

Nashville State Community College

YuJa Video Platform

Faculty guide on using the YuJa Video Platform.

Office of Online Learning

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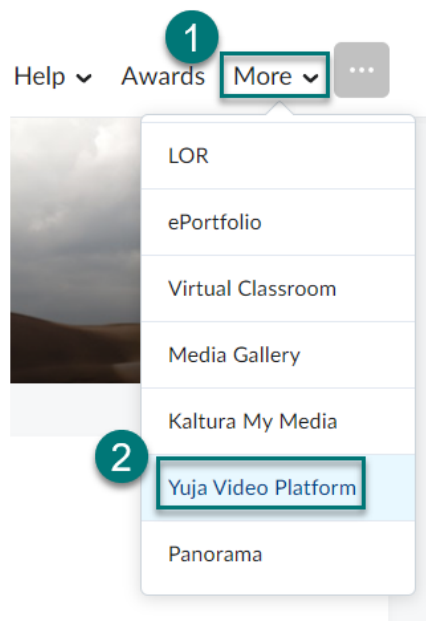
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About YuJa Video Platform

YuJa Lecture Capture is a video and lecture capture platform used for recording, captioning, and managing educational video content, much like Kaltura. It also allows instructors and institutions to set up public video channels. For instance, the Library or Online Learning could have their own public video channels set up through our website. YuJa will also us to set up live streams, to broadcast events like convocation.

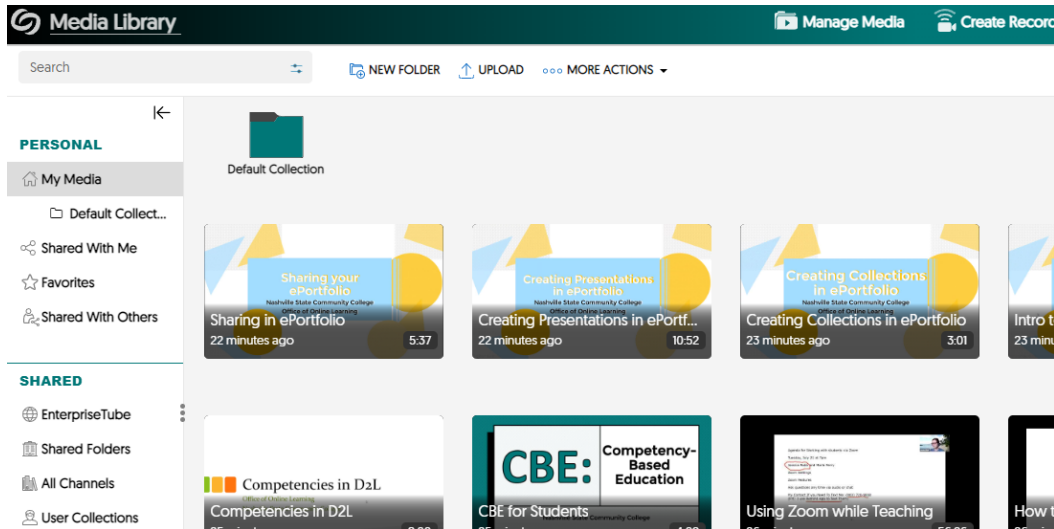
All faculty automatically have a YuJa account. You do not need to do anything to add YuJa to your D2L account.

You can access YuJa from the **“More”** menu in the default Navbar:



The YuJa My Media Dashboard

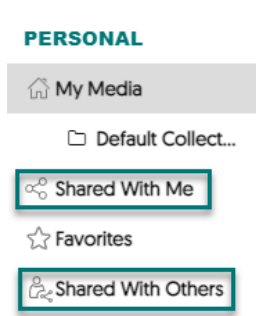
The **My Media** space is your personal dashboard for any videos you have recorded or uploaded to your YuJa account. Everything in your “My Media” area is private to you unless you share it with someone else.



Click **New Folder** at the top of the screen to add additional folders to your My Media space, to organize your videos.



