

GETTING STARTED WITH YUJA

A Quick-Start Guide for Instructors

YuJa is UND's platform for hosting and sharing videos, audio recordings, and other digital media. It allows users to record and share content that can be used as part of course curricula, such as lectures and video assignments. Students can access the course materials on their own schedule, enabling them to review core concepts through lecture recordings and subject-specific multimedia content.

Using YuJa, you can access lectures and presentations from anywhere with an internet connection. The website is mobile-friendly, and the capture software is compatible with Mac and PC.

With the *Software and Browser Capture* tool, you can record video from a webcam, your screen, or both (or even just audio). Using the YuJa app for mobile, you can record anywhere, even without an internet connection.



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ACCESSING YUJA

There are two options for accessing YuJa as outlined below. The first time you use YuJa, you will want to use the “Inside Any Blackboard Site” option in a course that you are an instructor to push your account to YuJa with the correct privileges.

Inside Any Blackboard Site

Use this method before attempting “Outside of Blackboard System”.

- From the course menu
 - Click the  icon in the upper left corner of the course menu and choose the *Tool Link* option
 - Within the *Add Tool Link* option, type a name (YuJa or something similar) and for *Type* choose *UND YuJa*. Check the box to make the link available to students, and click *Submit*. Click on the Tool link you just created to pass through to YuJa.
- From within a content area
 - Go into any Content Area in the course.
 - Select **Build Content>Create Item**.
 - In the Text Box Editor, select the drop down next to Mashups and choose the **YuJa Media Chooser** option.

Outside of the Blackboard System

First-time users, please use the “Inside Any Blackboard Site” option to push your account to YuJa.

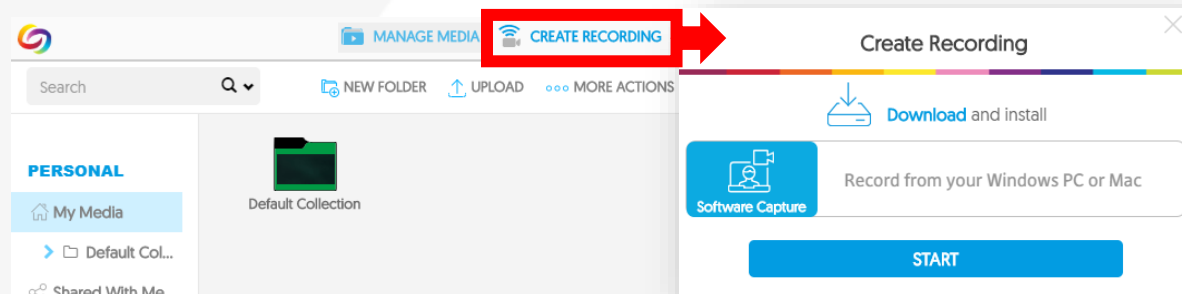
- Go to <https://und.yuja.com/> and click the **Login** button in the upper right corner of the page.
- Sign in with your NDUS.identifier (example – jane.doe).

RECORDING A SOFTWARE CAPTURE

There are a few options for recording a video with YuJa: You can record from within Blackboard, directly through the YuJa site, or from your desktop using the Software Station. Please see the instructions below for each option.

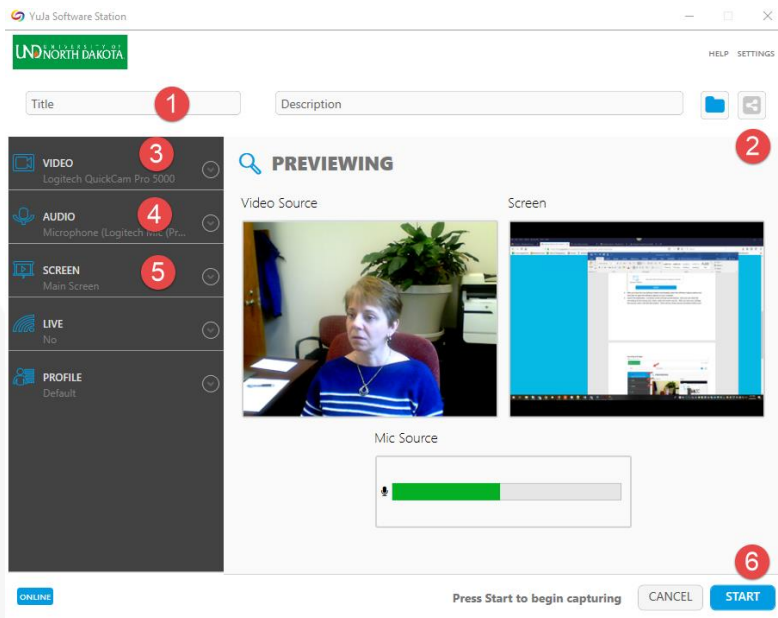
Recording through YuJa


- Log in to YuJa (und.yuja.com) or click on the YuJa menu item in your Blackboard course.
- Select **Create Recording** (top/center of the screen). If you have not already downloaded the YuJa Software Station on your computer, you will need to do this prior to your first recording.

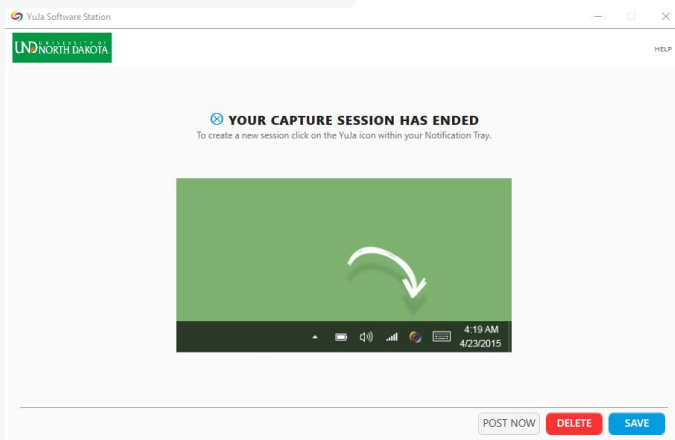


- Click the **Start** button. The YuJa recording software will now open. Launch the Application. A preview screen will pop up (see below). Follow the steps below to set up your capture:
 1. Give the capture a title if you would like (you can do this after recording as well).

2. Select the course that you are wanting to post the capture in. This button allows users to select which media channel (YuJa content area, often individual Blackboard sites) to publish the recording to. If none are selected, or this button is not used, the recording will be placed in the user's default content collection within YuJa.
3. Select your video source(s).
4. Select your audio source(s).
5. Select your screen capture area.
6. Click **Start**. There will be a three second countdown before your recording will begin.



- As you are recording, you will see your controls in the bottom right corner of your screen. It will give you the option to open the YuJa Software Station in full preview mode, stop, or pause your recording and looks like this: 
- Record your presentation.
- When you are done recording, you will click the stop button. The following screen will appear where you can either **Post Now** (if you have chosen the option to save to a specific media channel), **Save** or **Delete** your capture.



- After you save the recording, YuJa will process the file. When the processing has completed, you will receive an email notifying you of the completion. You will receive a separate email notification when the auto-captioning has completed. This process may take several minutes depending on the size of the recording.
- After the video has processed, it will be available in the previously selected media channel for deployment.

Recording a Software Capture from Blackboard

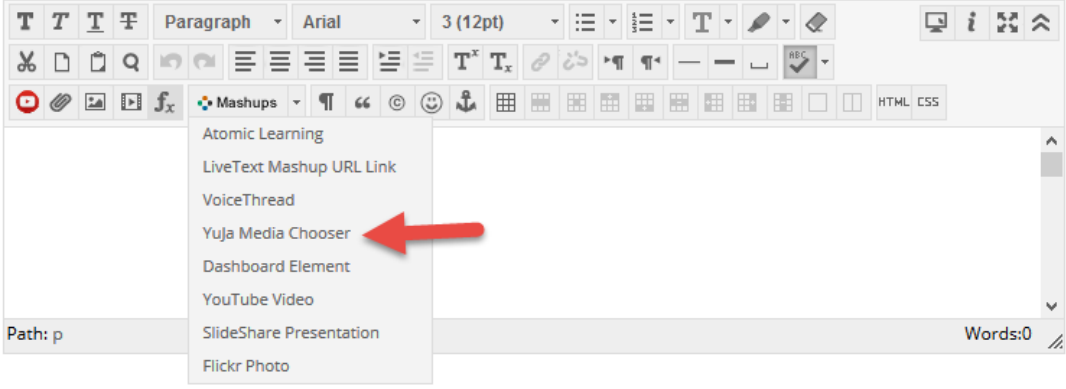
- Go to a content area within a Blackboard course.
- Hover over **Build Content** and select any option that provides a text editor (like an *Item* or a *Blank Page*).
- From within the text editor, under **Mashups**, select **YuJa Media Chooser**; this will create a pop-up window.

