



YuJa Student Guide



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VIEWING INSTRUCTOR RECORDINGS IN YUJA

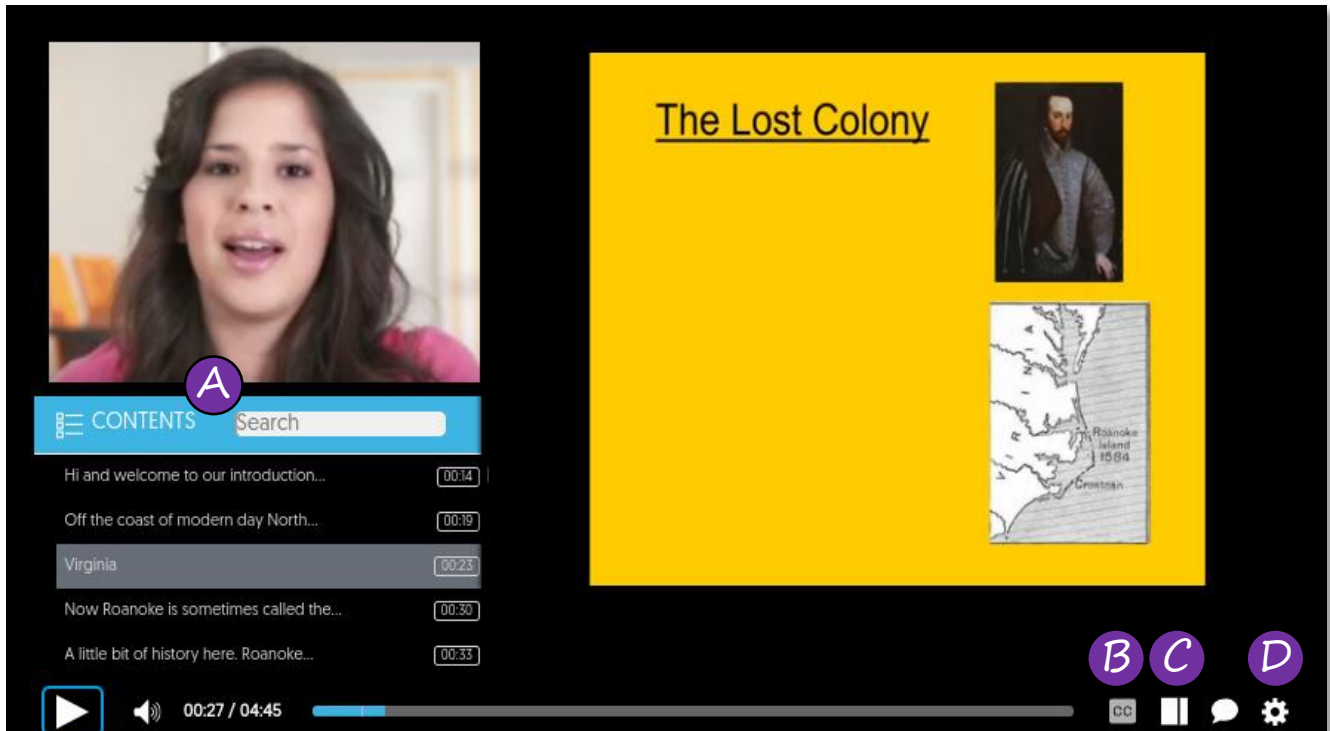
Instructors can share YuJa videos with you in three different ways:

1. Posting a URL link to each video in Blackboard
2. By asking you to open YuJa from your course menu and locate the video
3. Embedding the video in your course in Blackboard



Whether your instructor embeds a video, provides a link, or asks you to access YuJa through your Blackboard course menu, all recordings will play in YuJa's **HTML5 Media Player**.

