



Quick Start Tutorial

To create narrated PowerPoint lectures for your course, record the narration in PowerPoint (refer to the handout available on the **CTE website** under **Documents**: <http://cte.clarksoncollege.edu/documents/>).

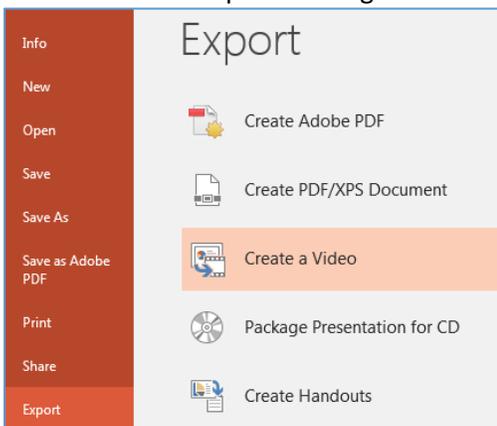
Then follow these simple steps:

1. **Convert narrated PowerPoint to video**
2. **Upload video into YuJa**
3. **Add YuJa video to a course**

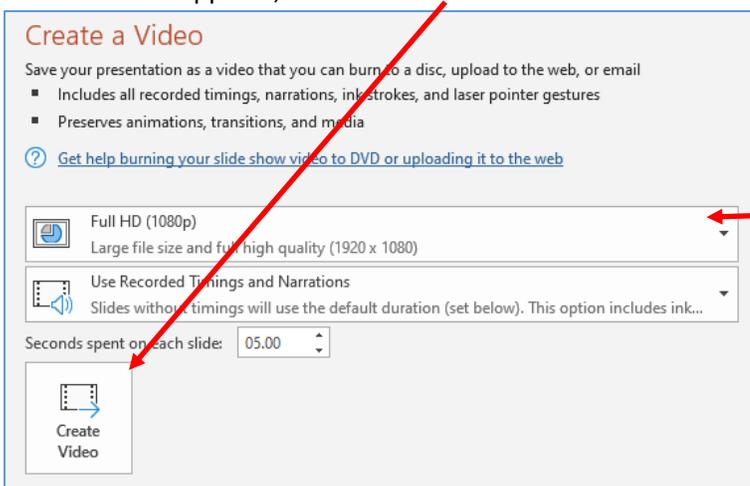
1. Convert narrated PowerPoint to video

If you have a **narrated PowerPoint**, you should **not** upload that file into YuJa. You need to first convert the narrated PowerPoint file to a **video** file, and then upload the video file into YuJa.

Open the narrated PPT file, select **File, Export, Create a Video**. (This step can't be done on a Mac. Mac users should contact CTE for help converting their PowerPoints to videos.)

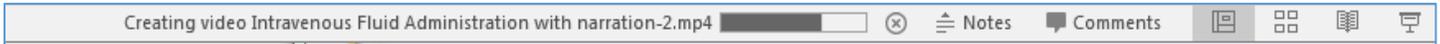


When this box appears, click on the **Create Video** button. You will be asked to designate where to store this **mp4** file.



Note: You can change the quality of the video for faster processing. However, "Standard" is not recommended as it creates pixelation when watching in full screen.

