YuJa Instructor Guide

Mayville State University

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ACCESSING YUJA

YuJa can be accessed in one of three ways:

- **Blackboard**: You can add YuJa as a tool link on your course menu (**recommended** for Mayville State courses that use YuJa) or create a content item in your course

To ensure proper account synchronization, the first time you access YuJa, do so using Blackboard

- **YuJa's website**: Go to mayvillestate.yuja.com, login using **Mayville State University Single Sign-On** and use your NDUS credentials
- **YuJa's mobile app**

Adding YuJa to Your Course Menu:

1. Choose the **Add Menu Item** icon on the top left-hand corner of your course menu and select **Tool Link**
2. Give the tool link a name such as YuJa, YuJa videos, etc. This is the name that will display for students
3. Use the dropdown box and select **YuJa – MaSU**
4. Check the **Available to Users** box and **Submit**
5. The new YuJa link will appear at the bottom of your course menu. Drag the link to the desired location on your course menu
6. Click into YuJa using the link you created. This step will sync YuJa with your course
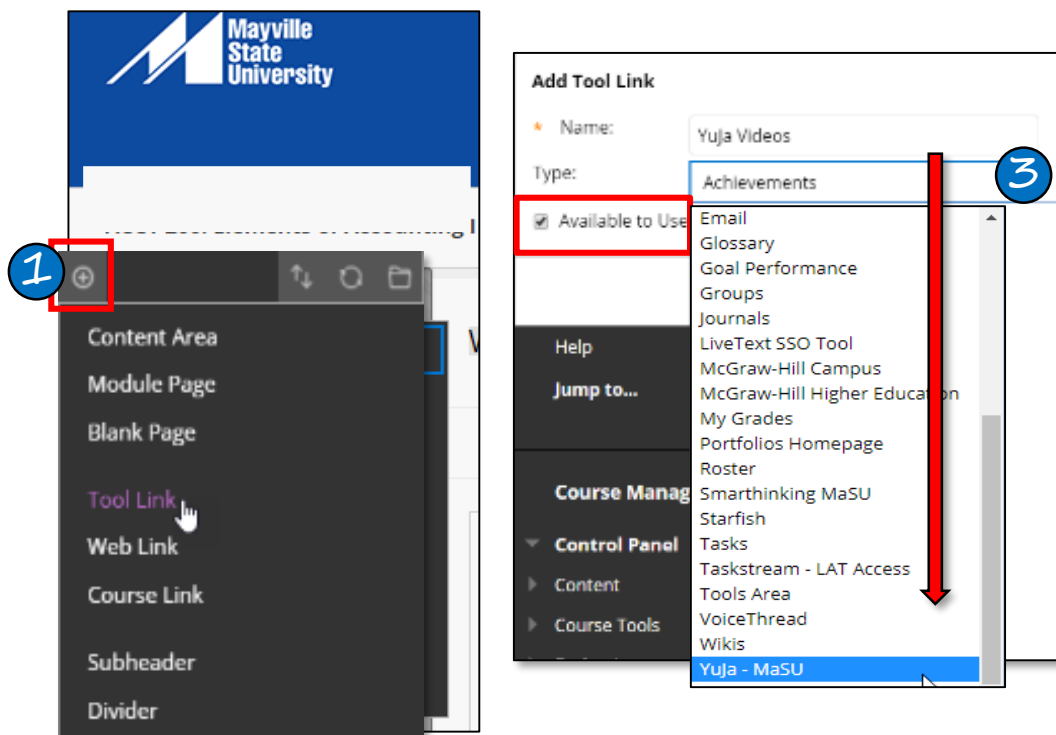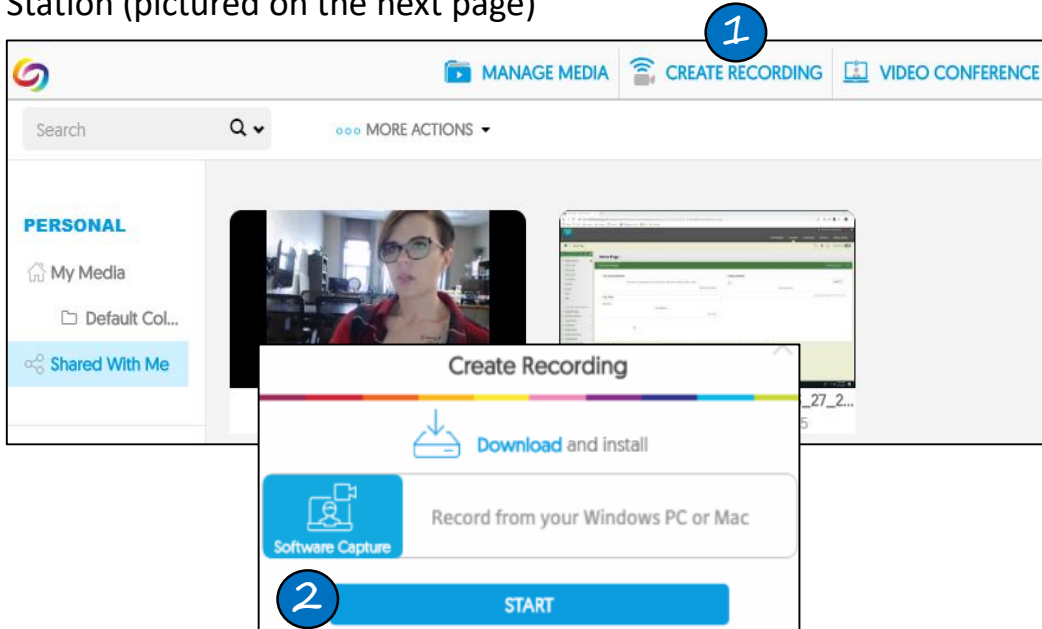
INSTALLING THE YUJA SOFTWARE STATION

