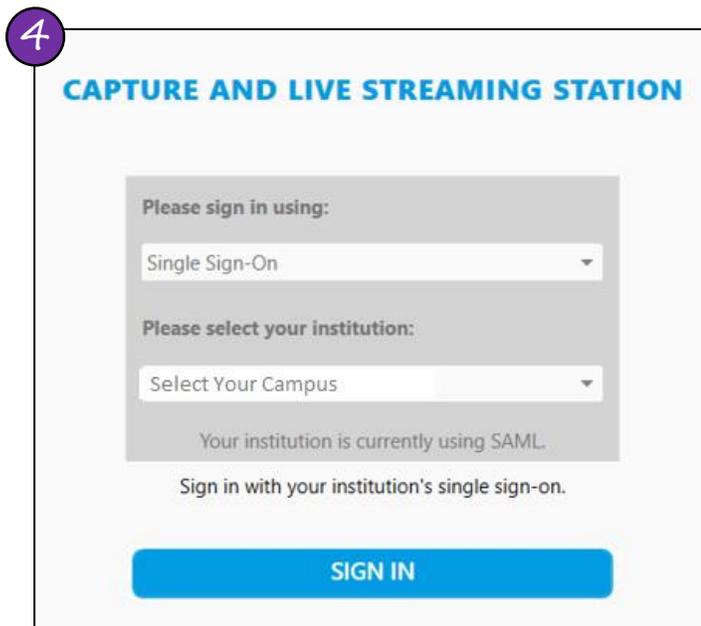
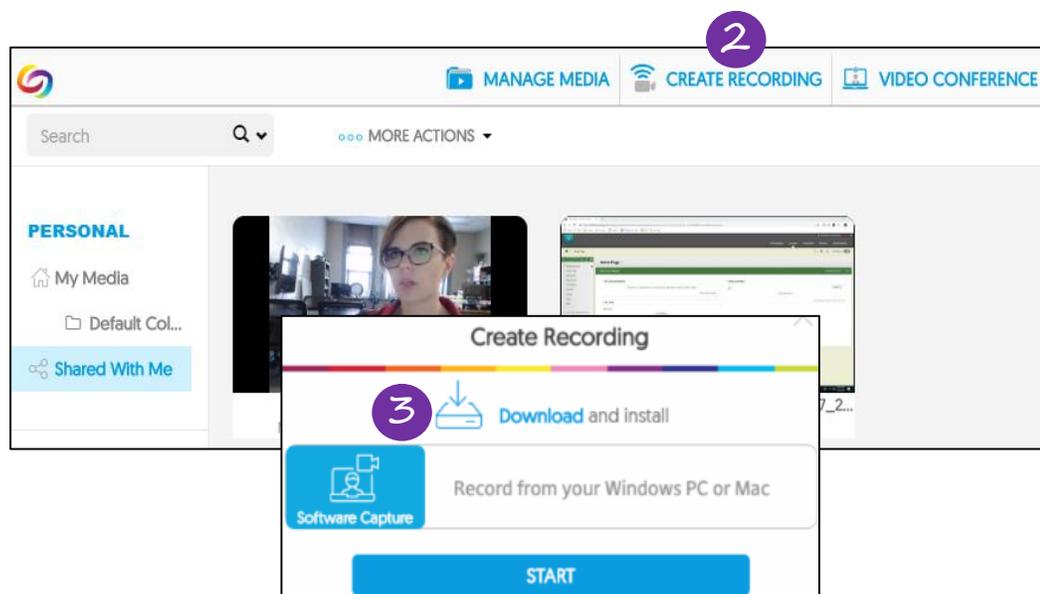
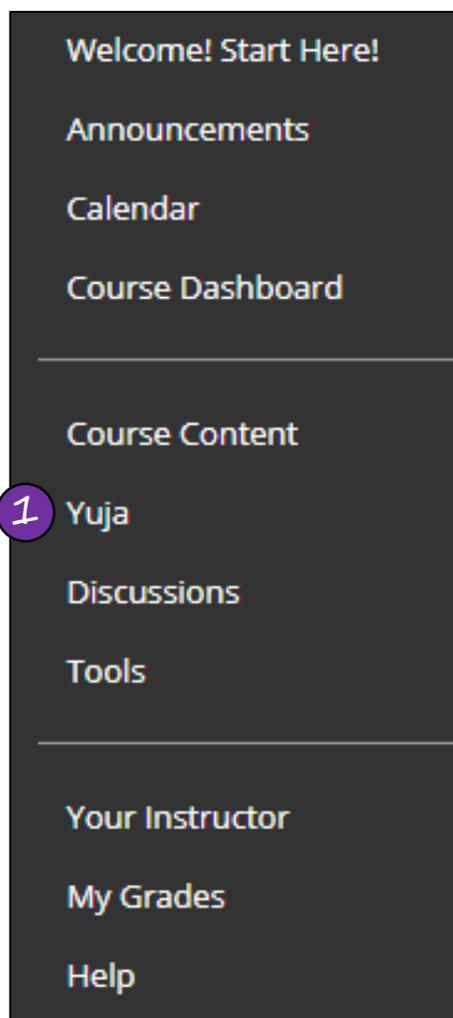