On the left side, you will see different folders to organize content. There is a “**Shared with Me**” folder with any content shared with you from other users as well as a folder with content that has been “**Shared with Others.**”



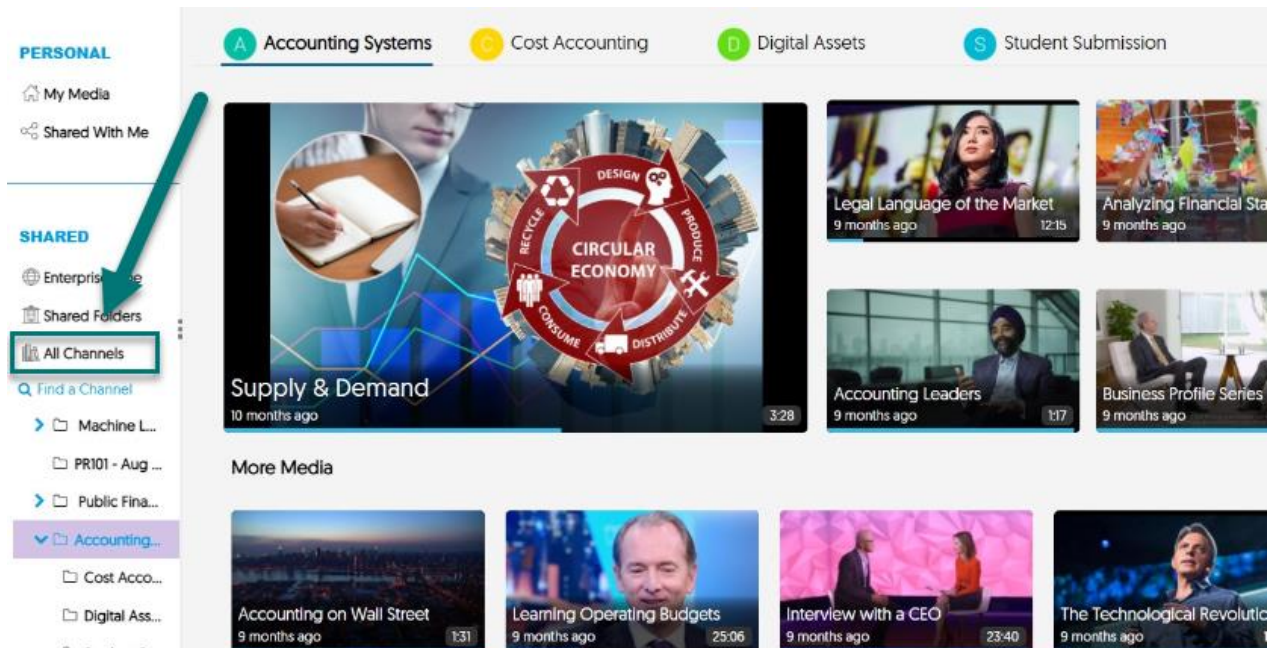
If you hover over a video in your My Media, you can select the star icon to add videos to your **Favorites** folder, in order to find it more easily.



YuJa Channels

Each of your courses will have its own **channel**. You can access your channels from the **All Channels** folder on the left. Videos will appear in your course channel for students to view once you have **published** them to the channel.

This is what a course channel might look like:



Note: Your course will not have an associated “channel” created until you access the YuJa Video Platform link from inside of your course at least once.

Uploading Videos to YuJa

To upload a video to YuJa, you can either drag and drop files from your computer into the YuJa browser window or, you can click **Upload** at the top of the My Media page.



