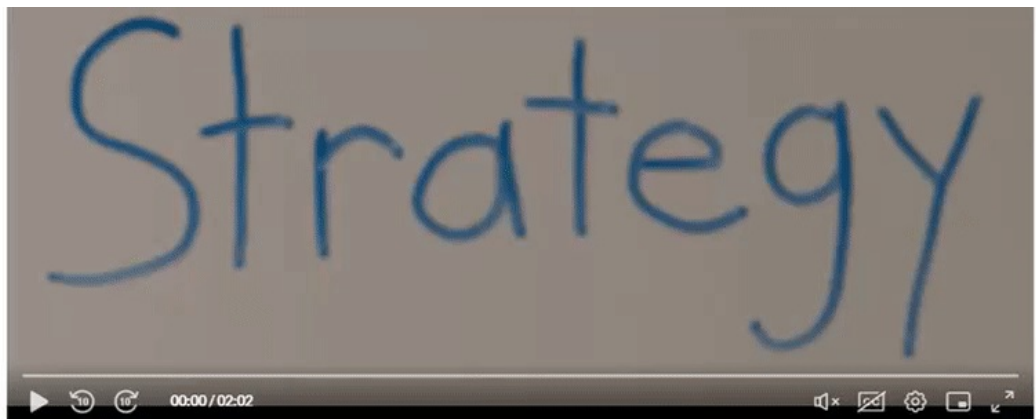A default thumbnail is set for the chapter, but you can change it using **Auto** or **Upload**.
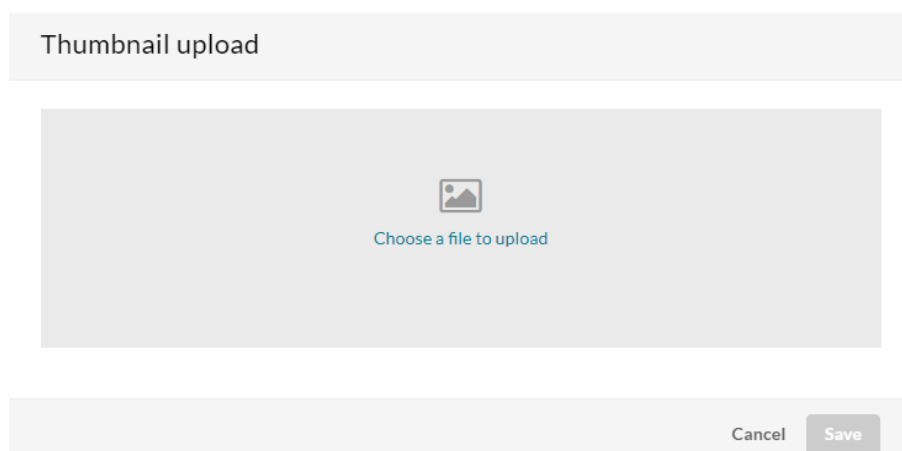

Auto

Pick a moment in the video for the thumbnail image and click **Auto** to create it automatically.
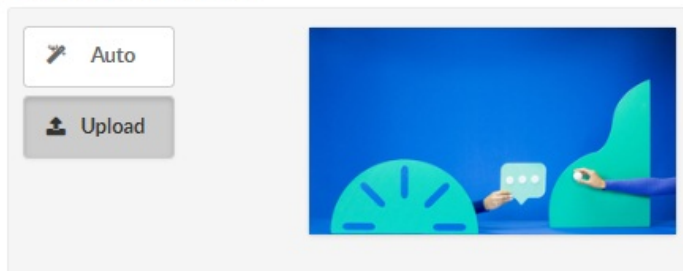
The thumbnail updates.

Upload

1. Click **Upload** (or click on the thumbnail).
   The **Thumbnail upload** window displays.

2. Choose a file to upload.

3. Click **Save**.

The image displays as your new thumbnail for that chapter.

At any time, you can preview the chapters in the player by clicking **View in Player**.
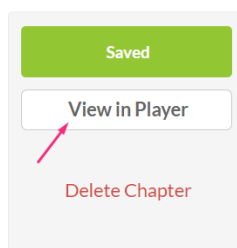
4. When you have finished configuring your first chapter, click **Save**.

