

# YuJa Lecture Capture

## For Students

### What is YuJa?

YuJa is a cloud based Lecture Capture program that is free to you as an NMC student. This program is available on all NMC campus computers, and available for download on a personal computer.

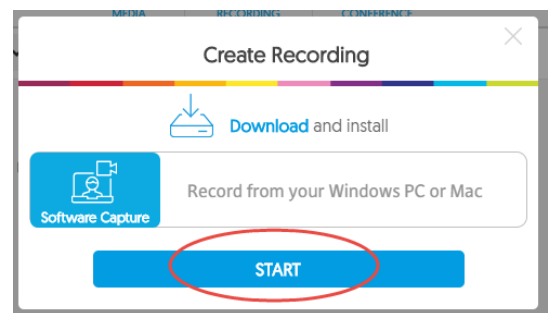
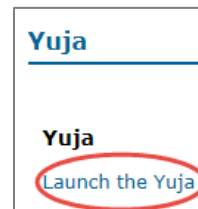
### Prepare:

- Your computer must have a web camera (built in, or plug-in) and a microphone (built in, webcam microphone, or headset).
- **Tips for a successful recording:**
  - Be sure your recording space is free of distractions, and background noise (phones ringing, dog barking, conversations, etc.)
  - Turn off email notifications if you are recording your screen.
  - Speak normally, and clearly. You might also consider speaking a little slower than normal for more accurate CC (closed captioning).
  - **If you are capturing/recording a slide presentation/document on your screen, have the presentation open and ready.** It's also a good idea to pause a couple of seconds between slides/pages.
  - If using a headset, be sure to position the mic closer to your chin to avoid puffs of air going directly into the mic.
  - **Best practice recommendations** lecture capture should be no more than 15-20 minutes in length. You can always record additional "parts" (Part 2, Part 3, etc.) as needed.

### Your YuJa Account through My Methodist

To create/access your NMC YuJa account...

1. Log into My Methodist and locate the course that is using the YuJa Learning Tool.
2. Click "Launch the YuJa".
  - a. *You will receive an email confirmation from YuJa to your NMC email verifying your YuJa account has been created. **SAVE THIS EMAIL**, to reset your YuJa password to use YuJa **outside of a course**.*
3. In the Create Recording window click "Start" (this will auto appear the first time you begin using YuJa, but then click the "Create Recording" menu)
  - a. You also have the option to download and install the YuJa Software Station on your personal PC.)



The YuJa Software Station "authenticates" your account and the capture window/options should now display.

## Creating/Setting a Capture Profile

When the Yuja dashboard previewing window displays, the webcam by default **may** display you in the left window in addition to the window that displays your desktop/screen. You can turn off the video source window if you are not capturing yourself in the video. (Shown below in the video section).

You'll first create/set your capture profile.

The purpose of a profile is to create video and audio settings for the computer you are using. In the event that you use a different computer for lecture captures (laptop, home, NMC), the settings (profiles) are saved **specifically for that computer**. The profile(s) you create are visible only to you.