CONTENT INFORMATION

* Name

Color of Name █ Black

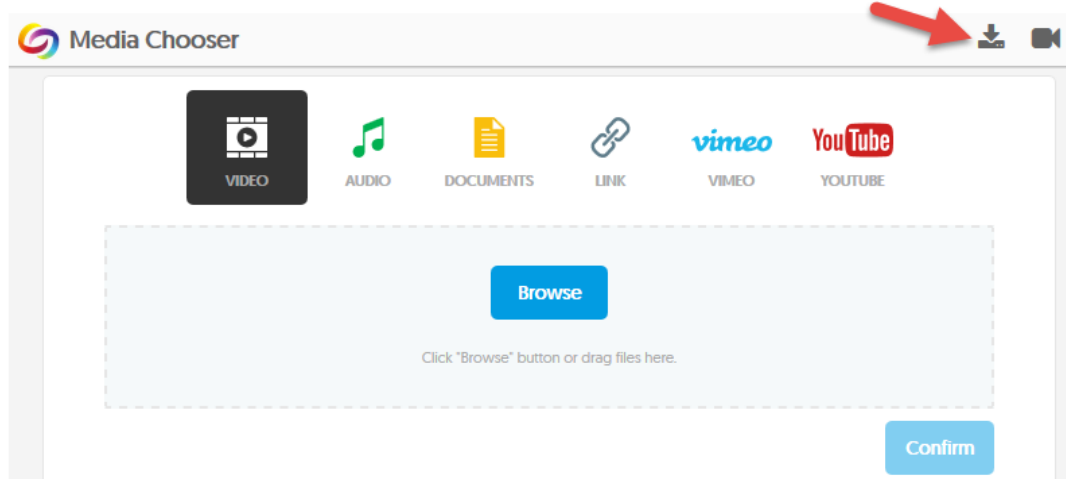
Text



The screenshot shows the Blackboard text editor interface. The 'Mashups' menu is open, displaying several options. A red arrow points to the 'YuJa Media Chooser' option. Other options include Atomic Learning, LiveText Mashup URL Link, VoiceThread, Dashboard Element, YouTube Video, SlideShare Presentation, and Flickr Photo. The text editor toolbar is visible above the menu, and the 'Path: p' and 'Words:0' indicators are at the bottom.

- In the pop-up there will be an icon that appears as a *downward facing arrow*. This is a button that will allow you to download the YuJa recording software if you do not already have it installed.

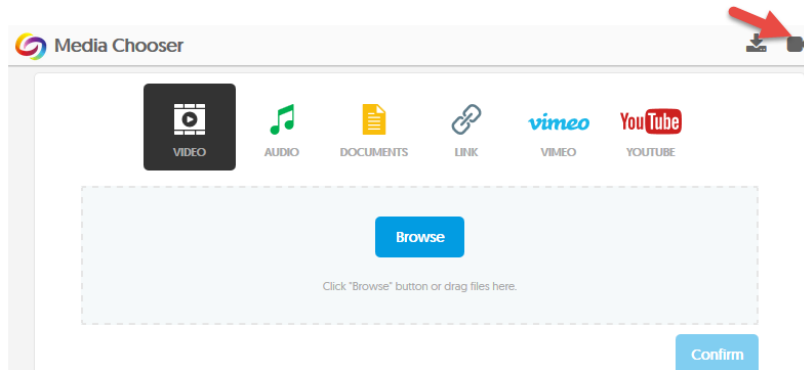
SELECT YUJA VIDEOS



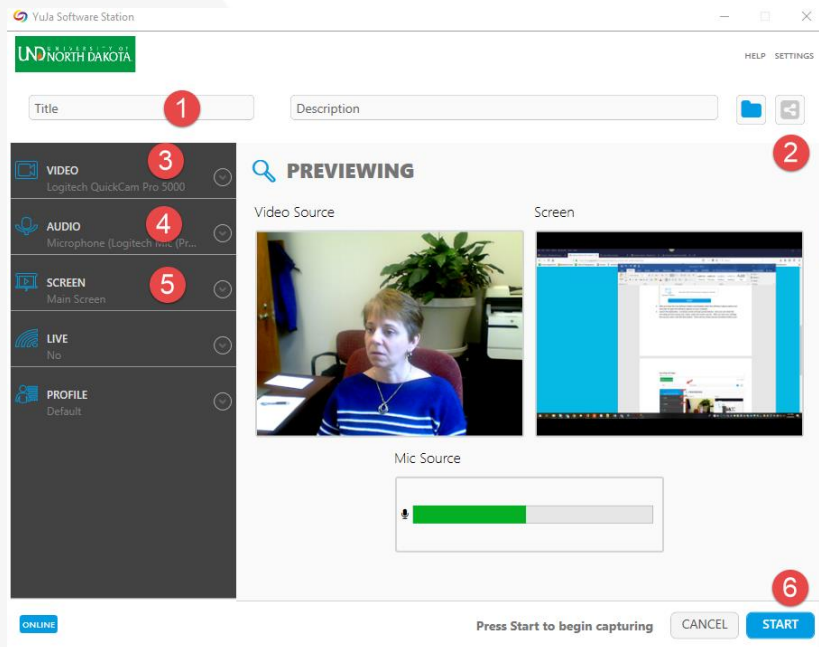
The screenshot shows the 'Media Chooser' pop-up window. The title bar reads 'Media Chooser'. In the top right corner, there is a download icon (a downward arrow) and a video camera icon. A red arrow points to the download icon. Below the title bar, there are six categories: VIDEO, AUDIO, DOCUMENTS, LINK, VIMEO, and YOUTUBE. Each category has a corresponding icon. Below these categories is a large dashed box containing a blue 'Browse' button. Below the dashed box is the text 'Click "Browse" button or drag files here.' At the bottom right of the window is a blue 'Confirm' button.


- Next to the download button is a *camera button* that can be used to start a recording. There may be a security prompt regarding opening YuJa. Please opt to allow YuJa to open.

SELECT YUJA VIDEOS

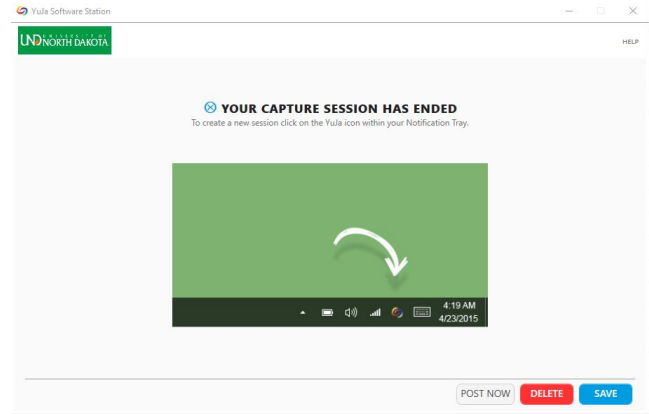


- The YuJa recording software will now open. Launch the Application. A preview screen will pop up (see below). Follow the steps below to set up your capture:
 1. Give the capture a title if you would like (you can do this after recording as well).
 2. Select the course that you are wanting to post the capture in. This button allows users to select which media channel (YuJa content area, often individual Blackboard sites) to publish the recording to. If none are selected, or this button is not used, the recording will be placed in the user's default content collection within YuJa.
 3. Select your video source(s).
 4. Select your audio source(s).
 5. Select your screen capture area.
 6. Click **Start**. There will be a three second countdown before your recording will begin.




- As you are recording, you will see your controls in the bottom right corner of your screen. It will give you the option to *open* the YuJa Software Station in full preview mode, *stop* or *pause* your recording and looks like this: .
- Record your presentation.

