Part 1: Managing Your Media

By default, YuJa will open to the “Manage Media” page (or tab). This is where you will organize your media files and control things like sharing, publishing and security.

Media includes your YuJa recordings as well as any other content you wish to share.

**Basic tasks include...**

- Upload and host all of your media including...
  - Any audio and video files
  - Documents
  - Linked content including a direct sharing from Vimeo and YouTube

**Places to share/publish your media**

- Videos shared across the entire University
- Shared specifically with you by others at NDSU
- When you access YuJa through a Blackboard course, a Channel is created for that course. Any content in your “My Media” area can be **published** to these courses/channels.

**Creating folders to help stay organized**

**More options for organization and management**

**“Hover” over your videos to reveal the menu**

“Share” with specific people

“Publish” to your courses / channels

And more...
Part 2: Recording content and posting to your Blackboard course

Recording

1. To access YuJa, log in to any of your Blackboard courses. In any Blackboard course, open the “Tools” menu and find “YuJa – NDSU”. Courses using the new Blackboard template may also have a “YuJa Content” shortcut in the course menu.

2. From the YuJa dashboard select “Create Recording”

3. • If you have not previously done so, download and install the YuJa Software Station.
   • Once installed, click “Start” to open the recording interface.
   • Software Station will be installed in all classrooms

4. a. Give your recording a name and description
   b. Specify the class and/or collection to which the recording is to be sent. (optional)
   c. Set/test your video, audio and screen preferences.
   d. Confirm settings in preview windows and audio meter.
   e. Click “Start” to begin recording.

5. After a 3 second countdown, YuJa will begin recording your microphone and any video content (screens cameras, etc) you have selected. A small control icon will be available allowing you to pause the recording if needed or to stop it when you are finished.

Posting to a Blackboard Course

Option 1: Embedding videos in Bb items
To insert YuJa content within another Blackboard item, select the “Mashups” dropdown in the Text area and select the “YuJa Media Chooser”. Browse your YuJa collections to select a video to post. Video will be embedded in the text area.

Option 2: Post a link as content
In any content area, go to “Build Content” and select “YuJa Media Chooser – NDSU”. Browse your YuJa collections to select a video to post. Video will be embedded in the content area.