1. Access **YuJa** and login

2. Click the **Create Recording** button to launch the recorder

3. The first time you click the **Create Recording** button, you will be prompted to download the YuJa Software Station. 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**

5. Once it validates your NDUS credentials, you are ready to record. The next page provides instructions on how to create a recording
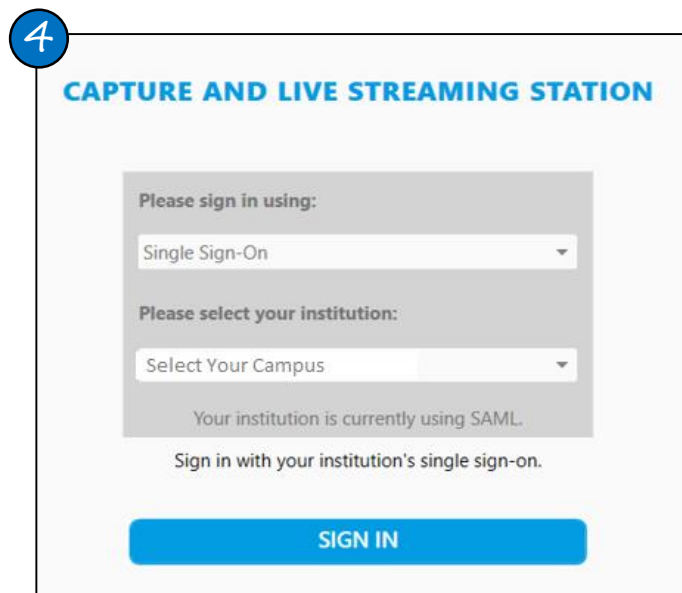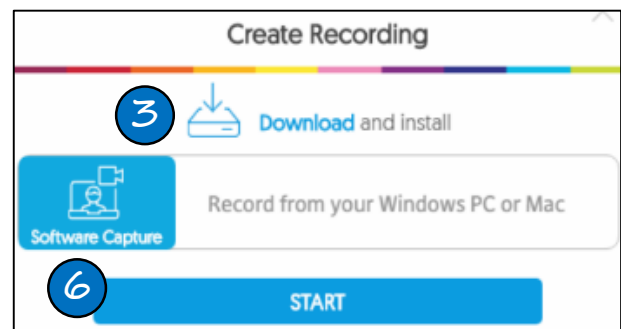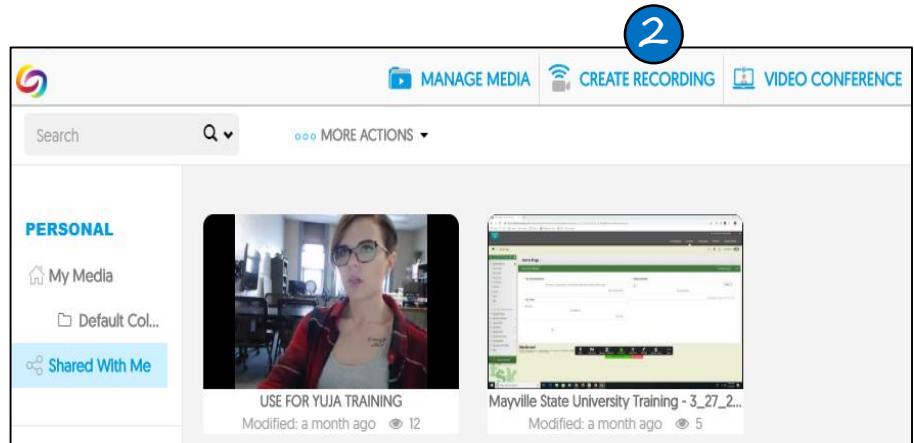