YuJa HTML5 Media Player



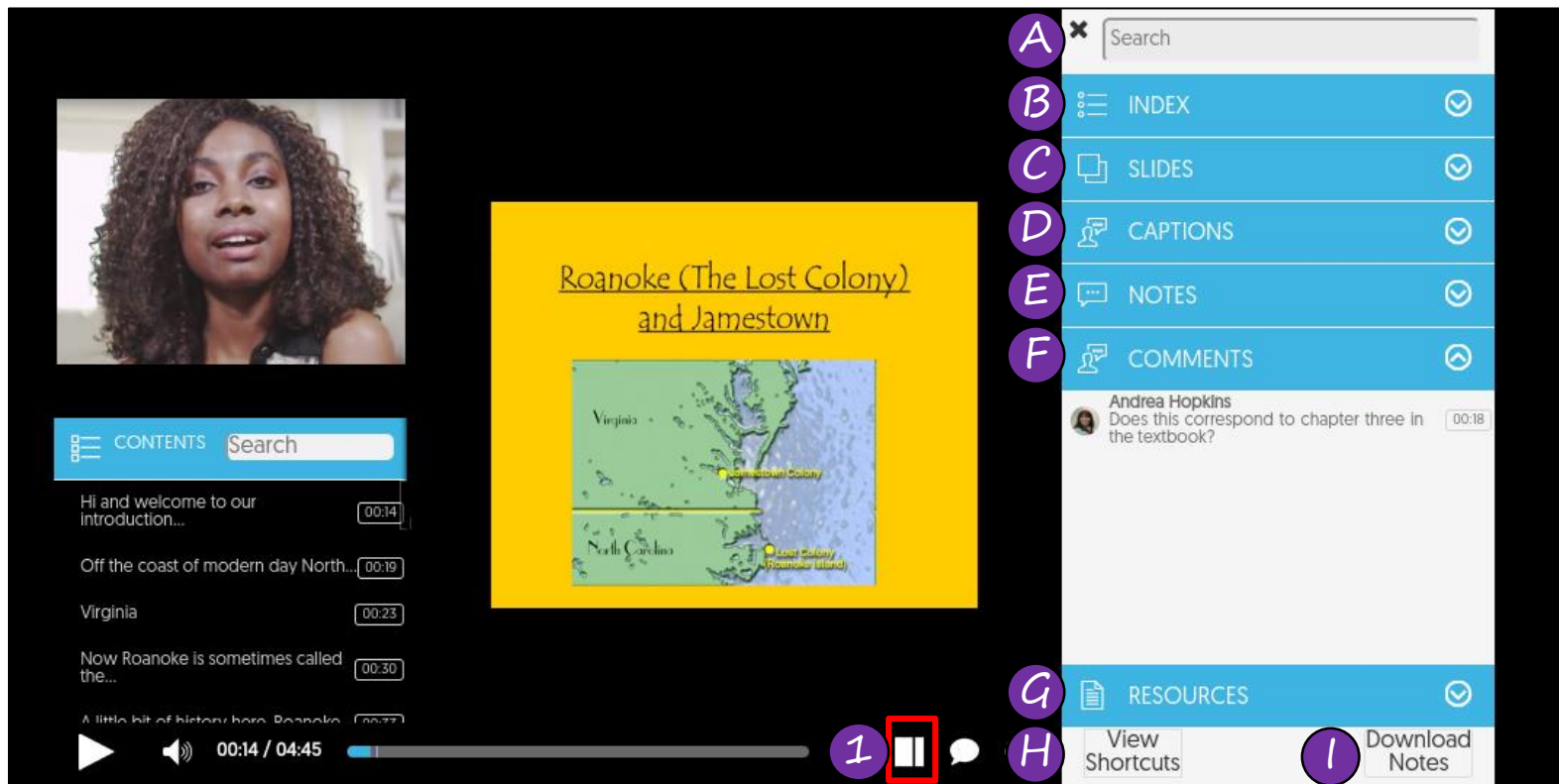
About the YuJa HTML5 Media Player

- A. Contents:** Search the contents for key words to find certain parts of the recording
- B. CC Button:** Turn closed captioning on and off
- C. Sidebar:** Open additional options such as index, slide thumbnails, a note taking space, comment section, or any resource or document that your instructor has linked with the recording. See the next page for more detailed information about the sidebar.
- D. Video Settings:** Change video settings such as speed and view

USING THE SIDEBAR

The Sidebar in YuJa provides access to the *Index, Slides, Captions, Notes, Comments, Resources*, and the *Search* feature, as well as the ability to download your *Notes*.