You can upload the following file types to YuJa:

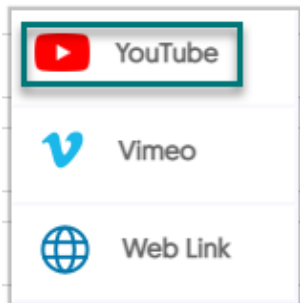
- **Video**
- **Audio**
- **Documents**
- **Link from YouTube or Vimeo**
- **VR image or video**



Uploading Videos from YouTube

To upload videos from YouTube,

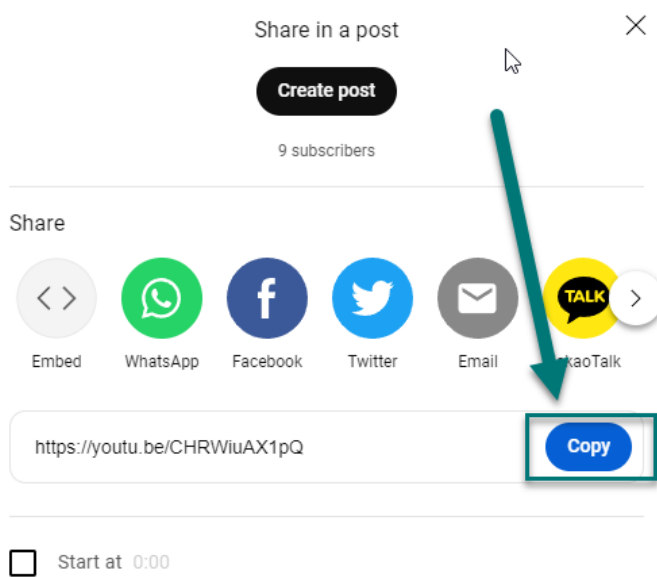
1. Click **Upload** then **Link**, then **YouTube**.



2. Find the YouTube video you want to upload on YouTube. Click **Share** underneath the video.



3. Click the **Copy** button.



4. Paste the YouTube link into the YouTube Link box. Add a Title and, optionally, a Description.

VIDEO AUDIO DOCUMENTS LINK VR


Youtube Link

Title

Description

5. You then you have an option to either **Embed YouTube Link** or **Import from YouTube**. If you choose to embed YouTube link, click Yes to acknowledge that some YuJa capabilities and features may not be available for the video.

Import Options Embed YouTube Link Import from YouTube

 You are about to embed the direct link to this YouTube video into your Media Library. Certain YuJa capabilities and features may not be available for this video. Do you wish to continue?

If you choose to Import from YouTube, check the box to acknowledge that “This media is being downloaded for instructional purposes in compliance with uses permitted under the TEACH ACT (Technology, Education and Copyright Harmonization).”

Import Options Embed YouTube Link Import from YouTube

This media is being downloaded for instructional purposes in compliance with uses permitted under the TEACH ACT (Technology, Education and Copyright Harmonization). [Details](#)

Recording in YuJa

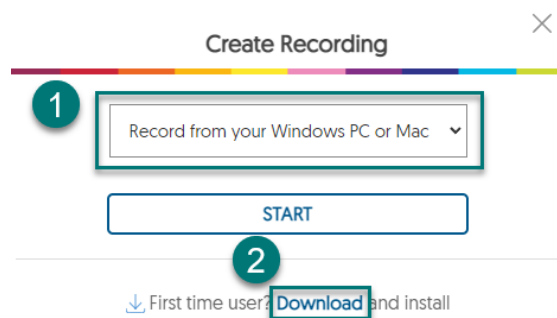
You can also create and upload new recordings through YuJa. There are two tools available for recording: **Software Capture** or **Browser Capture**. The software capture tool has more capabilities than the browser capture tool.

