Welcome to YuJa

https://help.yuja.com/product-documentation

DOCUMENTATION   **VIDEO TUTORIALS**   **QUICK START GUIDES**

KINGSBOROUGH
COMMUNITY COLLEGE
★ DREAMS BEGIN HERE ★

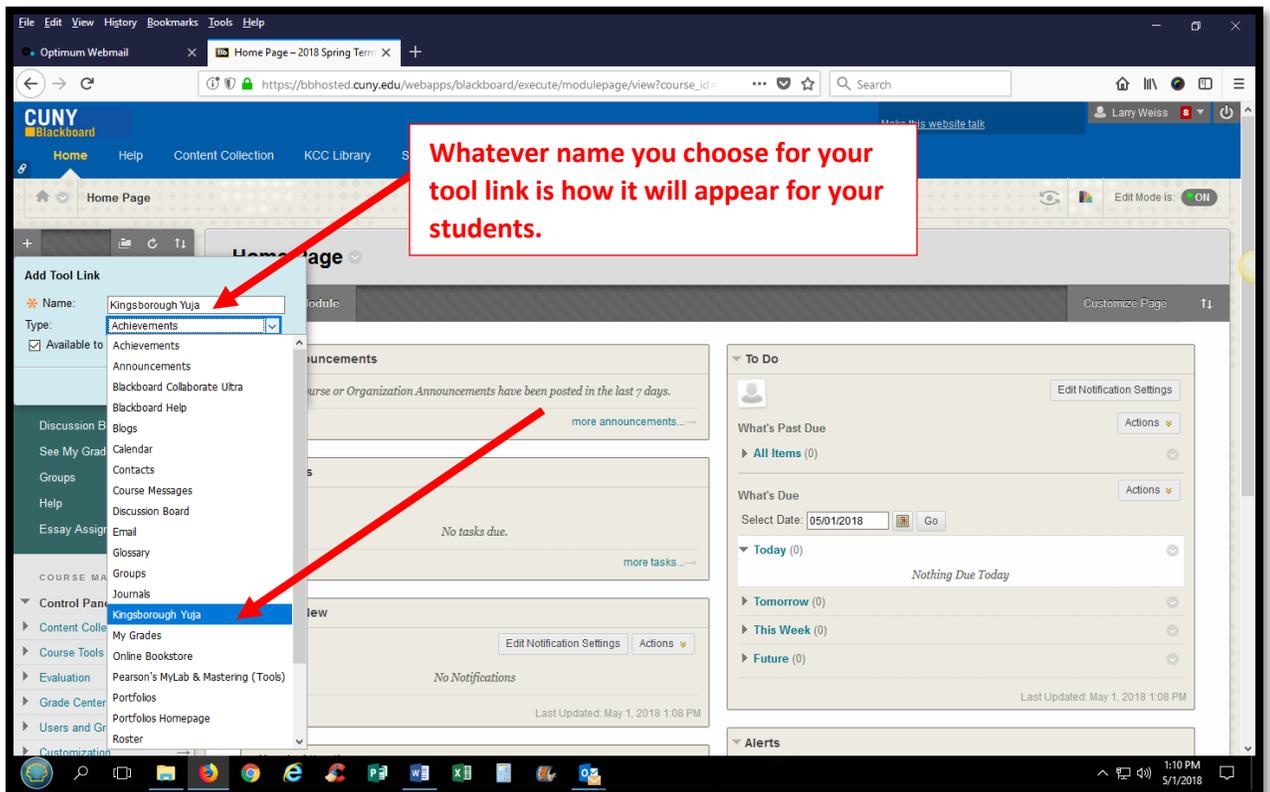**Create Yuja Link in Blackboard**

1. From your blackboard course, click on the **+** sign.
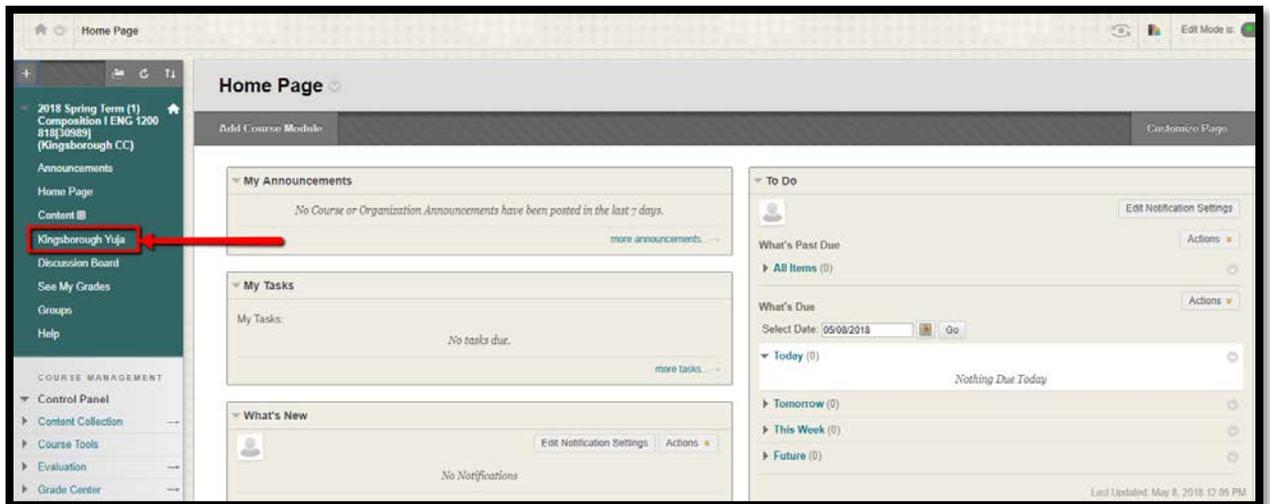2. From the drop-down menu, choose **Tool Link**.
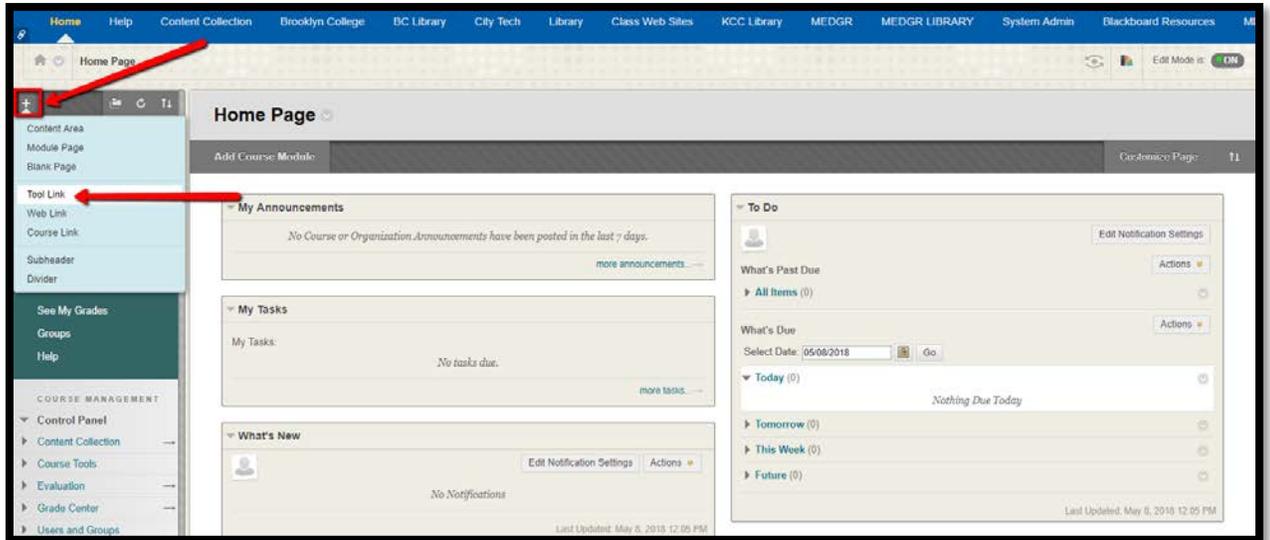
3. In the **Add Tool Link** Box choose a name for your Media Tab (This name will appear in both your students and your personal Course Menu).
4. Scroll down the tool's **Type** list and click on **Kingsborough Yuja**.