1. Click the **Sidebar** icon to open the Sidebar.

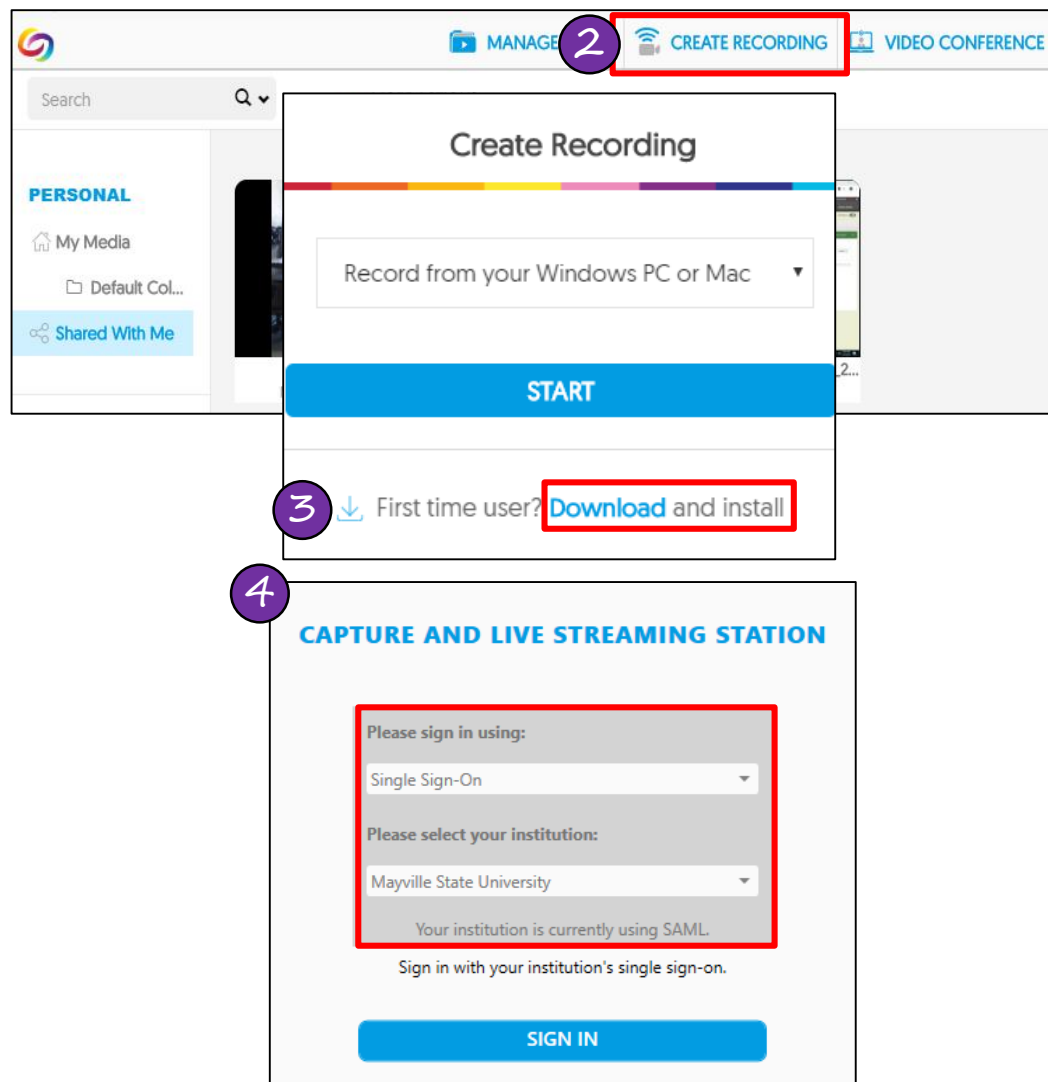
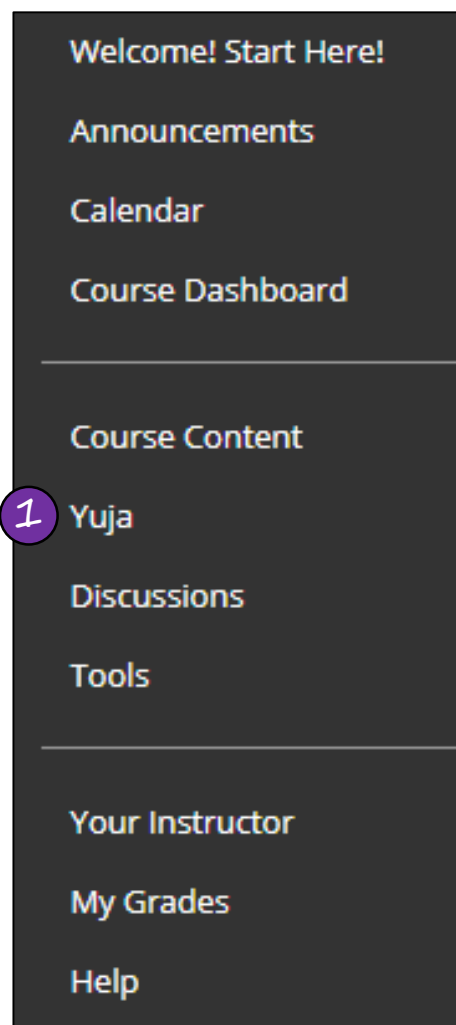