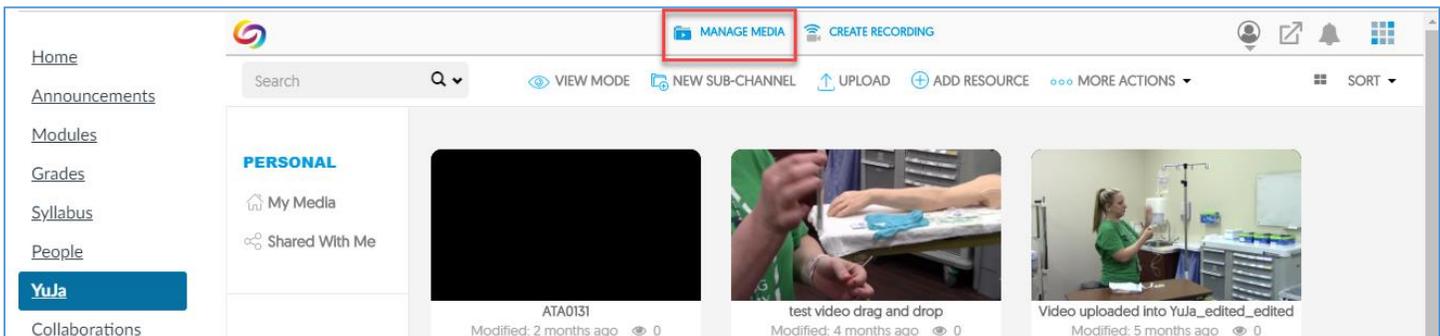
At the bottom of the screen showing the PPT, you'll see a message "Creating video [title]" and the **progress bar**. It will take a few minutes to create the video file. The longer the PowerPoint, the longer this process takes.



Note: Always save your PowerPoint files so you can make updates later on.

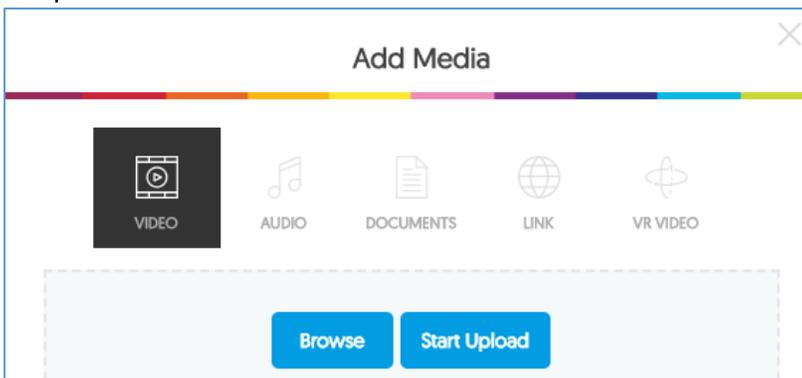
2. Upload video into YuJa

You can access YuJa through any Canvas course by clicking on the **YuJa** link from the Course Navigation. This opens the YuJa main menu. To access your videos, click **Manage Media**. This opens your YuJa Media Library where you can store and manage all of your YuJa media.

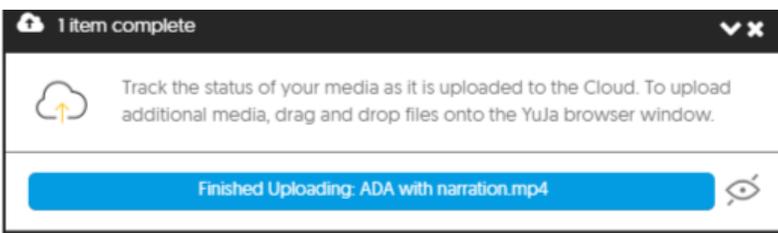


To add media, click on **UPLOAD** from the menu across the top. This opens the **Add Media** box.

Now you can drag and drop a video file into the Add Media box and select **Start Upload**. It may take a minute to upload the file.



The blue progress bar will show when it's uploaded. It will take a few more minutes to process the file in YuJa.



When you upload a video to your YuJa Media Library, YuJa uses voice-to-text technology to generate **captions** and a **transcript**. The captions YuJa generates might not be perfect, and accuracy will depend on the quality of your audio. YuJa has made significant improvements in the accuracy of the automated captions.

You can always **Edit** the video to review and revise the captions. To learn how to **edit captions**, refer to the full **YuJa Handout** available on the CTE Website under **Documents**.

3. Add YuJa video to a course

Open your course in **Canvas** and open the **Page** where you want to embed the video. **Edit** the page.

