

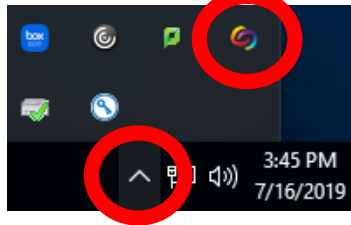
YuJa Recording Nuts & Bolts

Getting Started

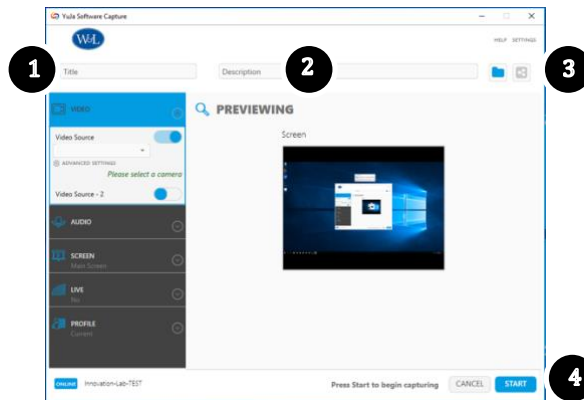
- Log in to Canvas (<https://canvas.wlu.edu>)
- Navigate to desired course via Dashboard or Courses menus
- Click on the “YuJa” item that appears in left menu
- If you encounter a “Please enable third-party cookies” notice, follow the link to get instructions on enabling third-party cookies in your browser of choice

Recording

- Click on **Create Recording** button at top of YuJa window
- If you have not previously downloaded the recorder, click **Download** and install
- Alternatively, double click on YuJa Software Station icon in computer task tray



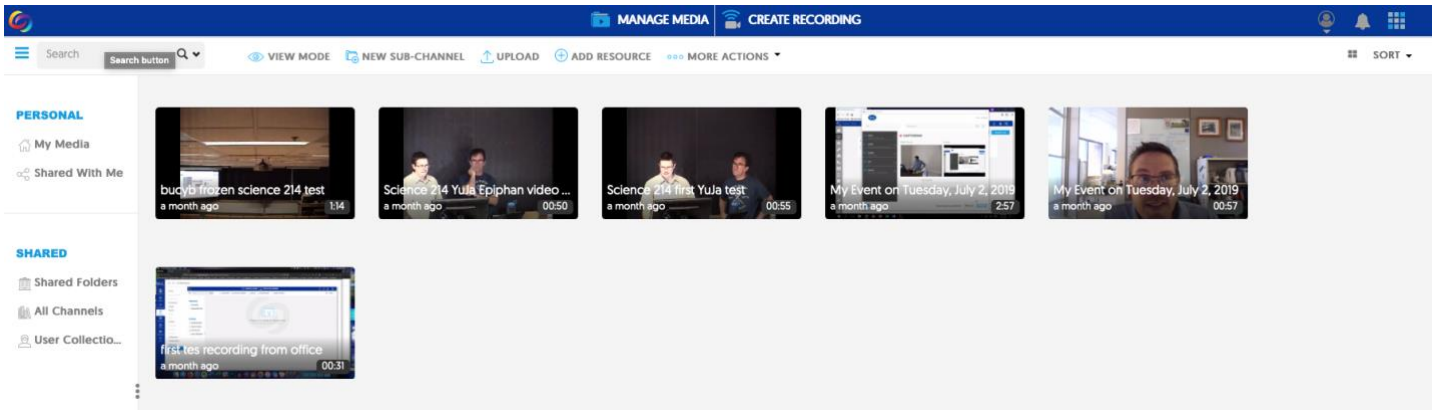
- If login screen appears, choose **Single Sign-On** and select “**Washington and Lee University**” from menu
- Provide **Title [1]** and **Description [2]** of video, choose course from **Share [3]** button
- Verify classroom video is working or add instructor photo
- Verify classroom audio and set desired level
- Additional settings are accessible on left side of window
- Click **Start [4]**, and then you may minimize the YuJa window



- While recording, **Pause**, **Stop**, and **Software Station Icon** is present in dock
- To stop recording, press **Stop**
- Choose the option **Save** to save recording to your personal folder
- Choose **Post Now** to make recording available for your chosen course
- You may log out of the computer while uploading occurs (**no shutdown**)

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YuJa Interface



Personal area houses all self-recorded content and can be arranged by folder

- **Shared** area includes Channels, which correspond to courses
- Click on a recording tile to view recording
- To navigate between courses, click on “**All Channels**” at left of page
- **Icons** at top right allows for account, notification, and analytics access



- **Hovering** over a recording tile manages recording options
- Select desired class by clicking checkbox
 - **Play**: plays recording
 - **Share**: invite collaborators or viewers to view recording within YuJa
 - **Publish/Unpublish**: specify availability (always, sometimes, never)
 - **Edit**: opens Recording Editor (trim video, add slide images, edit subtitles, etc.)
 - **More...**: opens full video dialog window

+ Actions	Title:	Sample Recording into Channel
General	Description:	
Thumbnails	Linked Documents:	+ Add Document
Links	Tags:	
Downloads	Added by:	Brandon Bucy (15 days ago)
Comments	Owned by:	Brandon Bucy Change Owner
Syndication	Caption Status:	Captioning complete
Security	Published To:	Washington and Lee University /All Channels/Yuja - YuJa Test Course-Jul 2019
Accessibility		Washington and Lee University /User Collections/Brandon Bucy/My Media Collections/Default Collection
Analytics		

Close [Save General](#)

- **Control** all settings for recording, including shareable **Links**, **Security** access, **Thumbnail** choices, **Accessibility**, and **Analytics**