



YuJa Instructor Guide



TABLE OF CONTENTS

Getting Started

Accessing YuJa.....	3
Adding YuJa to Your Course Menu in Blackboard.....	3
Installing the YuJa Software Station.....	4

Creating & Editing Recordings

Creating a Recording.....	5
About the YuJa Software Station.....	6
The Video Editor.....	7

Content Distribution:

Publishing a Recording to a Course.....	8
Linking a Video in Blackboard.....	8
Sharing Your YuJa Videos.....	9
Allowing Students to Publish Videos in a Course.....	10

Video Quizzes

Creating a Video Quiz.....	11
Syncing a Quiz With Blackboard Grade Center.....	12
Viewing Video Quiz Results.....	13

Video/Course Reports:

Content Analytics.....	14-15
User Viewing Analytics.....	16
Group (Course) Analytics.....	17

Exam Proctoring.....	18
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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

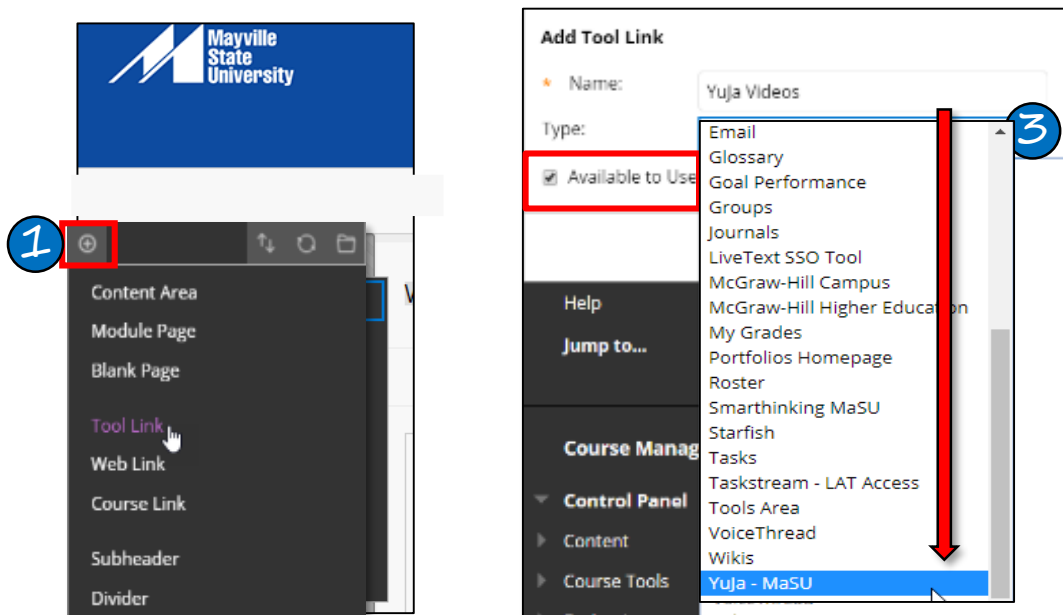


To ensure proper account synchronization, the first time you access YuJa, do so using Blackboard

- **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**

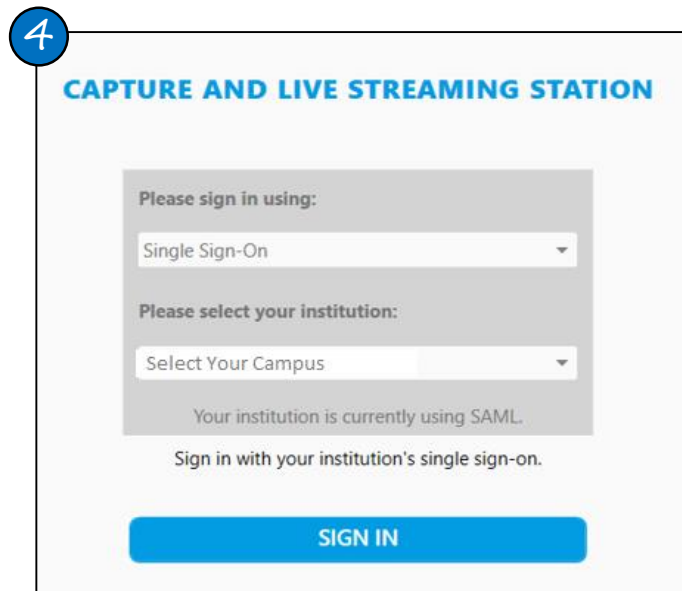
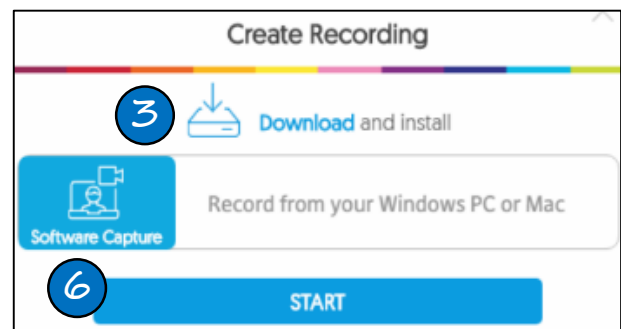
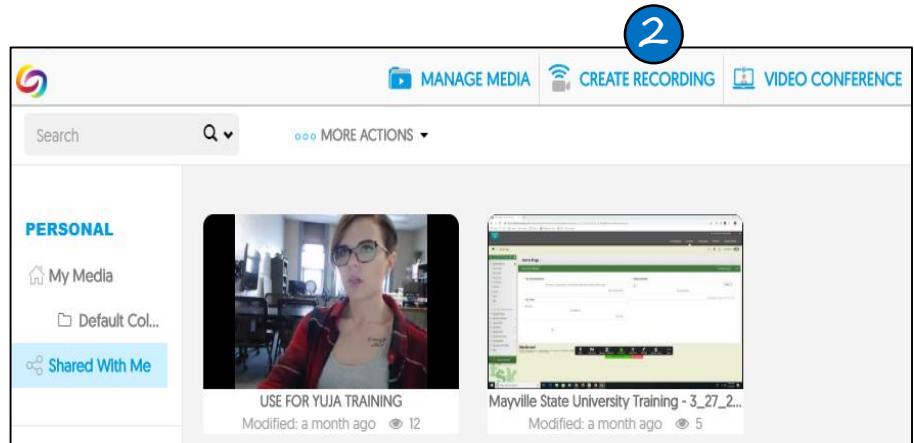
Adding YuJa to Your Course Menu:

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



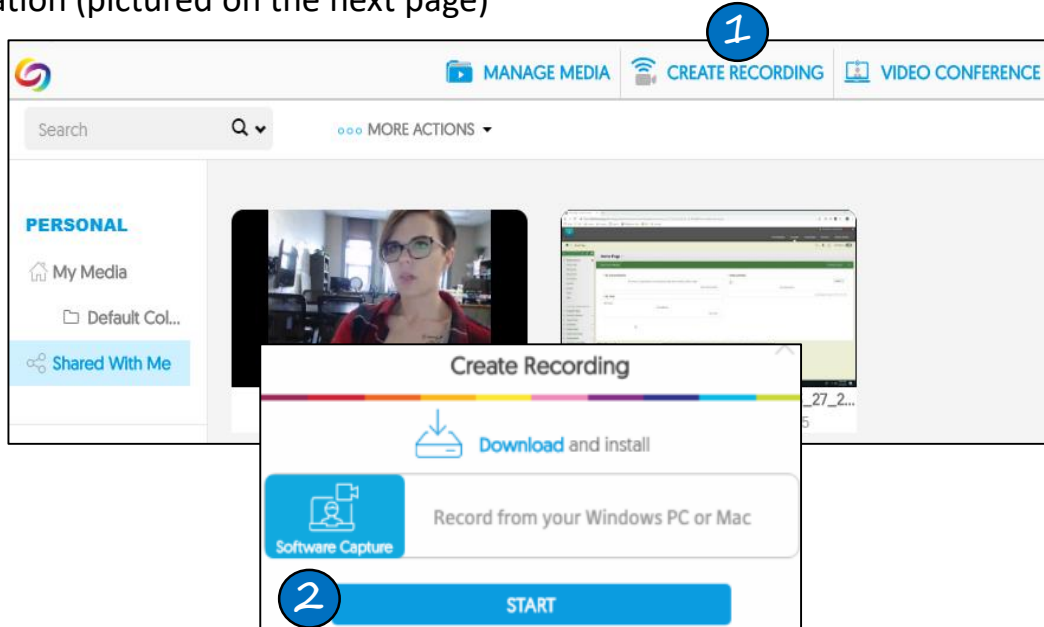
INSTALLING THE YUJA SOFTWARE STATION

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

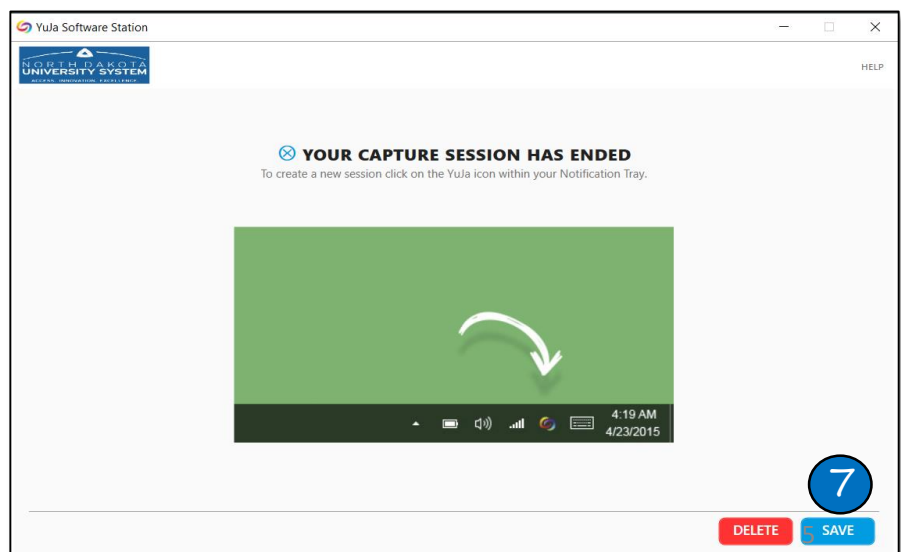
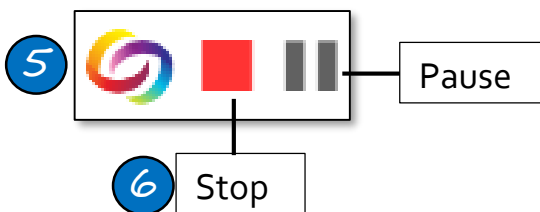


CREATING A RECORDING

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)

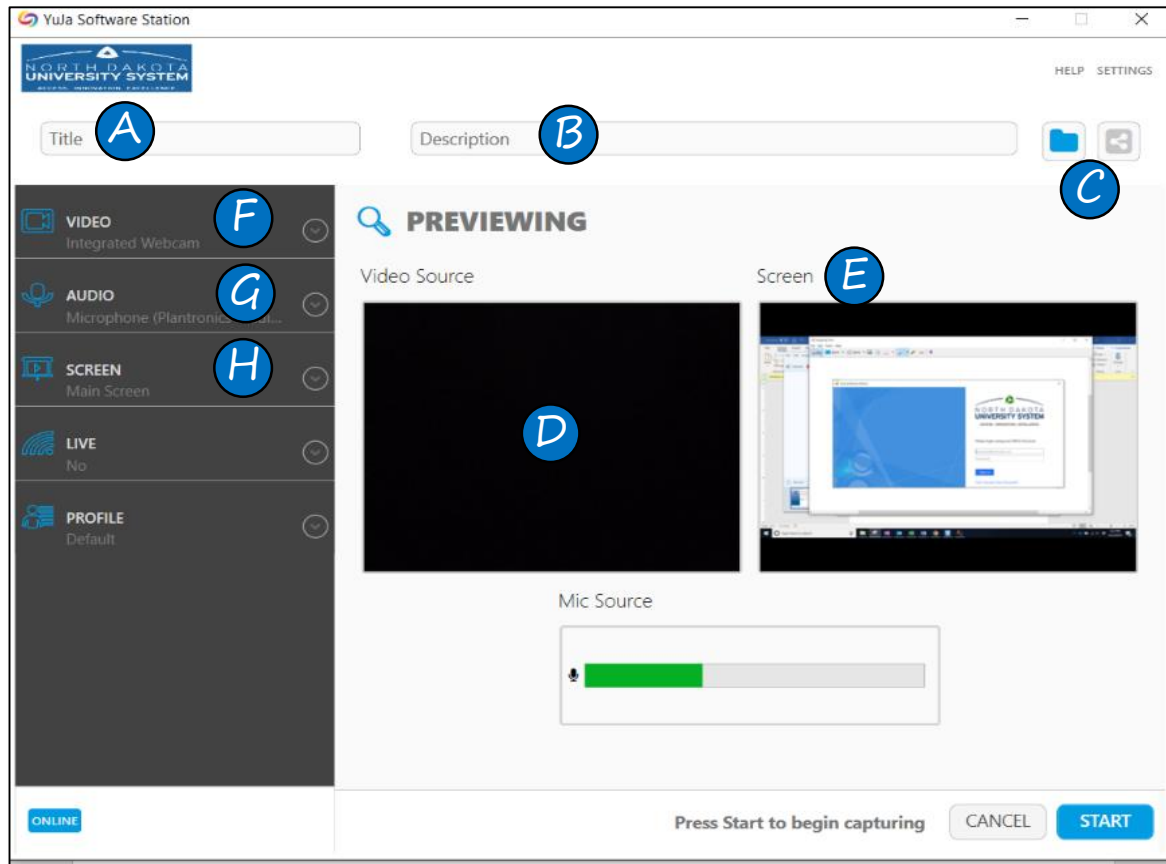


4. Use the YuJa Software Station to edit the settings of your recording. When you are finished, click **Start** to begin recording. A countdown will begin on your screen. Immediately after the countdown completes, your recording is live
5. Once you begin recording, YuJa's toolbar will appear in the bottom 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.