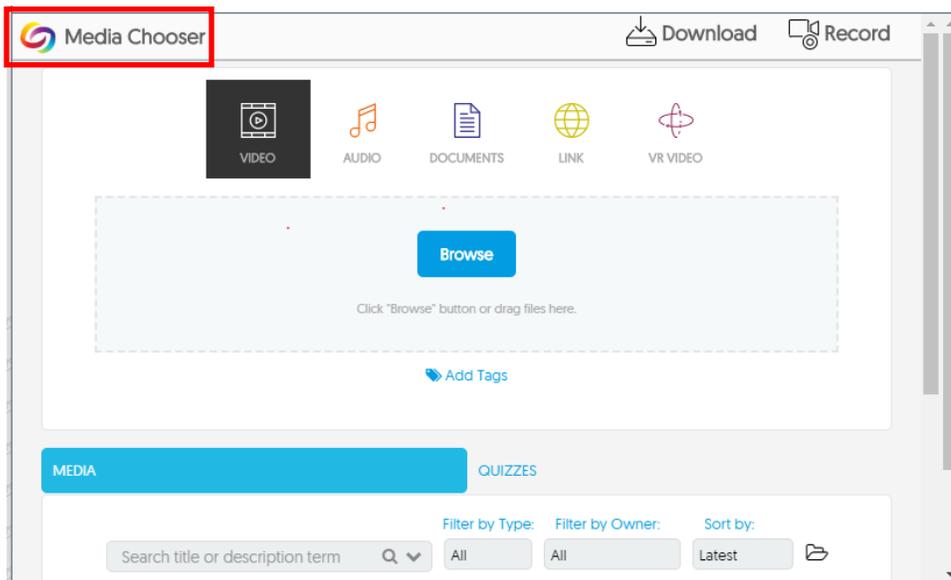
From the toolbar, click on the Apps icon (looks like a plug). If it's not visible, you may need to click on the 3 vertical dots to expand the toolbar.



Scroll through the list of **Apps** and select **YuJa Media**.

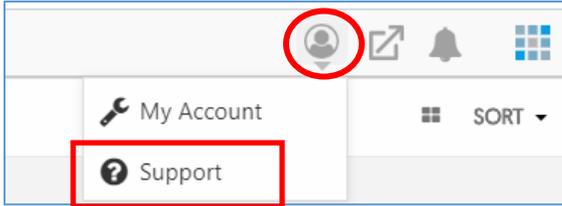
This opens the **Media Chooser** box. Scroll down to find the desired video (you may need to click on **Load more**).

You can **Search**, **Filter**, or **Sort** to find the video you want. When you find the video, click on it to select it.

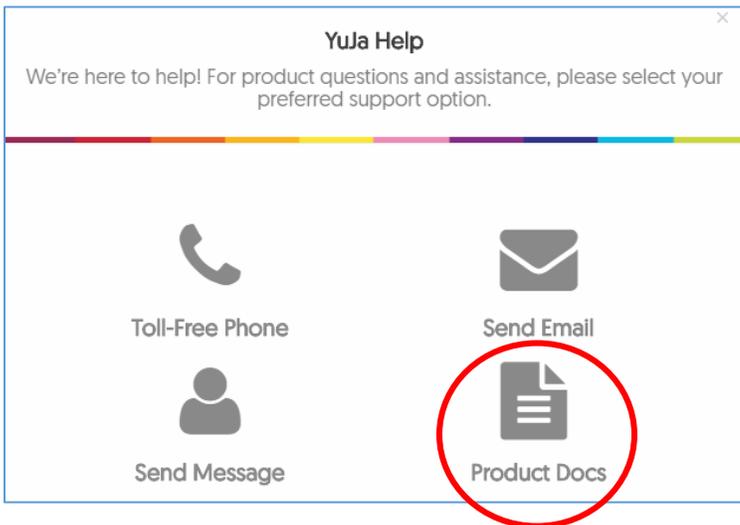


Technical Support

Click on the avatar in the upper right corner, and from the drop-down menu, select **Support**.



This box will open, offering help in the form of phone support, email, messaging, and product documentation.



If you click on **Product Docs**, you can search the online resources using key words to find documentation and video tutorials to learn more about YuJa.