To create another chapter, click the **Create New Chapter icon** and repeat the steps above.

Delete chapters

1. Click on the cue point of the chapter you want to delete.

2. Click **Delete Chapter**.

A confirmation message displays: '*Are you sure you want to delete this chapter?*'
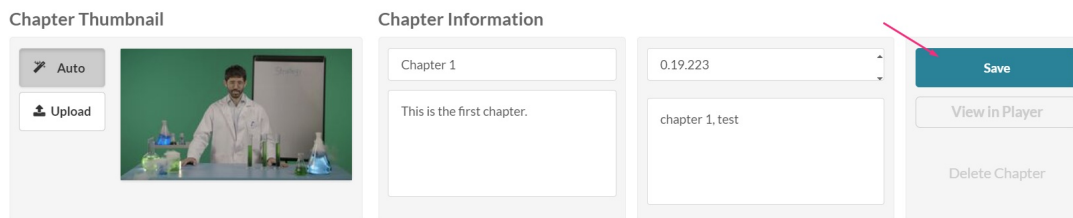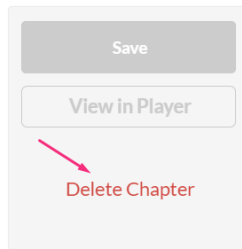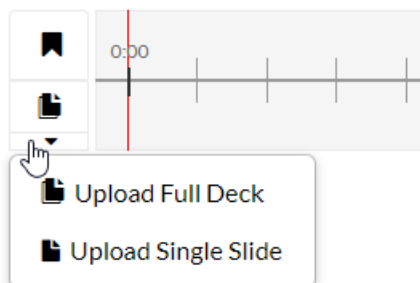
3. Click **Delete** to confirm.

Click **View in Player** any time to see your changes.

Create slides

1. Move the cue point to where you want to add the slide(s).
2. Click the arrow below the **slides icon** and select **Upload Full Deck** to add a series of slides (the supported formats are PPT, PPTX, and PDF), or **Upload Single Slide** to upload one slide (image file types only are supported).
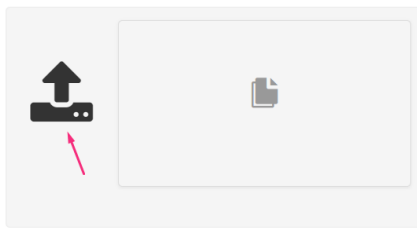

⚠️ If the option to "Upload Full Deck" is not available, please contact your Kaltura administrator to have it enabled. For additional information see the Chapters module.
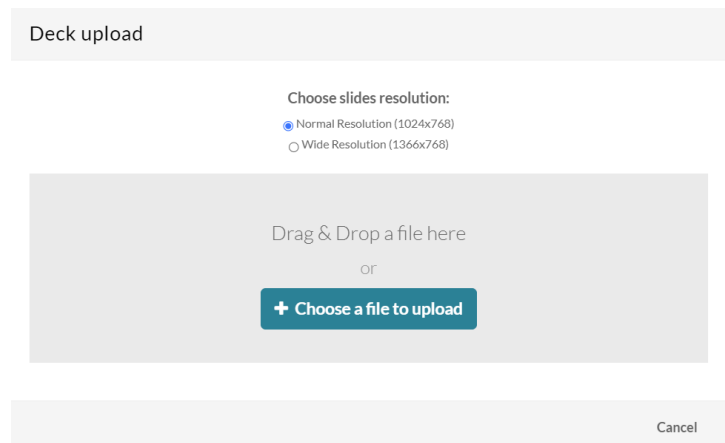
Upload full deck

1. Click the upload icon.

![Kaltura logo]

