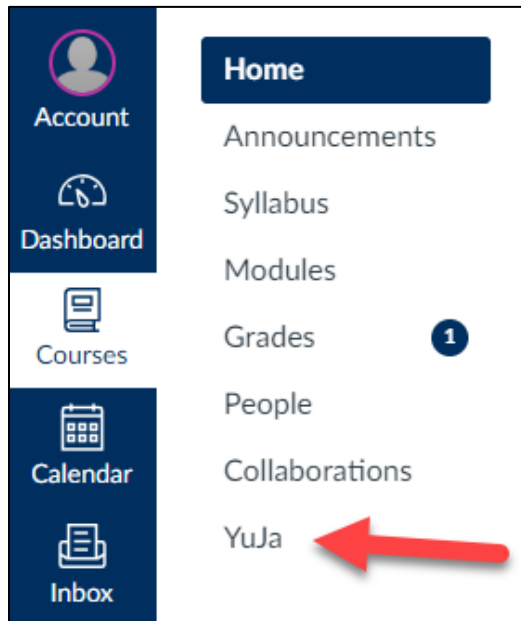


How to Access YuJa

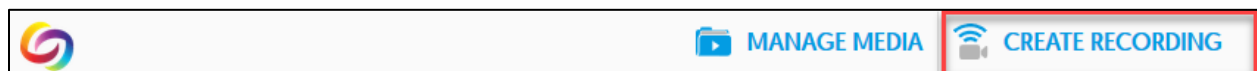
To access YuJa, click the **YuJa** link in the Course Navigation in a Canvas course. Only faculty are authorized to make this link available to you.



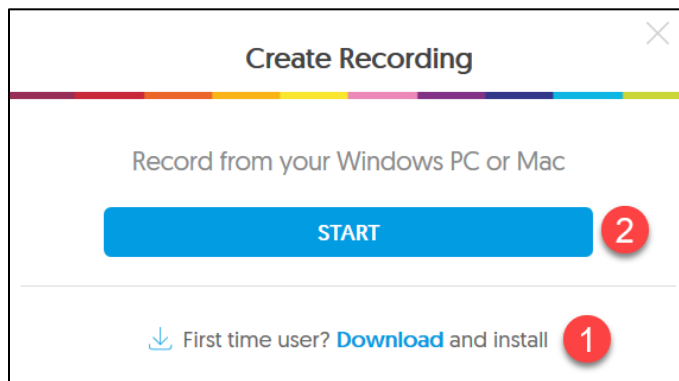
How to Record in YuJa

If your instructor asks you to make a video, you can do that with the **YuJa Software Station** once you've installed it on your computer.

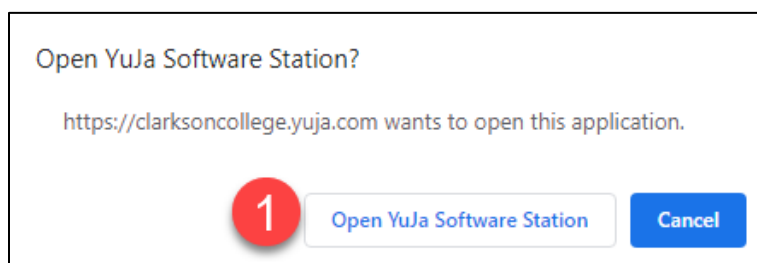
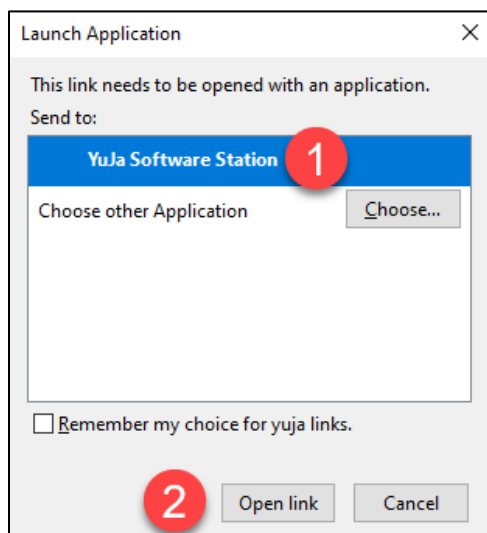
Click on the **YuJa** link from the Course Navigation. Next, click on **CREATE RECORDING**.