Software Capture

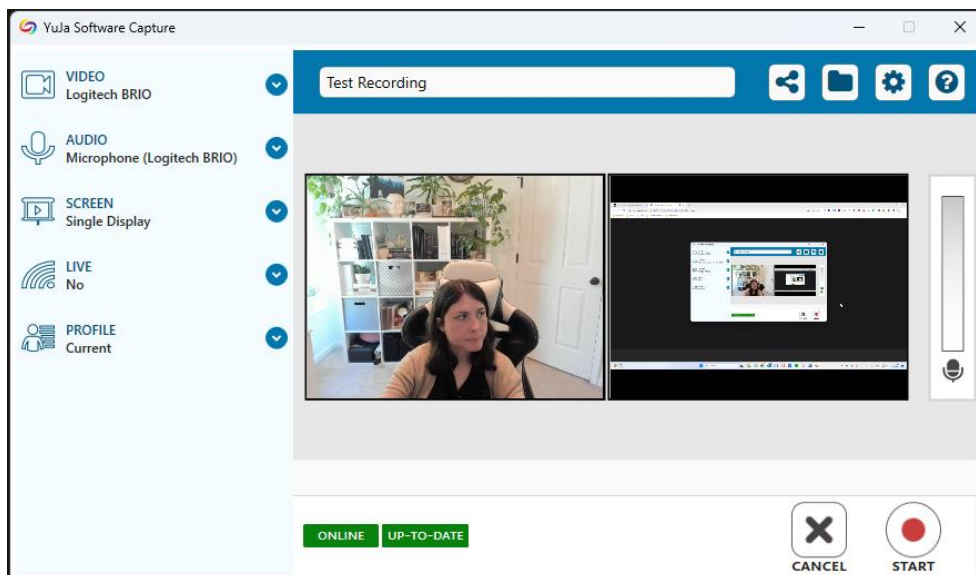
1. Click on **Create Recording** at the top of the My Media page.



2. Select **Record from your Windows PC or Mac**. If this is your first time using the software capture tool, select **Download** to download and install the tool onto your computer.



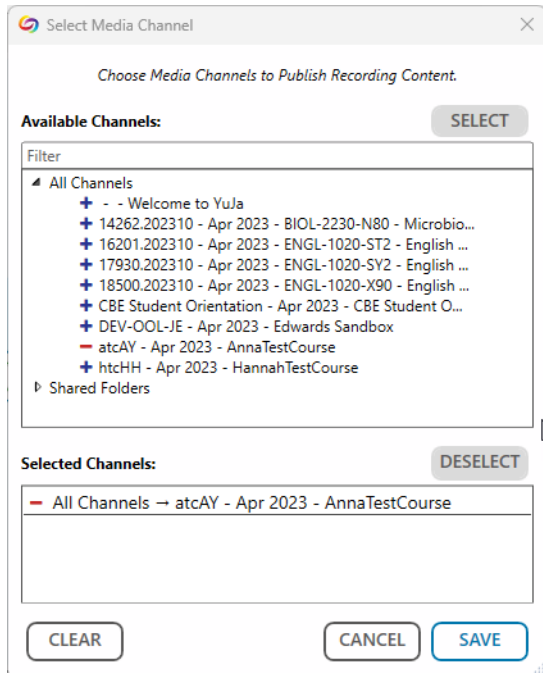
3. Open the YuJa Software Capture tool once it is installed.
4. Give your recording a **Title**.



5. Click on the **Sharing** icon in upper right (it looks like two lines connected to three dots) to select the media **channel** you want to record to.

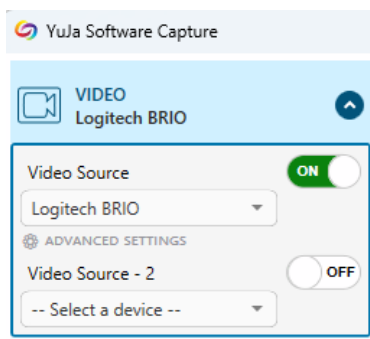


This will open a list of all of your “channels” (basically, your courses). Click on the plus sign (+) next to the course(s) you want to record this video for. Click **Save**.

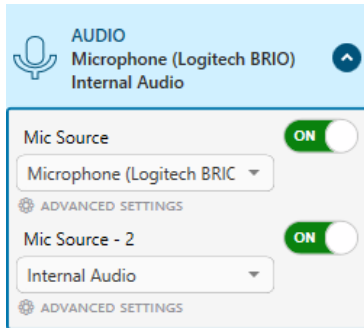


Note: Your course will not have an associated “channel” created until you access the YuJa Video Platform link from inside of your course at least once.