5. Please make sure that you make the tool _available_ for students. Click **Submit.**
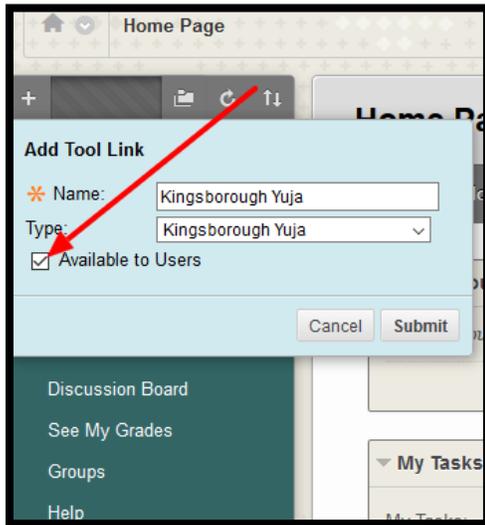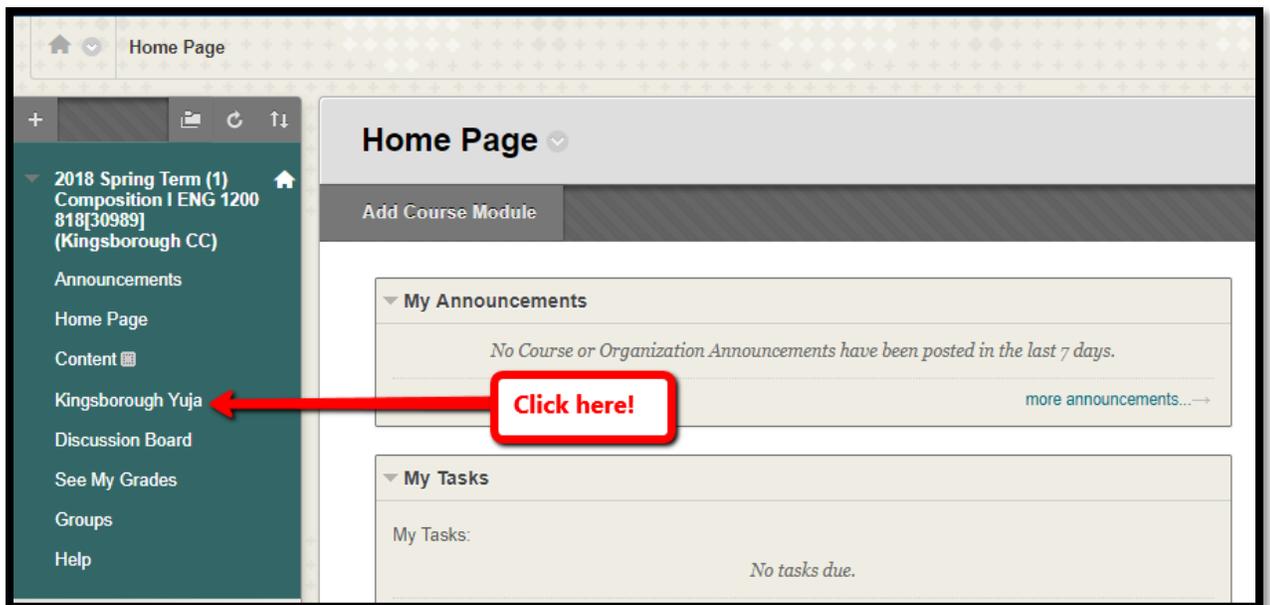

The new link will appear in your course menu.

✓ **TIP: If your newly created course tab appears on the bottom of your tab entries, reorder your tabs by hovering on the left side of that specific tab and move it up or down according to the direction you have chosen to move it.**

