

Record a PowerPoint Presentation with YuJa

1. Click the **Create Recording** tab.
2. Click **START**.
 - a. When the YuJa Software Capture window (Fig. 1) appears, take a look at the source area of the window. There should be three sources displayed; Video Source, Screen, and MIC Source. Having these three sources activated means that once started, YuJa will record from the webcam, mic and whatever is viewable on the computer screen. The menu on the left allows you to turn these sources on/off according to your needs for the recording. If you do not see three sources in the source area, check the settings in this menu.

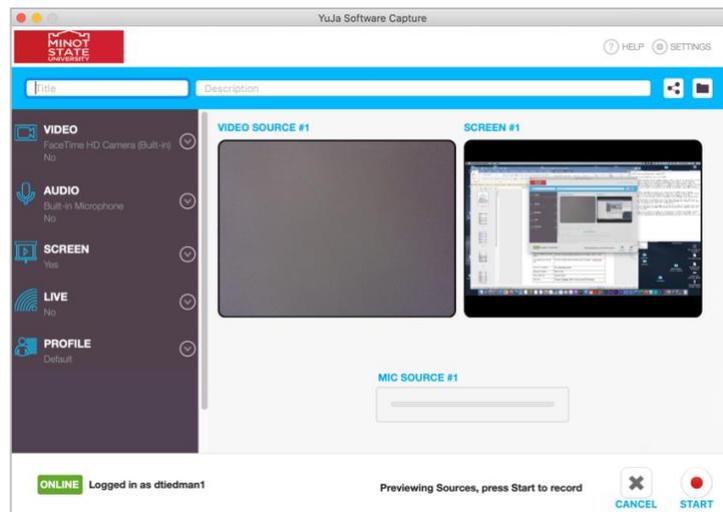


Figure 1

Tip: You may find it easier to open your presentation in PowerPoint BEFORE logging into Blackboard and YuJa to start your recording. This will allow you to go directly to your presentation and avoiding recording the time it takes for you to set up.

3. Now that these settings are correct, you may click the **START** button to begin recording.
 - a. Once the recording has begun, a small menu bar (Fig. 2) will appear on the bottom left corner of the screen. This menu will allow you to pause or stop the recording.



Figure 2

- b. You can now navigate to your PowerPoint file and begin your presentation.
4. When the presentation is finished, click the stop button on the small menu bar to finish the recording. A *Recording Session Has Ended* message will appear.
 5. Click **Save** to save the recording and to start the upload process.



IMPORTANT!: *DO NOT* turn off your computer or disconnect from the internet until *AFTER* the recording has completely uploaded. Recordings are stored on the computer until the upload has finished.