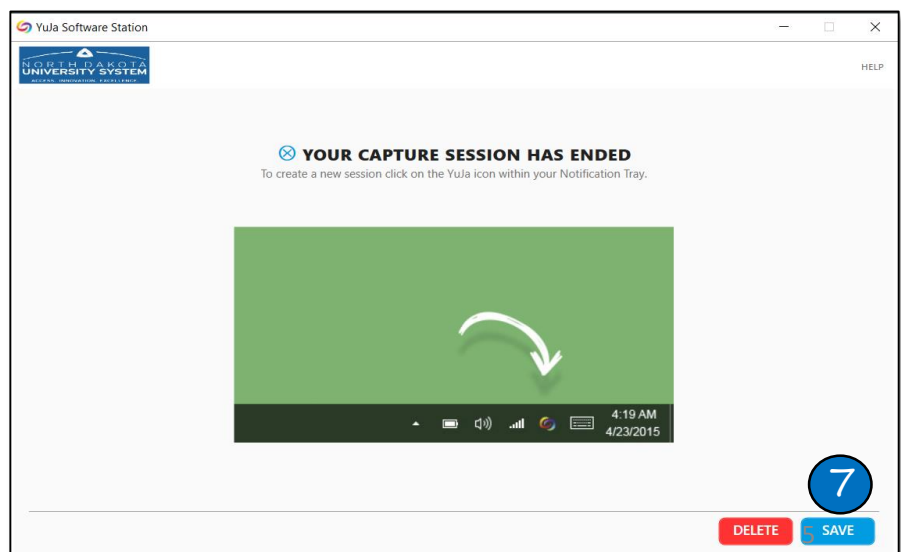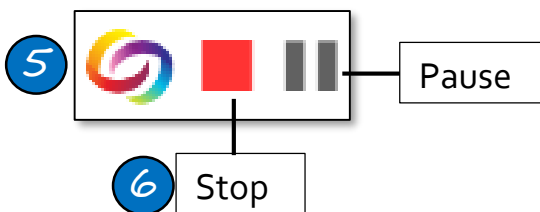
CREATING A RECORDING

1. Access YuJa and click **Create Recording**

2. Click **Start**

3. A dialog box with a preview of your recording will appear on your screen. This is called the YuJa Software Station (pictured on the next page)


4. Use the YuJa Software Station to edit the settings of your recording. When you are finished, click **Start** to begin recording. 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 screen