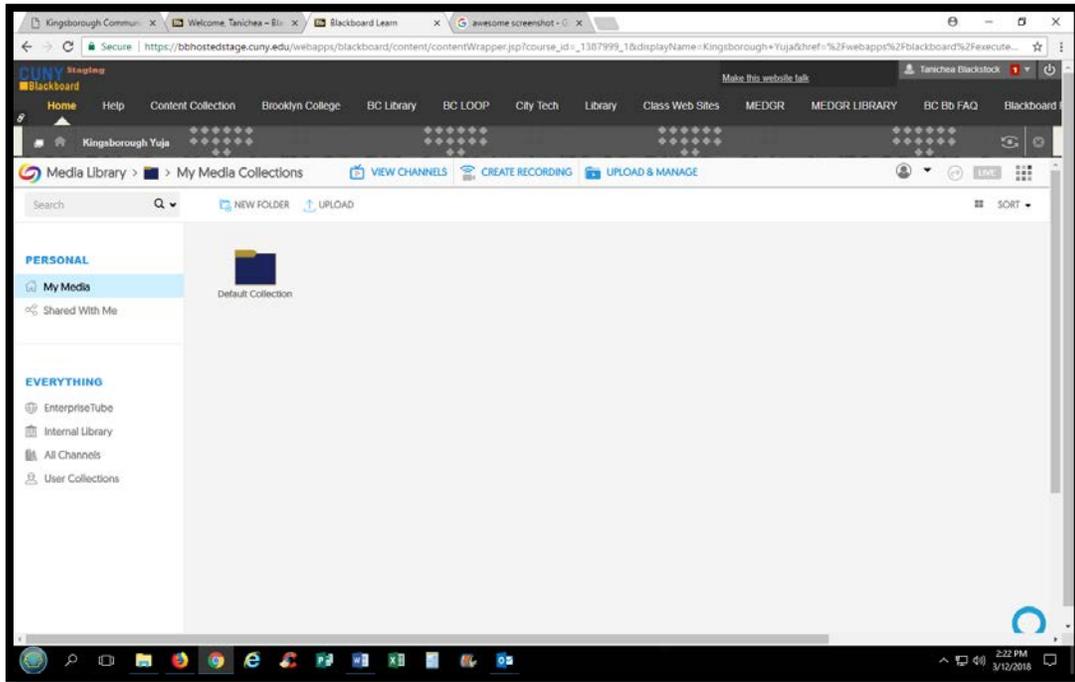**Uploading video or a link**

1. From your blackboard course menu, click on the **Yuja** link.
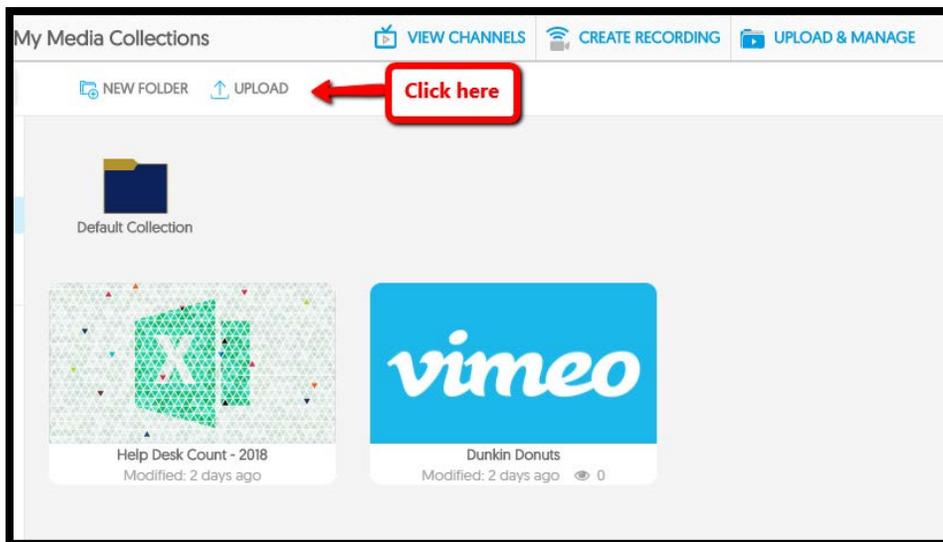

2. After you click the link, you'll be taken to your Yuja launch page. Click **Launch**.
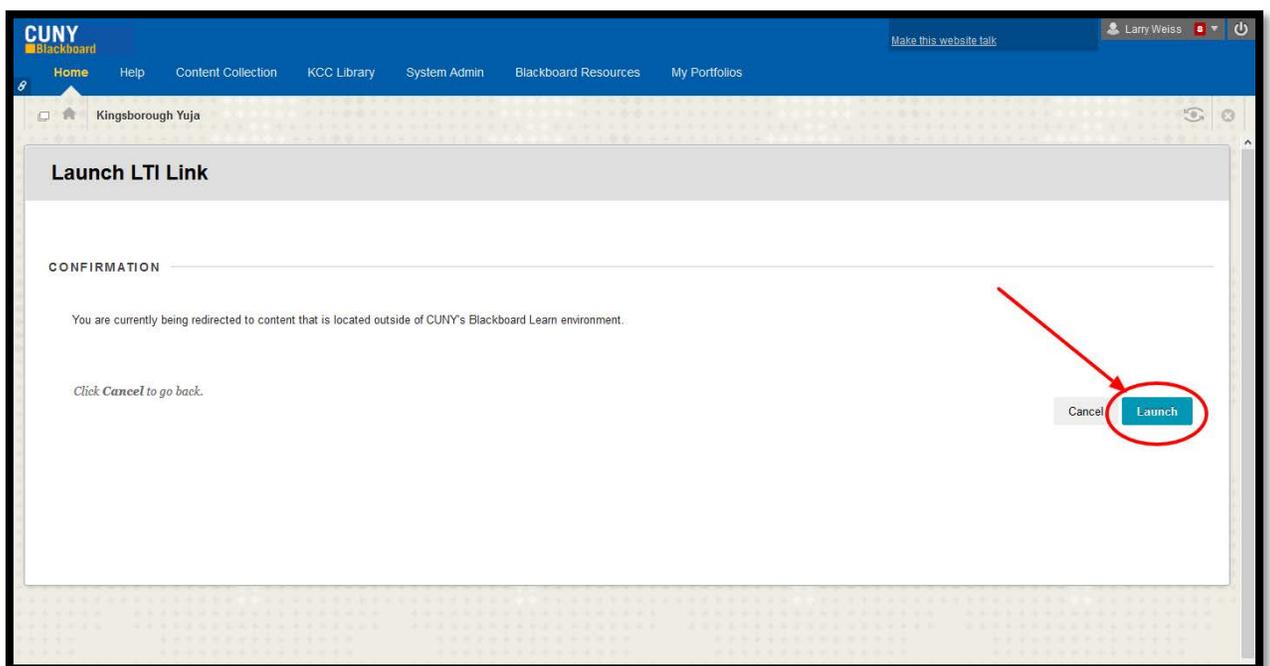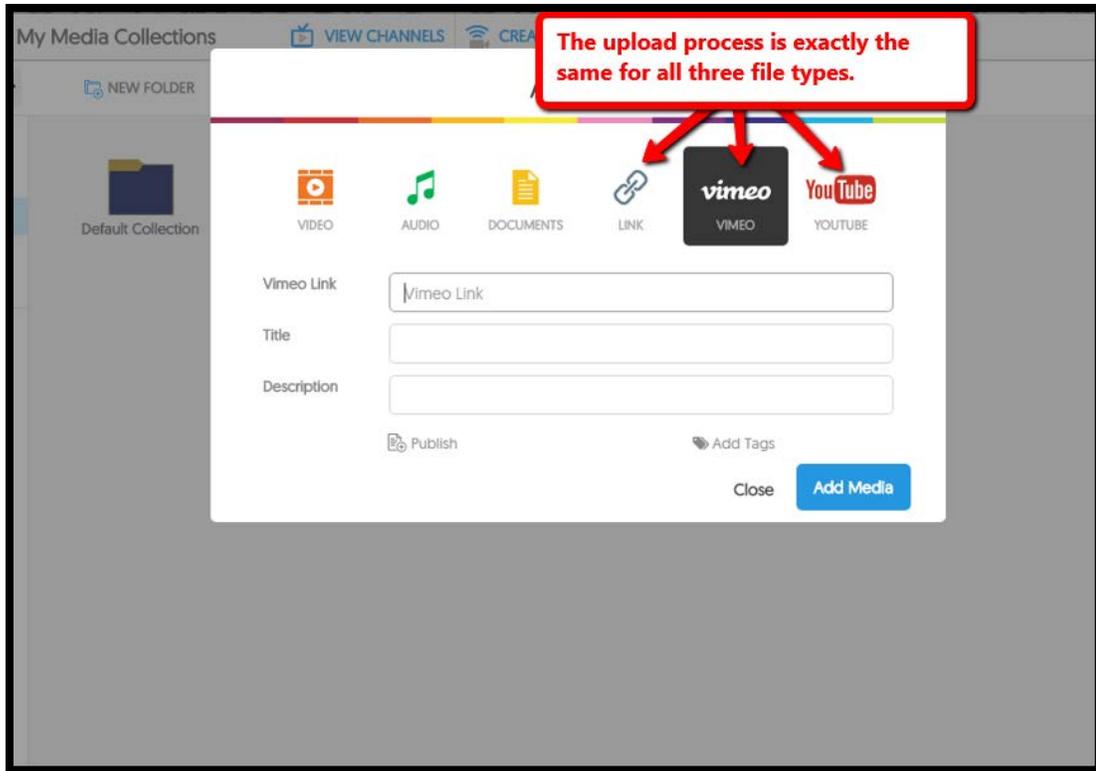
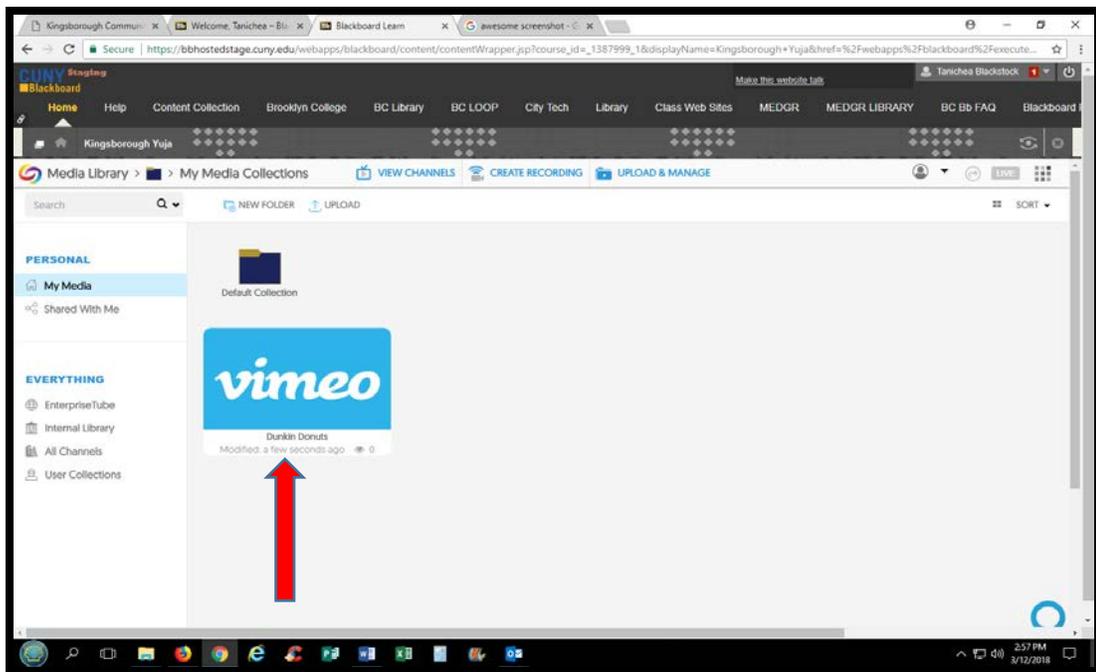Once Yuja is launched, the home page will look like this:

3. Click on **UPLOAD**. You can choose from *Link, Vimeo*, or *YouTube*. In this example, we're using Vimeo.

4. Include the link's address and create a title. Optionally, you can provide a description. Click **Add Media**. Your Vimeo video will appear in your **media** library.


**Note: This process is identical for adding a YouTube link or browser link.**

Upload local files and Publish to the Course

1. From your **media** library, Click on **UPLOAD**.
2. Select the media type you wish to upload. In this example, we're uploading a document.

