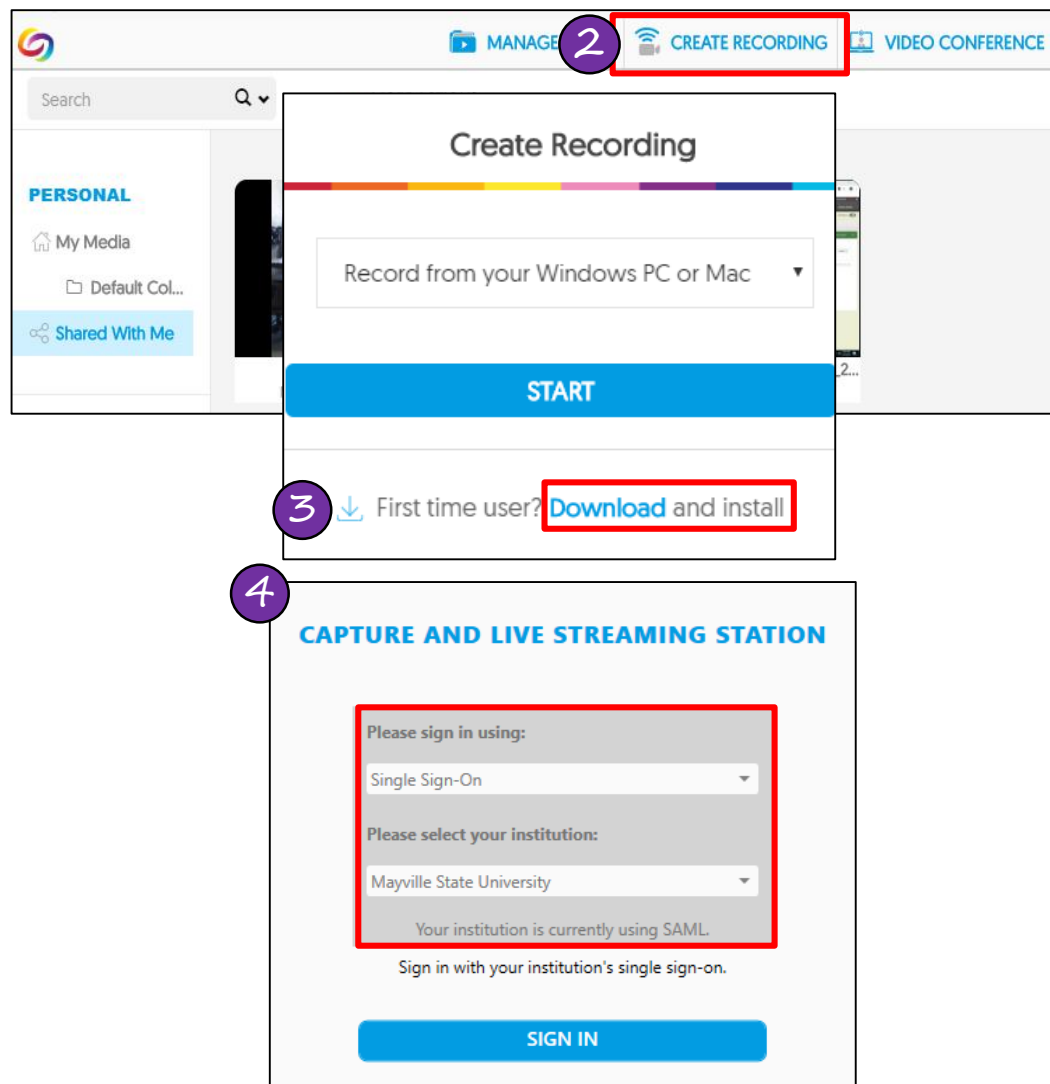
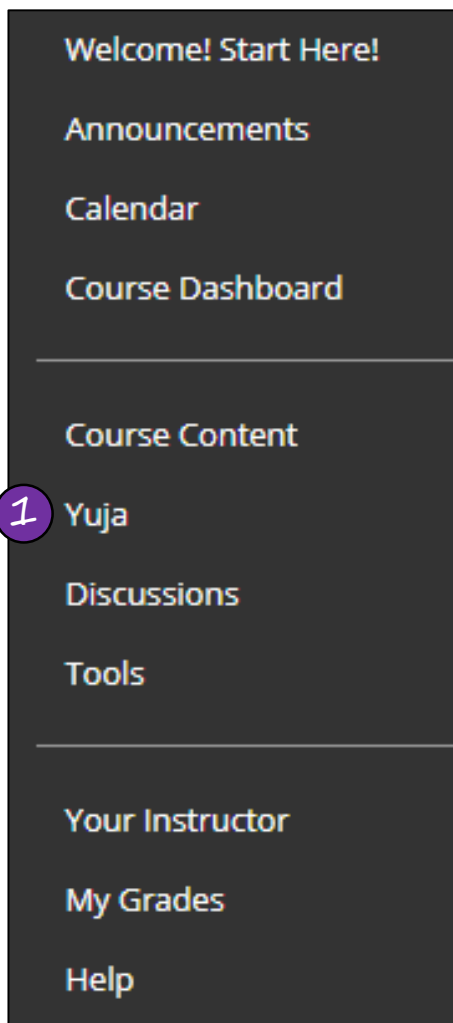