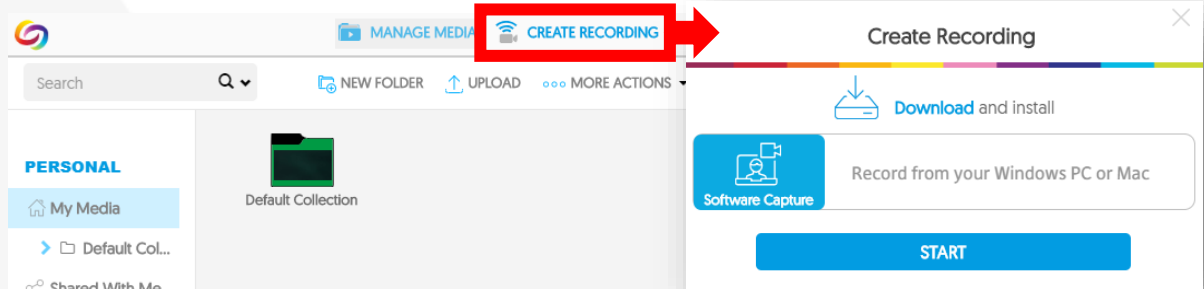
- When you are done recording, click the stop button. The following screen will appear where you can either *Post Now* (if you have chosen the option to save to a specific media channel), *Save* or *Delete* your capture.
- After you save the recording, YuJa will process the file. When the processing has completed, you will receive an email notifying you of the completion. You will receive a separate email notification when the auto-captioning has completed. This process may take several minutes depending on the size of the recording.
- After the video has processed, it will be available in the previously selected media channel for deployment.



Recording From Your Desktop - Using the Software Station

First, make sure you have downloaded the *YuJa Software Station* (available for Mac and PC). If you have already made a recording using YuJa, the Software Station was installed on your computer at that time. The icon will look like  in your Start bar. If you have not previously made a recording, you can download the software by following these steps:

- Log in to YuJa (und.yuja.com) or click on the YuJa menu item in your Blackboard course.
- Select **Create Recording**.



- A menu will pop up, prompting you to **Download and install** or **START** the software station. Click **Download and install**.

DEPLOYING A VIDEO TO YOUR BLACKBOARD COURSE

After your video has been created, you will need to deploy it to your Blackboard course. There are several options for deploying your recording. Please follow the instructions below for the option that best fits your teaching style.

Media Chooser Option

The Media Chooser allows you to embed videos directly into your course's Blackboard page. Accessed through Blackboard Mashups, this interface makes it simple for instructors to add video content to Blackboard without having to leave their course site.

- Choose the desired course by accessing the Courses Menu on Blackboard, or selecting the Course from the Blackboard home screen. The *YuJa Media Chooser* is accessible in all WYSIWYG or "what you see is what you get" visual *HTML* editors available through Blackboard, including Items, Announcements, and Discussions. It is also available directly from the *Build Content* menu.

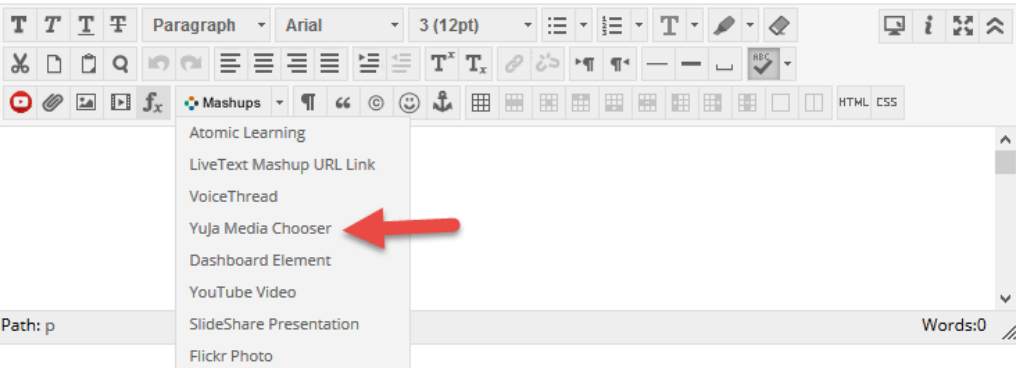
- Go to a content area within the Blackboard course. Hover over **Build Content** and select **YuJa Media Chooser** - or - select **any option that provides a text editor** (such as Item or Assignment).
- From within the text editor, expand the **Mashups** dropdown and select **YuJa Media Chooser**; this will create a pop-up window.

CONTENT INFORMATION

* Name

Color of Name █ Black

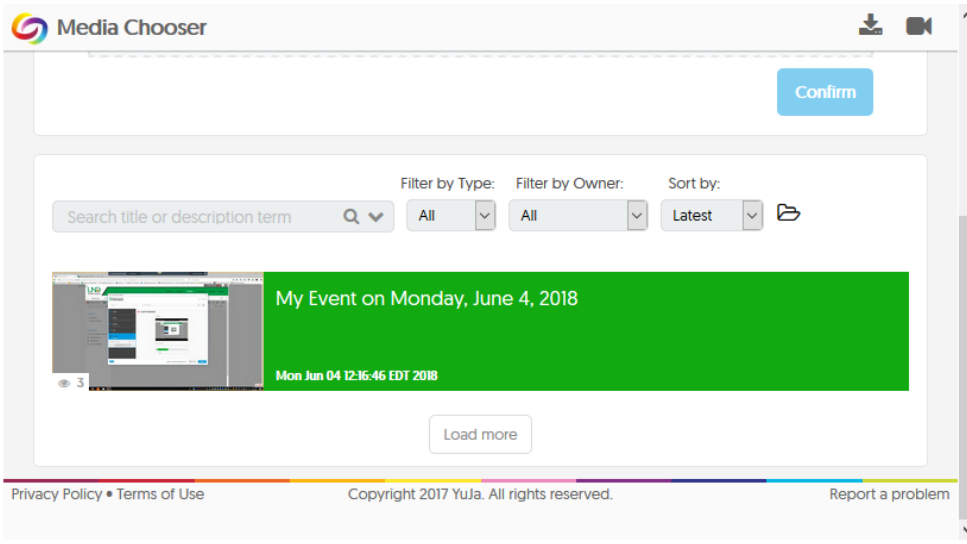
Text



The screenshot shows a rich text editor interface. At the top, there are fields for 'Name' and 'Color of Name' (set to Black). Below is a 'Text' area with a toolbar. The 'Mashups' dropdown menu is open, showing options: Atomic Learning, LiveText Mashup URL Link, VoiceThread, YuJa Media Chooser (highlighted with a red arrow), Dashboard Element, YouTube Video, SlideShare Presentation, and Flickr Photo. The bottom of the editor shows 'Path: p' and 'Words:0'.

- Click on the desired video from the YuJa Media Chooser Library. A Search option is available.

SELECT YUJA VIDEOS



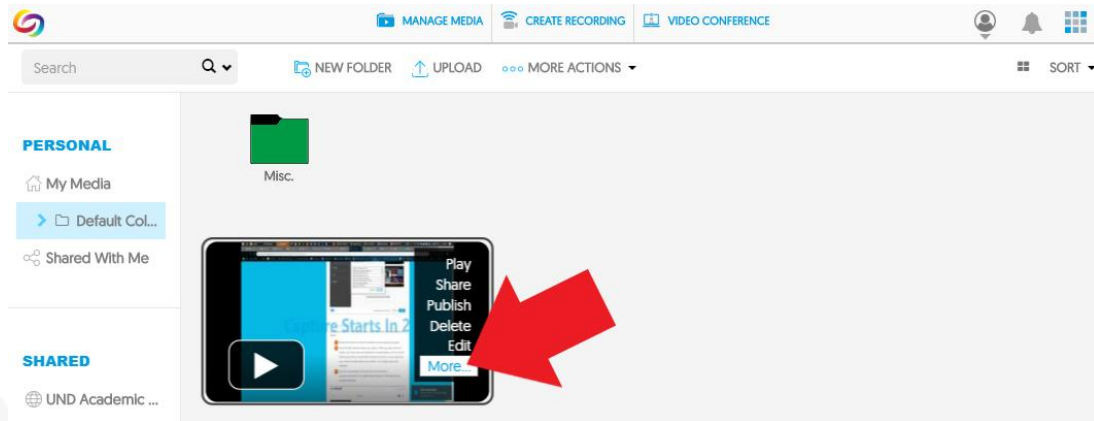
The screenshot shows the 'Media Chooser' interface. It has a search bar with the placeholder 'Search title or description term'. Below the search bar are filter options: 'Filter by Type: All', 'Filter by Owner: All', and 'Sort by: Latest'. A video selection card is visible with a thumbnail and the title 'My Event on Monday, June 4, 2018' and timestamp 'Mon Jun 04 12:16:46 EDT 2018'. A 'Load more' button is below the card. At the bottom of the interface are 'Privacy Policy', 'Terms of Use', 'Copyright 2017 YuJa. All rights reserved.', and 'Report a problem' links. Below the main interface are 'Cancel' and 'Insert Videos' buttons.

