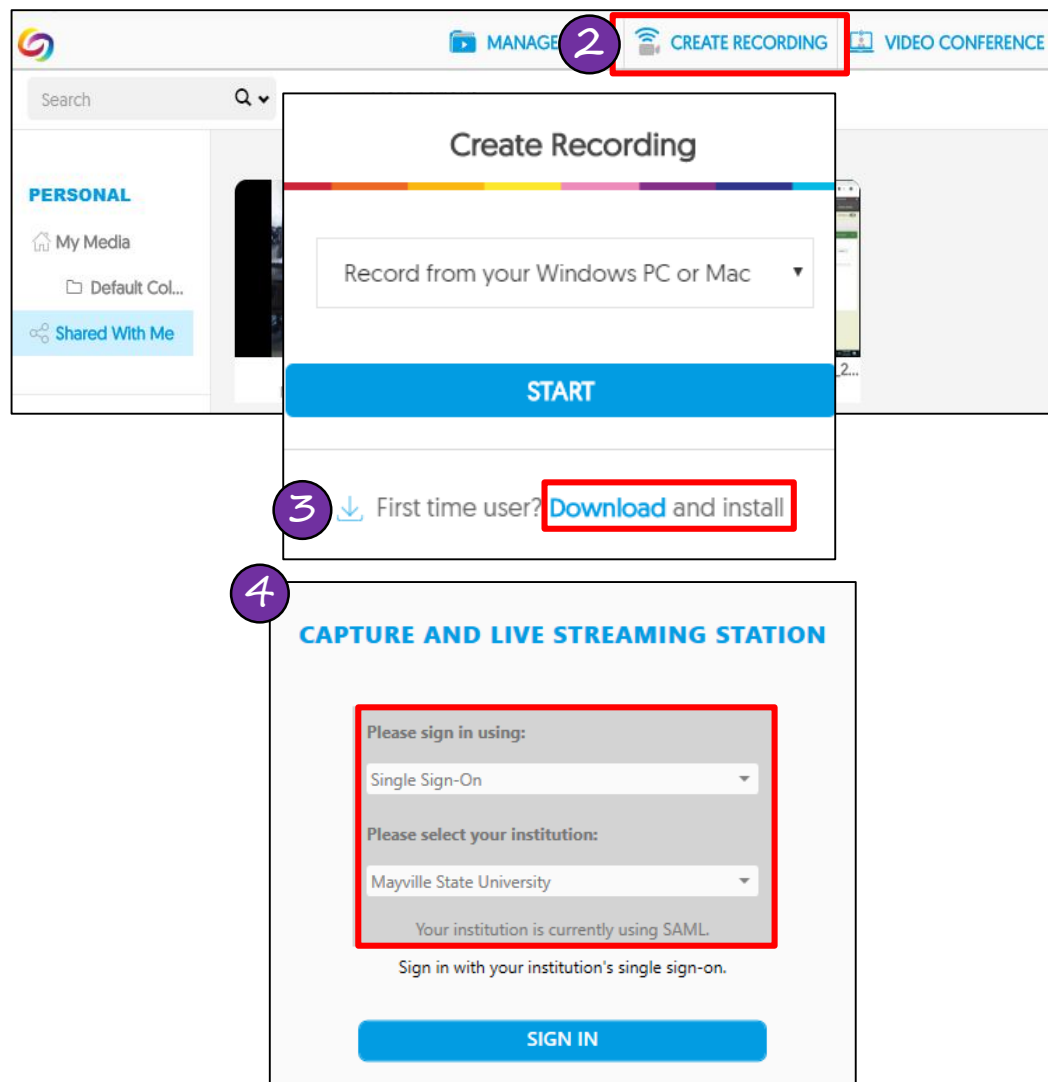
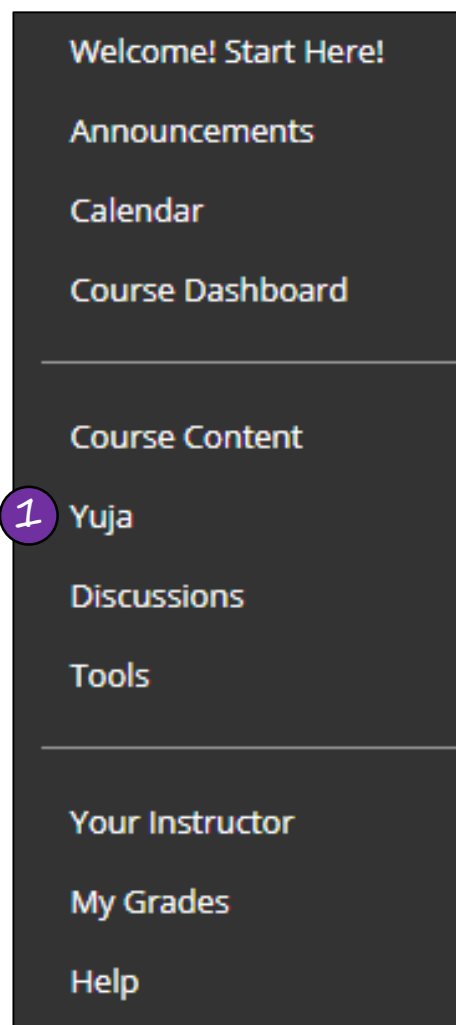