About the Sidebar

- A. **Search:** Search the elements available on the Sidebar. This will search the index, slides, and captions.
- B. **Index:** Generated by the closed captioning and the slides
- C. **Slides:**
- D. **Captions:** Gives you access to all captions. You will timestamps alongside each caption.
- E. **Notes:** Add notes using this feature. The notes you take are private and only accessible to you. Each note you take will be timestamped and you may download your notes as a PDF.
- F. **Comments:** Review comments added by all users
- G. **Resources:** Find any documents that your instructor has linked to the video
- H. **View Shortcuts:** Review available keyboard shortcuts within the YuJa HTML5 Media Player
- I. **Download Notes:** Download any notes you have taken. The file will download as a PDF.

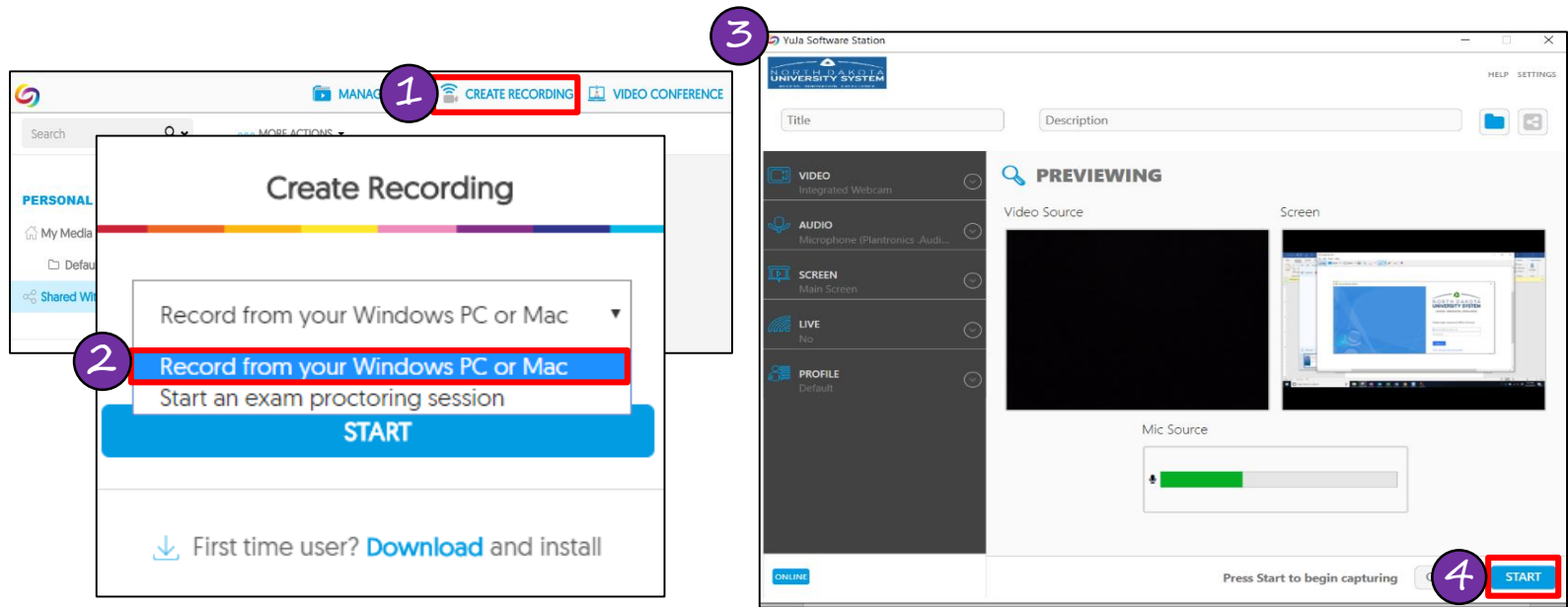
INSTALLING THE YUJA SOFTWARE STATION

1. In Blackboard, click **YuJa** from your course menu (location may vary by instructor within Blackboard).
2. Once launched, click the **Create Recording** button to launch the recorder.
3. The first time you click either the Create Recording link, you will need to download the YuJa Software Station capture application. Click **Download and Install** and follow all prompts to download.
4. Once the Software Station is installed, you will be prompted to login to YuJa. Change the first dropdown box to show **Please sign in using: Single-Sign On**. Select **Mayville State University** in the second dropdown menu. Click **Sign In**.
 - **Note: You MUST sign in this way. If you do not change the dropdown boxes, you will not be able to login**
5. Once it validates your NDUS credentials, you are ready to record or begin a proctor session!

