

# Record a Video with YuJa

Office of Instructional Technology / Center for Extended Learning

1. On the home page of the Blackboard course (Fig. 1), click the YuJa hyperlink **1**, located in the course navigation menu.
2. Once the YuJa page appears (Fig. 2), click Create Recording **2**.
3. (Fig 3) A Create Recording window appears. If you have not yet done so, click the Download and Install link **3** and follow the instructions to install the YuJa software onto your computer.
4. Once installed, click Start **4**. This will open the YuJa Software Station (Fig. 4).
5. Enter the video title in the first text field located at the top left of the YuJa Software Station dashboard **5**. You may also enter a description, and select the class and folder the recording will appear in.
6. On the left side of the dashboard, there are options to adjust settings for video, audio, screen, Live, and user profile. **6** These options allow you to toggle setting on or off, depending on your presentation needs. By default, video, audio and screen are set to ON.
7. On the right side of the dashboard is the Previewing area **7**. This displays previews of the video source or camera of your device, the screen that is being displayed, and the Mic level.
8. Once the settings have been set, click the START **8** button to begin recording.

Figure 1

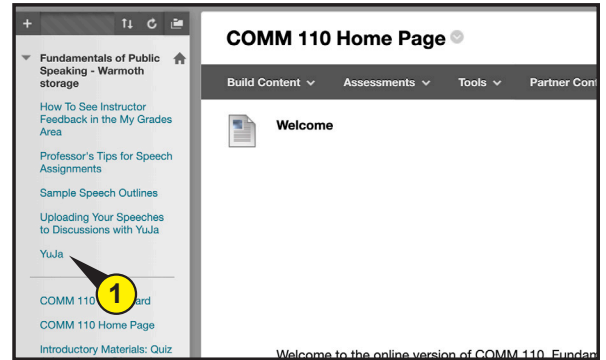


Figure 2

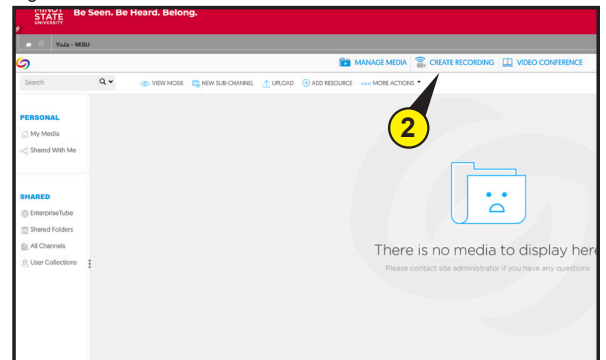


Figure 3

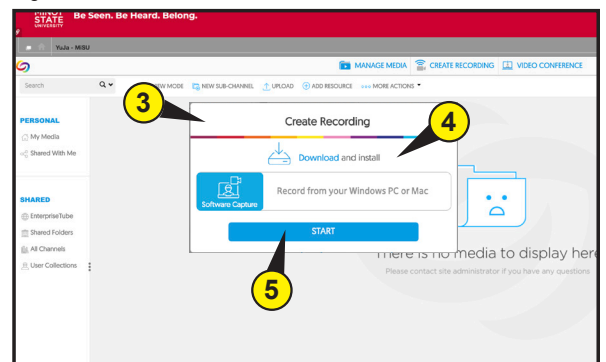
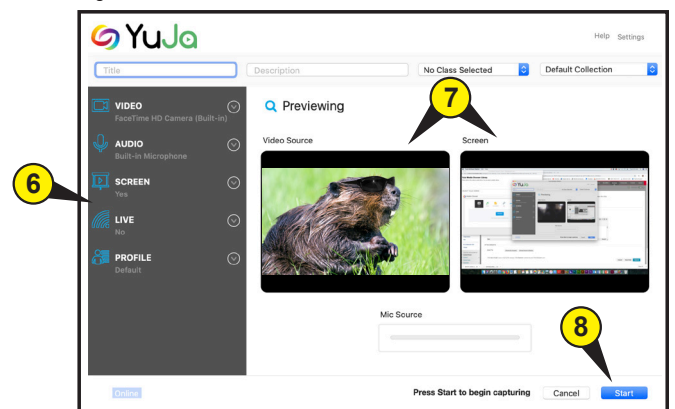


Figure 4



The dashboard disappears, and a large countdown text alert will appear on the screen.

After the countdown ends, the recording has begun. At this time, a small menubar appears at the bottom right of the screen (Fig. 5). This menu allows you to pause or end the recording. Clicking the YuJa logo icon **9** will bring the dashboard window to the fore front to allow for recording adjustments.