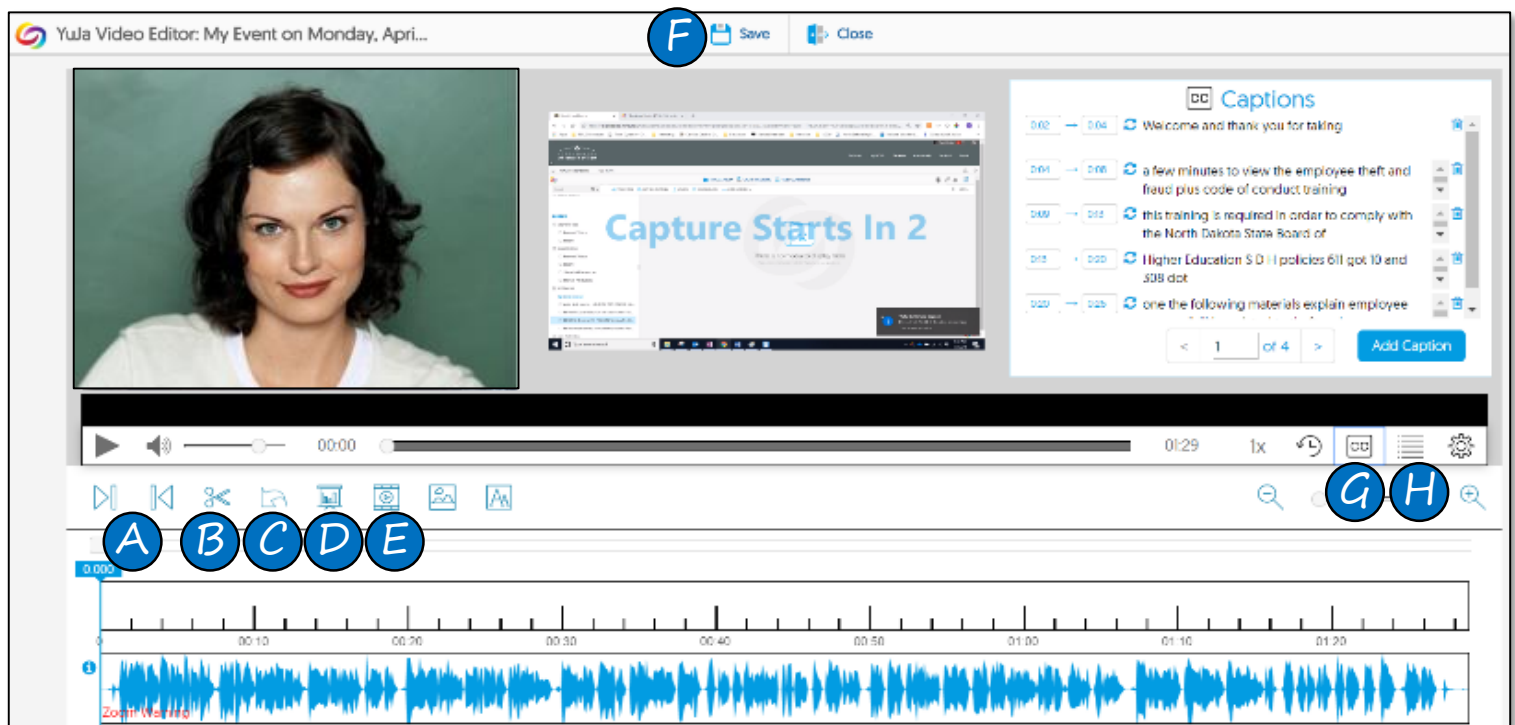
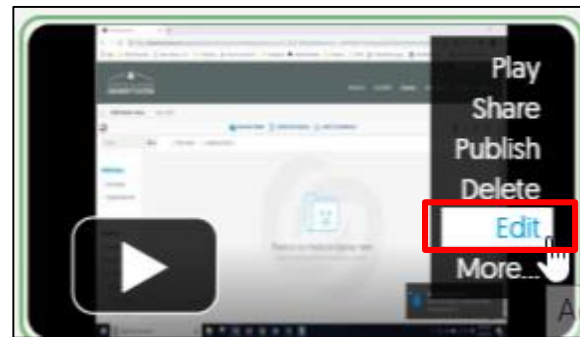


- A. **Title:** Give the recording a title
- B. **Description:** Indicate what your recording is about
- C. **My Media Collection/Default Collection:** By default, your recording will be stored in your Default Media Collection folder. Click the Media Channel button to select a course in which to publish 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)

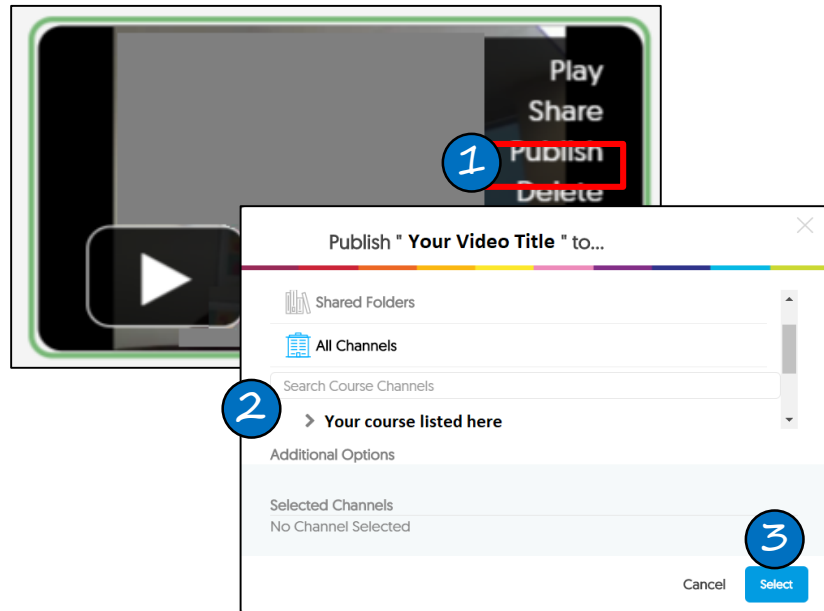


- A. Use **Trim Start** and **Trim End** to remove unwanted content at the beginning or end of your video
- B. Select the **Cut** tool to remove unwanted content from the middle of your video
- C. Use the **Undo** button to undo and remove your editing changes one-by-one
- D. Click on **Insert Slide** 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

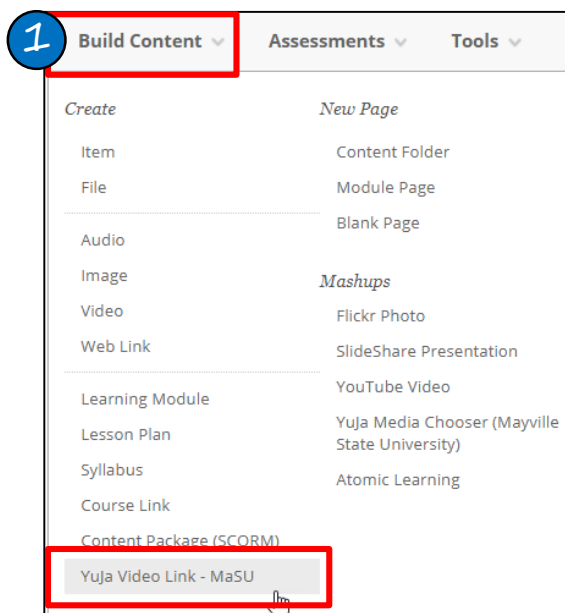
If you did not specify a location to store the recording when you first created it, that recording will be available in the **My Media** section in a folder titled **Default Collection**. Recordings will not be available to students unless you publish them to a course or provide a link.

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**



LINKING A VIDEO IN BLACKBOARD

1. In a content area in Blackboard, click **Build Content > YuJa Video Link - MaSU**
2. A library of your YuJa videos will appear. Click on the title of the video you would like to link. The video will now be linked in Blackboard.
 - **Note:** After the link appears in Blackboard, it is recommended to edit the settings to open in a new window

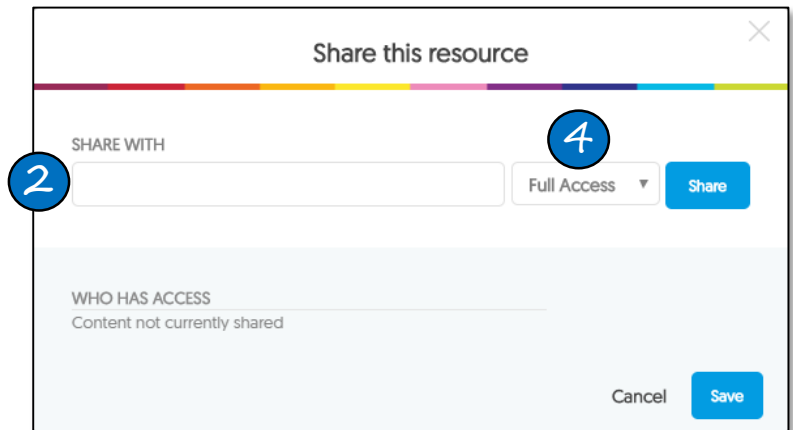
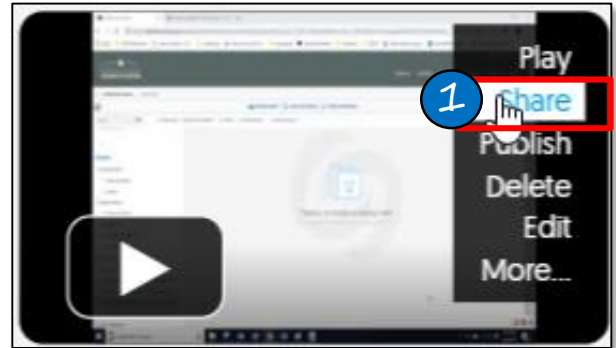


If you want to be able to run detailed reports in YuJa, you **MUST** use one of the options on this page to share your recordings with students. Using the options on pages 9-10 will not track detailed information in the course reports.