6. When you click **Stop**, you will be prompted to save or delete the recording

7. 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. If you should disconnect, YuJa will continue the upload once you reconnect. You will receive an email confirmation when the recording is available

ABOUT THE YUJA SOFTWARE STATION

The following dialog box will show up on your screen after you click **Create Recording**. This dialog box is called the YuJa Software Station.
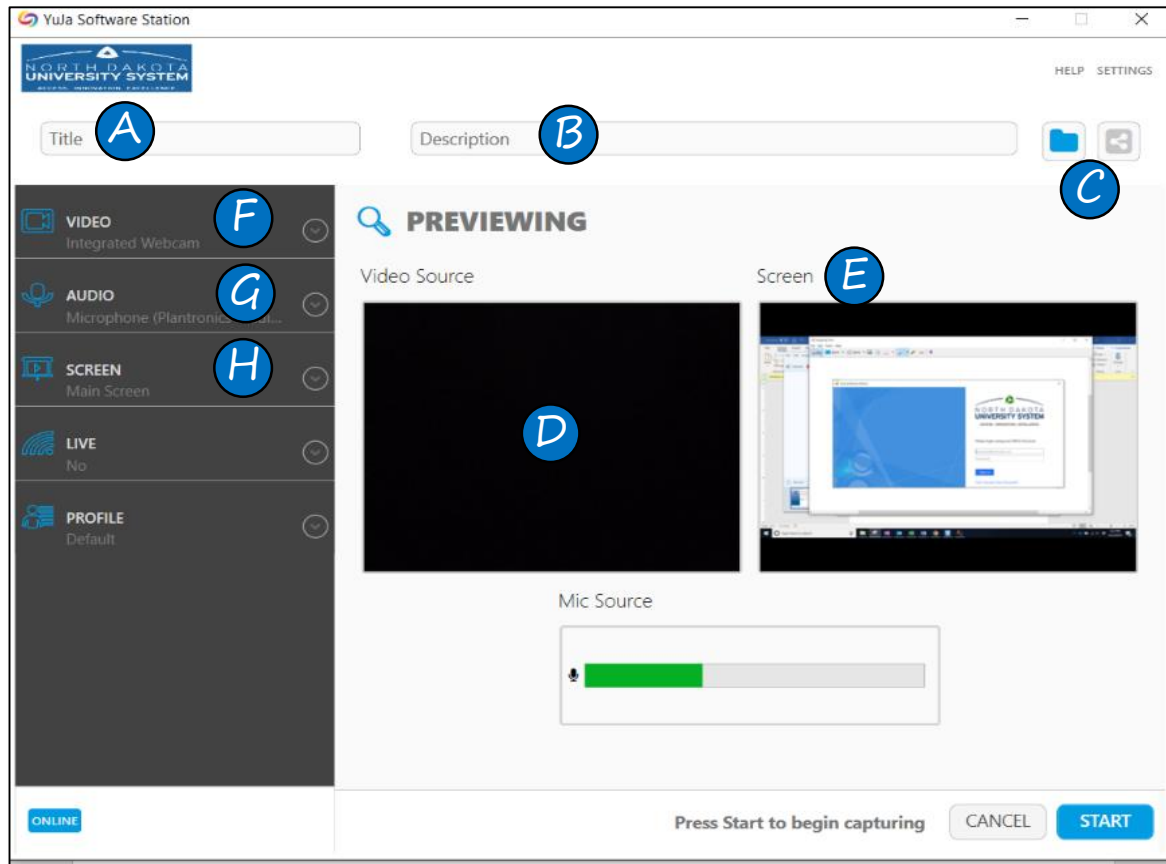

A. **Title**: Give the recording a title
B. **Description**: Indicate what your recording is about
C. **My Media Collection/Default Collection**: By default, your recording will be stored in your Default Media Collection folder. Click the Media Channel button to select a course in which to publish your video
D. **Video Source**: This displays the video currently feeding into the recording
E. **Screen**: This displays the current screen being recorded
F. **Video**: This button provides for alternative video options, or to turn video off completely.
G. **Audio**: This button provides for alternative audio input options
H. **Screen**: This button provides for alternative content display options. You can choose from single or duo displays, custom display, or capture a selected area
I. **Live:** Turn this on for live streaming. Once turned on, you select which course to send the live stream to
J. **Profile:** This refers to a collection of settings. You can save your recording settings as a profile for easy setup in the future. For example, you may have a profile for recording from your desktop and another profile when recording in a classroom

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.