   Note: This upload process is identical for uploading audio and video. All files are LOCAL to the machine you are currently using. For use in a classroom or on another machine, please make sure you have a flash drive with your files for easier access.
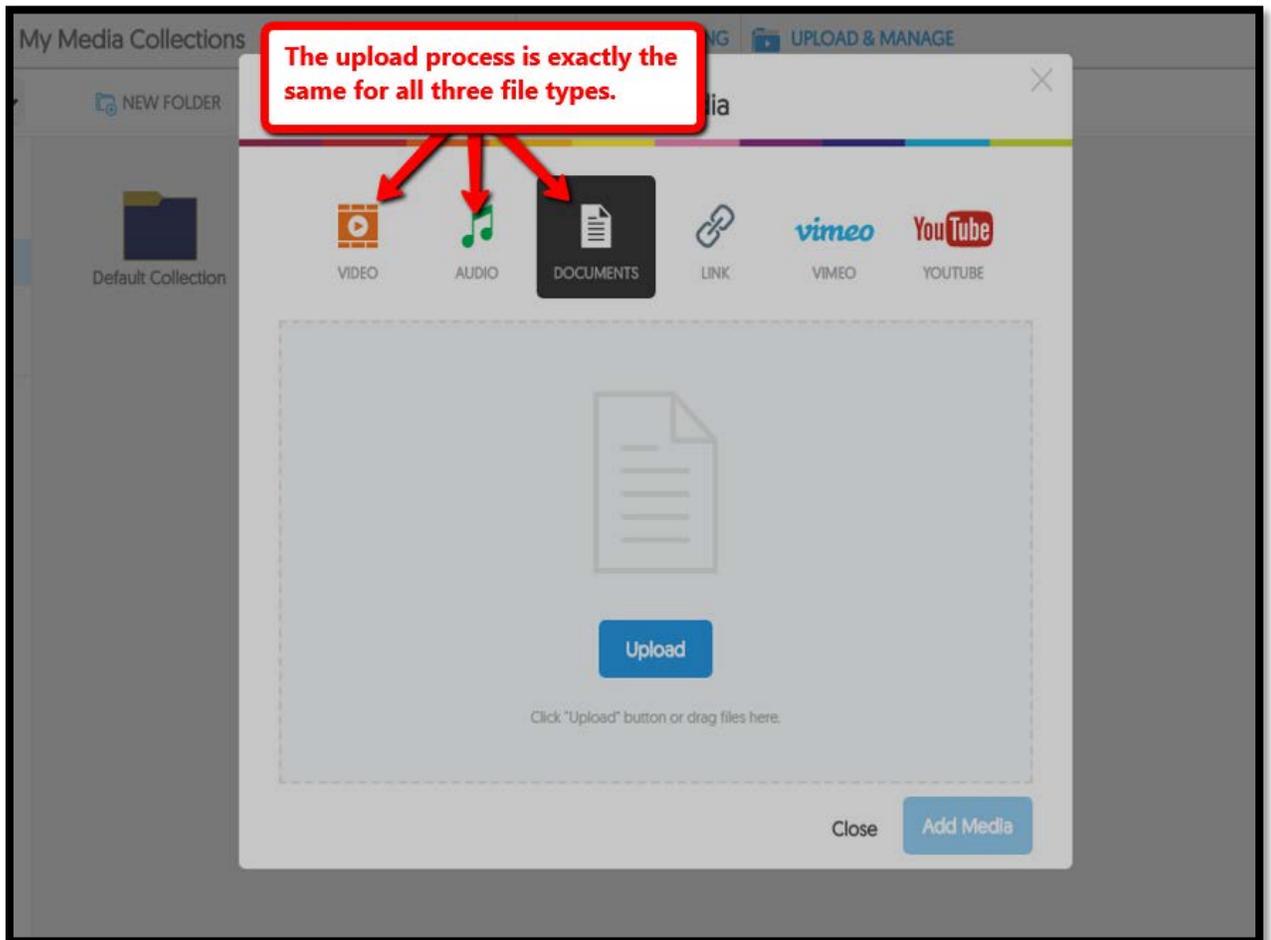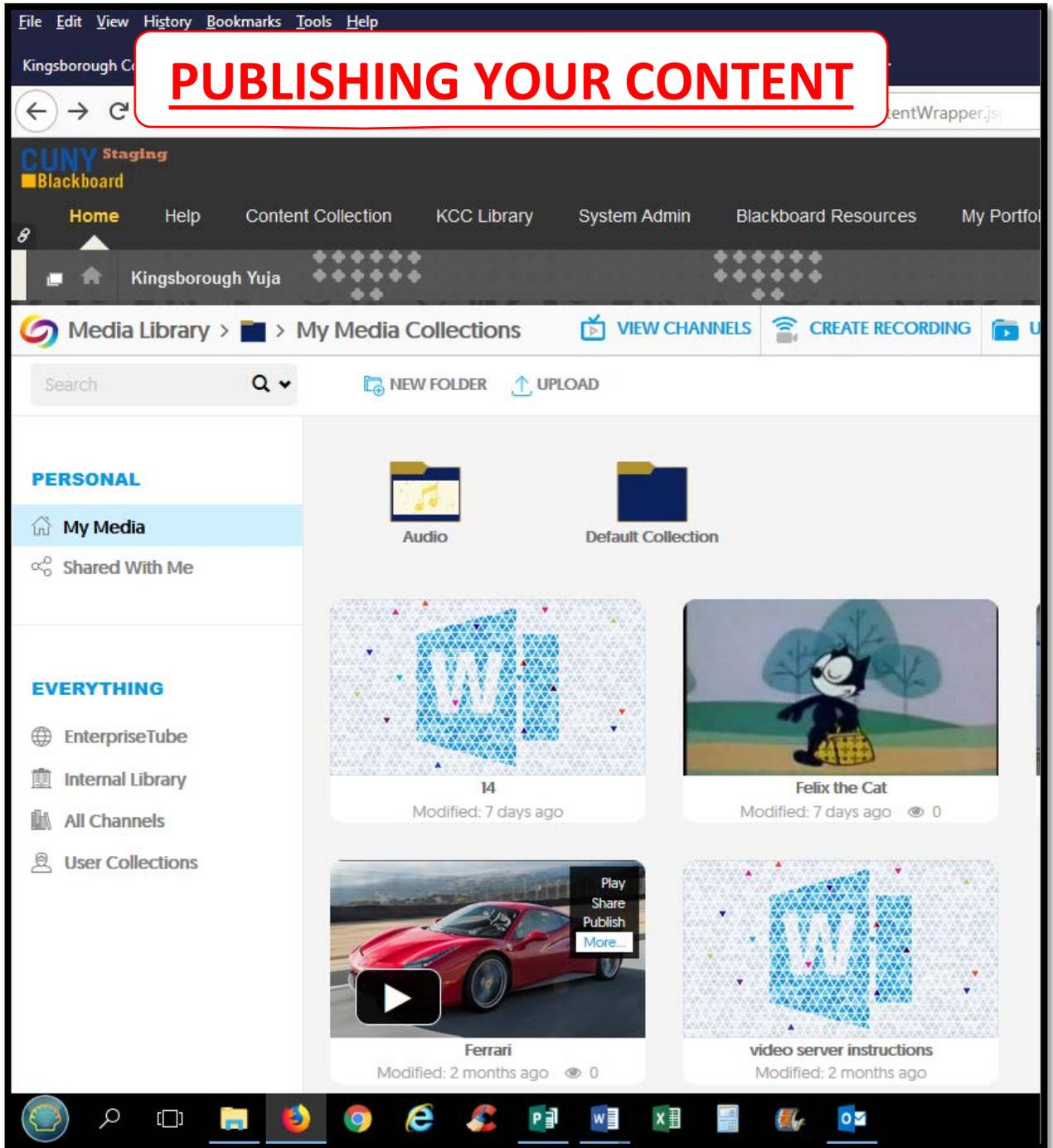
3. Click **upload** to search for locally stored documents or videos on your computer, or simply drag the file over to the upload section. Click **Add Media**.
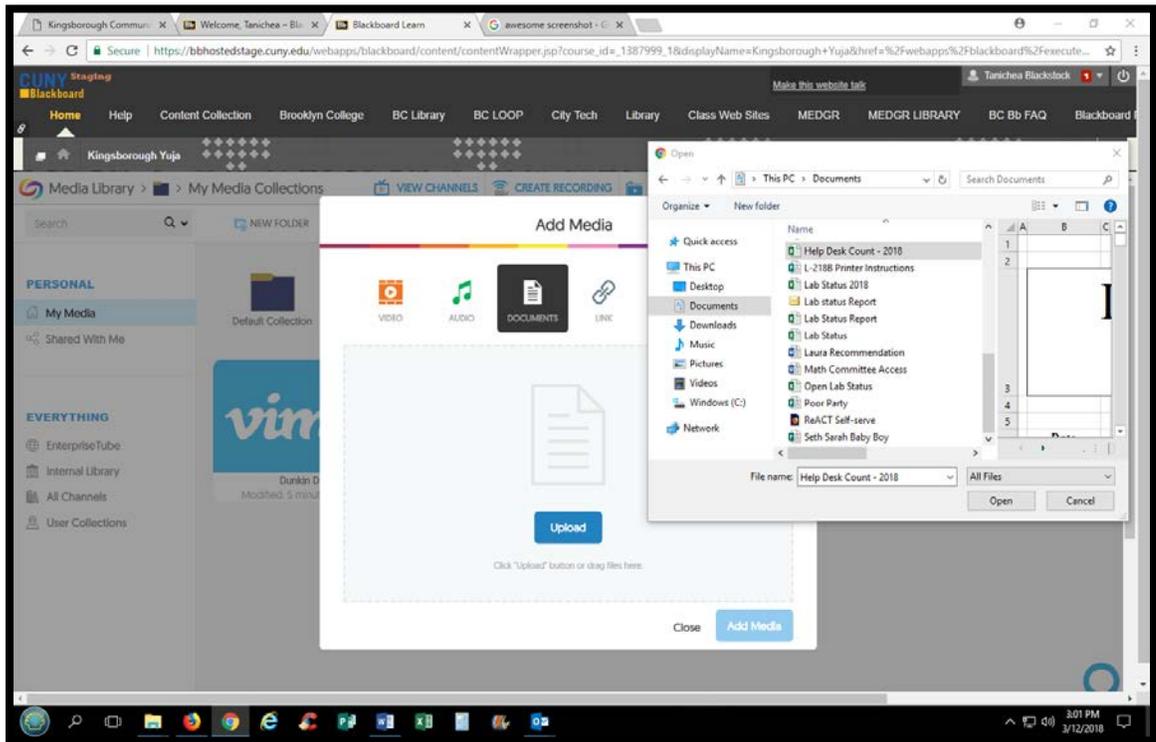
Your file will appear in your **media** library.
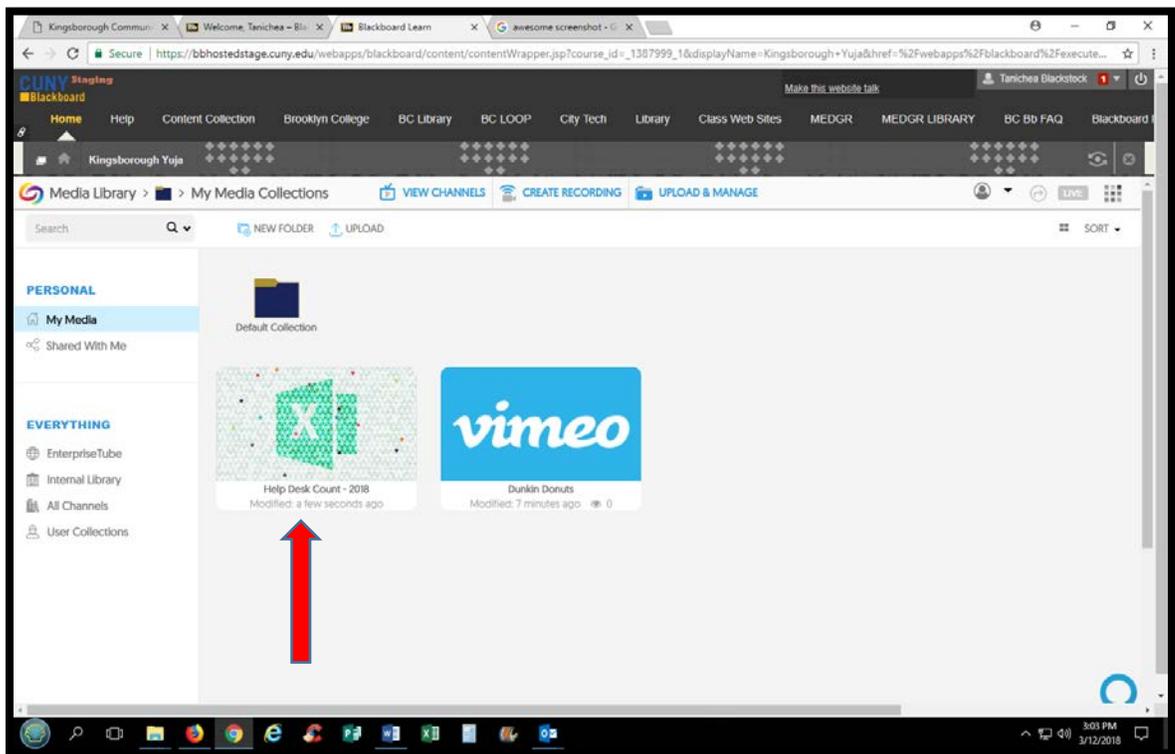
1. Click on "My Media" to access the content you want to publish to your class.
2. Roll your mouse over your video to reveal its menu. Click **publish**.

Click **publish** to publish video to your course.

File Details

With advanced options, you can make your video visible for a limited time.