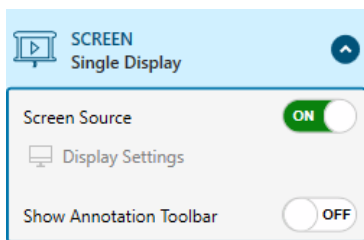
6. In the left menu, choose your recording **Video** source(s) or toggle video off if you wish to just record audio. This tool allows you to connect up to two cameras. A preview of the screen with your selected devices will be shown.



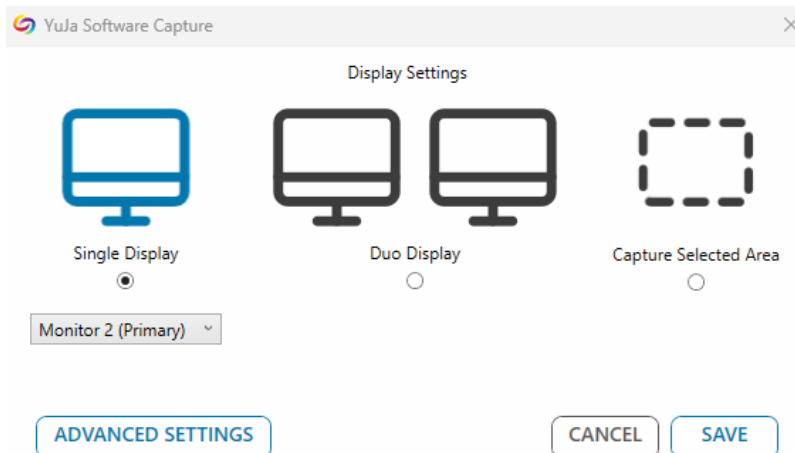
7. In the left menu, choose your recording **Audio** source(s) or toggle audio off if you wish to just record video. This tool allows you to connect up to two audio sources (i.e. both your microphone and internal audio). In the preview screen, the audio bar will move to indicate that sound is active and recording from your audio source(s).



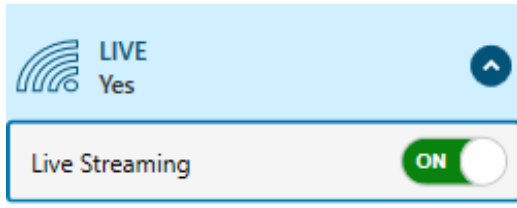
8. In the left menu, choose your recording **Screen** source(s) or toggle screen recording off if you wish.



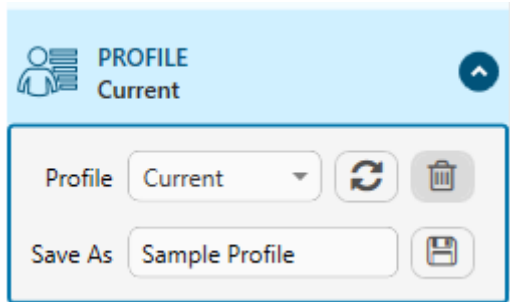
Click **Display Settings** to control which screen(s) to record, if you have multiple monitors. You can also choose to only **Capture a Selected Area** of your screen.



9. (Optional) To start a **Livestream** click on **Live** in the left menu and toggle **Live Streaming** on. Once you click **Start**, you will be broadcasting live to all users in the selected course channel and all users belonging to the course will receive a notification that there is a live stream with a link to view it.



10. Under **Profile**, you can save your specific settings for a recording to reuse in the future.



11. Click **Start** when you are ready to begin the capture.

12. The recording mini bar will display during the recording, giving you the option to pause or end the recording. The YuJa icon on the mini bar will allow you to go back to the options menu when selected.

13. When you finish your recording, click **Save** and the video will automatically upload to your Media Library in D2L. Live streams will also be saved to the Media Library and can be published to the course channel for students to view.