- Click the **Insert Videos** button
- Complete the post as desired to post to Blackboard.

Embed Code Option

Embed codes allow the video to appear on any Blackboard page or Content Area that was created with a textbox editor, such as Announcements, Items, Assignments, and more. Students may watch the video directly on that page, without having to navigate away or search for the video. *Direct Links* enable you to share your videos and media with anyone, including individuals without YuJa accounts. Simply copy and paste the Direct Link URL into your email, blog, or social media post.

- In YuJa, locate the recording, hover over it, and select the **More** option.



- In the menu on the left of the pop up window, click **Links**. Copy the **Embed this Video** URL to embed your video directly in Blackboard. (The **Direct Link** URL is useful for sharing your video with users outside of Blackboard - simply copy and paste into an email or blog post to share.)



- Choose the desired course by accessing the Courses Menu on Blackboard or selecting the Course from the Blackboard Home screen. The YuJa Media Chooser is available in all WYSIWYG or "what you see is what you get" visual HTML editors available through Blackboard, including Announcements and Discussions.
- Go to a content area within the Blackboard course. Hover over **Build Content** and select any option that provides a text editor. In this example, *Build Content > Item* is used.
- In the textbox editor, click the *HTML* button. A pop up will open.

Create Item
A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

* Indicates a required field.

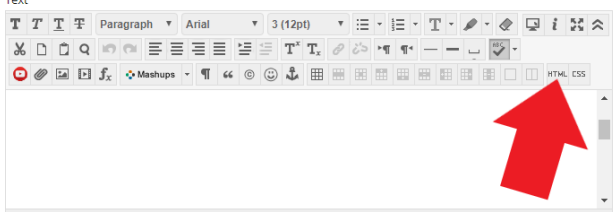
CONTENT INFORMATION

* Name

Colour of Name

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Path: p Words:0

Click **Submit** to proceed.

- Paste the **Imbed this Video** URL into the text box. Click **Update**.

Bb HTML code view - Google Chrome

https://blackboard.und.edu/webapps/vtbe-tinymce/tinymce/themes/adv...

HTML code view Word Wrap

```
<iframe width="560" height="315" src="https://und.yuja.com/V/Video?y=337808&node=1635333&a=446267707" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen"></iframe>
```

- A yellow box denoting the embedded video will appear in the text editor. Complete the post as desired (title, attached files, etc.) and click **Submit**.

Create Item
A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

* Indicates a required field.

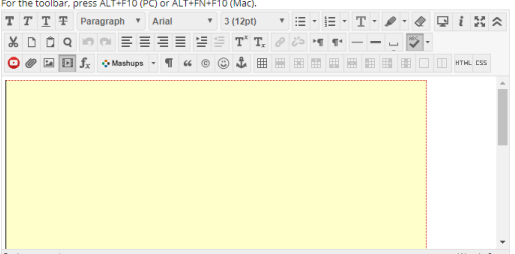
CONTENT INFORMATION

* Name

Colour of Name

Text

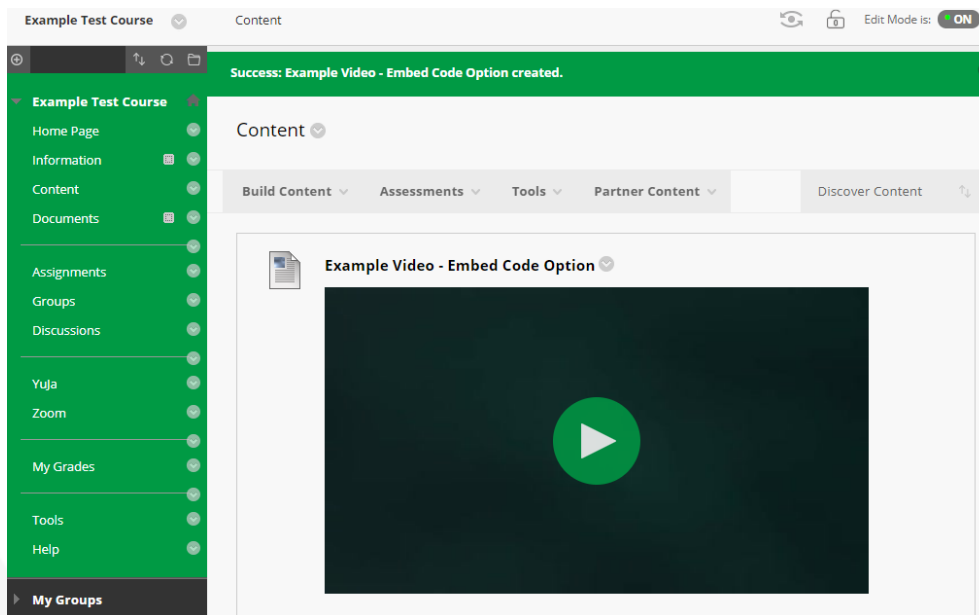
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Path: p > media Words:0

Click **Submit** to proceed.


- The video will post to Blackboard. Since it's embedded in a content area, the video may be played without having to navigate away from the page.



Course Media Channel Option

Using the *Media Channel*, users can peruse all of the course's videos on one page. All of your captured, uploaded, and linked content is available in *My Media*. From there, it may be published to your *Media Channels*, where the content will be available to anyone who has permission to access the Channel. The video also remains available in *My Media*.

If you use this option, you will need to choose a media channel where you would like your captured media to be published, prior to recording (see instructions above or [here](#)).

- If you do not already have a YuJa menu item in your course, you will need to create one. To do this, click the  icon in the upper left corner of the course menu, and choose the **Tool Link** option.
- Within the Add Tool Link option, type a name ('YuJa' or something similar) choose the *UND YuJa* option for *Type*. You must check the box to make the link available to users.

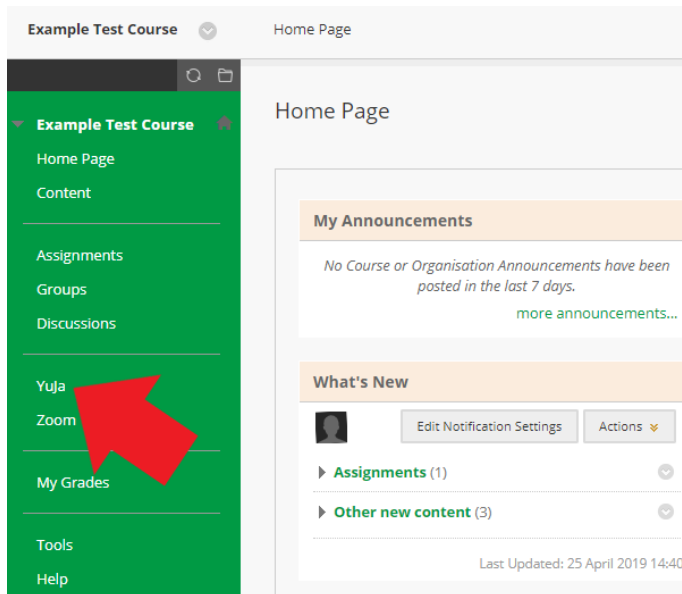
Add Tool Link

Name:

Type:

Available to Users

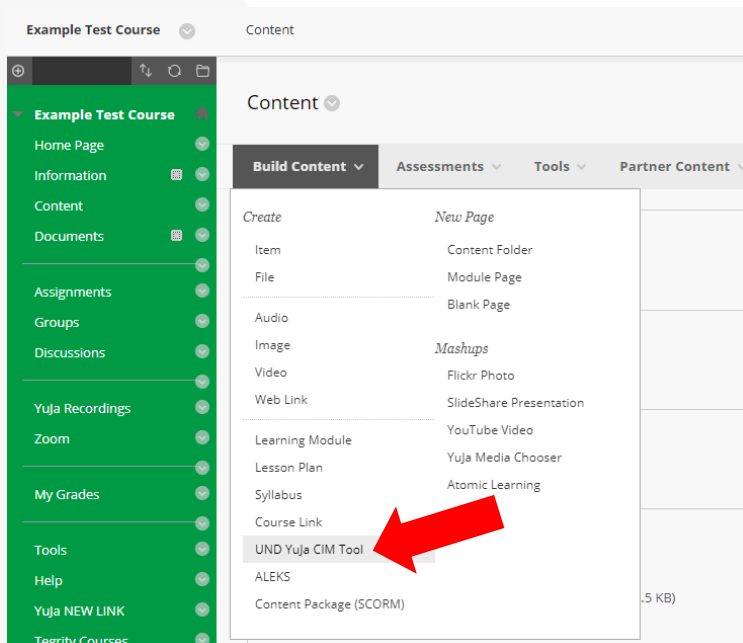
- If you have published the recording to the course media channel, the students will then be able to click on the YuJa link in your course and view any recordings that are associated with that course channel.