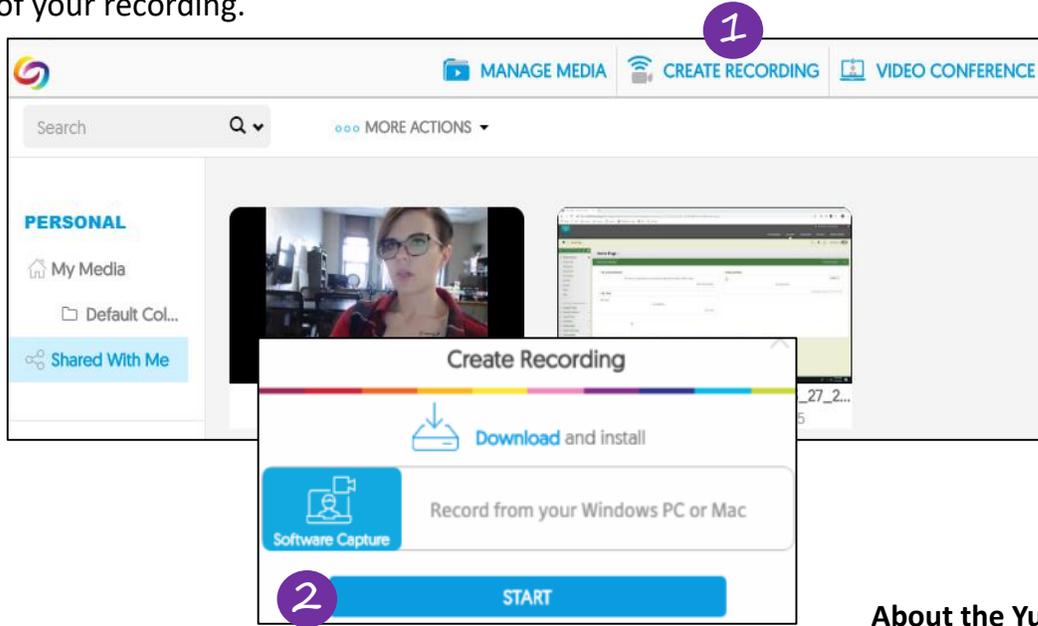
INSTALLING THE YUJA SOFTWARE STATION

1. In Blackboard, click **YuJa** from your course menu (location may vary by instructor within Blackboard).
2. Once launched, click the **Create Recording** button to launch the recorder.
3. The first time you click the **Create Recording** link, you will be prompted to download the YuJa Software Station capture application. Click **Download and Install** and follow all prompts to download.
4. Once the Software Station is installed, you will be prompted to login to YuJa. Change the first dropdown box to show **Please sign in using: Single-Sign On**. Select **Mayville State University** in the second dropdown menu. Click **Sign In**.
5. Once it validates your NDUS credentials, you are ready to record! Continue to the next page for instructions on recording.