Click on your course — 1

2

3 — **Click Select**

---

1. After logging into blackboard, click on your course.

2. From your course menu, click on your Yuja link.
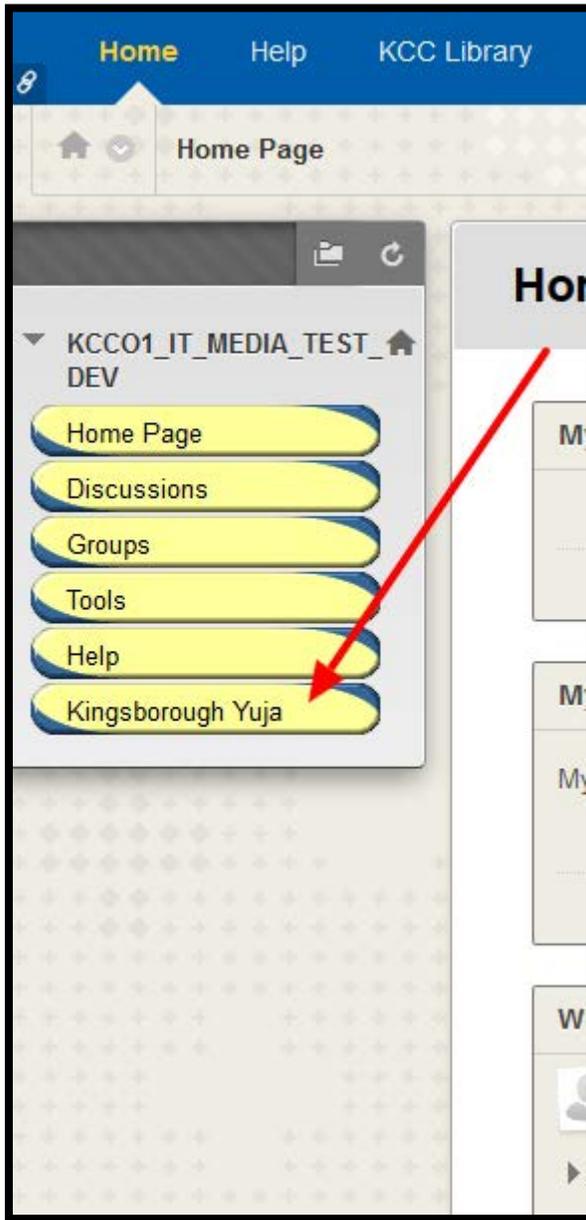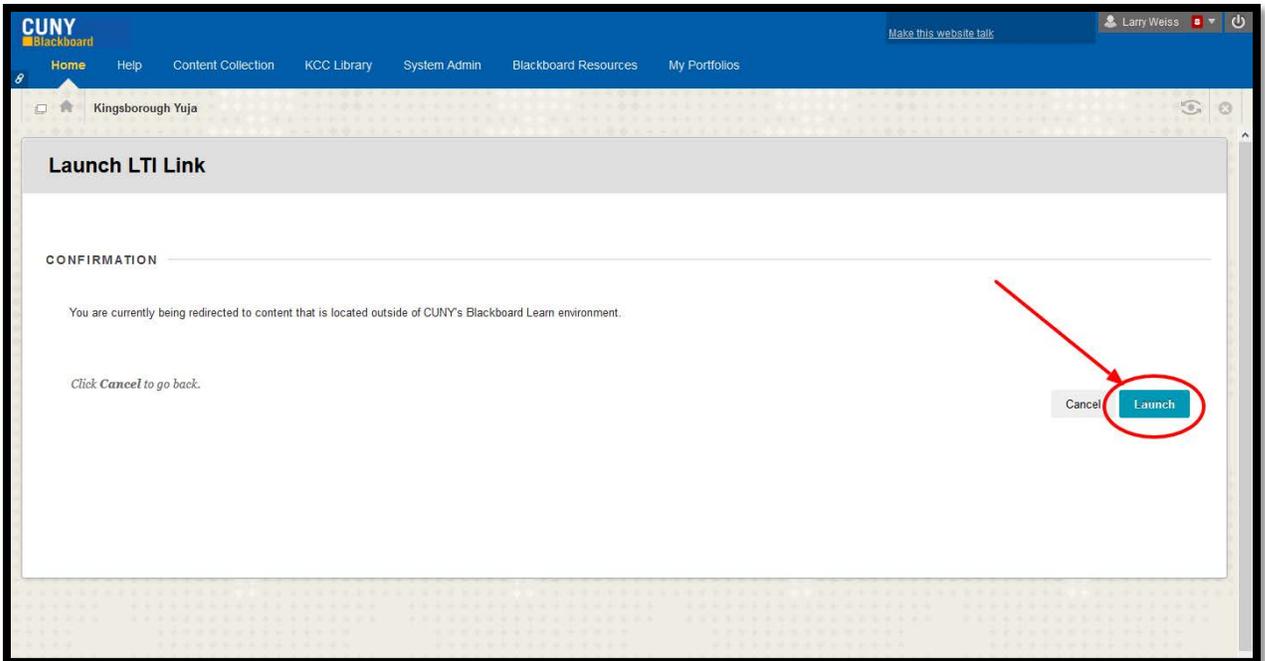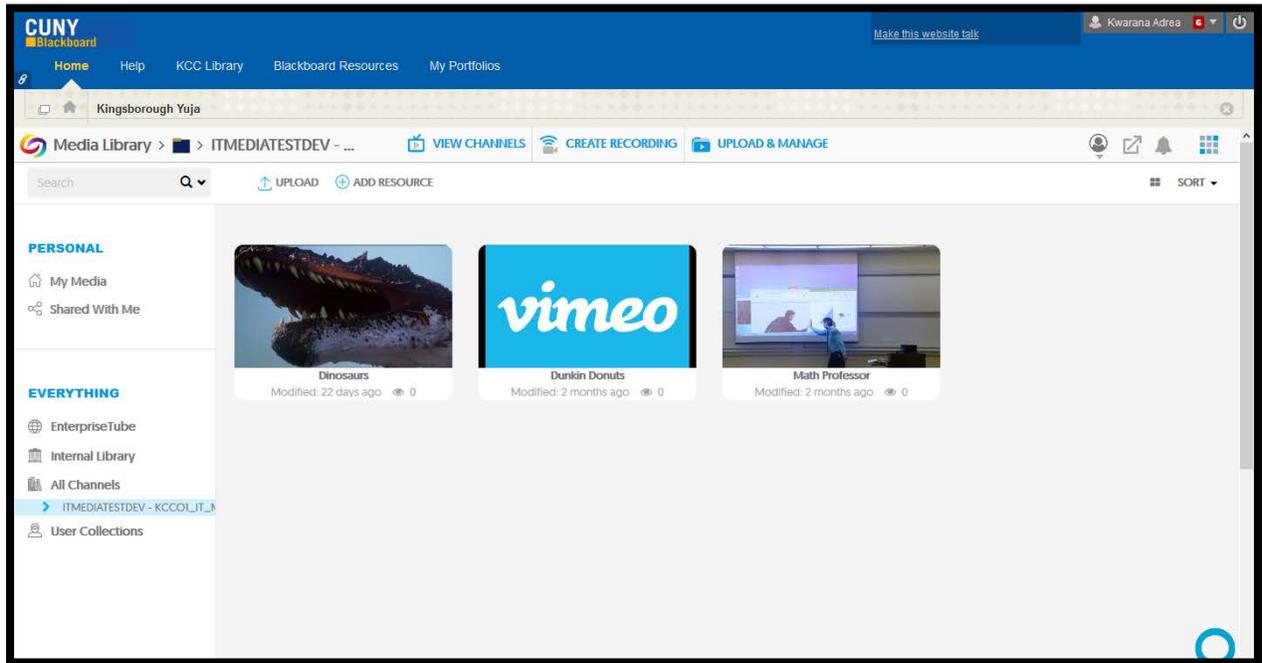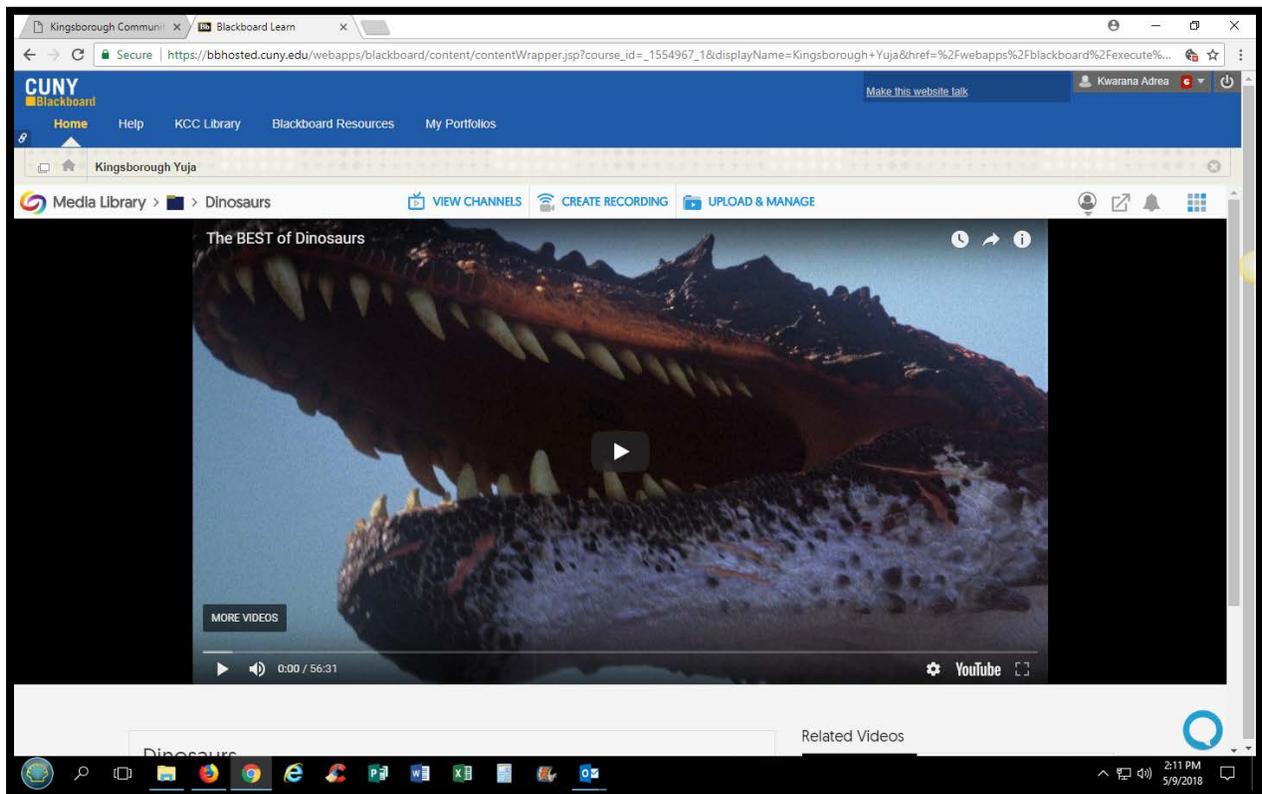