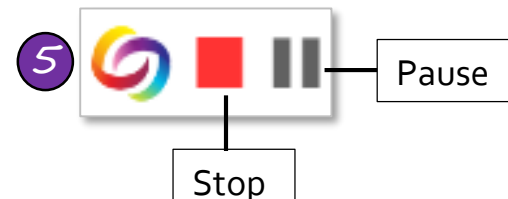


CREATING A STUDENT RECORDING

1. Access YuJa and click **Create Recording**
 - If you have not installed the YuJa Software Station, you will need to click **Download and Install** and follow all prompts before moving to step 2
2. Make sure the drop-down box is set to **Record from your Windows PC or Mac**
3. A preview of your recording will appear in the YuJa Software Station. Use this preview to edit the settings of your recording.
 - For more information on this preview window, see the next page.
4. When you are ready to begin your recording, click **Start**. A countdown will begin on your screen. Immediately after the countdown completes, your recording is live.



5. Once you begin recording, YuJa's toolbar will appear in the bottom right corner of your computer.
6. When you click **Stop**, you'll be prompted to save or delete the recording. Clicking **Save** will upload your recording. This may take a few minutes to process. DO NOT close your browser or disconnect from the Internet until the recording has fully uploaded. You will receive an email confirmation when the recording is available.



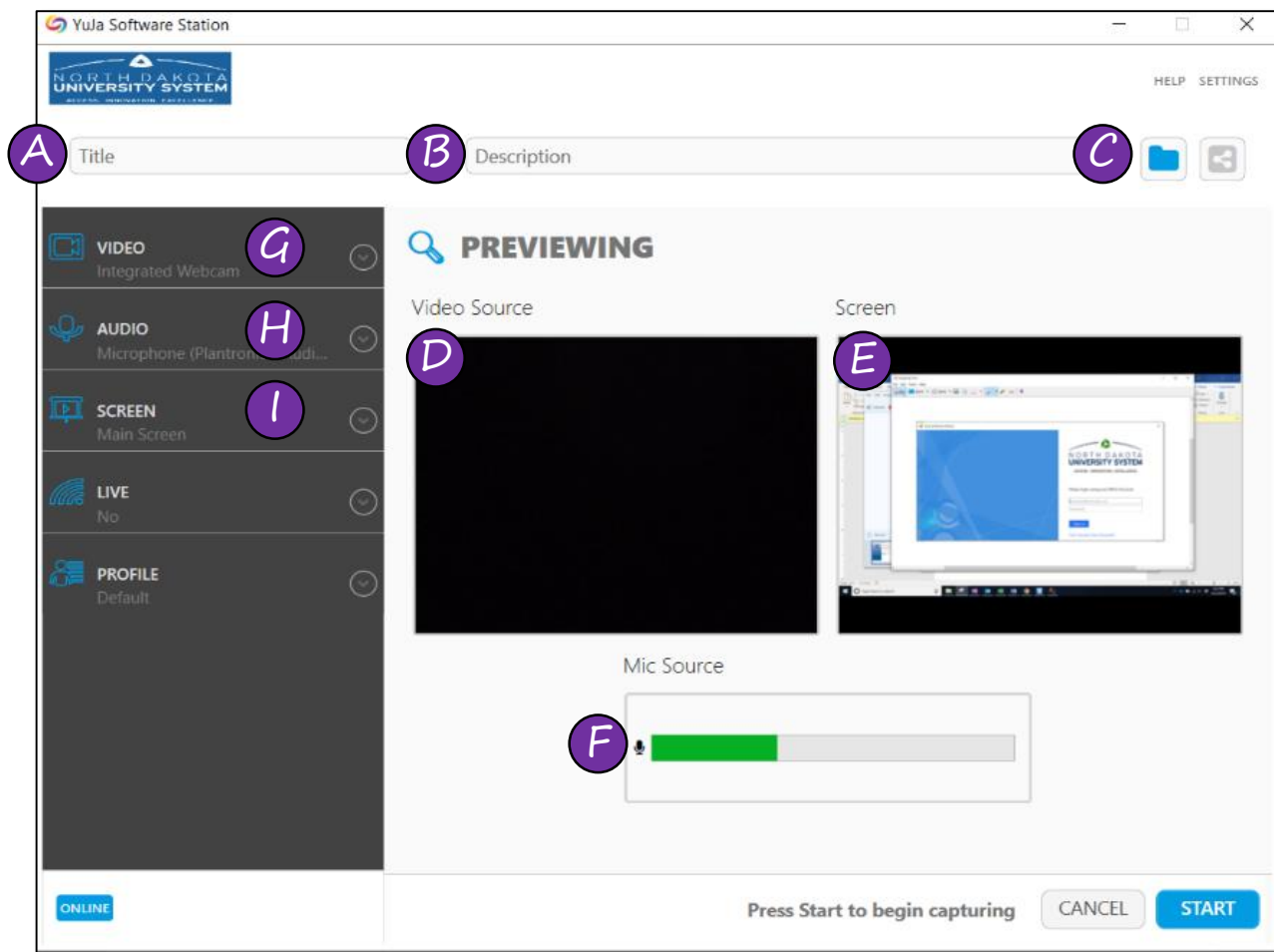
Where to Find Your Recording:

If you did not specify a folder or course in which to place the recording, you'll find the recording in the **My Media** folder in YuJa. When you click **My Media**, you'll see a folder called **Default Collect** which is the default location for all recordings.

IMPORTANT: If you did not specify a course when you began recording, your instructor cannot see your recording until you publish it to the course or share the video using a direct link.

ABOUT THE YUJA SOFTWARE STATION

- A. **Title:** Before you start recording, indicate the recording's title or follow your instructor's advice for a recording title.
- B. **Description:** Indicate what your recording is about such as group member names, etc.
- C. **My Media Collection/Default Collection:** Select the course where you want the recording to publish.
- D. **Video Source:** This displays the video currently feeding into the recording. See letter F for more information.
- E. **Screen:** This displays the current screen being recorded.
- F. **Mic Source:** This gives a preview of your audio. If you see a green bar moving when you speak, your microphone is working correctly.
- G. **Video:** This button provides for alternative video options, or to turn video off completely.
- H. **Audio:** This button provides for alternative audio input options.
- I. **Screen:** This button provides for alternative content display options. For example, you can choose from single or duo displays, custom display, or capture a selected area.

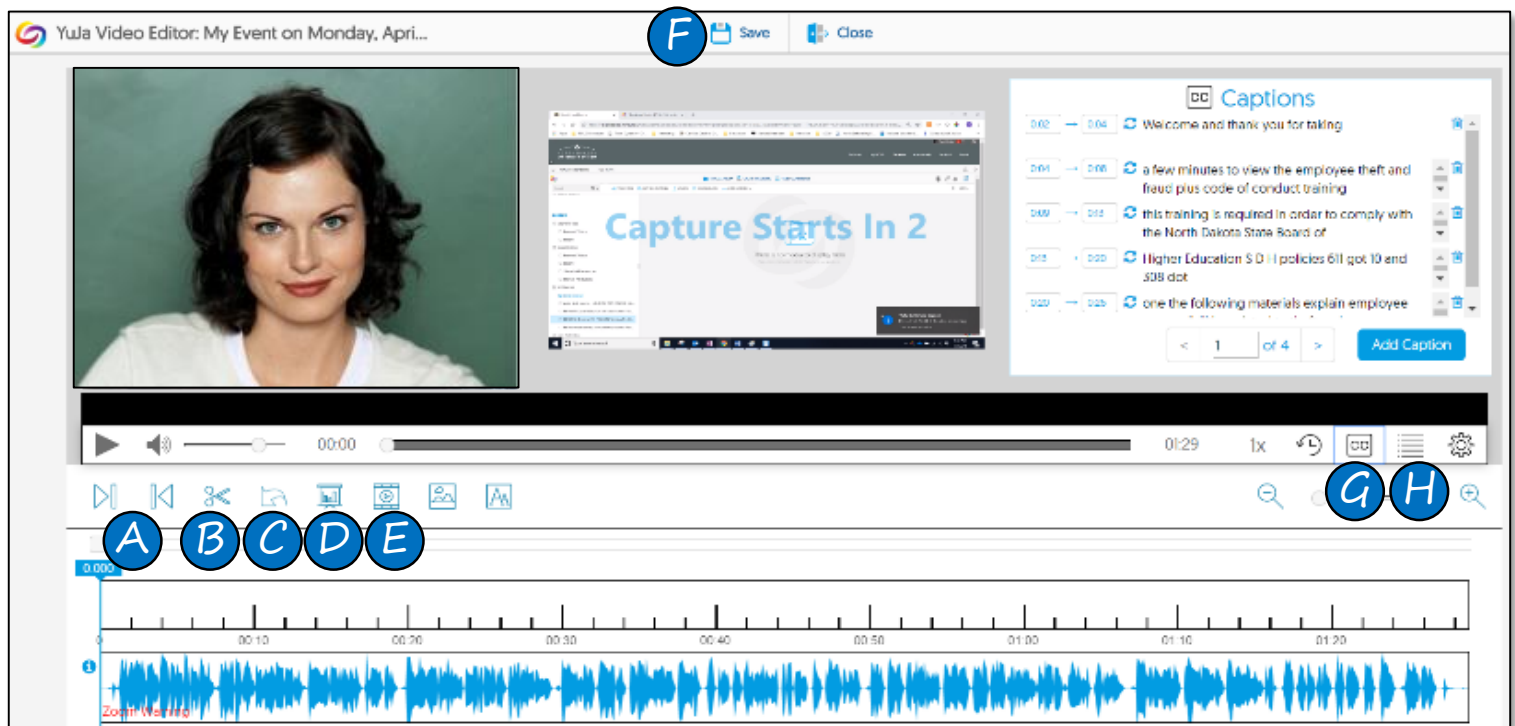
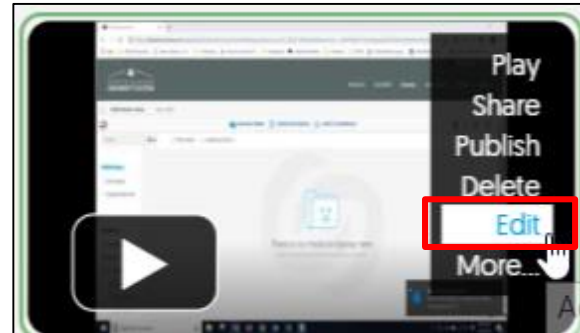