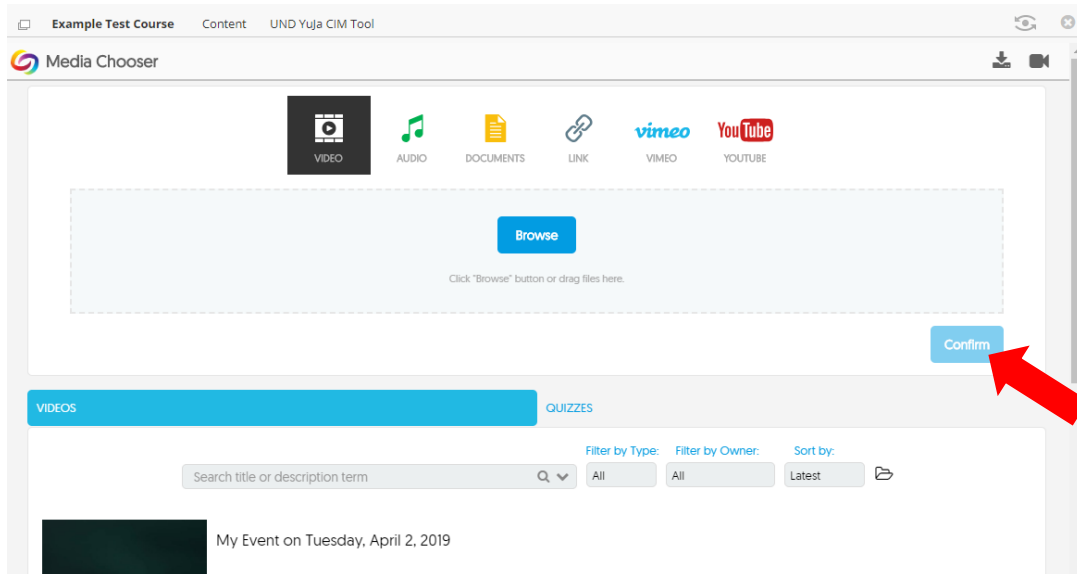
Content Item Message (CIM) Option

Recommended for the most robust viewing analytics, *Content Item Message* is a protocol that enables YuJa to pass back authentication information for embedded videos. Videos posted to Blackboard using the *Blackboard CIM workflow* will be able to track analytics (i.e. the YuJa user watching the video will be known, as opposed to the viewer being marked as “Anonymous”). This allows YuJa’s analytics feature to track who (which Blackboard user) viewed your video, when, for how long, from what type of device, and more. In order to collect data for analytics, you must use the following method:

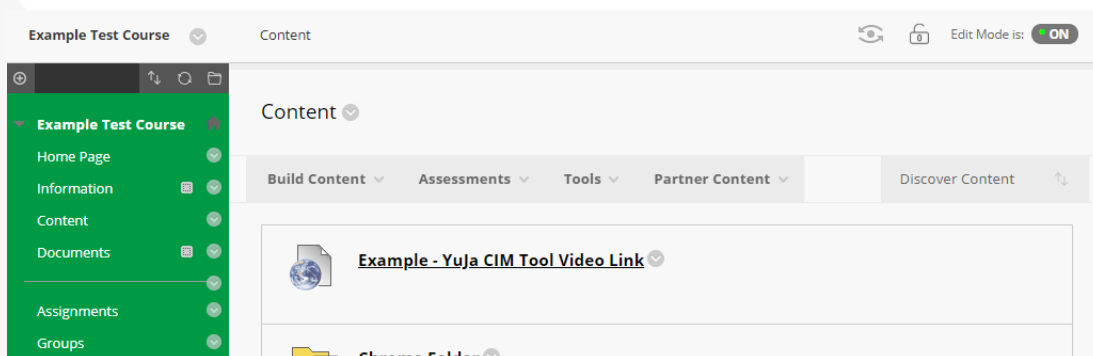
- Click a content area on the left sidebar.
- Click the **Build Content** tab. Select the **UND YuJa CIM Tool**. This will open the *Media Chooser*.



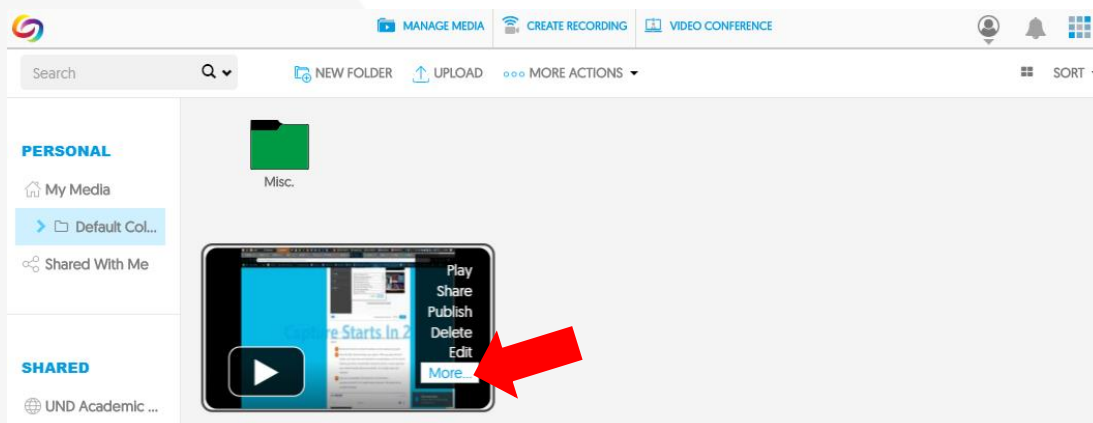
- Within the Media Chooser, select a media file to embed. You may choose a file from your Media Collection, or browse and upload a new video file. Once you have selected the file, click **Confirm**.



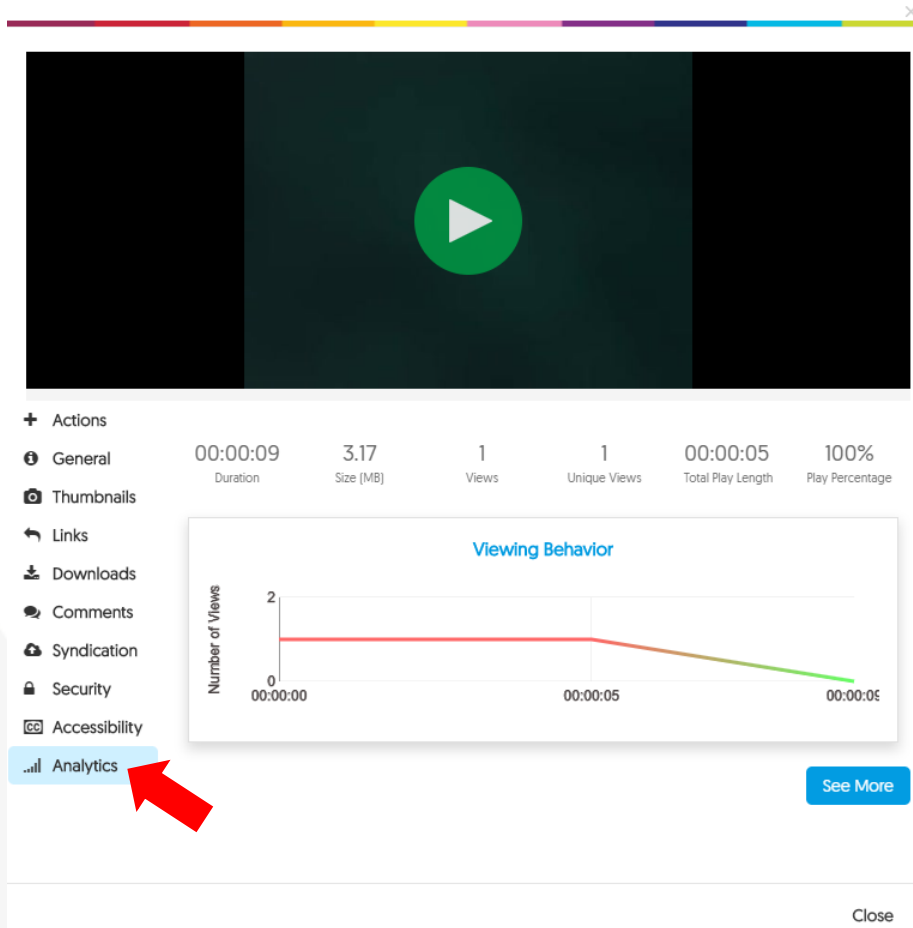
- After you have chosen a video, you will be redirected back to the course page where you can view and edit your content.