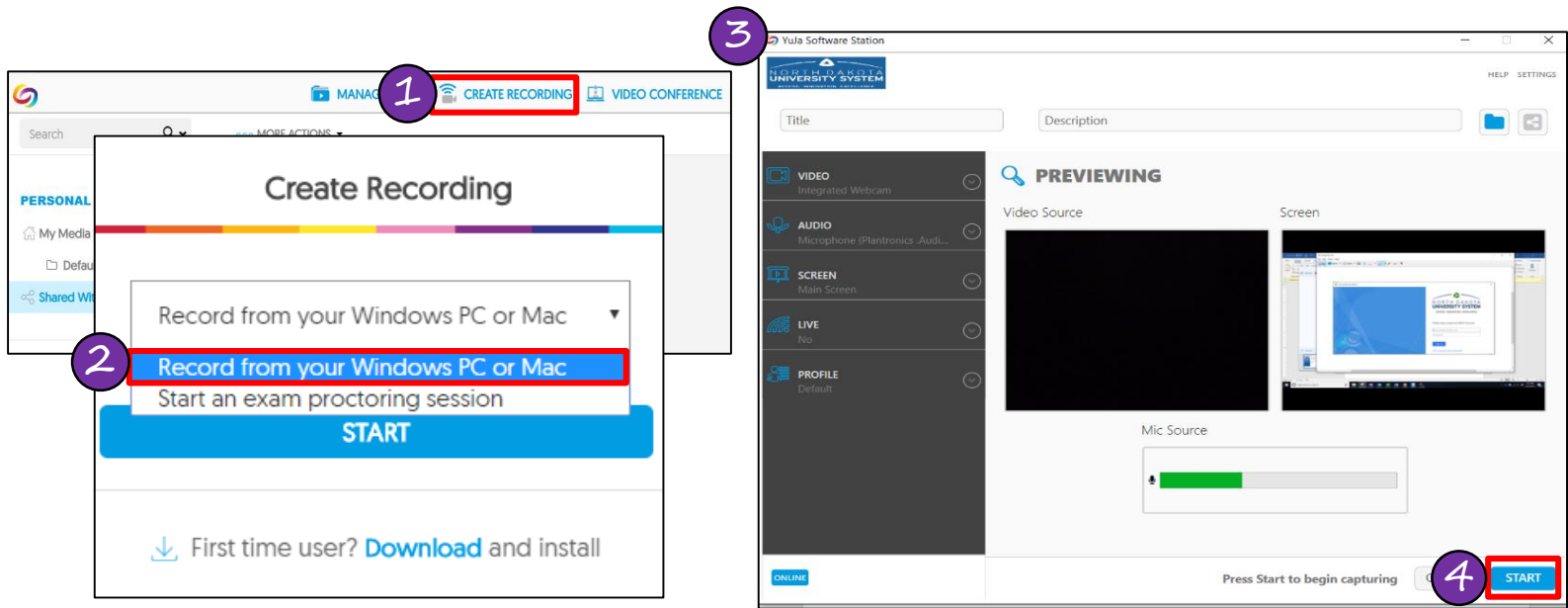
INSTALLING THE YUJA SOFTWARE STATION

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!