3. When prompted, click Launch.
4. To access published videos, click **All Channels.** Your course will appear beneath**.**
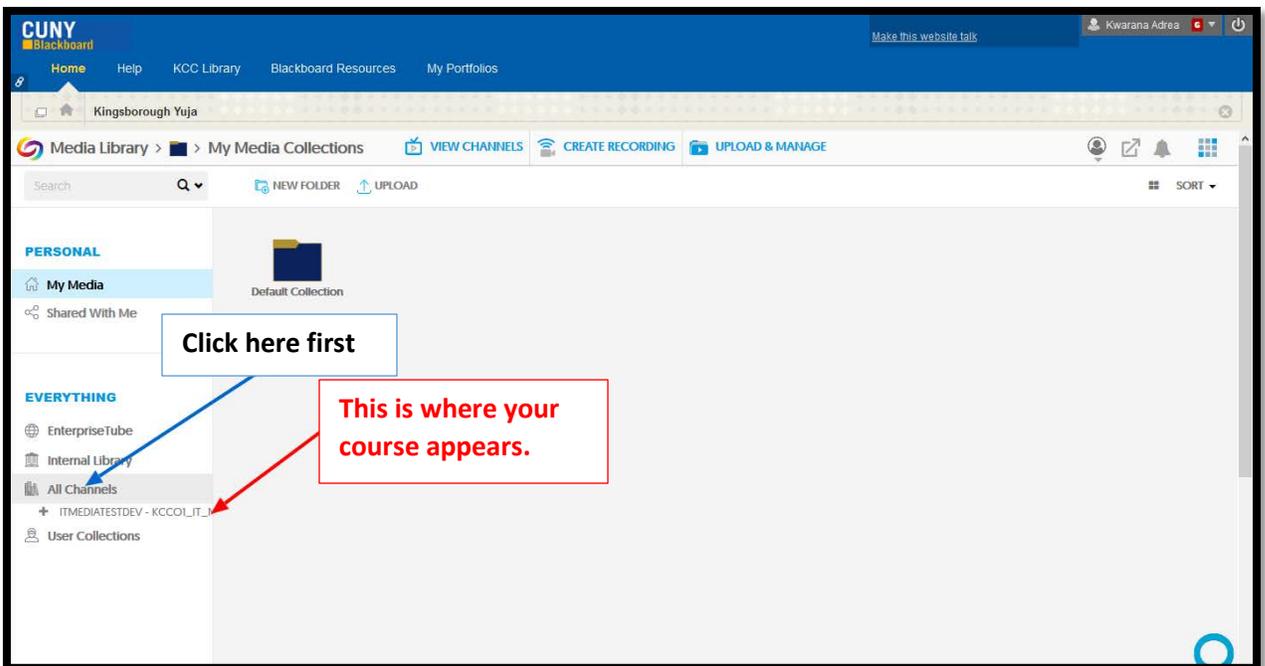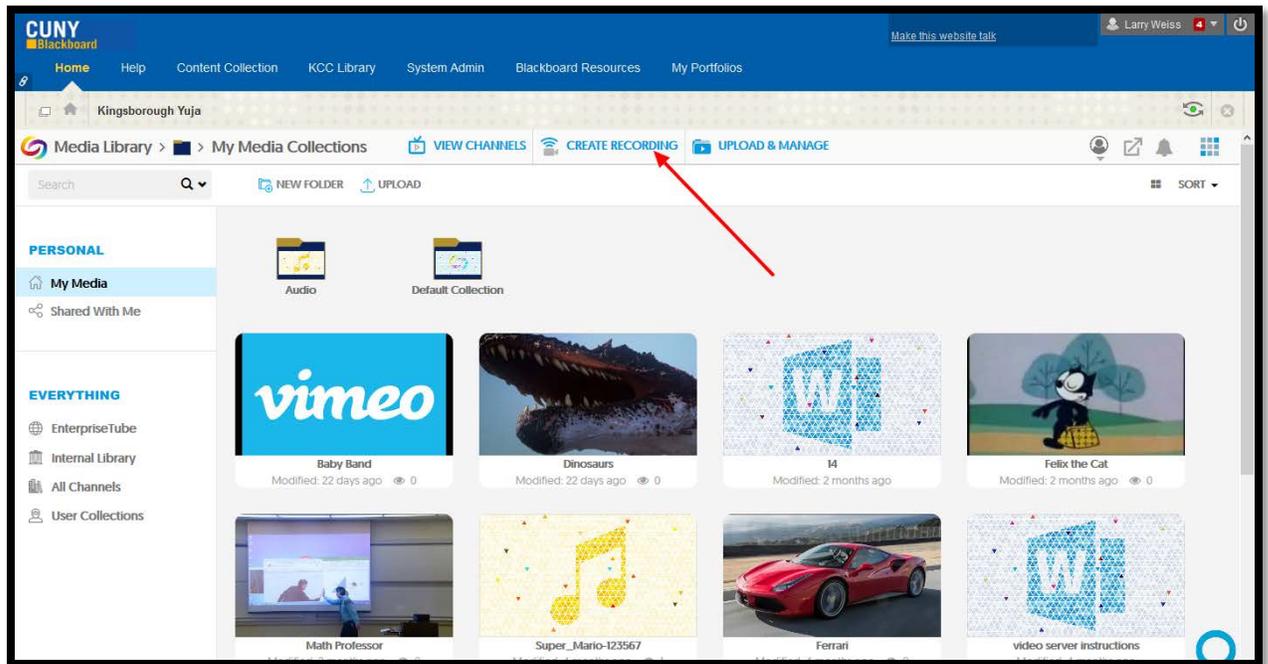
Your videos will appear like this.