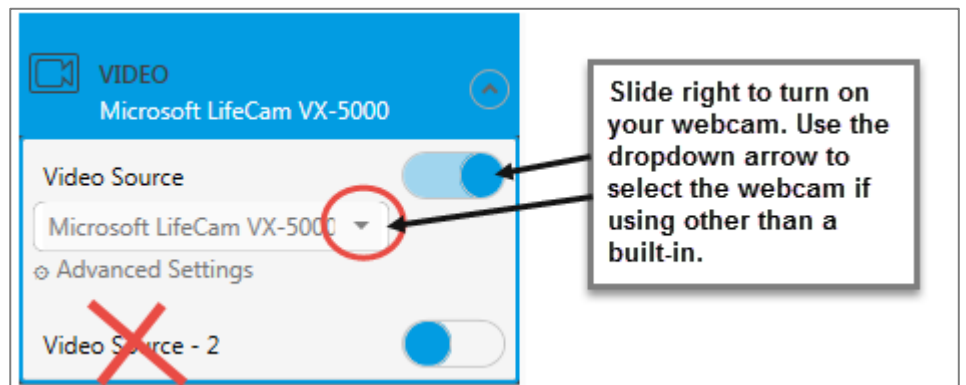
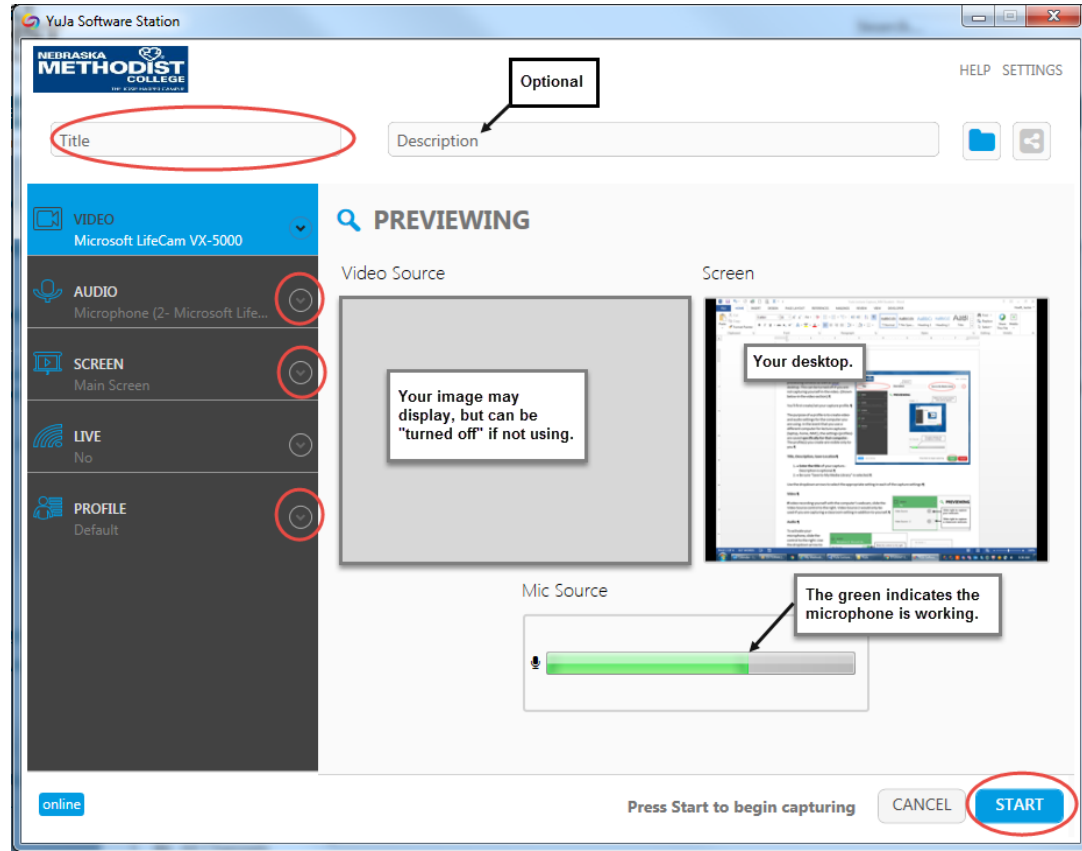
### Title Your Capture

1. **Enter the title** of your capture. Entering a description is optional.

Use the dropdown arrows to select the appropriate setting for each of the capture settings (Some may already be activated by default).

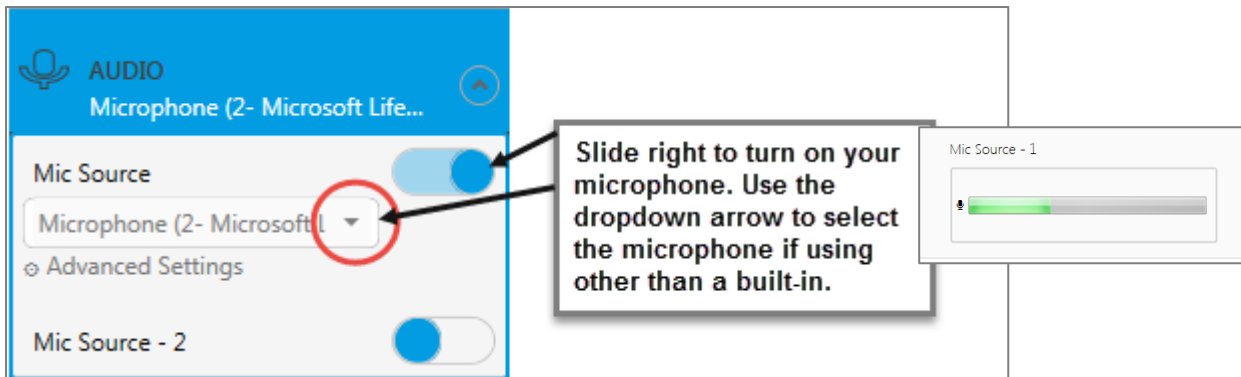
### Video

If you are video recording yourself with the computer's webcam, slide the Video Source control to the right. Video Source 2 would only be used if you are capturing a classroom setting in addition to yourself.