ADDITIONAL WAYS TO SHARE YOUR YUJA VIDEOS

Share an Individual Recording With a Mayville State Employee or Student

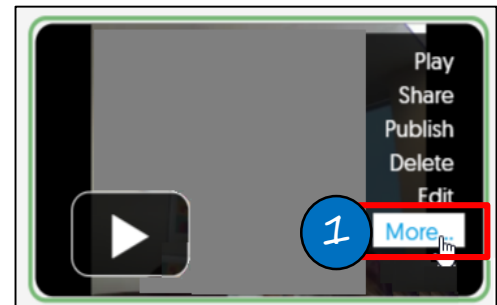
1. Hover your mouse over the video and choose **Share**
2. The **Share This Resource** dialog box appears. Click inside the **Share With** field to view a drop-down list of names to select. The list will show all users who have a YuJa account at Mayville State University
3. Choose the user you would 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.
4. Paste the link as desired.



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. However, providing a link does **NOT** track specific details and views.

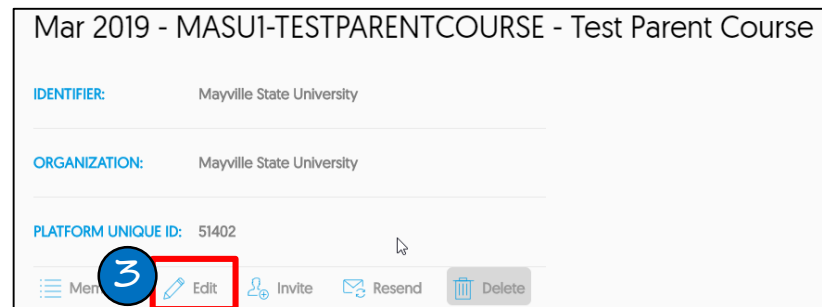
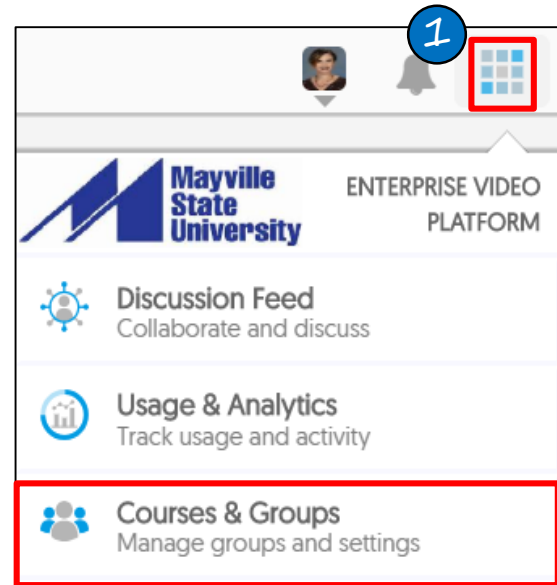
Students can also share their own videos using a direct link. The link can be pasted into an assignment dropbox, a discussion forum, email, etc.



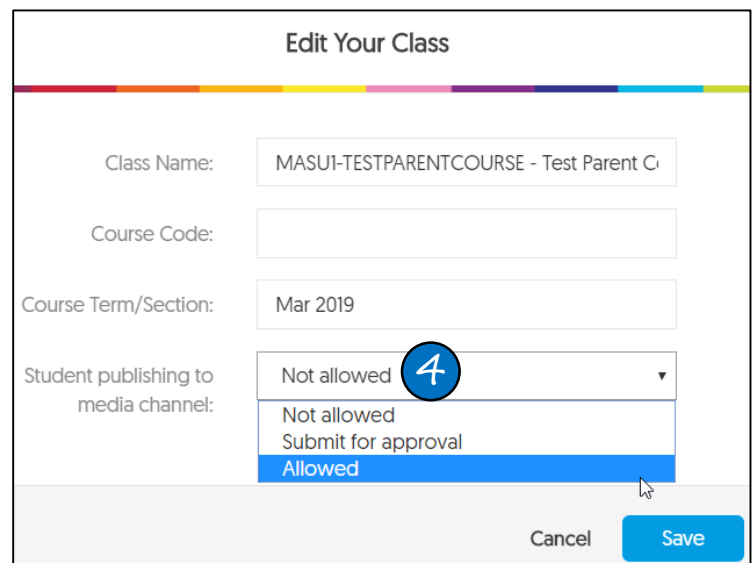
ALLOWING STUDENTS TO PUBLISH VIDEOS TO A COURSE

If you would like 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



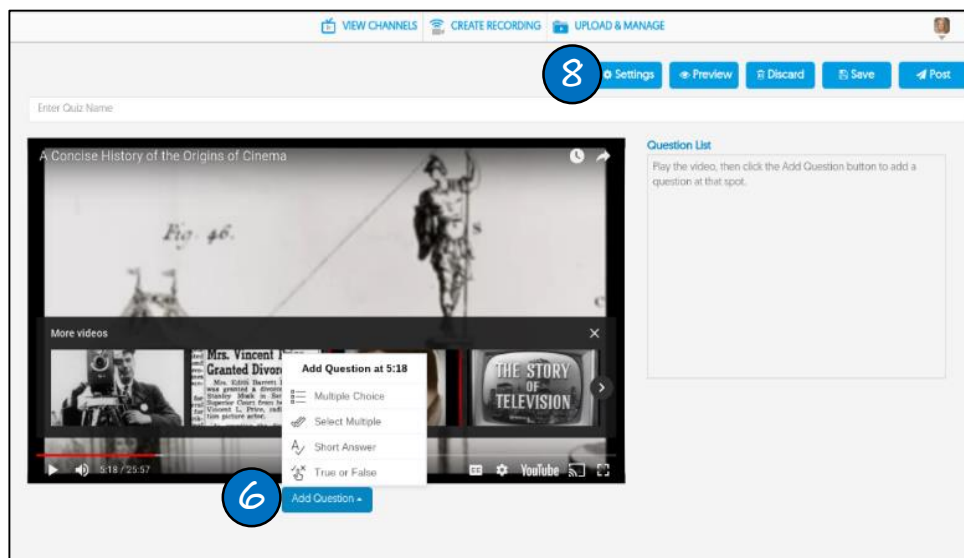
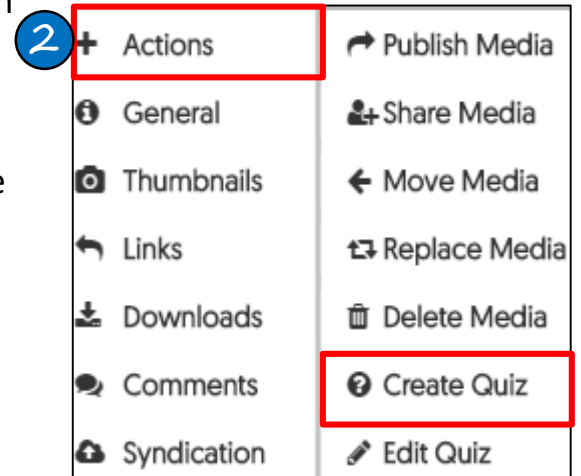
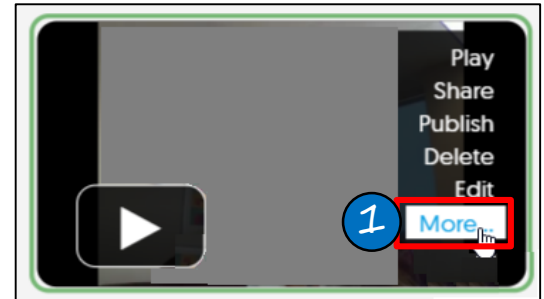
Allowing students to publish videos to the course means that their videos can be viewed by other students enrolled in the course. If you want students to create videos that are only visible by the instructor, have them use the *Providing a Direct Link to Your Video* option on page 9.