- Clicking on the link allows users to view the content, and analytics will be tracked via the CIM protocol.
- To access the analytics generated by a *CIM Video link*, log in to YuJa and navigate to the folder containing the video file. Hover over the video and select *More...*



- A window will pop up. Select *Analytics* from the menu (on the bottom left). This will display a chart of viewing behavior, with the option to *See More* information, such as who viewed the video, when it was viewed, playback duration, and more.



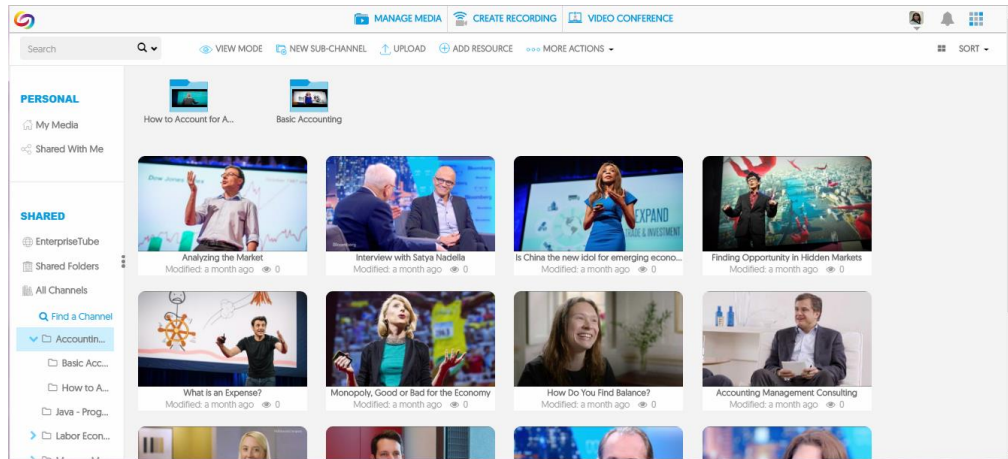
MANAGING EXISTING MEDIA

You can manage a variety of media content in the Platform. Management tools within *Manage Media* allow you to handle a variety of administrative tasks, including editing, sharing, and publishing video content.

Accessing Video Content

All organization multimedia content is available through *Manage Media*. Administrators may manage content in all *Media Channels*. Content Creators may manage content in *All Channels*, and Viewers can manage content in their own *User Channel*.

- Click on the desired *Media Channel* from *Manage Media* at the top of the screen.
- Navigate to the desired video. Your videos will appear in the *Media Channel* or folder in chronological order beginning with the most recent on the page. Scroll through videos to select the desired video.



Managing Media

You can watch video files, manage and delete video content and publish content to different channels directly from *Manage Media*.

- Mouse over on the desired video file. A menu will appear in the upper right corner.
- Choose the desired video management option from the menu. Options include *Play*, *Share*, *Publish*, *Delete*, and *More...* The *Media Details* provide additional options for captioning, editing and downloading.



Using Video Management Tools

The Platform offers a number of media management tools accessible from the *Settings* menu on the video thumbnail or directly through *Manage Media*.

- **Upload** allows you to ingest a video to the Platform by uploading the content directly or linking from an online site, like YouTube. The *Upload* link is available at the top of the *Manage Media* screen.
- **Play** lets you watch the video you have selected.
- **Delete** removes the video from your *User Collection*. The ability to delete files must be allowed by an Administrator.
- **More...** allows access to a number of other video management tools, described below.
- **Publish** makes a video accessible to users with access to the desired folder.
- **Share** shares videos with a single or multiple users.
- **Edit** enables access to the Platform's non-destructive video editing tool.

Accessing Additional Video Management Tools

Additional video management tools are available from the *Media Details* page.

The screenshot displays the 'Media Details' interface for a video. On the left is a sidebar with icons and labels for various management tools: Actions, General (highlighted), Thumbnails, Links, Downloads, Comments, Syndication, Security, Accessibility, Metadata, and Analytics. The main area contains a video player showing a 3D animated bunny in a field. Below the player, there are several form fields and controls: 'Title' (Bunny Cartoon), 'Description' (empty), 'Linked Documents' (+ Add Document), 'Tags' (empty), 'Added by' (Mary Thompson (20 hours ago)), 'Owned by' (Mary Thompson, Change Owner), 'Caption Status' (None requested), and 'Published To' (Hudson College/User Collections/Mary Thompson/My Media Collections/Spring Econ). At the bottom right, there are 'Close' and 'Save General' buttons.

- **General** offers the ability to change the *Title* or *Description* or to link documents to the media content.
- **Thumbnails** allows you to select a thumbnail to represent the video.
- **Links** provides both direct and embed links to the video.
- **Downloads** enables file downloads.
- **Comments** manages video comments by users.
- **Syndication** provides access to a range of syndication options, including YouTube.
- **Security** allows for customization of security settings, including *Password* and *IP/Geo Settings*.
- **Accessibility** provides access to captioning and transcription options.
- **Metadata** enables the ability to review metadata associated with a media file.
- **Analytics** provides easy access to basic video analytics for the specific media.
- The **Actions** option enables you to *Publish*, *Share*, *Edit*, or *Delete* from the *Media Details* page. There is also the option to create and edit a quiz (see information below).

CREATING QUIZZES

Text Quizzes allow Content Owners to create quizzes to check user knowledge. Quizzes must have at least one question, and at least two possible answers per question.

Creating a Text Quiz

Text Quizzes are a practical way to assess user understanding.

- Select media in the Media Library. Mouse over the thumbnail and select **More...**
- Choose Actions on the Media Details popup. Select **Create Quiz**. Choose Text Quiz.
- Add a title for your Text Quiz.
- Choose the desired question type. You may select Multiple Choice, Select Multiple, Short Answer or True or False.
- Enter your question and at least two answers. Click the round circle next to the correct answer or answers.
- Upload an image to go with the Text Quiz question if desired. You may upload images for each question.
- Select Add Question to add your question to the Text Quiz. Repeat until the Text Quiz is complete.
- **Preview, Save, Discard** or **Post** your Text Quiz. If you opt to Post your Quiz, you will need to enter start and end dates, and select the desired course from the dropdown box. Saved Text Quizzes can be accessed and posted at a later date.