This is where you can **Download and install** (1) the YuJa Software Station on your computer. Once it has been installed, click on **Start** (2) to begin.

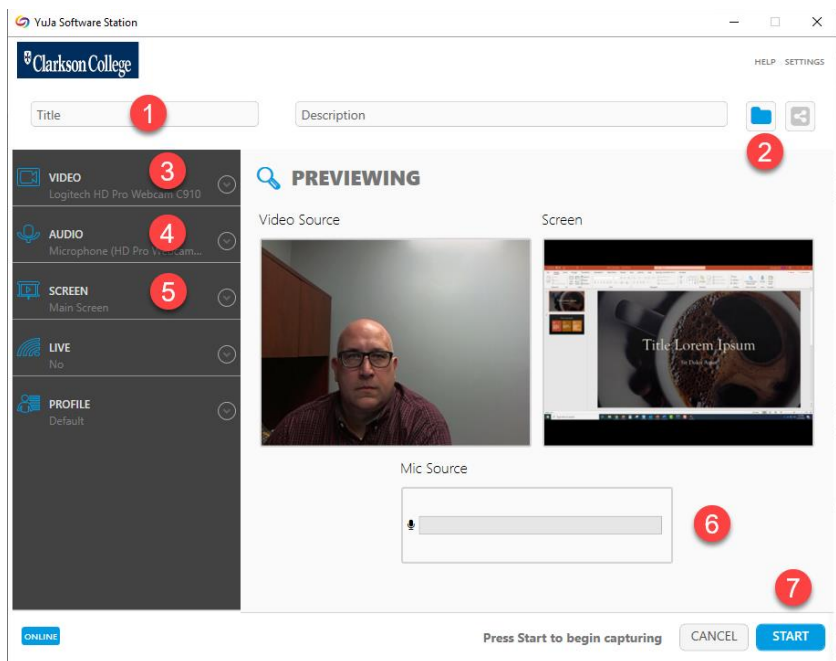


You'll then be prompted to open the YuJa Software station. Depending on your browser you'll either need to select **YuJa Software Station** then select **Open Link**, or just select **Open YuJa Software Station**.

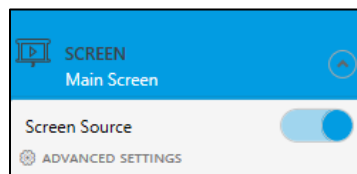


Give your video a **Title** (1), otherwise it will be titled “My Event on...” You can change the title later in the YuJa editor in Canvas. You can also designate the folder in your Media Library (2) where you want this stored or let it default to the Default Collection folder.

There are settings for recording **video** (3), **audio** (4), and your **screen** (5). **Note: you must have a webcam to record video and a microphone to record audio.** Always check your audio levels by watching the green bar under **Mic Source** (6) before you begin recording.



Recording your screen may be necessary if you need to record a PowerPoint presentation. To capture a PowerPoint presentation, click the **Screen** tab and make sure this feature is on.



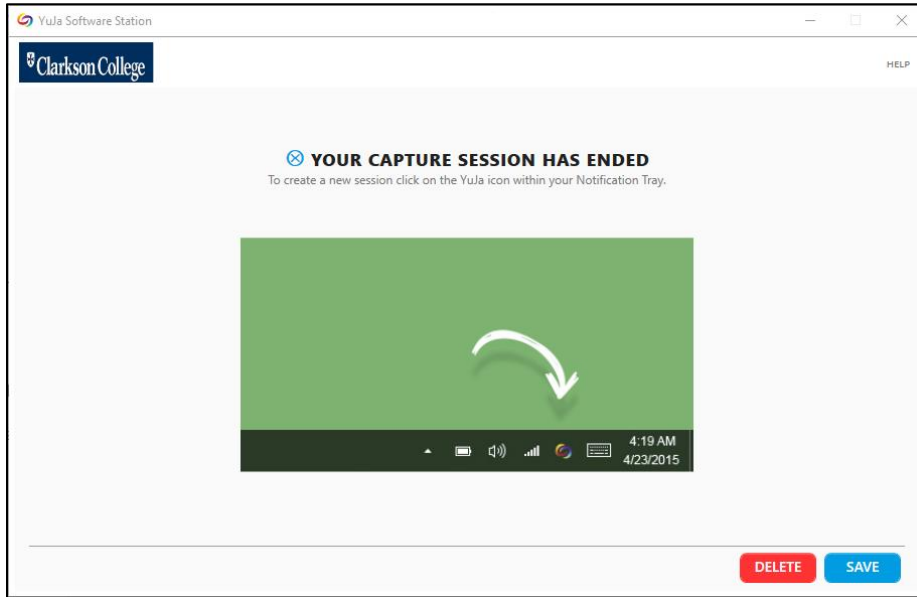
Have your PowerPoint presentation ready in the background. After you click **Start** (7), YuJa will countdown from three then begin recording.