INSTALLING THE YUJA SOFTWARE STATION

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!



EXAM PROCTORING

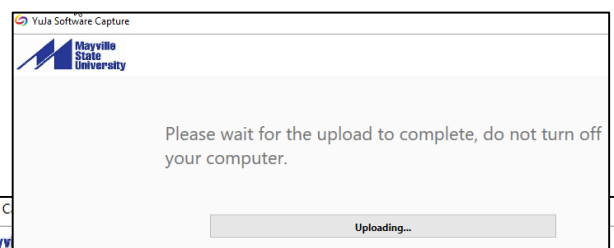
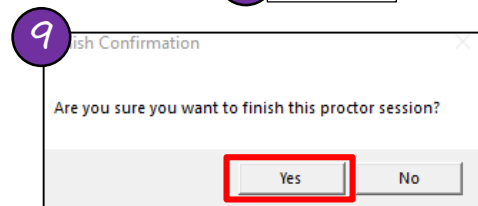
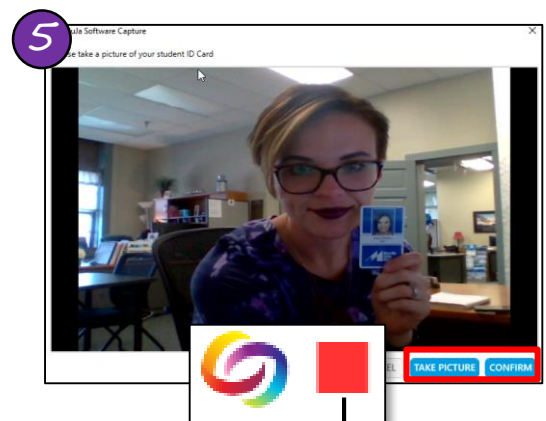
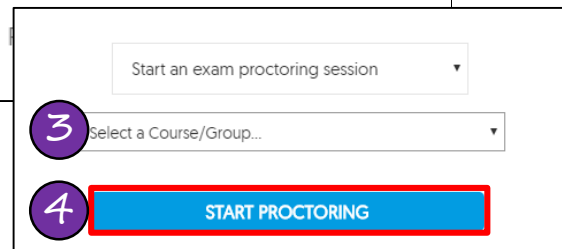
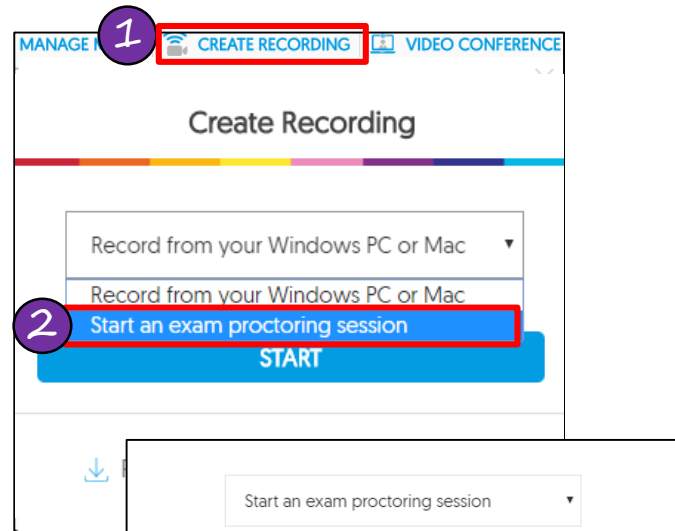
YuJa's exam proctoring feature ensures the security of student exams taken from remote locations. Students can easily start proctoring their exam directly within YuJa under the *Create Recording* button.

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



Upload is now complete, you can exit the application.