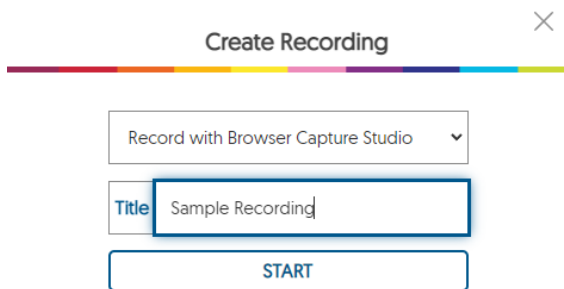
Browser Capture

You can also make a recording from inside of the YuJa Media Library, from within your browser. The browser capture is a “lite” version of the software capture tool and lacks several capabilities described above.

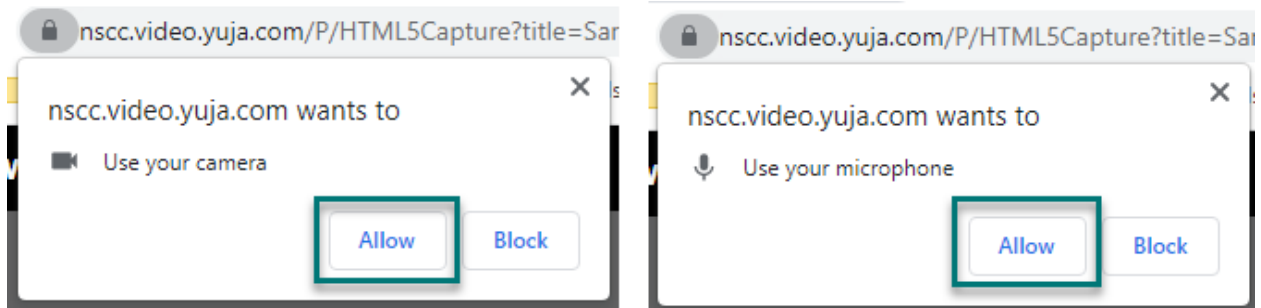
1. Click on **Create Recording** at the top of the My Media page.



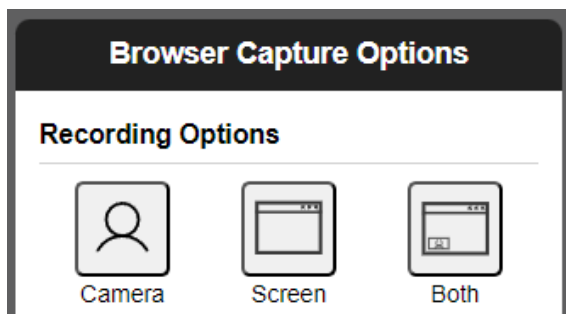
2. Select **Record with Browser Capture Studio**. Give your recording a **Title**, then click **Start**.



3. Allow your browser to access your camera and microphone when prompted.



4. On the left, under **Recording Options**, select whether you want to record the **Camera**, the **Screen**, or **Both**.



If you choose to record the screen, you will be prompted in a separate window to choose which screen or window you would like to record.

5. Under **Audio**, toggle audio on or off and choose what audio source you would like to use. You can only use one audio source in the browser capture tool.

Audio



6. Under **Video**, toggle video on or off and choose what camera source you would like to use. You can only use one camera source in the browser capture tool.

Video

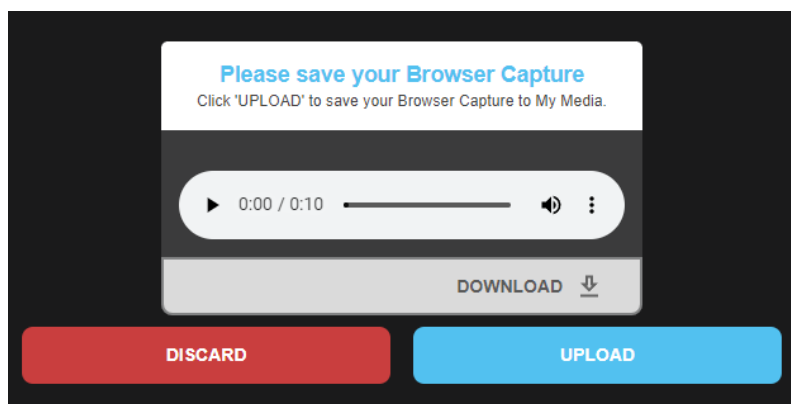


7. When ready, click **Start Recording**.



You can pause and resume as you would like while recording or **delete** the recording and start over.