CREATING A VIDEO QUIZ

Video quizzes allow you to select videos from your YuJa library and integrate questions directly into the video. These video quizzes can be linked in Blackboard to sync with Blackboard's Grade Center.

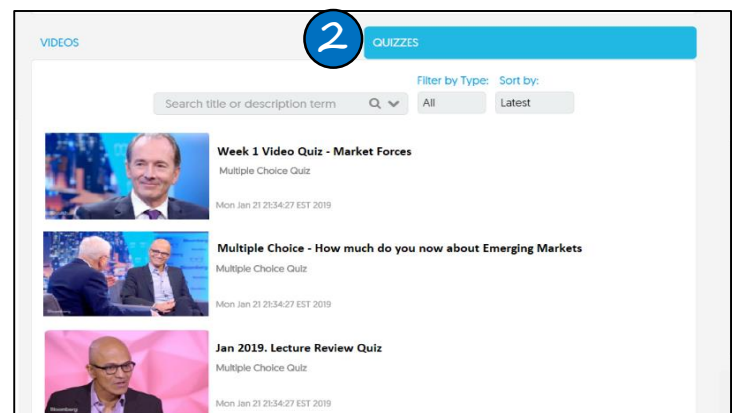
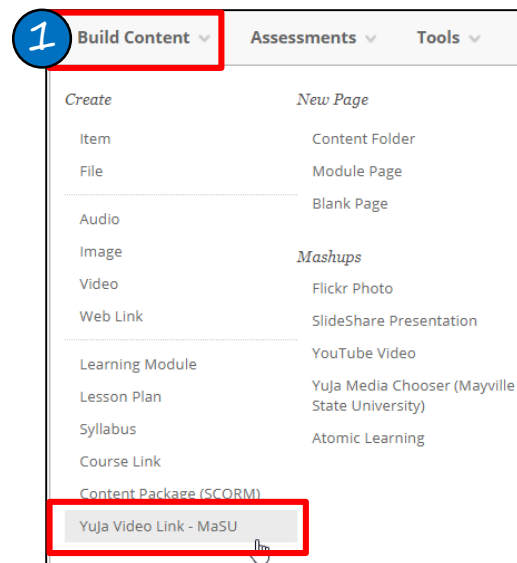
1. Hover your mouse over the thumbnail image of the video and select **More**
2. In the **More** menu, Choose **Actions > Create Quiz**
3. You will be asked what type of quiz you'd like to create (text or video). Select **Video Quiz**.
4. Add a title to your quiz
5. Press **Play** to begin watching the video
6. Click **Add Question** to add a question at a certain spot in the video and choose which question type to use (Multiple Choice, Select Multiple, Short Answer, True or False).
7. Create your question. Continue this process until you've added all of your questions
8. If you'd like students to see the correct answers right away, click on **Settings > Provide Answer Right Away**
9. Select **Preview** if you'd like to review the quiz
10. Click **Save** if you'd like to save the quiz as a draft
11. Click **Post** if you'd like to schedule your quiz to deploy
12. If you'd like your quiz to sync with the Blackboard Grade Center, continue to page 12



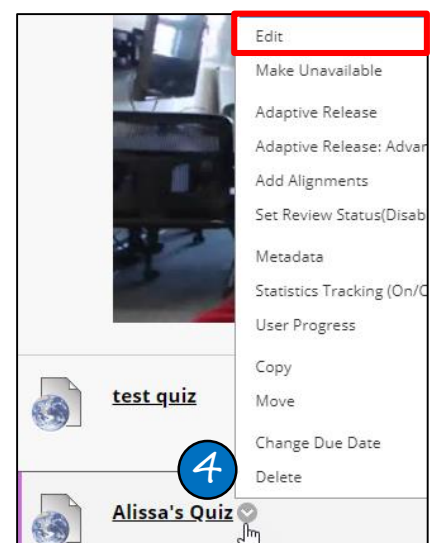
SYNCING A VIDEO QUIZ WITH BLACKBOARD'S GRADE CENTER

After you have created a video quiz in YuJa, you may choose to add it to Blackboard so it syncs into the Blackboard Grade Center. In order to ensure the quiz syncs with the Grade Center, follow the steps below:

1. In Blackboard, click **Build Content > YuJa Media Chooser – MaSU**
 - **Note:** There are two items titled YuJa Media Chooser in this menu. Make sure to choose the one on the LEFT side of the menu
2. This will display the YuJa Media Chooser plugin. Here, click on **Quizzes**
3. Click on the quiz you would like to add to the course. This will add the quiz to the course.
 - By default, the quiz is available to students and is worth 100 points. To edit these settings, find the quiz in Blackboard, **click the arrow next to the title > Edit**
4. Update the points, due date, availability, and other settings to your liking by clicking the chevron (down arrow) next to the quiz's title > **Edit**



All quiz questions are worth the same number of points. For example, if you have a quiz that has 4 questions and is worth 25 points, each question will be worth 6.25 points. At this time, there is **no** way to edit this.

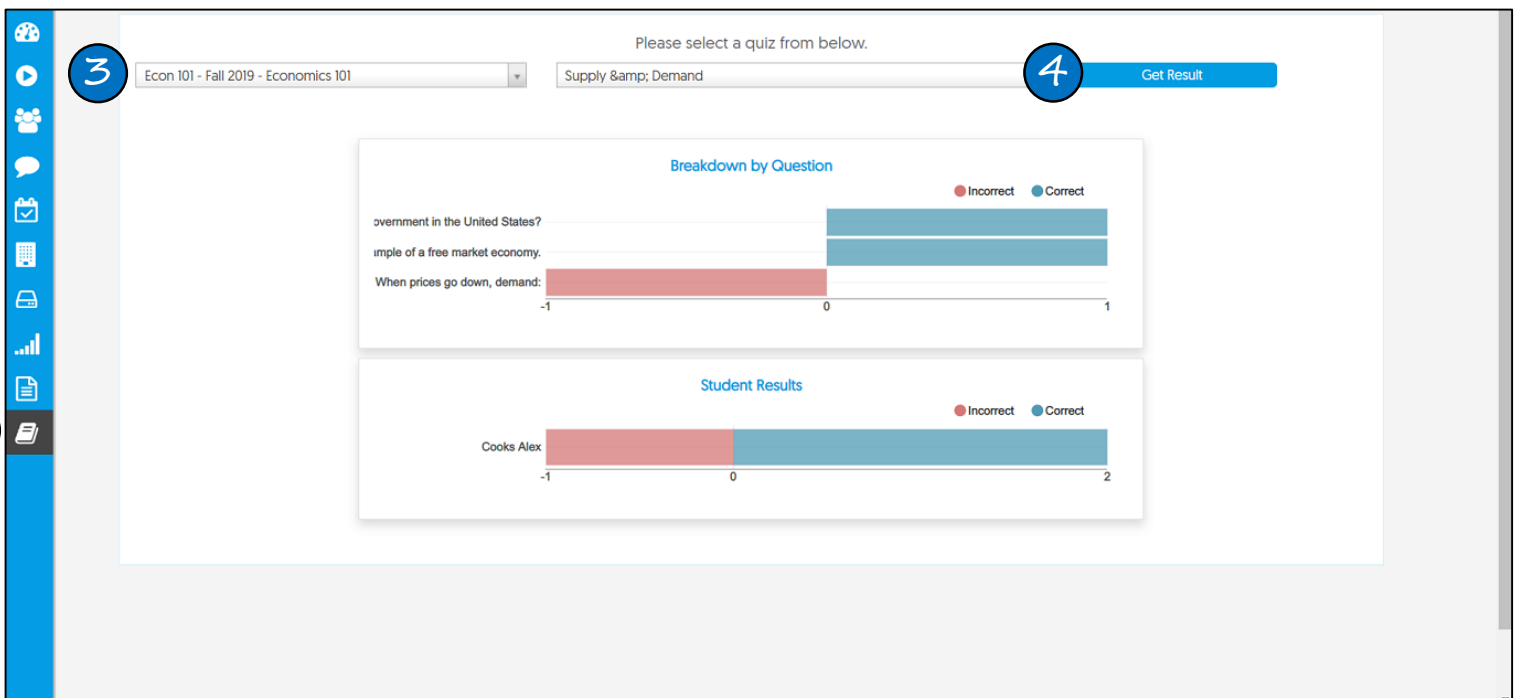
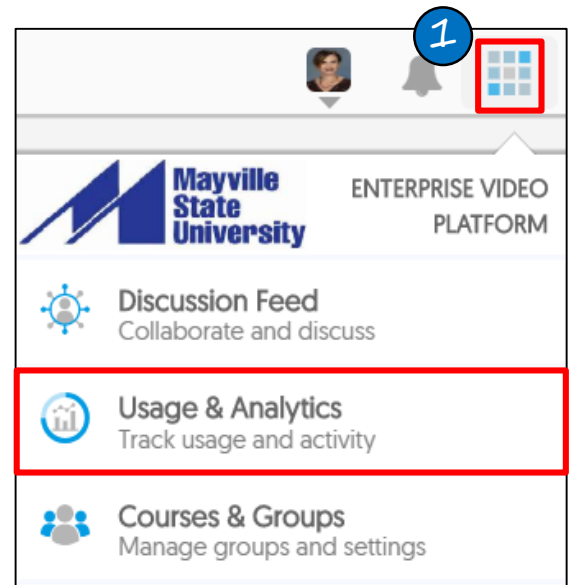