1. Hover your mouse over the video and choose **Edit**
2. The YuJa Video Editor will appear (pictured below)
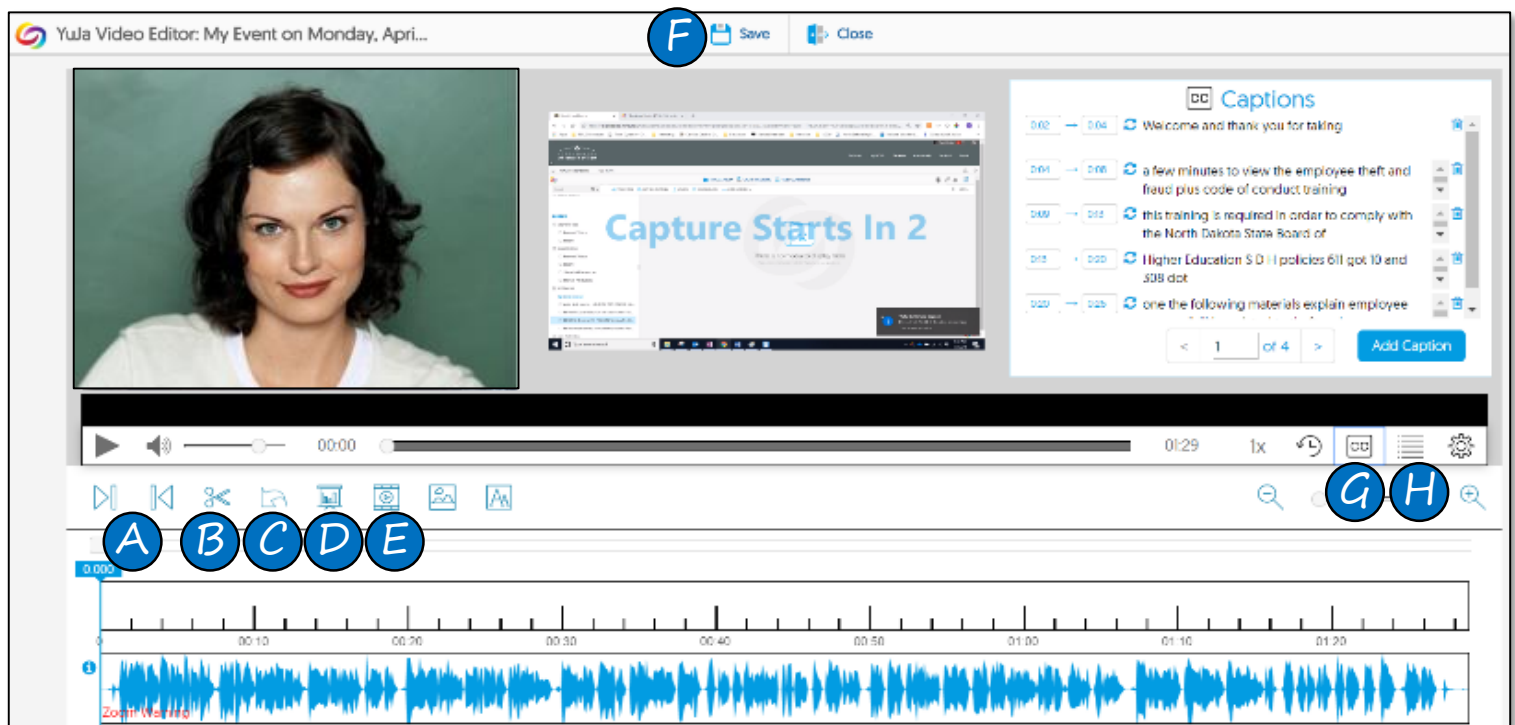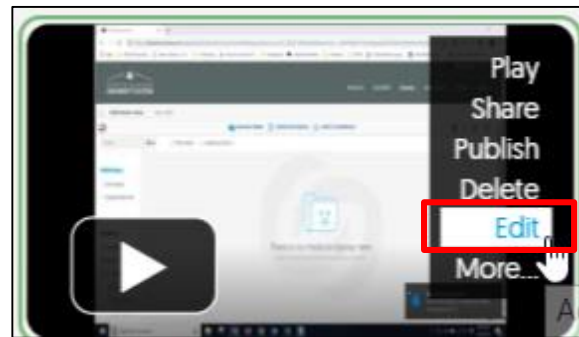
A. Use **Trim Start** and **Trim End** to remove unwanted content at the beginning or end of your video
B. Select the **Cut** tool to remove unwanted content from the middle of your video
C. Use the **Undo** button to undo and remove your editing changes one-by-one
D. Click on **Insert Slide** to replace 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