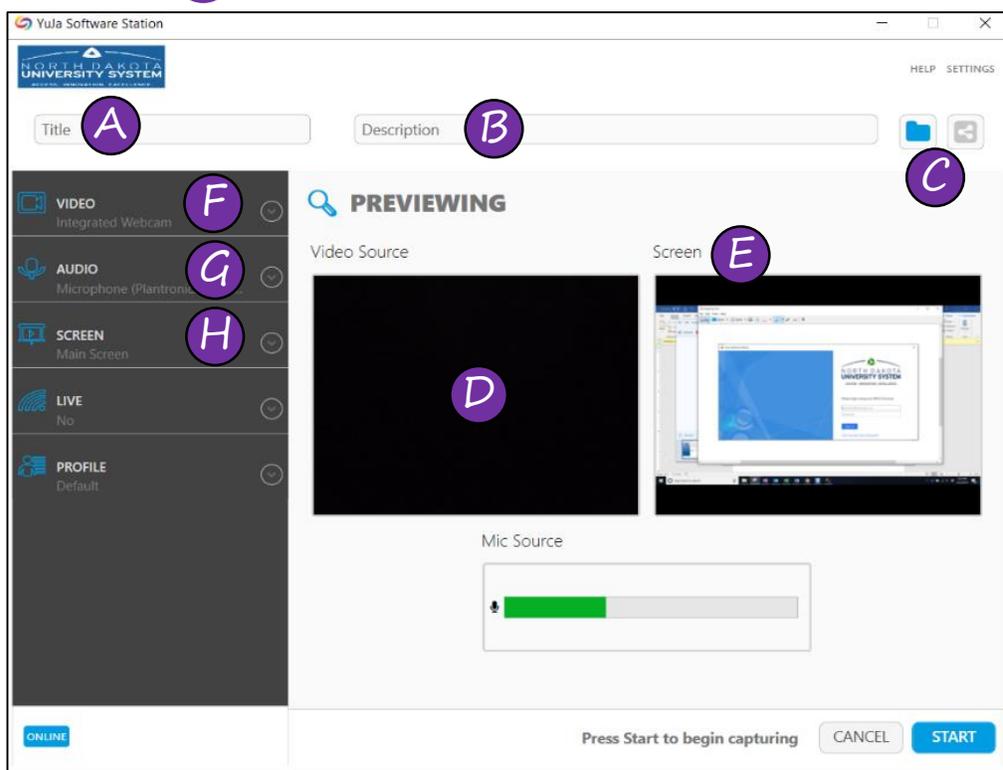


CREATING A STUDENT RECORDING IN YUJA

1. Access YuJa and click **Create Recording**.
2. Click **Start**.
3. A preview of your recording will appear in the YuJa Software Station. Use this preview to edit the settings of your recording.



3 YUJA SOFTWARE STATION



About the YuJa Software Station

- Title:** Before you start recording, indicate the recording's title or follow your instructor's advice for a recording title.
- Description:** Indicate what your recording is about such as group member names, etc.
- My Media Collection/Default Collection:** Select where you want the recording to publish.
- Video Source:** This displays the video currently feeding into the recording. See letter F for more information.
- Screen:** This displays the current screen being recorded.
- Video:** This button provides for alternative video options, or to turn video off completely.
- Audio:** This button provides for alternative audio input options.
- Screen:** This button provides for alternative content display options. For example, you can choose from single or duo displays, custom display, or capture a selected area.

4. Click **Start** to begin recording. A countdown will begin on your screen. Immediately after the countdown completes, your recording is live.
5. Once you begin recording, YuJa's toolbar will appear in the bottom right corner of your computer.
6. When you click **Stop**, you'll be prompted to save or delete the recording. Clicking **Save** will upload your recording. This may take a few minutes to process. DO NOT close your browser or disconnect from the Internet until the recording has fully uploaded. You will receive an email confirmation when the recording is available.

Where to Find Your Recording:

If you did not specify a folder or course in which to place the recording, you'll find the recording in the **My Media** folder in YuJa. When you click **My Media**, you'll see a folder called **Default Collect** which is the default location for all recordings.

IMPORTANT: If you did not specify a course when you began recording, your instructor cannot see your recording until you publish it to the course. Hover over the video thumbnail, choose Publish, and select a course.