9. To end recording, click the red square icon **10** to stop.

A capture session has ended window (Fig. 6) will appear. At this time, you may either delete the recording to start a new recording, or save the recording.

The recording will need time to process. Once processing is complete, the newly recorded video will appear in the Default Collection folder.

### Placing or sharing a recording hyperlink

First locate the Default Collection folder:

1. (Fig. 7) Click the Manage Media button **11** located in the first tab of the YuJa action bar.
2. Click the Default Collection folder icon **12**
3. Once the Default Collection page (Fig. 8) has opened, hover over the recording file thumbnail **13** and choose More... **14** from the dropdown menu list.

Figure 5



Figure 6

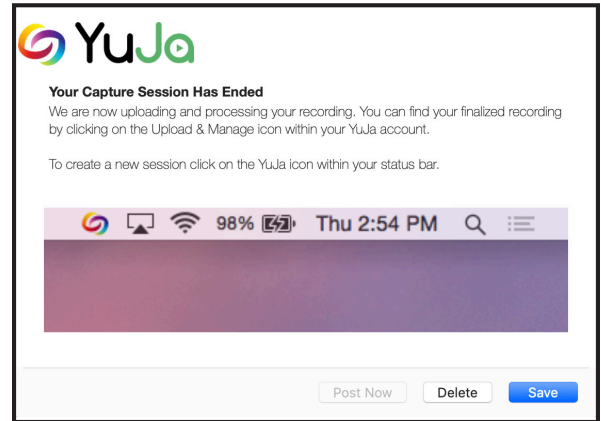


Figure 7

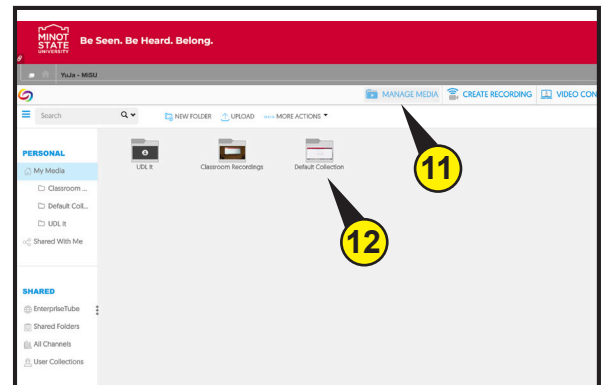
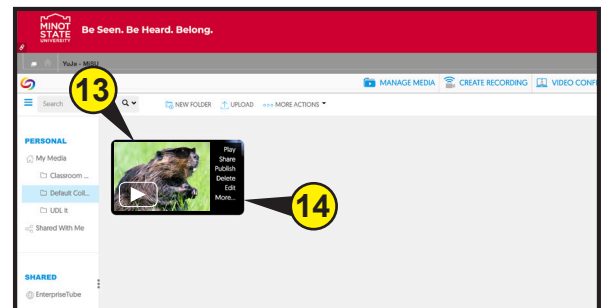


Figure 8



4. A pop up window appears (Fig. 9). Select Links **15** from left side menu.
5. In the Direct Link field **16**, click anywhere with the textbox and then perform a Copy command (Ctrl + C) to copy the text.
6. Click Close to close window **17**.
7. (Fig. 10) Click the Home button icon **18** to return to the course home page.

Now that you have copied the recording hyperlink, locate the discussion post or assignment that you would like to share this link with, and then paste (Ctrl + V) the link into the message area. This will create a hyperlink of the recording for the viewer to click and then view the recording.

Figure 9

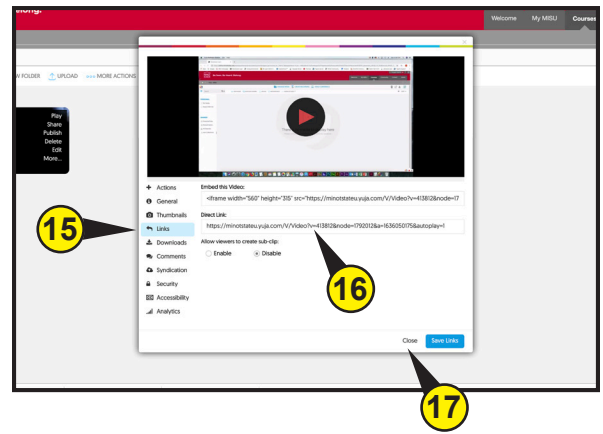


Figure 10