The screenshot displays the 'Create a text quiz' interface. At the top, there are navigation links: 'VIEW CHANNELS', 'CREATE RECORDING', and 'UPLOAD & MANAGE'. The main heading is 'Create a text quiz'. Below this, there are five action buttons: 'Settings', 'Preview', 'Discard', 'Save', and 'Post'. The quiz title is 'Feathered Dinosaurs'. The question is 'Which of the following dinosaurs was most likely to have had feather?' with a 'Multiple Choice' dropdown menu. The options are:

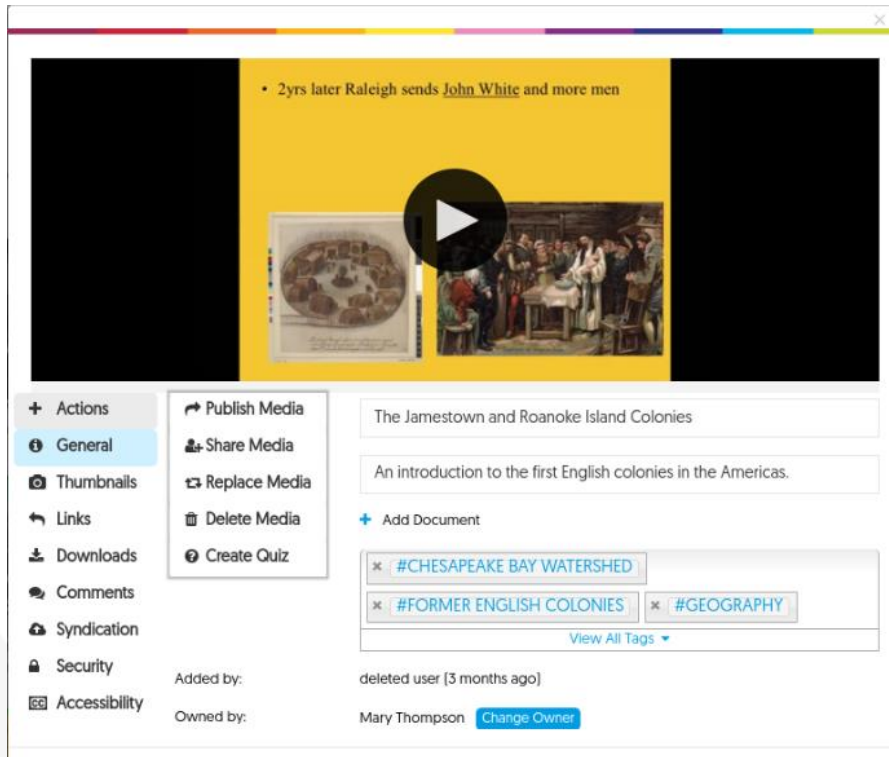
- Triceratops
- Hadrosaur
- Velociraptor
- Enter choice

 A 'CURRENT QUESTIONS' box on the right shows 'Q1 What's your favorite season?' with a plus sign and a trash icon. At the bottom, there are 'Add Image' (with 'No image' text) and 'Add Question' buttons.

Video Quizzes allow you to select media from the Media Library and integrate questions directly into the video. When you opt for a Video Quiz, you can easily confirm both user participation and understanding.

When you select the Video Quiz option, you will be able to choose from videos in your User Collection, as well as media in your Channels. For Content Owners, this will include their Channels in All Channels, and for IT Managers, all media content.

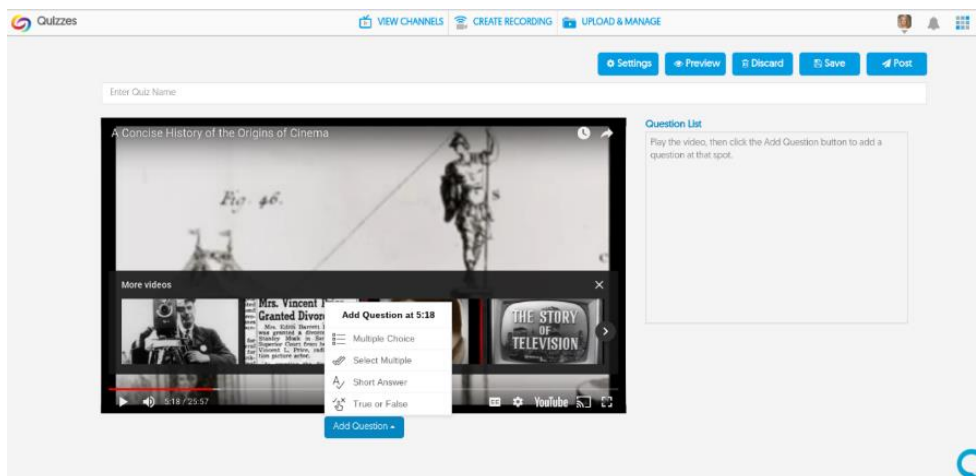
- Select the desired video in the Media Library. Mouse over the thumbnail and choose **More...**
- Click on Actions from the Media Details popup screen. Choose **Create Quiz**, and select Video Quiz. The Video Quiz interface will open for the video you have chosen.



Creating Your Video Quiz

You can create a Video Quiz quickly and easily with YuJa.

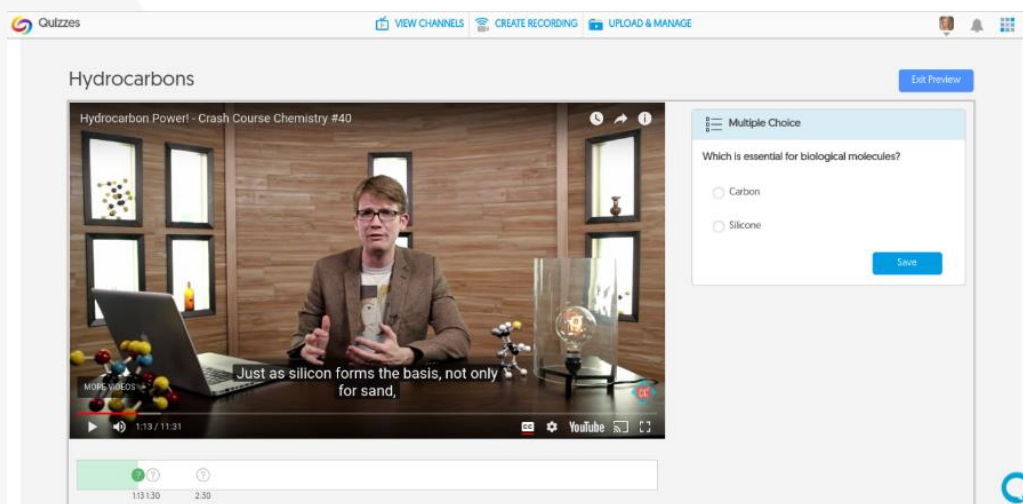
- Add a Title to your Video Quiz.
- Press **Play** to begin watching the video.
- Click the checkbox by Provide Answer Right Away if you would like students to see the correct answers for the Video Quiz.
- Click **Add Question** when you're ready to add a question. The video will pause automatically while you create your question.
- Choose the desired question type. You can choose Multiple Choice, Multiple Select, Short Answer, or True or False.
- Fill out the Question and any desired answer Options. You need at least two answer Options, but can Add Option for more Options if desired. Mark answers correct by clicking the checkbox. Click **Save** when you have completed your Question. Continue with this process for all additional questions.
- Select **Preview** to review the quiz. Choose **Save** to post your quiz at a later date, or **Post** to schedule your Quiz to post now or later. You can also choose to delete.



Previewing Your Video Quiz

Previewing your Video Quiz allows you to double check the accuracy of the quiz, and make certain you are happy with it before sharing with Users or saving for future use.

- Add all desired questions to your Video Quiz.
- Click **Preview**. Select **Play**, and watch the video. You will see the video pause, and questions appear. Questions are also marked on the timeline below the video.
- Review your Quiz. When you're happy with it, choose to **Save** or **Post** to your Groups.



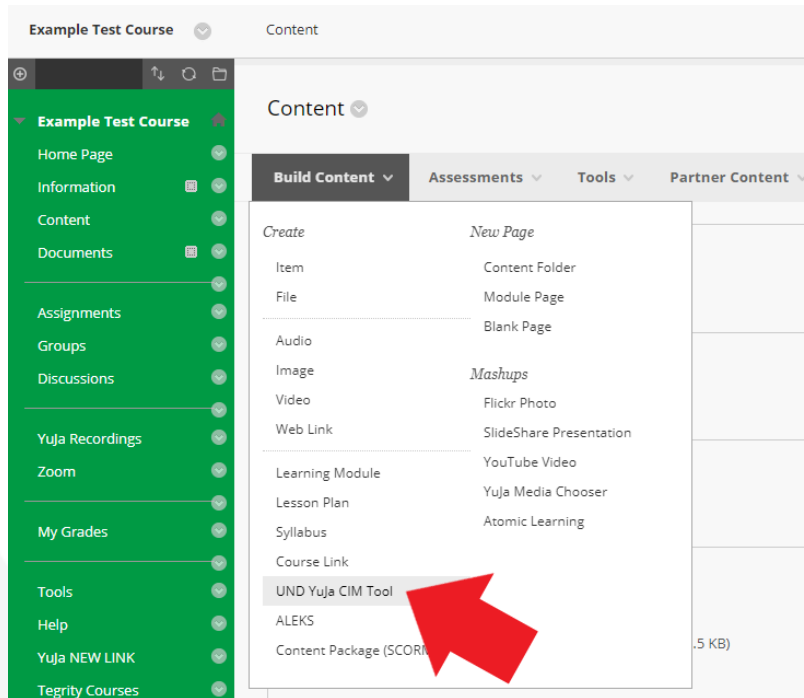
Integrating Video Quizzes with Blackboard Content Items for Gradebook Sync

The Platform enables content creators to link *Video Quizzes* with Blackboard, to properly sync grade results between the two systems. In order to achieve this, a unique Blackboard Content item needs to be linked to a unique *Video Quiz* created within YuJa. The workflow to complete is summarized below.