VIEWING VIDEO QUIZ RESULTS

The YuJa Gradebook allows you to review student scores on quizzes. The Gradebook is automatically updated with all created quizzes. Instructors have access to scores, results, and other information in the Gradebook.

To view student scores on a quiz:

1. In YuJa, on the top right corner, click **Main Menu icon** (9 little squares) > **Usage & Analytics**
2. From the menu on the left-hand side, choose **Gradebook**
3. Select the desired group (course) and desired video from the drop-down menus
4. Click **Get Report**



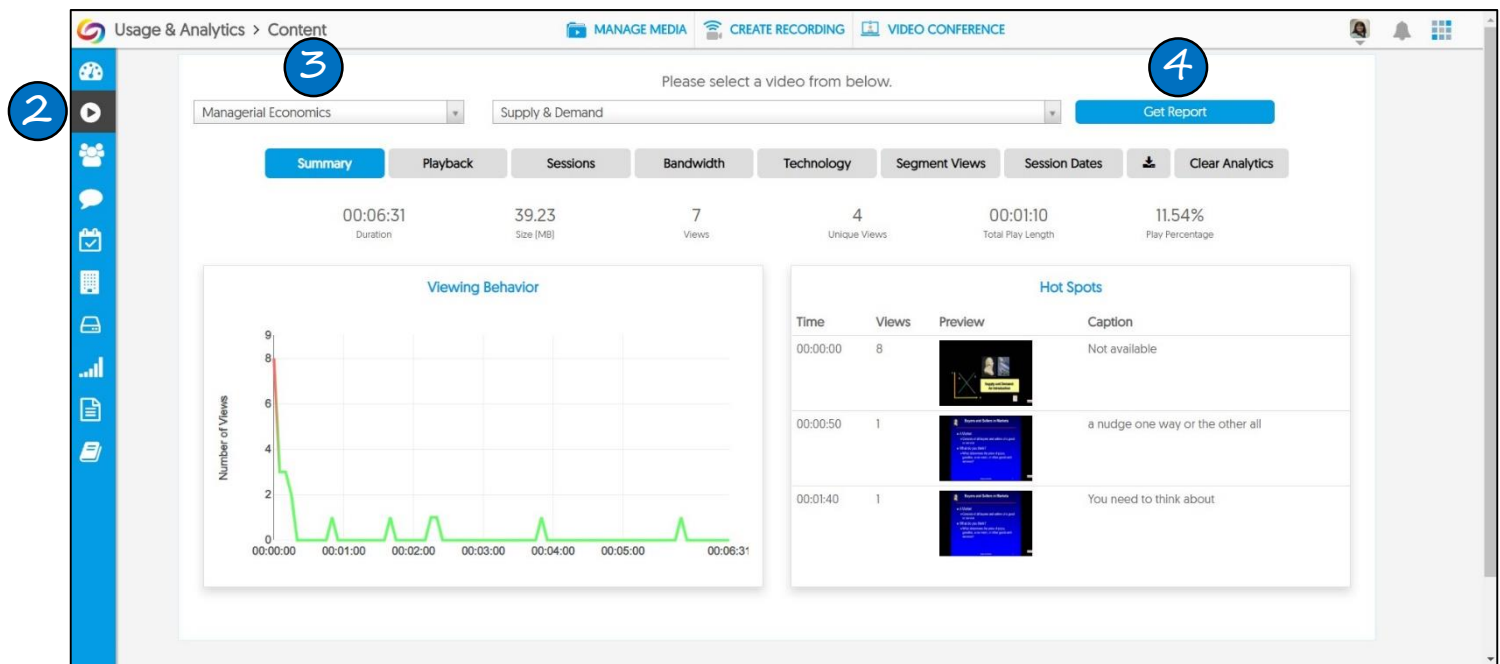
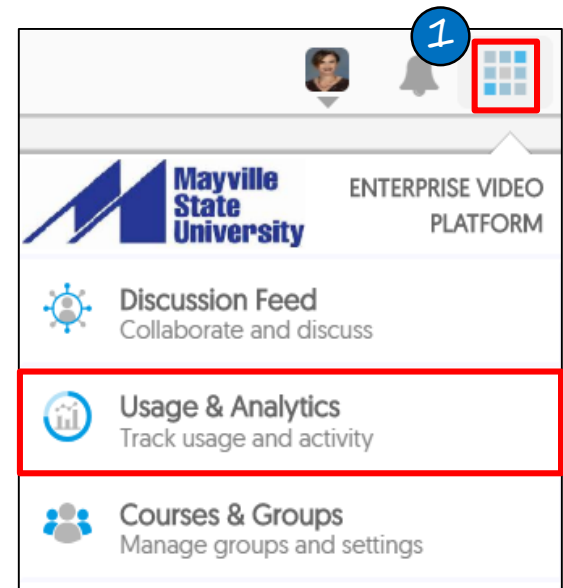
CONTENT ANALYTICS ON PUBLISHED VIDEOS

The **Content Analytics** report provides information about individual media files and user interactions with those files.

The report includes an overall summary and specific information about views, browsers, and operating systems used to view the recordings.

To run a *Content Analytics* report:

1. In YuJa, on the top right corner, click **Main Menu icon** (9 little squares) > **Usage & Analytics**
2. From the menu on the left-hand side, choose **Content**
3. Select the desired group (course) and desired video from the drop-down menus
4. Click **Get Report**



Report Breakdown:

- **Summary:** Storage, views, viewing patterns, and Hot Spots
- **Playback:** Individual user viewing behavior
- **Sessions:** Specific viewing sessions, including browser and media plugins
- **Bandwidth:** Bandwidth usage on a month-by-month basis
- **Technology:** Browsers and operating systems
- **Segment Views:** Understand video views on a segment-by-segment basis
- **Session Dates:** Date-by-date viewing
- **Download:** Download the *Content Analytics* report as an Excel spreadsheet
- **Clear Analytics:** Permanently clear and remove all information in the *Content* view (not recommended)