Once you begin recording, the YuJa Software Station box will be minimized on the bottom-right corner of your screen. You can maximize it by clicking on the YuJa logo.



You can **Pause** and **Resume** your recording using the Pause/Play button. When you are done, click **Finish** (red square).

You will be asked to **Save** or **Delete** the recording.



Once saved, videos will be stored in your YuJa Media Library. To access them, click on the **YuJa** link in your Canvas course, then click **Manage Media**.



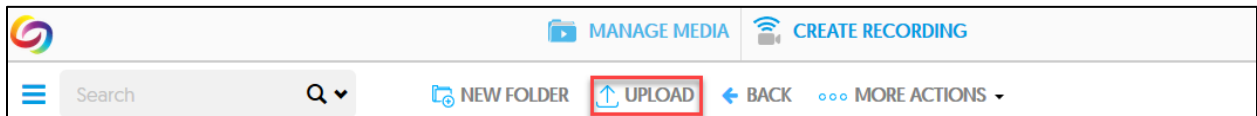
How to Upload Video into YuJa

If you create a video outside of YuJa, you can upload that video into YuJa to be stored in your Media Library.

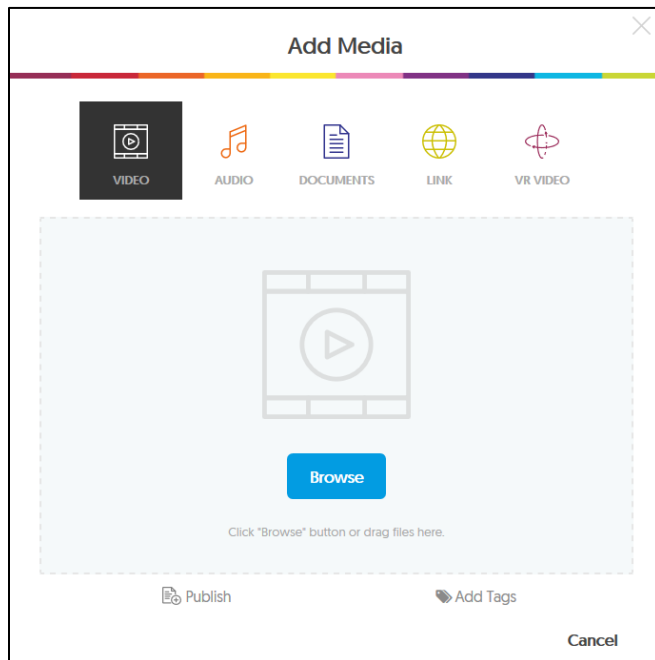
To get started, click on the **YuJa** link and then click **Manage Media** to access your **Media Library**. This is where *all* of your YuJa media will be stored, not just the media for one course.