PUBLISHING A RECORDING TO A COURSE

If you did not specify a location to store the recording when you first created it, that recording will be available in your Default Collection. Recordings will not be available to students unless you publish them to a course or provide students a link.

1. Hover your mouse over the thumbnail image of the video and select **Publish**

2. Browse all channels and select the course(s) in which to publish the video

3. Click **Select**
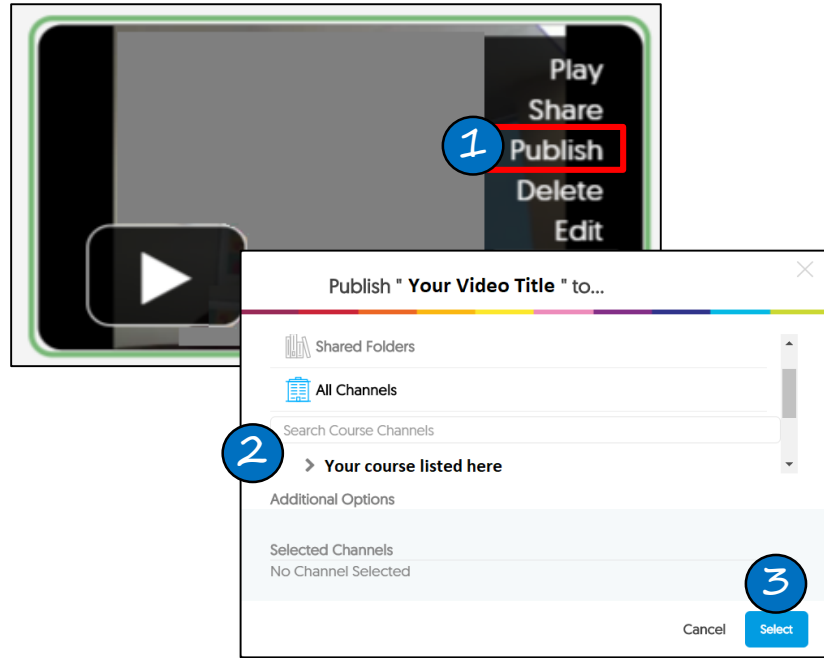
EMBEDDING A VIDEO IN BLACKBOARD

1. In any text editor in Blackboard, there is an option titled *Mashups*. In the text editor, click **Mashups > YuJa Media Chooser (Mayville State University)**