## Audio

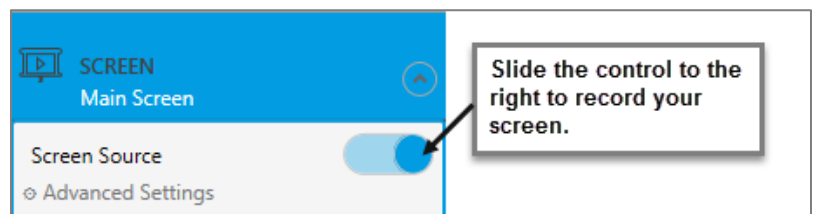
1. To activate your microphone, slide the control to the right. Use the dropdown arrow to select the microphone on your computer. (Your Mic Source window will display green in the area indicating your Mic has been recognized. Be sure your mic volume on your computer is turned up/on.



Mic Source -2 is used only if recording within a question/answer session such as a classroom.

## Screen: (Record your computer screen/desktop)

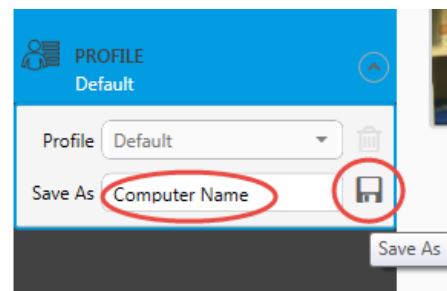
1. Slide the control to record your computer screen (i.e. your PowerPoint presentation).
- *Advanced settings is for dual screens (two monitors). You would, choose which screen/monitor you will record.*



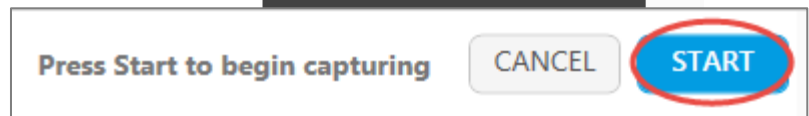
Make sure your presentation/document displays on your chosen screen and save your selection.

## Profile

1. In the Save As...enter the name of the computer you are using for this capture and click the Save icon. (You'll use the dropdown arrow to select the computer you are using for your next capture, or you can then create a new one).
2. Click **START** to begin recording.



Once the capture begins... look for the small control menu located at the bottom right of your screen.



3. Press **Pause** if you need to pause, or **Finish** when your capture is complete.



## Saving/Deleting Your Recording

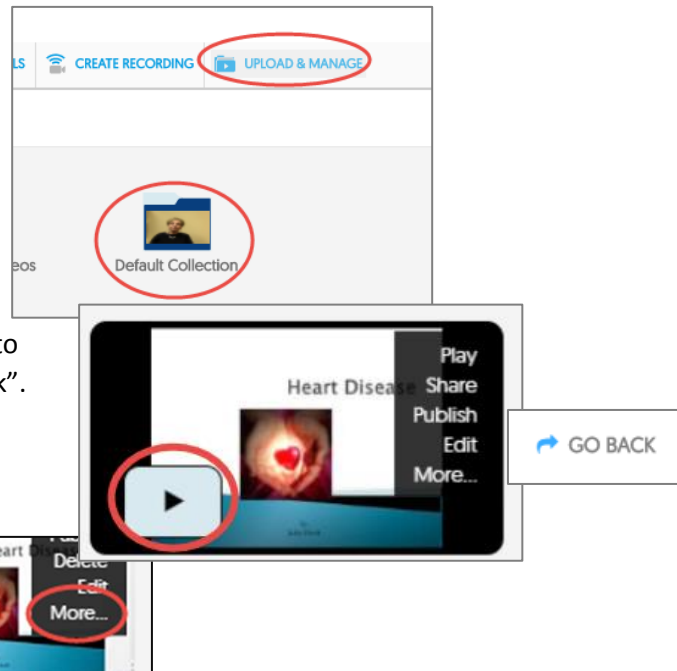
When you are finished with your capture, you will be prompted to Save or Delete this capture.

- Saved captures will save to your Yuja Cloud Account.

## Accessing Your Recorded Lecture Capture

When your saved capture is finished processing, and ready for viewing, **you will receive an email confirmation to your NMC email that your capture is ready/processed. BE PATIENT**, the longer your capture, the longer it will take to process into a video format. You can access your "Default Collection" in Yuja from your course, **or** using the new/reset password from your email, you can login to [my.yuja.com](http://my.yuja.com).

1. Click the "Upload & Manage" link in the top right corner of your screen
2. Double-click the Default Collection folder to display your captured video(s).
3. Place your mouse over your recorded video and click the play button to preview your video. Return to the preview area by selecting "Go Back".



## Video Link/Access

1. Place your mouse over your video.
2. From the dropdown menu select "More".
3. Click the "Links" menu on the bottom left of your screen.
  - Copy the Direct Link for instructor/peers to play your video.