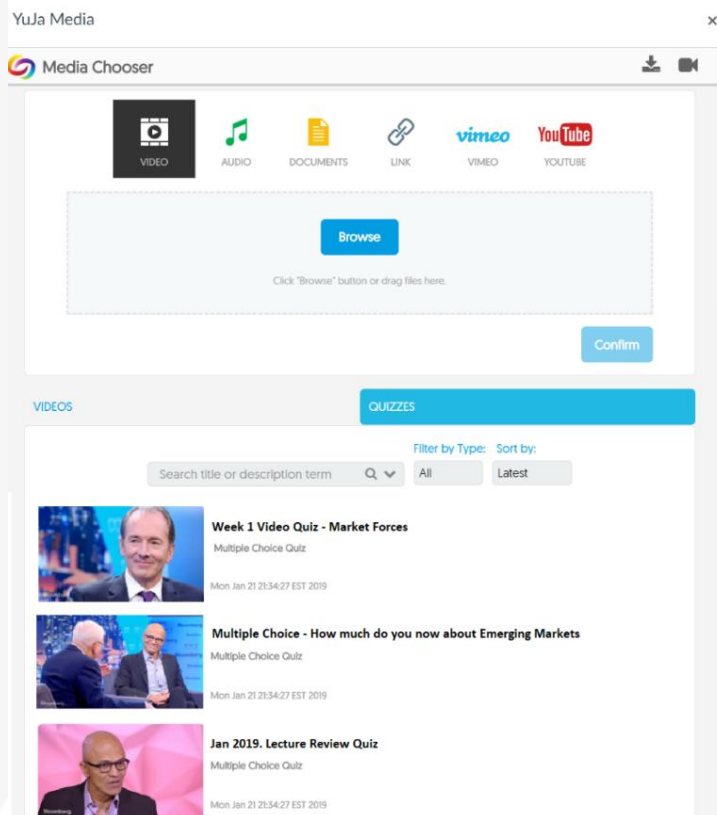
The **first step** of the sync process is to create a *Video Quiz* on the YuJa Platform. You can find the steps to complete this above.

The **second step** of the sync is to create a new Content item within Blackboard under the Content > Build Content tool.

1. Once logged into the Blackboard course, click on a Content menu item within the course tool menu.
2. On the next page, click **Build Content**, and select **UND YuJa CIM Tool**.



3. This will display the YuJa Media Chooser plugin, where you can select the Video Quiz created in Section 1 above. Click on the Video Quiz you wish to insert into the Blackboard Content item.



Taking the Video Quiz

Now that the Video Quiz has been inserted in the Blackboard Content item, grades will automatically sync once the student completes the Video Quiz submission. Below is the workflow for students to complete to ensure grades are properly synced.

1. Once the student is logged into the Blackboard course, they will open the *Content folder* within the course tool menu.
2. The student will open the *Video Quiz*, and submit all responses until completion.

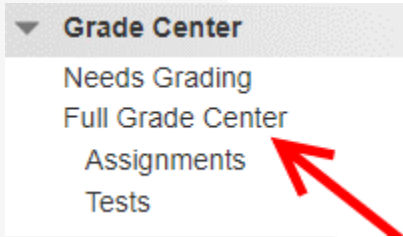


3. Once all responses are completed, they will click on the **Submit** button. Then click Done.

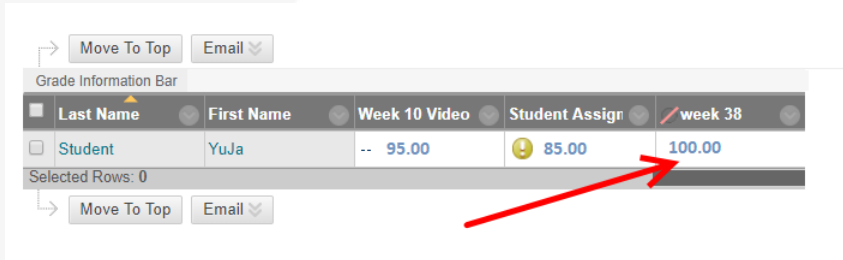
Reviewing Grades

Once the student completes the Video Quiz, their results will be synced automatically to the courses Full Grade Center.

1. Once logged into the Blackboard course, select the **Grade Center** menu.
2. Under the Grade Center menu, select **Full Grade Center**.



3. The grade associated with the Video Quiz will be posted as follows:



VIDEO EDITING OVERVIEW

YuJa offers fully integrated video editing, accessible from the *Media Library*. Video editing allows content owners to create professional and polished media content, free from extraneous material. The *Video Editor* is non-destructive, and your edited video is saved as a new file, without damage to the original media.

Accessing Video Editing

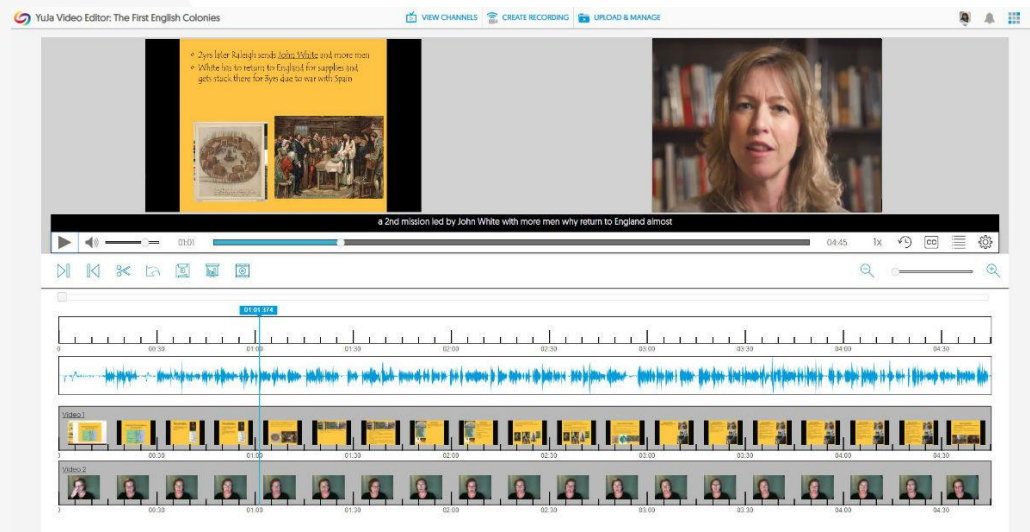
Video editing tools are accessible for media recorded with the Software Capture or Hardware Hub tools, as well as uploaded media content.

- Go to your Media Library.
- Navigate to the desired media.
- Mouse over the desired video and click on **Edit** in the upper right.



Using the HTML5 Video Editor

The HTML5 Video Editor provides the latest tools in in-browser editing for content recorded with Software Capture or the Hardware Hub, as well as uploaded content.



- Use **Trim Start** and **Trim End** to remove unwanted content at the beginning or end of your video.
- Select the **Cut** tool to remove unwanted content from within your video.
- Choose **Save** to save your video under a new name; the Video Editor is non-destructive and your original video remains fully intact.
- Click the **CC button** to open and edit associated captions.
- Select the **Index button** to access and edit the Index.
- Use the **Undo button** to undo and remove your editing changes one-by-one.
- Click on **Insert Slide** to replace a portion of the video with a single PPT slide or other file, like a .DOCX of your choosing.
- Choose **Insert Video** to insert a video clip into your edited video.