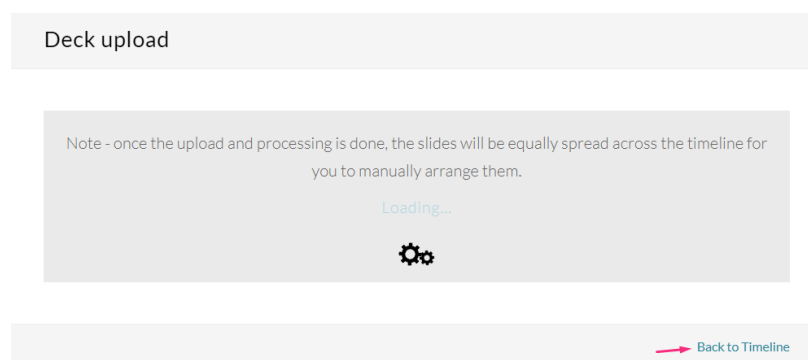**Upload Deck** *Required

The Deck upload window displays

![Deck upload window showing Choose slides resolution with Normal Resolution (1024x768) selected and Wide Resolution (1366x768) option, Drag & Drop a file here or +Choose a file to upload button, Cancel button]

2. Choose the resolution (default is Normal), then drag and drop the desired file or click **+Choose a file to upload**.
   You can return to the timeline while the upload is processing by clicking **Back to Timeline**.

![Deck upload window showing Note - once the upload and processing is done, the slides will be equally spread across the timeline for you to manually arrange them. Loading... with gear icon, Back to Timeline link]

3. After the upload and processing have finished, the slides will be equally spread across the timeline and you can manually rearrange them.
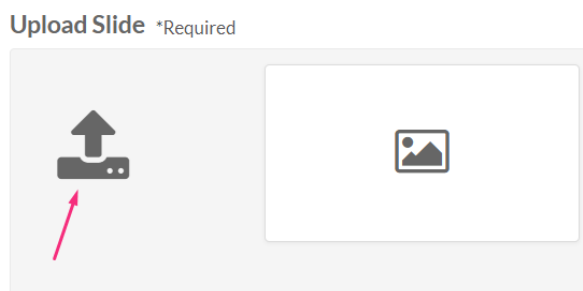
Arrange your slide deck

1. Click and drag the slide to the desired position in the timeline.
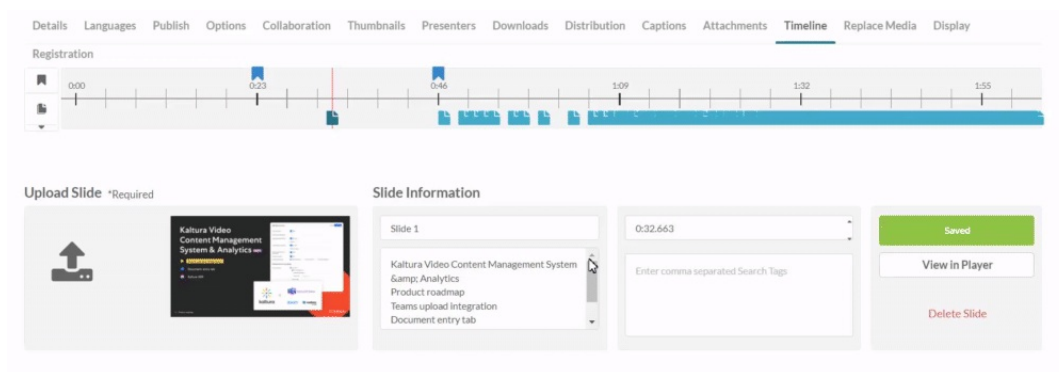
2. In the slide information section, enter a name, description and tags (optional) for the slide.
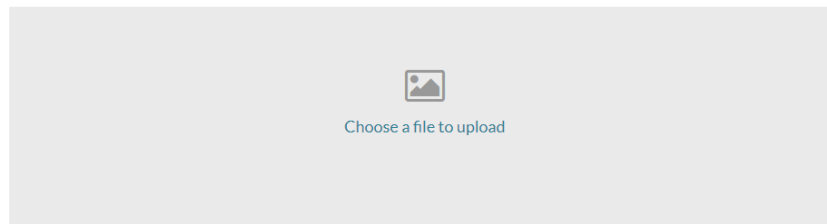
3. Click **Save**.

   Repeat this process for each slide.

Upload single slide

1. Click the upload icon.

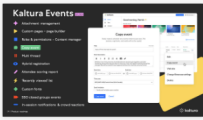

   The upload window displays.