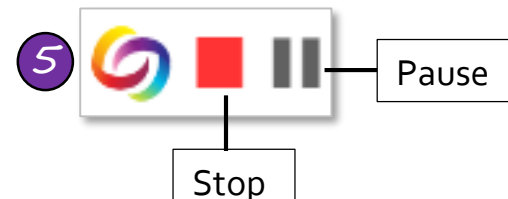


CREATING A STUDENT RECORDING

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.



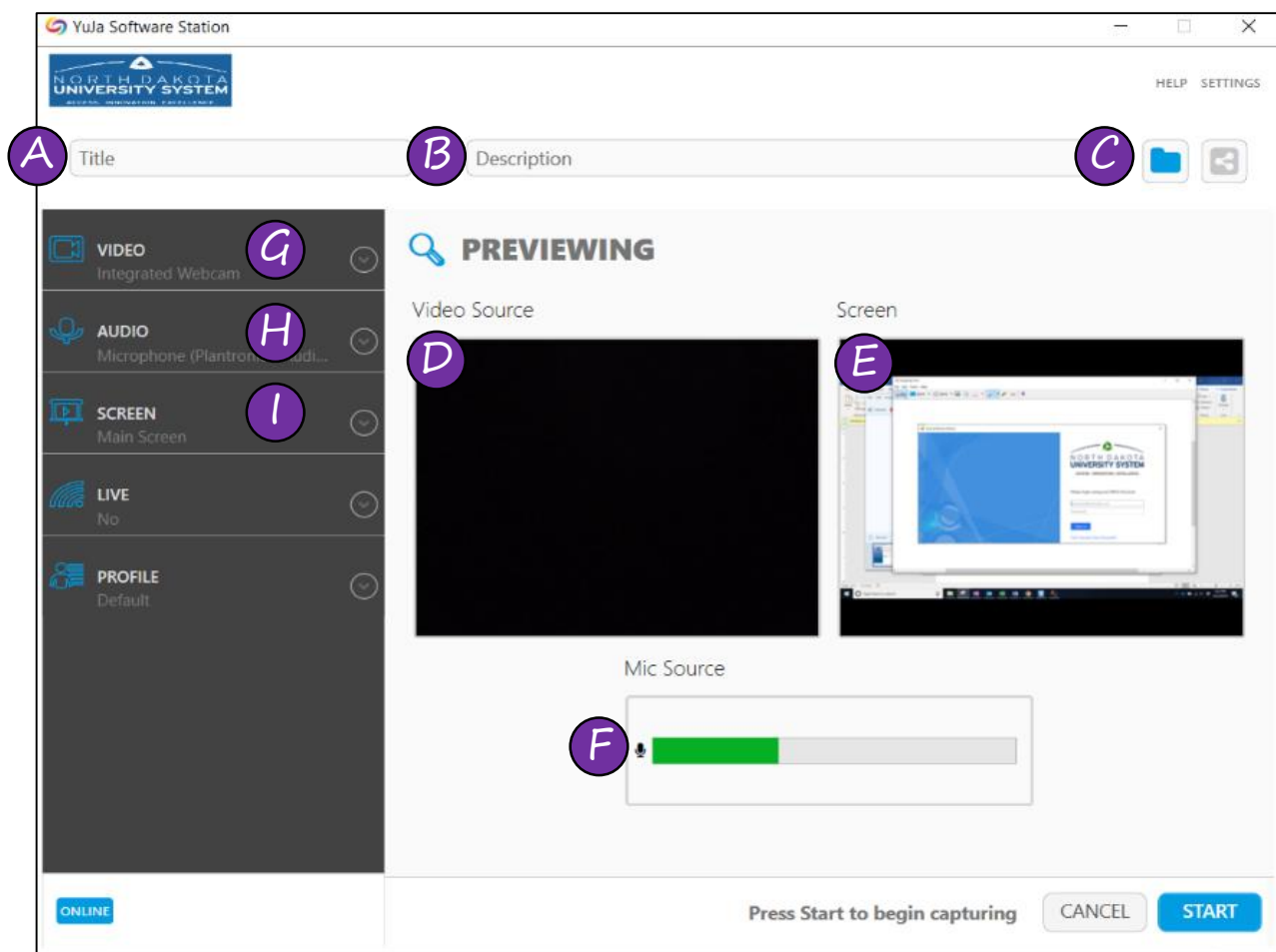
Where to Find Your Recording:

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.