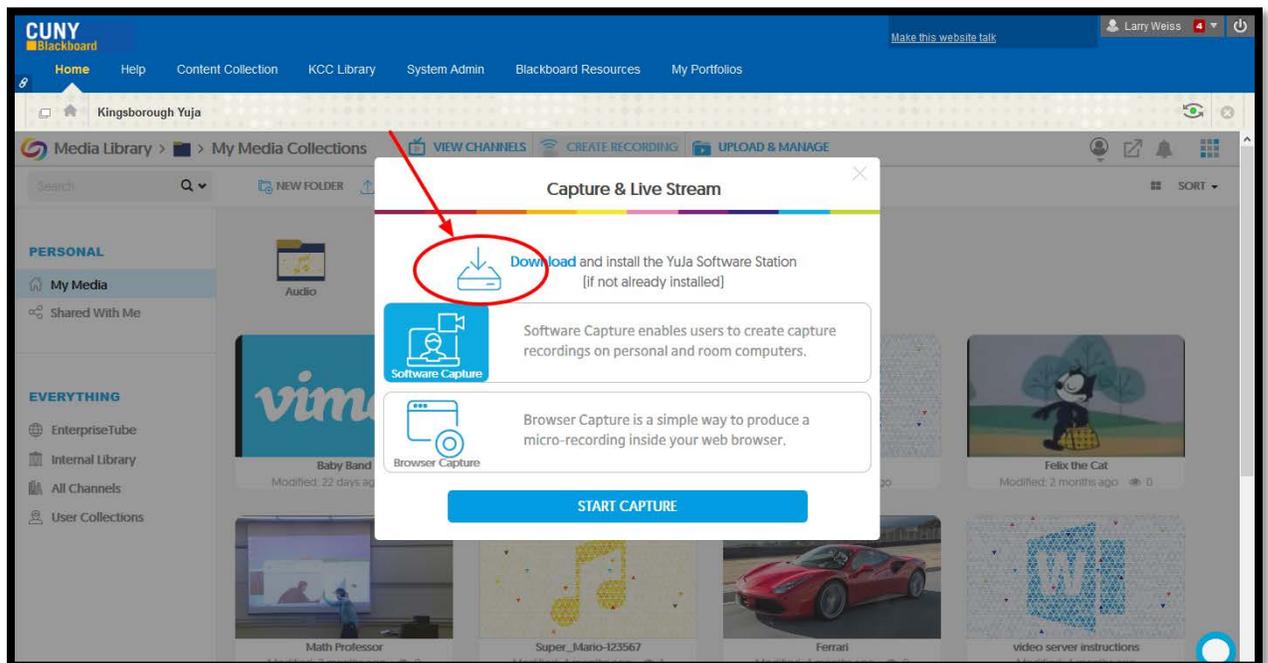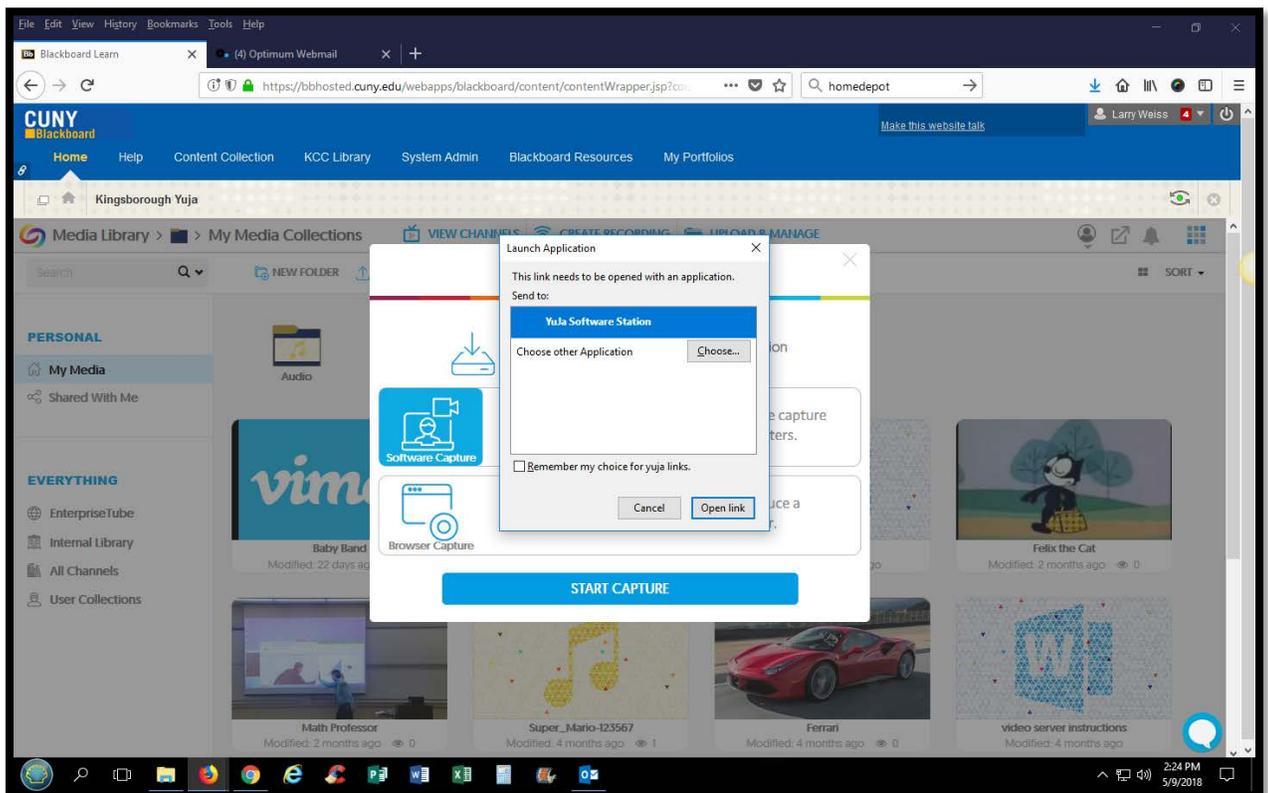This is how your video will appear when played.
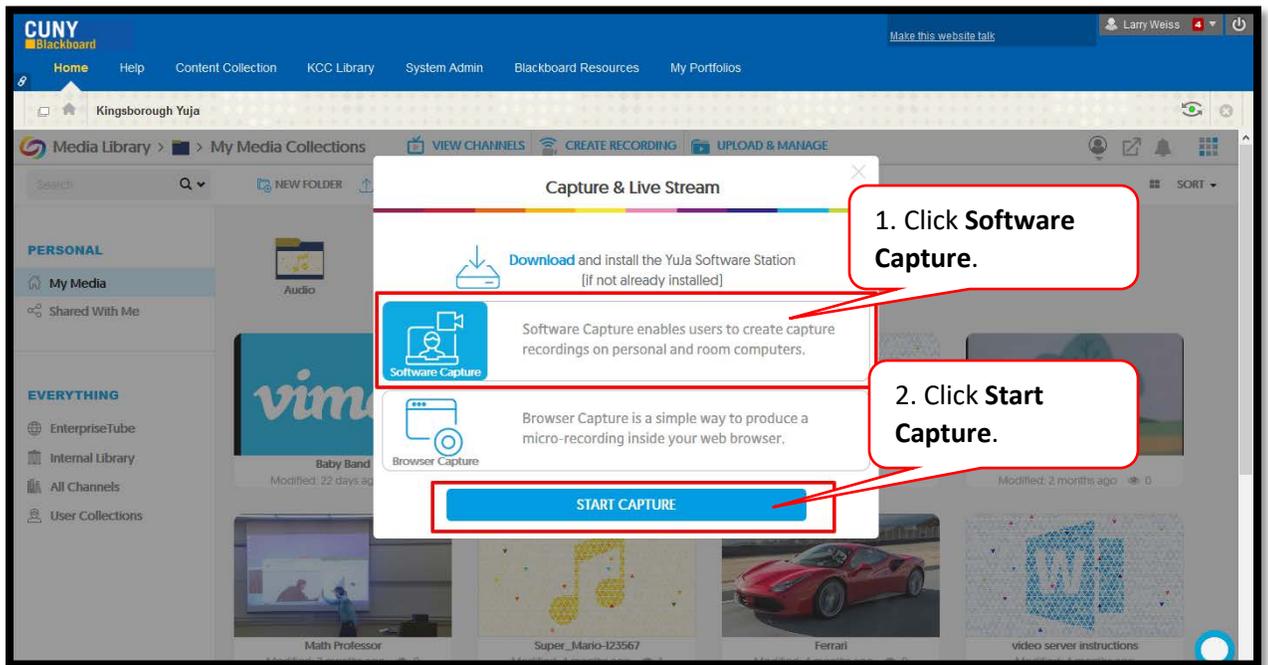
Recordings