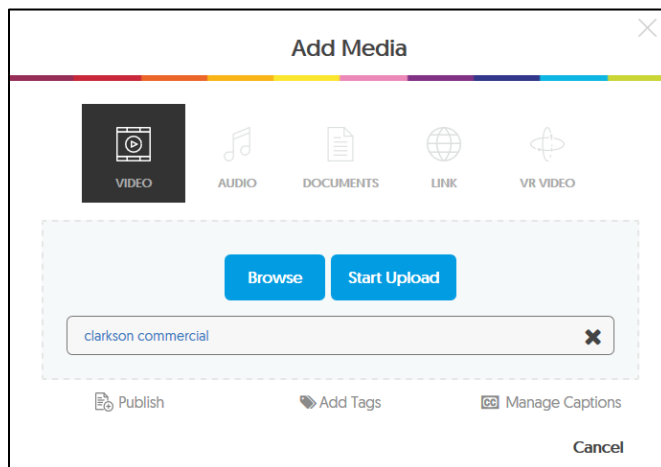
To upload a video, click the **Upload** link.



The Add Media box will appear. Now you can browse and find your video, or drag and drop a video into the Add Media box.



Once you add a video, click **Start Upload**. It may take a minute to upload the file. When the upload is finished it may take a few more minutes for YuJa to process the file.



How to Edit Captions on Videos

When a new video is added to your Media Library, YuJa uses voice-to-text technology to generate **captions** and a **transcript**. It will take a few minutes before they are available.

The captions YuJa generates might not be perfect, and accuracy will depend on the quality of your audio. If you use a headset microphone to record, speak clearly, and do this in a quiet place, the accuracy of the auto-caption will be better. However, you can always **Edit** the video to review and revise the captions.

Navigate to your **Media Library** (click the **YuJa** link from course navigation, then **Manage Media**). Hover your mouse over video and click **Edit**.



To show the captions, click on the **CC**.



You can revise the captions either in the black bar beneath the video or in the **Captions** box to the right of the video.

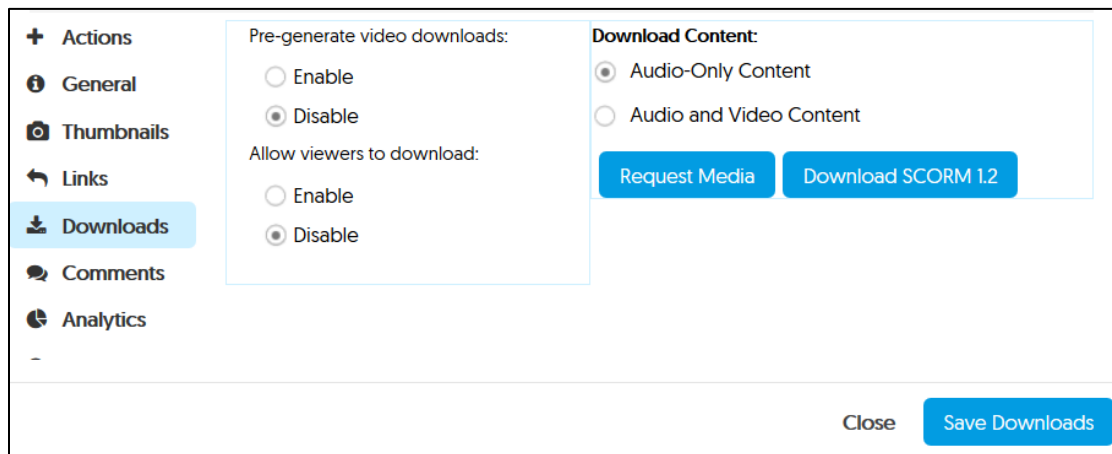
At the top of the screen click **Save** to save any changes. You will then see several options for saving.



How to Download Videos from YuJa Media Library

If you would like to have a copy of the file that was created when you recorded in YuJa, you can download that file and store it outside of YuJa.