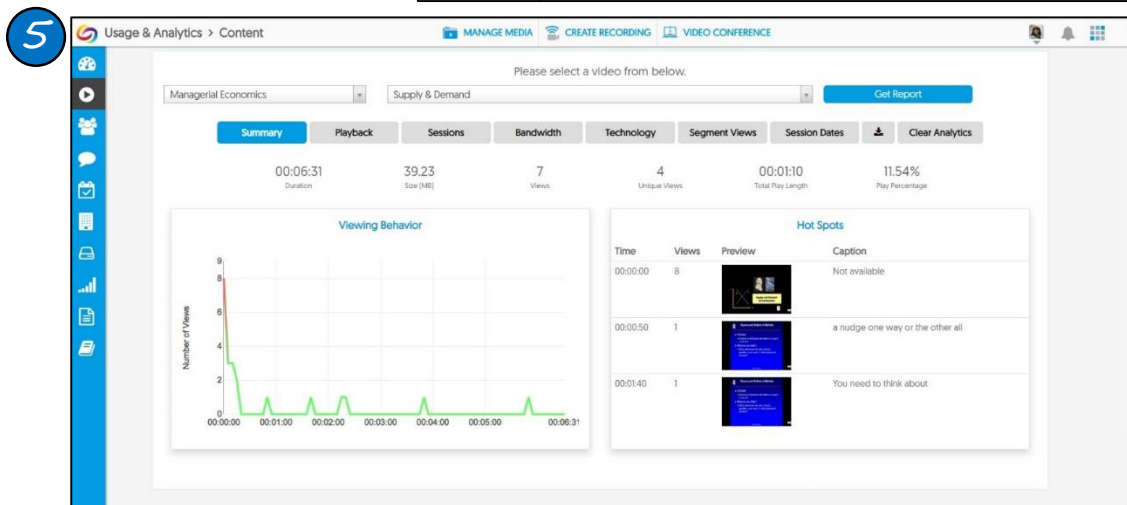
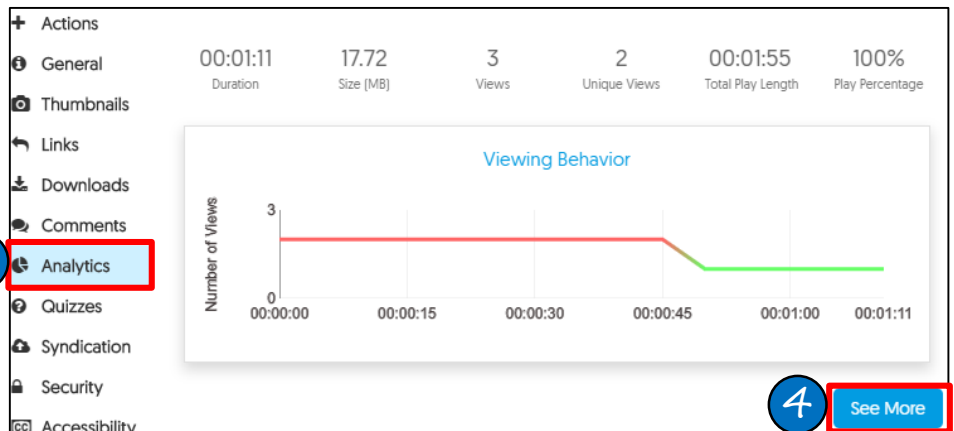
CONTENT ANALYTICS ON LINKED VIDEOS

The **Content Analytics** report provides information about individual media files and user interactions with those files.

The report includes an overall summary and specific information about views, browsers, and operating systems used to view the recordings.

To run a *Content Analytics* report:

1. In YuJa, find the video you'd like to run the report on.
2. Hover over the thumbnail of the video and choose **More**
3. In the **More** menu, choose **Analytics**
4. To see a full report, click **See More**
5. This will open the full Content Analytics report



Report Breakdown:

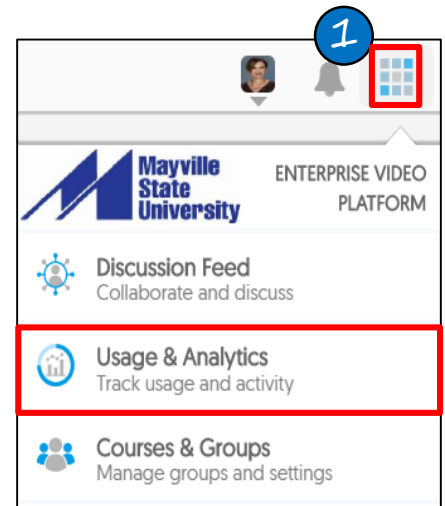
- **Summary:** Storage, views, viewing patterns, and Hot Spots
- **Playback:** Individual user viewing behavior
- **Sessions:** Specific viewing sessions, including browser and media plugins
- **Bandwidth:** Bandwidth usage on a month-by-month basis
- **Technology:** Browsers and operating systems
- **Segment Views:** Understand video views on a segment-by-segment basis
- **Session Dates:** Date-by-date viewing
- **Download:** Download the *Content Analytics* report as an Excel spreadsheet
- **Clear Analytics:** Permanently clear and remove all information in the *Content* view (not recommended)

USER VIEWING ANALYTICS ON PUBLISHED VIDEOS

The **User Viewing Analytics** report provides a class-by-class breakdown of user participation, including views and total play length.

To run a *User Viewing Analytics* report:

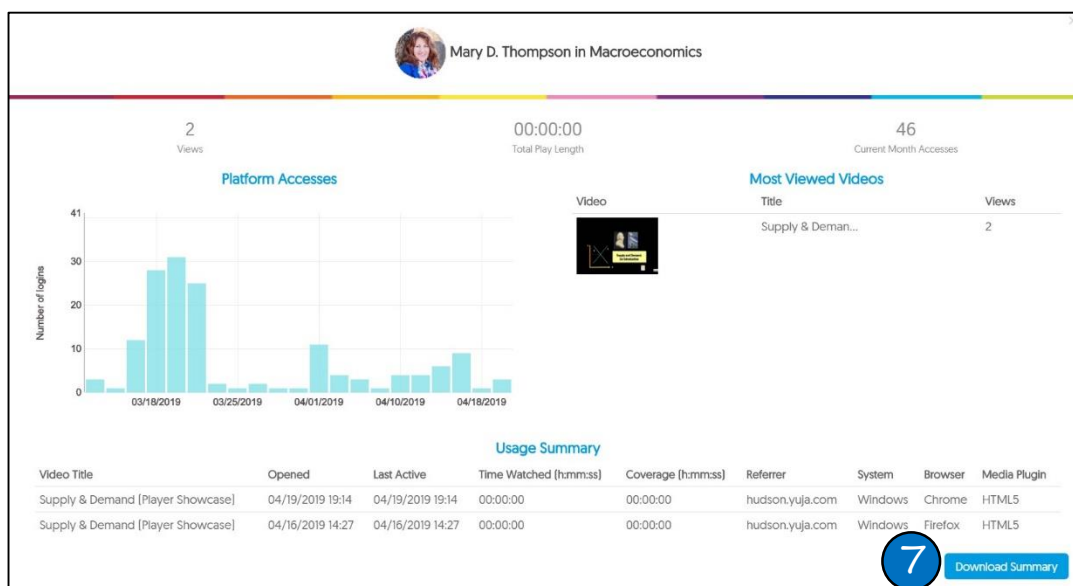
1. In YuJa, on the top right corner, click **Main Menu icon** (9 little squares) > **Usage & Analytics**
2. From the menu on the left-hand side, choose **Users**
3. Select the desired group (course) from the drop-down menu
4. Click **Get Report**
5. You will now see views and total play length for each user. Click a user's name from the list to open specific information about that individual's viewing behavior
6. Click **Download Summary** to download the report as an Excel spreadsheet



Usage & Analytics > Users

Please select a group
Managerial Economics [Get Report](#)

User	Views	Total Play Length
Nick Clinton	5	00:11:10
Owen Powell	4	00:10:00
Joe Johnson	4	00:09:52
Marlon Morrison	3	00:09:00
Jacob Williams	3	00:08:43
Amar Almaze	3	00:08:20
Robert Persons	2	00:07:00
Michelle Perez	2	00:06:45
Rachel Sanders	2	00:06:00
Christina Namiza	1	00:05:00
Joe Smith	1	00:04:32