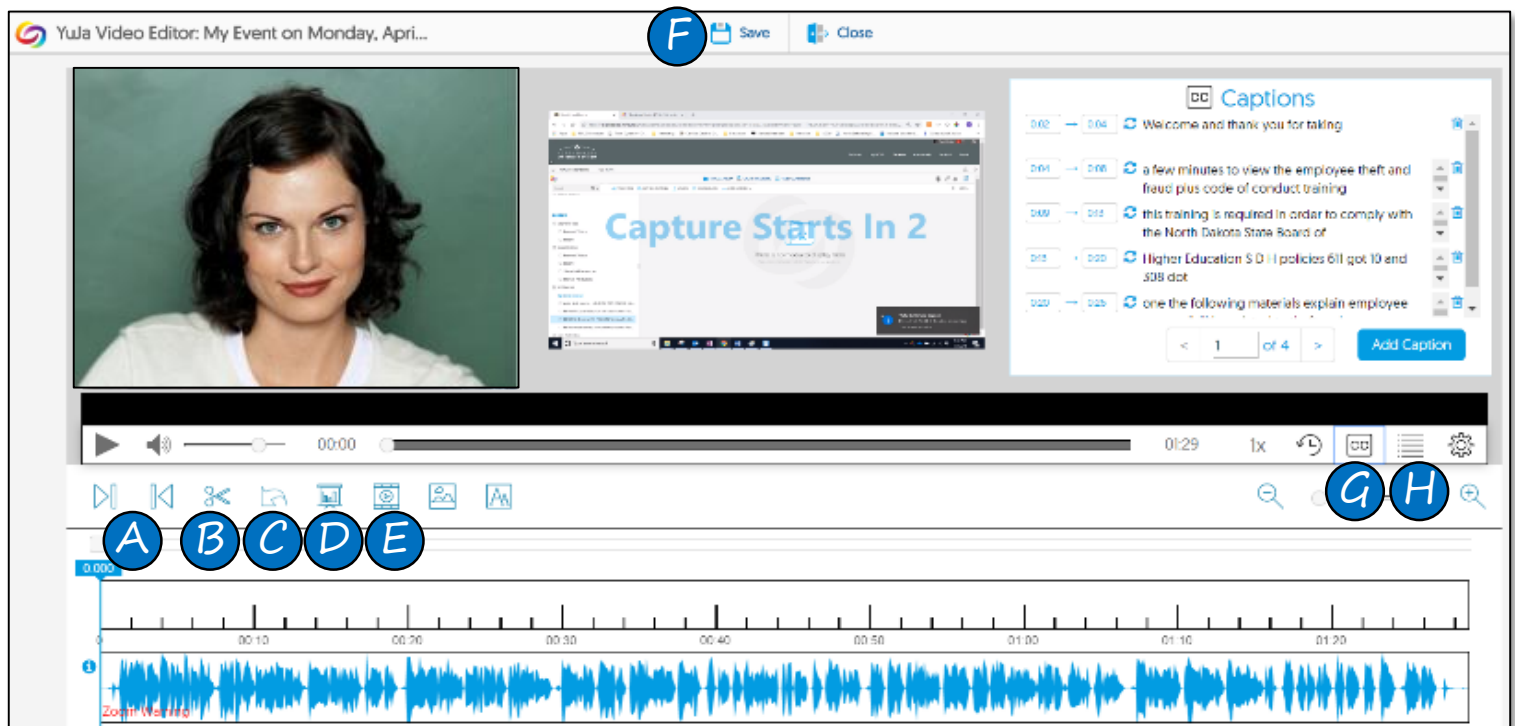
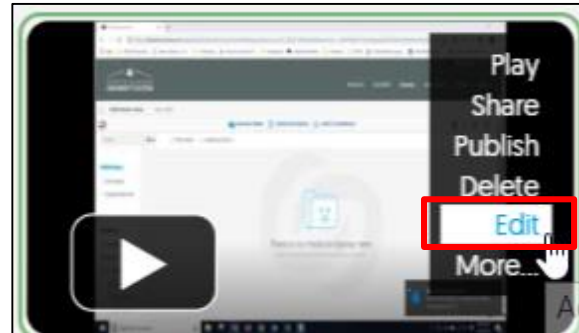


THE VIDEO EDITOR

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