1. From your Yuja page, click on **Create Recording**.
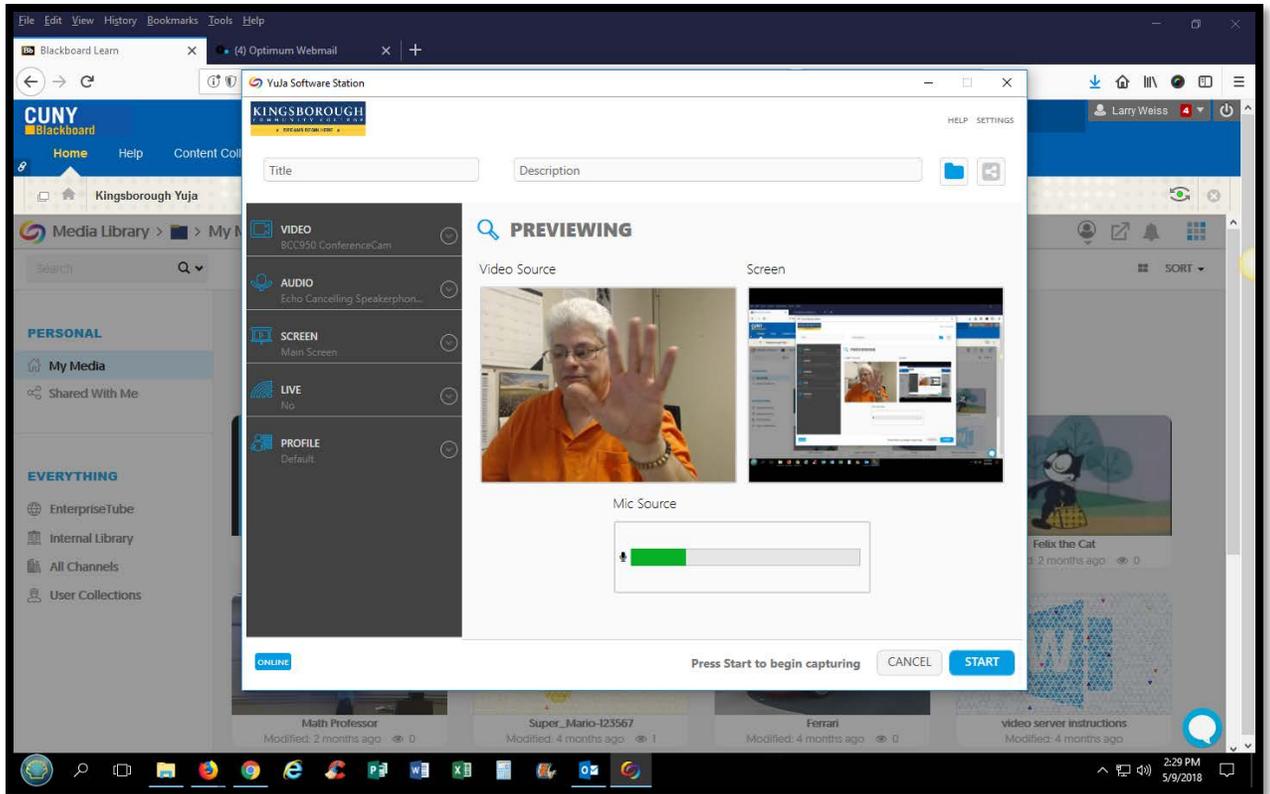

2. **Make sure you download and install the Yuja Software Station FIRST.**
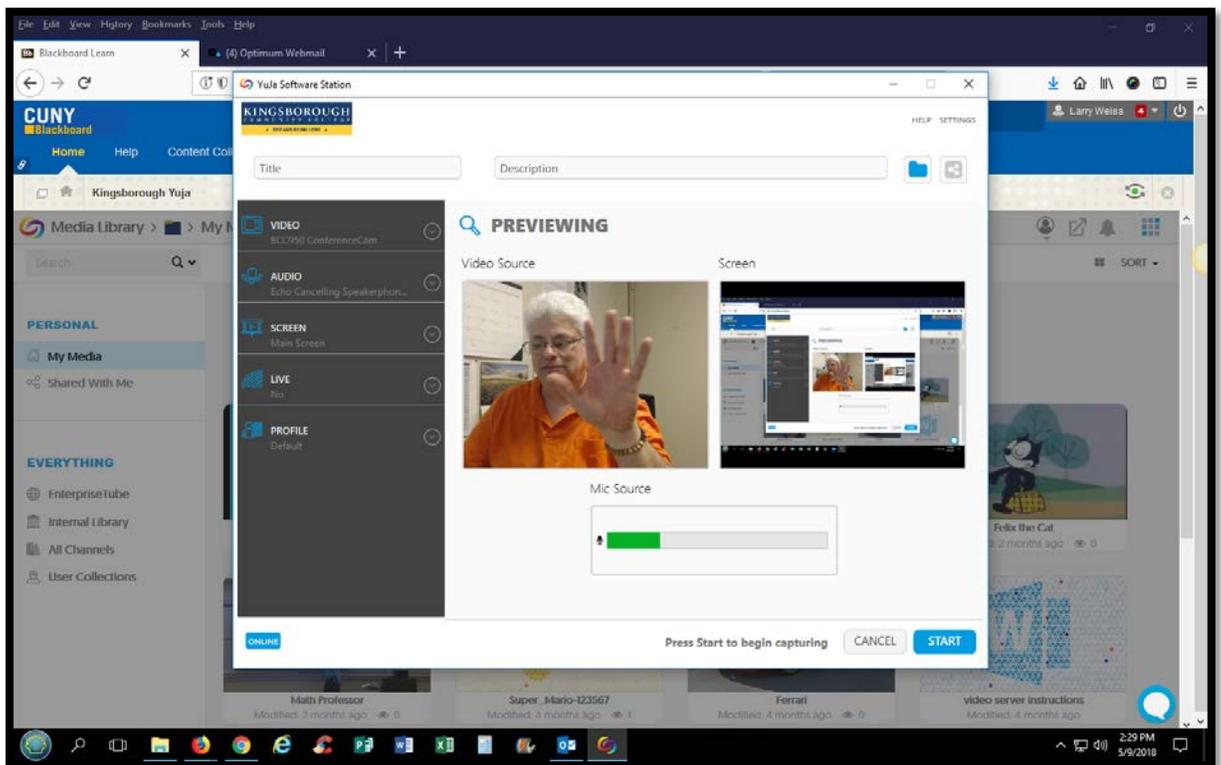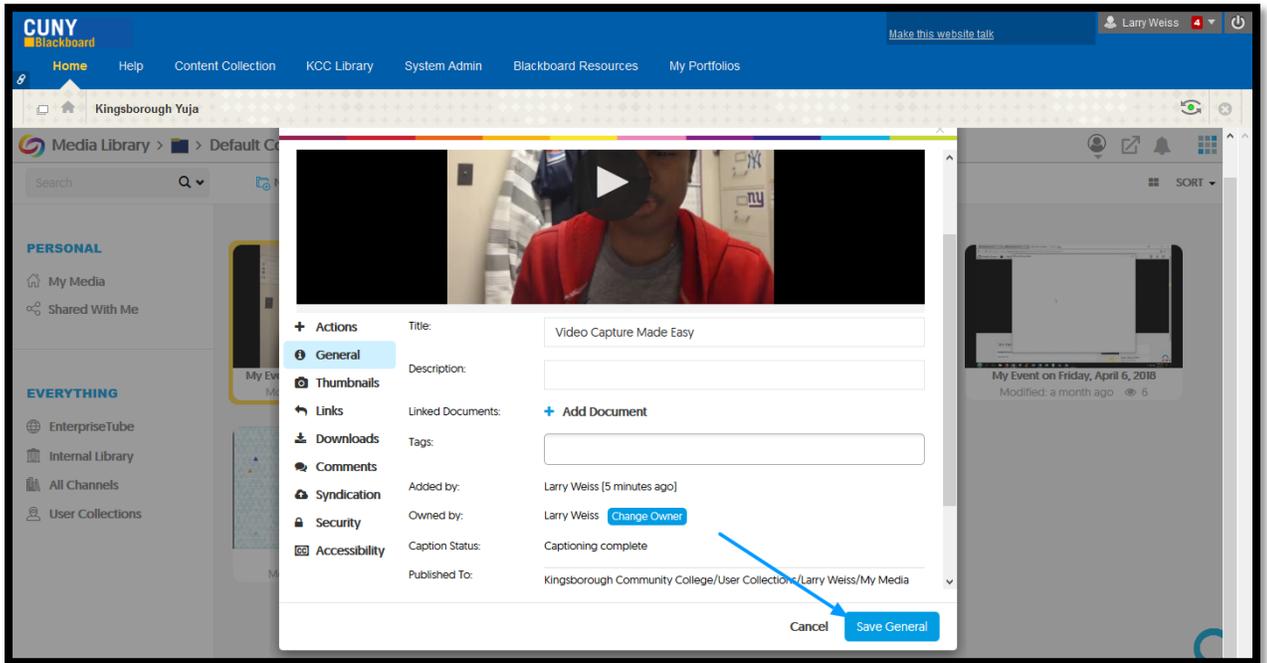
3.

4. When prompted, click on **Yuja software station**, then **open link**.

5. You will be directed to a preview screen, where you can see your mic and video settings. Click
**Start** to begin recording.

6. Once you're done recording, click **Save General**, to save your video.

Please wait 5-10 minutes to allow the video to process. Depending on your PC speed, it could take more or less time.***

7. The video will appear in the default collection of your media library. From the video's menu, click **publish.**

Make sure you publish the video to your course so it that can be seen by students.
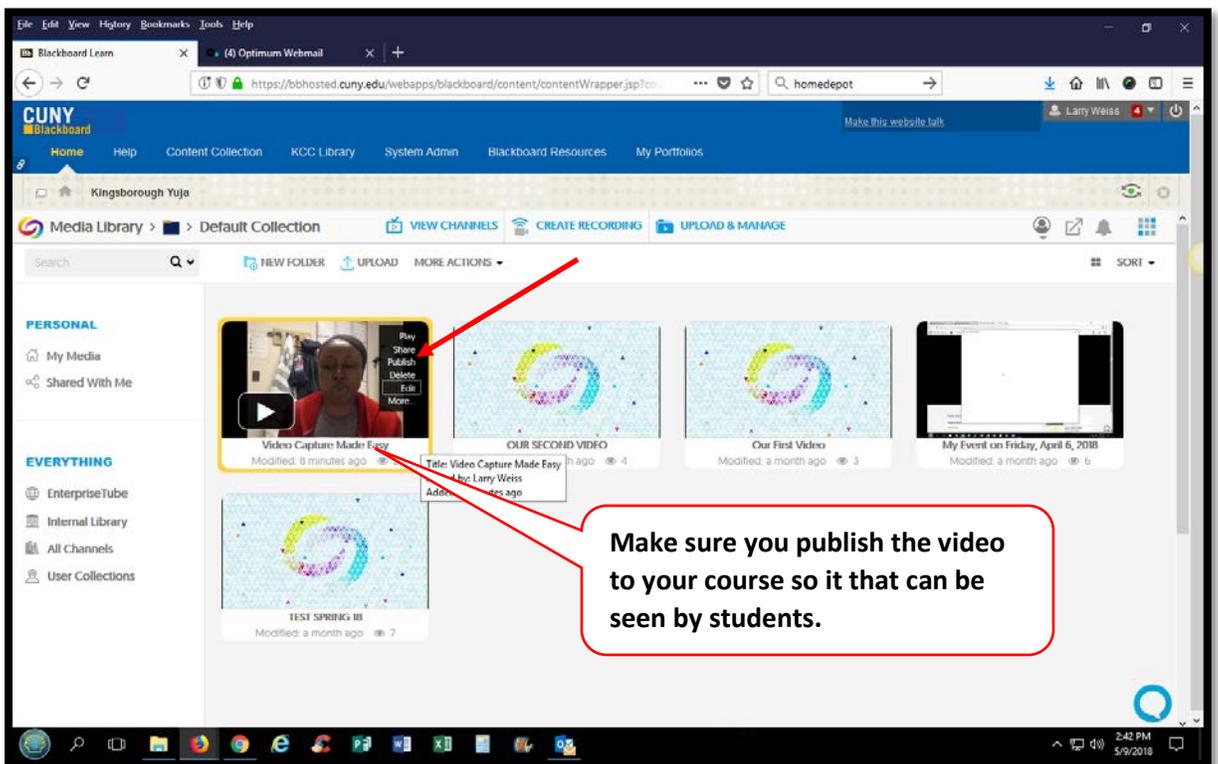
8. Find your course and click **select**.
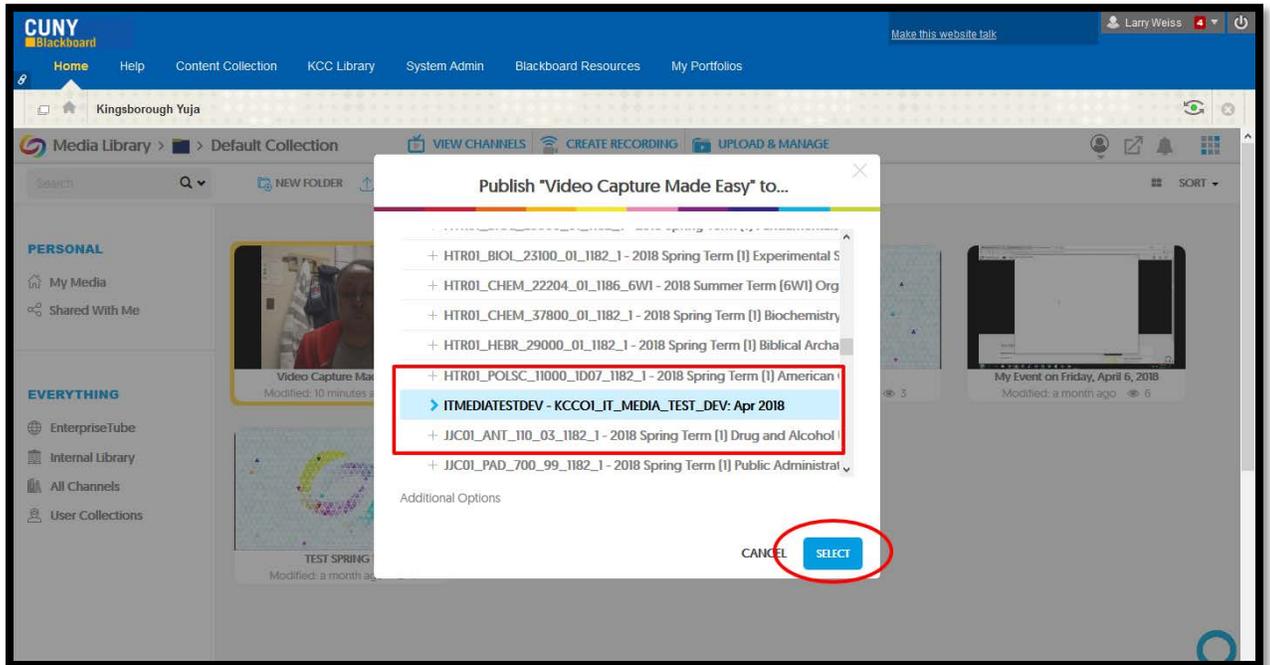
9. You can access the video from **All Channels→Your course name**.