2. A library of your YuJa videos will appear. Find the video you would like to embed, and click **Insert**
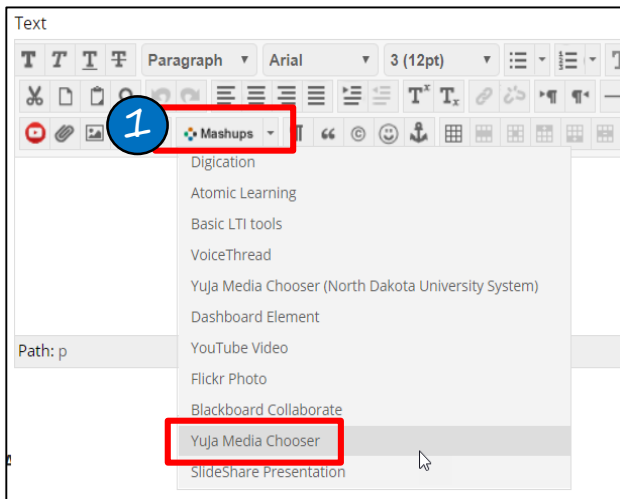
Students have access to the same Mashup tool. They can use the Mashup tool to upload a recording to an assignment dropbox, discussion forum, or any other place in Blackboard where they have access to a text editor.

ADDITIONAL WAYS TO SHARE YOUR YUJA VIDEOS

## Share an Individual Recording With a Mayville State Employee or Student

1. Hover your mouse over the video and choose **Share**
2. The **Share This Resource** dialog box appears. Click inside the **Share With** field to view a drop-down list of names to select. The list will show all users who have a YuJa account at Mayville State University
3. Choose the user you would like to share the video with
4. Choose what type of access the user(s) will have:
   - **Full Access:** The user can edit, delete, and re-share the video
   - **Edit Access:** The user can edit the video, but not delete or re-share
   - **Read Only Access:** The user can view the video
5. Click **Share** and **Save**
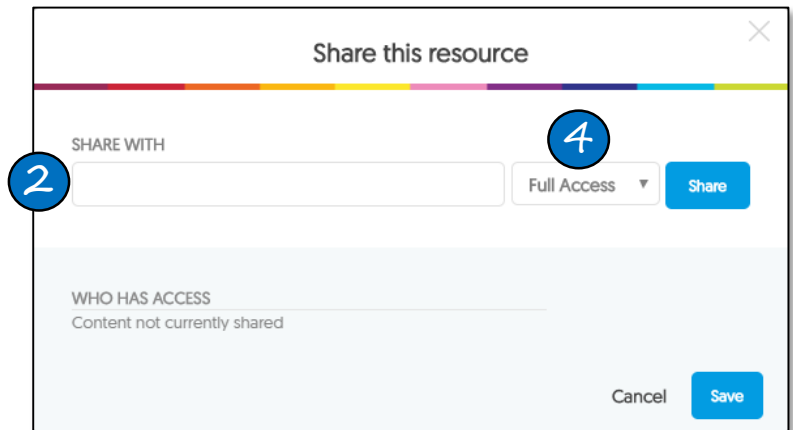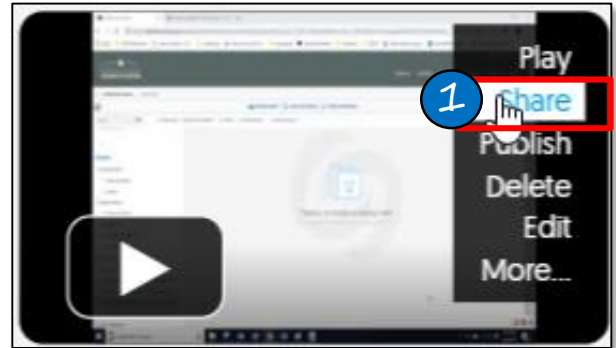
The video will appear in the user's **Shared With Me** folder

Provide a Direct Link to Your YuJa Video

1. Hover your mouse over the video and choose **More**
2. In the **More** menu, Choose **Links**
3. Select the code beneath **Direct Link** and copy the link. Paste the link to share the video.
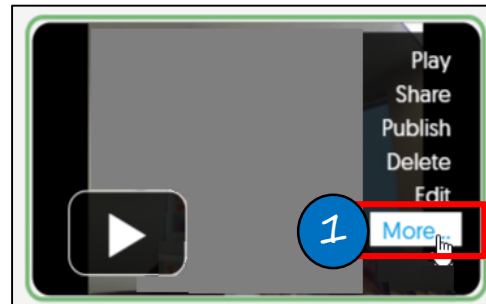
The link can be posted on a website or in an email, so it can be viewed by anyone, even if the user does not have a YuJa or Blackboard account.