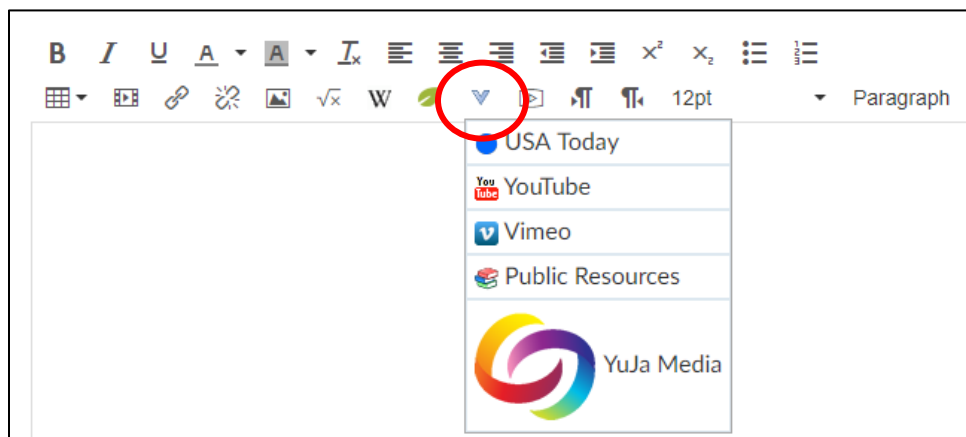
Navigate to your Media Library through **Manage Media**, hover over the video, select **More**, and click on the **Downloads** tab on the left. Select **Audio-Only Content** if you want an audio file (MP3) or **Audio and Video Content** if you want a video file (MP4). Then click on **Request Media**. If you selected Audio and Video content you will need to specify if you want separate files or a single file, then click **Request Media**. You will receive an email with a link to the file.



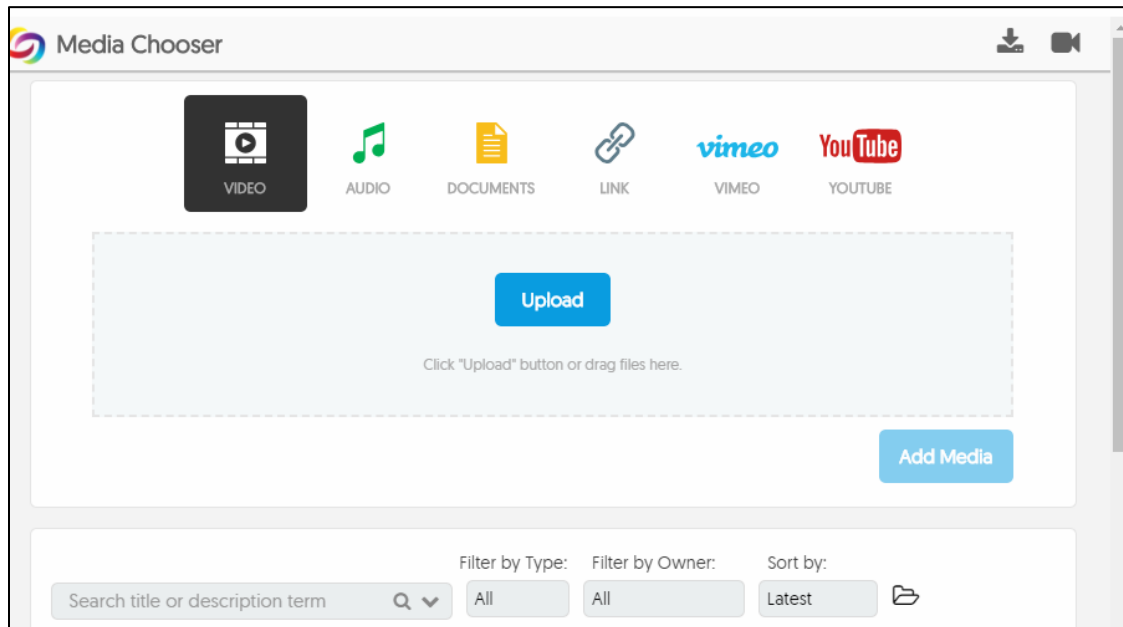
How to Submit a Video for an Assignment

Once you have a video in your YuJa Media Library, you can embed it in a Discussion post or submit it for an assignment (the assignment must be set up with Submission Type of Text Entry).

When you **Reply** to a Discussion or **Submit Assignment**, click on the blue **V** for External Tools and select **YuJa Media**.



When you select **YuJa Media**, the **Media Chooser** box opens. Scroll down to find the desired video. You can **Search**, **Filter**, or **Sort** to find the video you want. When you find the video, click on it to select it.



YuJa Tech Support

Click the avatar (1) on the top-right corner to access **Support** (2) if you have any YuJa-related questions.