Thumbnail upload

Choose a file to upload

Cancel   Save

2. Choose a file to upload (image file only).

3. Click **Save**.

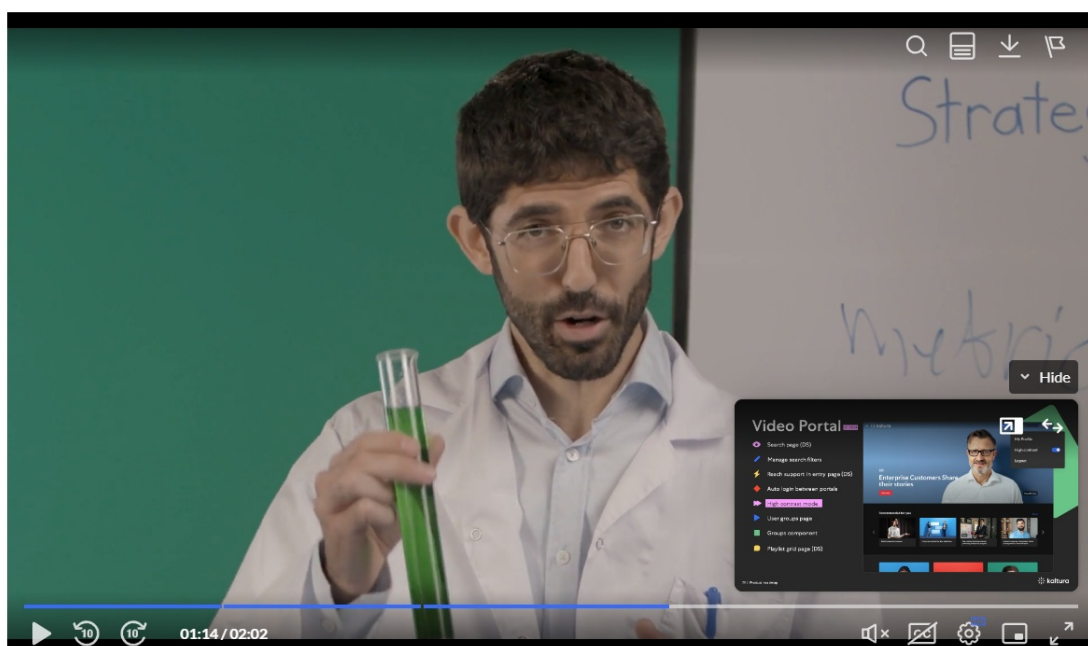4. Enter name, description, and tags (optional). The exact time of the cue point is shown, and you can modify it if necessary.

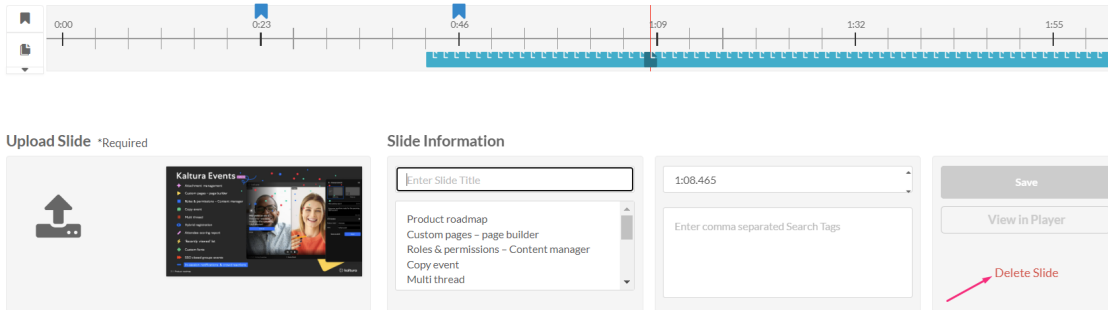Click **View in Player** any time to see your changes.

5. When you are happy with all your configurations, click **Save**.

The slides appear on the player. To learn more about viewing slides on the player, check out our article Dual Screen.

Delete slides

1. Click on the slide you want to delete.

2. Click **Delete Slide**

A confirmation message displays: '*Are you sure you want to delete this slide?*'

3. Click **Delete** to confirm.

> ℹ️
>
> You can only delete one slide at a time.