THE VIDEO EDITOR

YuJa offers fully integrated video editing. The Video Editor is non-destructive, meaning your edited video can be saved as a new file without damage to the original media.

To edit a video:

1. Hover your mouse over the video and choose **Edit**
2. The YuJa Video Editor will appear (pictured below)



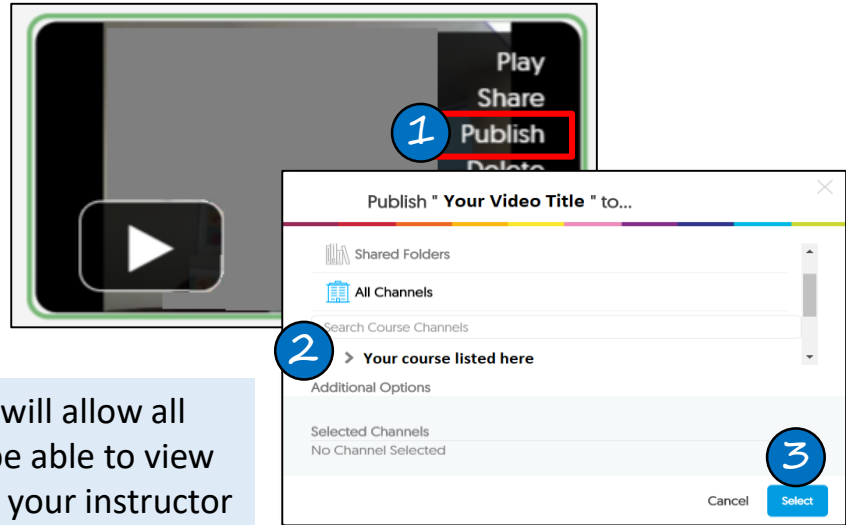
- A. Use **Trim Start** and **Trim End** to remove unwanted content at the beginning or end of your video
- B. Select the **Cut** tool to remove unwanted content from the middle of your video
- C. Use the **Undo** button to undo and remove your editing changes one-by-one
- D. Click on **Insert Slide** to replace a portion of the video with a single PPT slide or another file, like a PDF or Word document
- E. Choose **Insert Video** to insert a video clip into your edited video
- F. Choose **Save** to save your video under a new name or replace the existing video
- G. Click the **CC** button to open and edit associated closed captions
- H. Select the **Index** button to access and edit the Index

SHARING YOUR RECORDING

If you did not specify a folder or course when you began recording, your instructor and classmates cannot see your recording until you share it. Your recording can be found in the **My Media** folder in YuJa. When you click **My Media**, you'll see a folder titled **Default Collection**, which is the default location for all recordings. There are two main ways to share or distribute a recording. Please check with your instructor to see which method they prefer.