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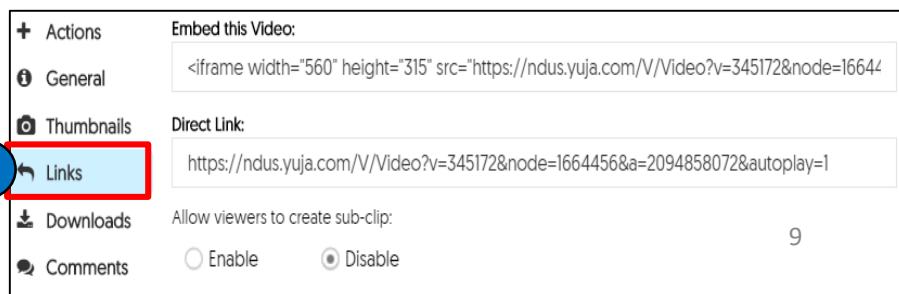
ALLOWING STUDENTS TO PUBLISH VIDEOS TO A COURSE

Similar to Tegrity, if you want students to record YuJa videos and publish them to the course, you will need to enable that setting in YuJa. To allow students to record, follow the steps below.

1. In YuJa, on the top right corner, click **Main Menu icon** (9 little squares) **> Courses & Groups**
2. Select the course using the menu on the left-hand side of the page.
3. Select the **Edit** button
4. The **Edit Your Class** screen will appear. In the dropdown menu next to **Student publishing to media channel**, select from the following options:
   - **Submit for approval:** The student's video will submit to the instructor. Upon the instructor's approval, the video will publish to the course
   - **Allowed:** Students can publish videos to the course
   - **Not Allowed:** Students cannot publish videos to the course
5. Click **Save** to submit your changes
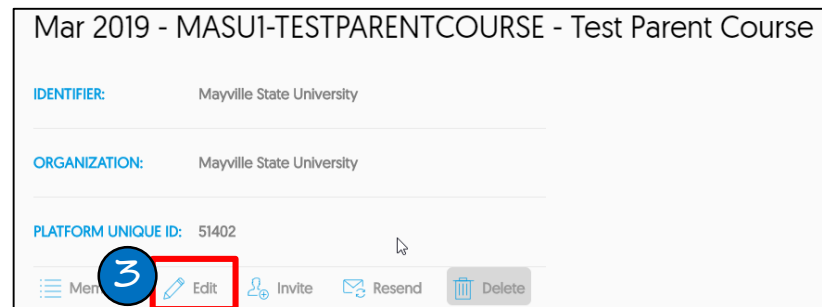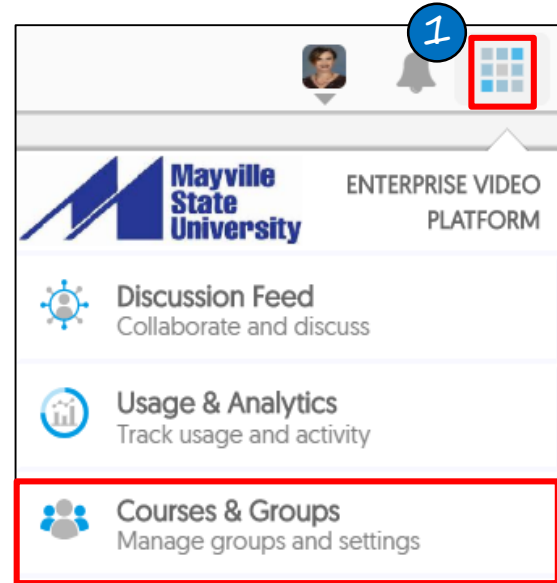
Allowing students to publish videos to the course means that their videos can be viewed by other students enrolled in the course.