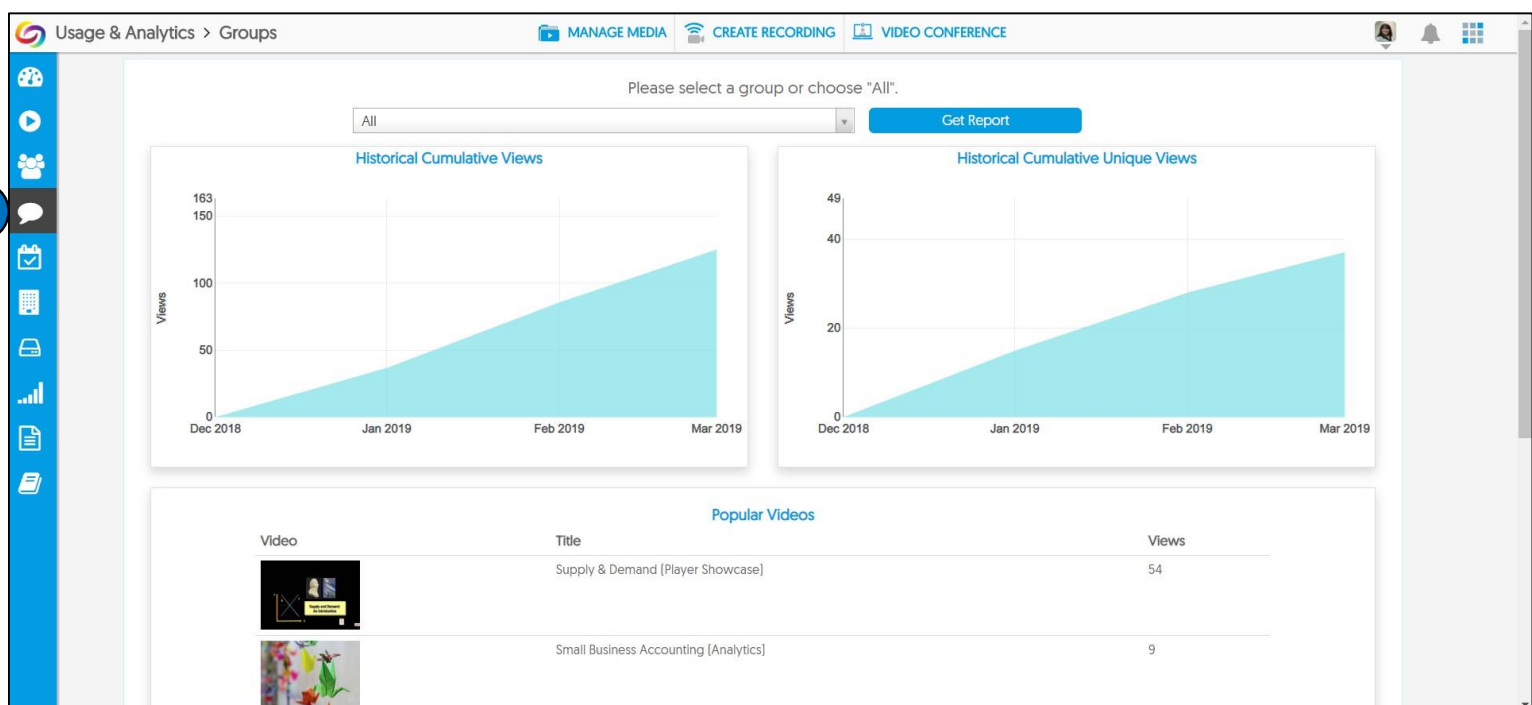
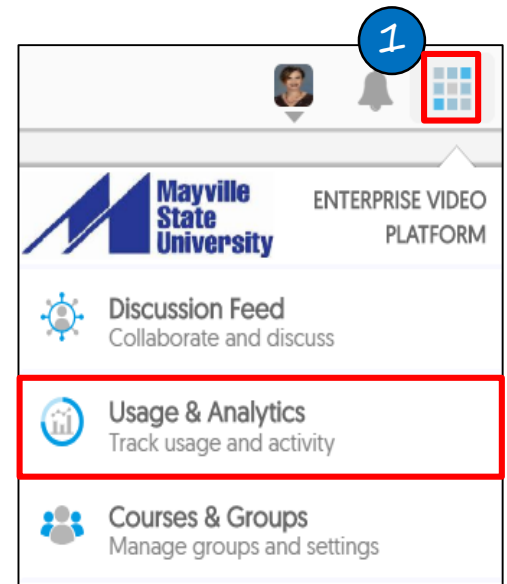


GROUPS (COURSES) ANALYTICS ON PUBLISHED VIDEOS

The **Group Analytics** report provides information about history about cumulative and cumulative unique views, as well as popular videos within your courses.

To run a *Groups Analytics* report:

1. In YuJa, on the top right corner, click **Main Menu icon** (9 little squares) > **Usage & Analytics**
2. From the menu on the left-hand side, choose **Groups**
3. Select the desired group (course) from the drop-down menu
4. Click **Get Report**
5. You will now see views historical cumulative views for videos and videos ranked by popularity

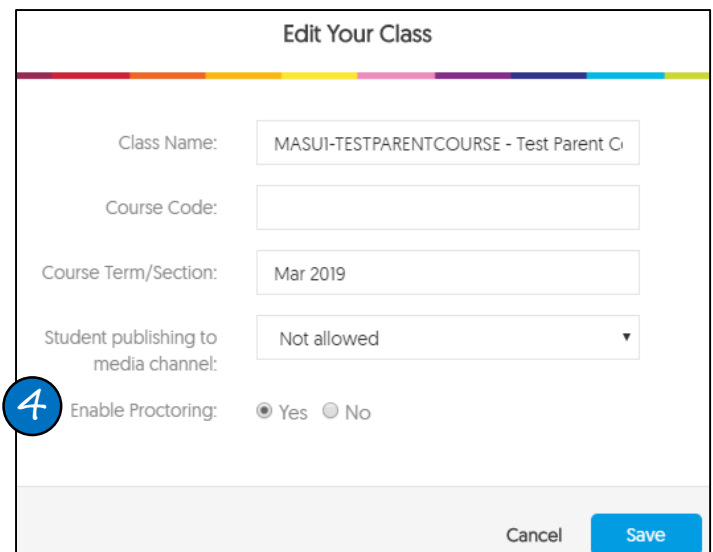
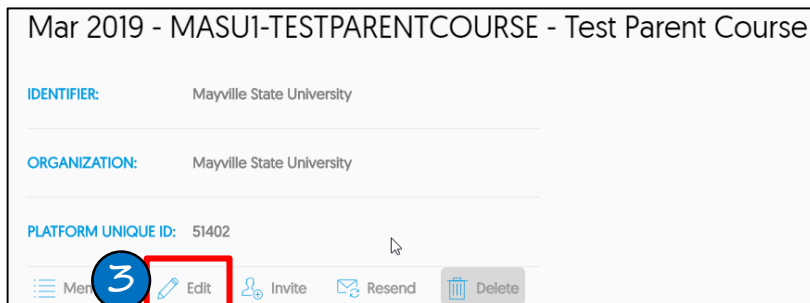
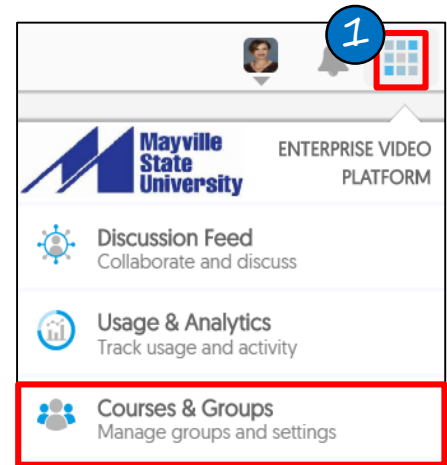


EXAM PROCTORING

YuJa's exam proctoring feature ensures the security of student exams taken from remote locations. The YuJa Proctor Recorder also ensures that the recording is only securely allocated to a centralized instructor folder, which will avoid distribution of the exam recording by the student.

If you would like students to use YuJa for proctoring an exam, you will need to enable that setting in YuJa. To allow proctoring, 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. Next to the item titled *Enable Proctoring*, choose **Yes**
5. Click **Save**



The student's video recording will process to the instructor's submission folder labeled *Proctor Sessions*. This folder can be found under *My Media*.

