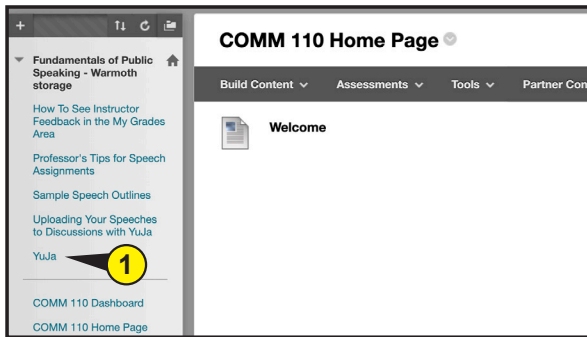


Upload a Video to a Discussion or Assignment with YuJa

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.

Figure 1



2. Once the YuJa page appears (Fig. 2), click Manage Media **2**.
3. (Fig 3) The My Media page appears. To upload a previously recorded file, click the Upload button **3**.
4. The Adding Media panel appears (Fig. 4). Select the type of media file from the media row **4**, then click Browse **5**. Locate the video file on your computer, then click the Open button. The file will start the upload process to YuJa servers.
5. When the progress bar says finished, Click the Confirm button **6**. A message will appear informing you of a successful upload, and the newly uploaded video file will appear on the My Media page.

Placing recording in Discussion Post

1. (Fig. 5) Click the Manage Media button **7** located in the first tab of the YuJa action bar.
2. If the video file isn't visible on the My Media page, click the Default Collection folder icon **8**

Figure 2

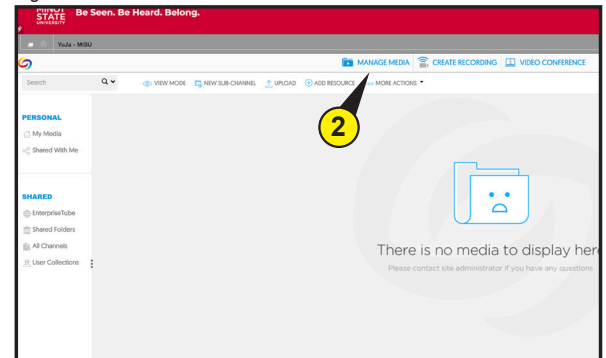


Figure 3

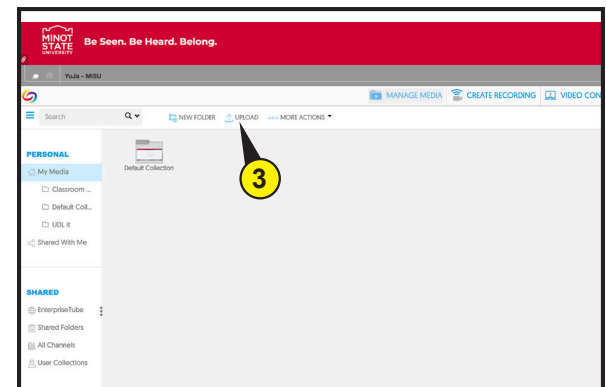


Figure 4

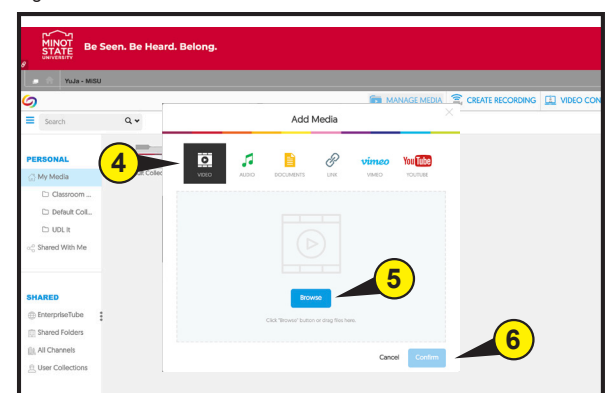
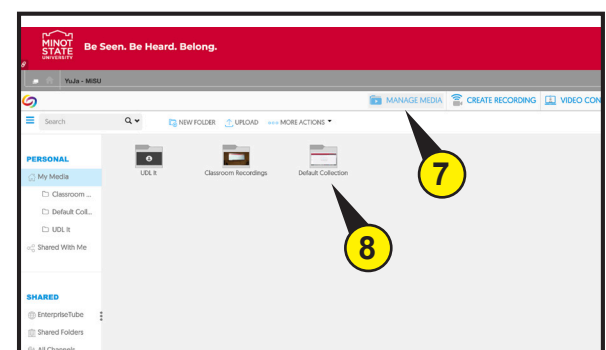


Figure 5



3. Once the video file has been found, hover over the recording file thumbnail (Fig. 6) **9** and choose More... **10** from the dropdown menu list.
4. A pop up window appears (Fig. 7). Select Links **11** from the left side menu.
5. In the Direct Link field **12**, click anywhere with the textbox and then perform a Copy command (Ctrl + C) to copy the text.
6. Click Close to close window **13**.
7. (Fig. 10) Click the Home button icon **14** to return to the course home page.

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

Figure 6

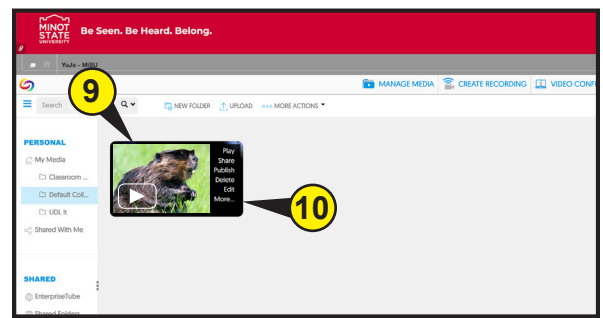


Figure 7

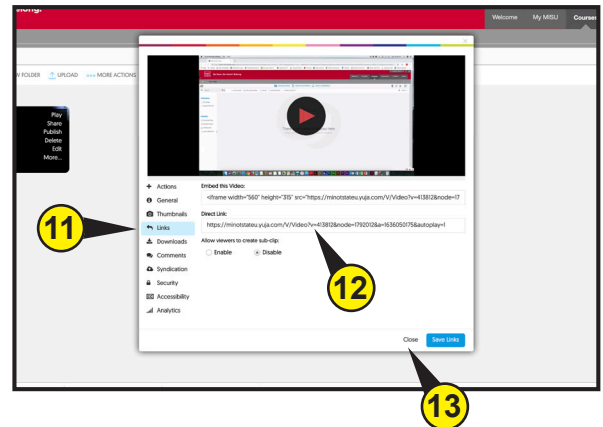


Figure 10