1. Publish Your Video to a Course

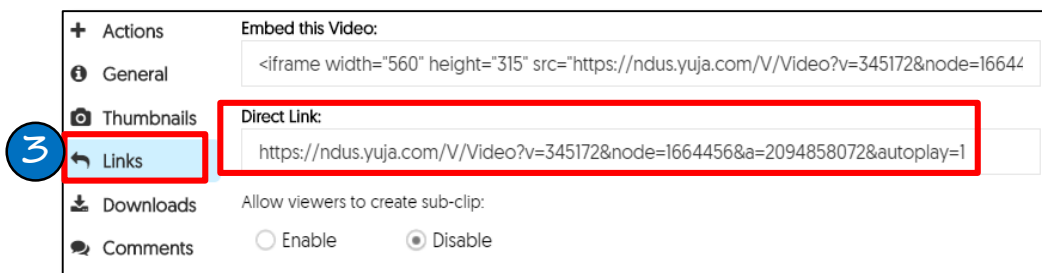
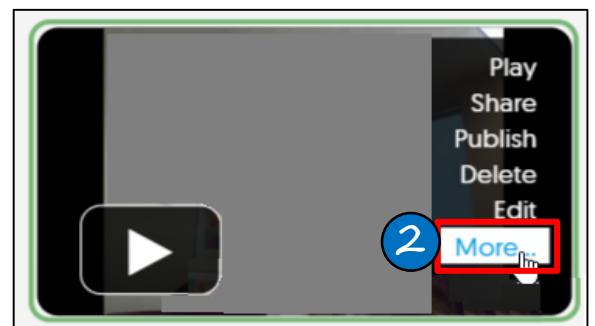
1. In YuJa, locate your recording
2. Hover your mouse over the thumbnail image of the video and select **Publish**
3. Browse all channels and select the course(s) in which to publish the video
4. Click **Select**



Publishing a recording to a course will allow all students enrolled in that course to be able to view your video. If your video should go to your instructor only, use the method listed below.

2. Provide a Direct Link to Your YuJa Video

1. In YuJa, locate your video
2. Hover your mouse over the video and choose **More**
3. In the **More** menu, Choose **Links**
4. Select the code beneath **Direct Link** and copy the link
5. Paste the link as desired. You can paste the link in an assignment dropbox, a discussion forum, an email, website, etc.



EXAM PROCTORING

YuJa's exam proctoring feature ensures the security of student exams taken from remote locations. Students can easily start proctoring their exam directly within YuJa under the *Create Recording* button.

To begin a proctoring session:

1. In YuJa, click **Create Recording**
 - If you have not installed the YuJa Software Station, you will need to click **Download and Install** and follow all prompts before moving to step 2.
2. Change the drop-down menu to the option titled **Start an exam proctoring session**
 - Do **NOT** select the option titled *Record from your Windows PC or Mac*. If you do, your instructor will not receive your recording.
3. In the next drop-down menu, select the applicable course
4. Click **Start Proctoring**
5. Once the recorder is opened, you will be presented with an area where you will verify your identity by taking a picture of you along with your photo ID. You may use your Mayville State ID or your driver's license. Click **Photo ID > Take Picture > Confirm**
6. Click on the **Start** button to begin your Exam Proctoring recording. When the recording begins, take a 360 degree view of your room and your entire workspace before you begin your test
7. Navigate back to Blackboard and begin your exam.
8. When you are finished with your exam, **Submit** the exam in Blackboard
9. After you've submitted the exam in Blackboard, click the **Stop** button in the proctor recorder mini bar to stop the recording
 - You cannot pause the session at any time. Your only option is to stop the session once complete
10. A pop-up will ask if you are ready to finish the proctor session. Choose **Yes**. Another pop-up will appear showing the status of your video upload. **Do NOT turn off your computer, put your computer to sleep, or disconnect from the internet until you get a success message**
11. The video recording will process to the instructor and you will receive an email confirmation **to your Mayville State email** that your recording has successfully uploaded
 - You will NOT be able to see your recording after it

In a proctoring session, students **cannot**:

- Proceed without taking a photo of their ID
- Turn off any of their audio, video, or screen sources
- Rename the Proctor Session

1. CREATE RECORDING

Create Recording

Record from your Windows PC or Mac

Record from your Windows PC or Mac

Start an exam proctoring session

START

Start an exam proctoring session

Select a Course/Group...

START PROCTORING

5. Take a picture of your student ID Card

TAKE PICTURE CONFIRM

8. Stop

9. Finish Confirmation

Are you sure you want to finish this proctor session?

Yes No

Uploading...

Upload is now complete, you can exit the application.