8. Click **End Recording** when done. You will then be prompted to choose whether to **Upload** the recording to the My Media library or **Discard** the recording.

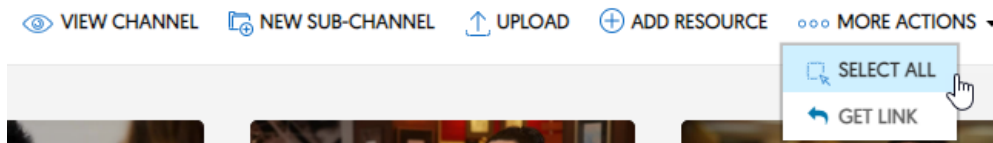


Do not close the tab until the upload is complete. Once you close out of the tab, you will see the new recording added to your My Media library.

Bulk Managing Videos in YuJa

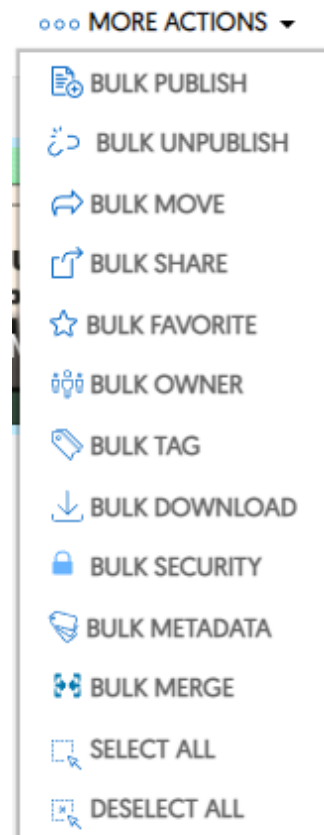
Media content can be managed one file at a time, or through bulk media management options. Bulk media management provides an effective way to manage content, including publishing, sharing, and tagging.

1. Go to the My Media folder or select a channel.
2. Press and hold Control (**Ctrl**) or Command on your keyboard. Hold the Control key and drag your mouse over a selection of videos to select several videos at once. Or, select **More Actions** at the top of the screen and **Select All**.



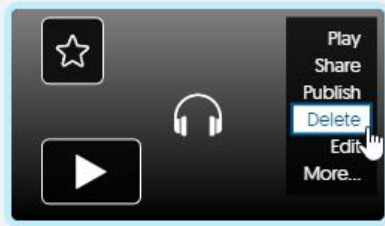
3. Next, select **More Actions** and then choose a bulk action to apply to all selected videos:

- Bulk Publish
- Bulk Unpublish
- Bulk Move
- Bulk Share
- Bulk Favorite
- Bulk Owner
- Bulk Tag
- Bulk Download
- Bulk Security
- Bulk Metadata
- Bulk Merge
- Select All
- Deselect All



Deleting a Video

To delete a video, hover over it in your Media Library and select **Delete**.



You must type in **Confirm** in order to confirm that you want to delete the video.

Move to Recycle Bin ⓧ

Are you sure you would like to move selected media file 'Sample Recording' into Recycle Bin?

Please enter the word [Confirm](#) in the below textbox to confirm this action:

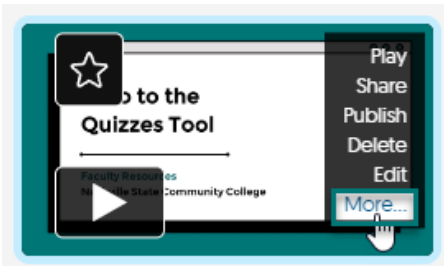
Deleted videos are stored in the Recycle Bin for 60 days, after which point, they are permanently deleted.

Captions in YuJa

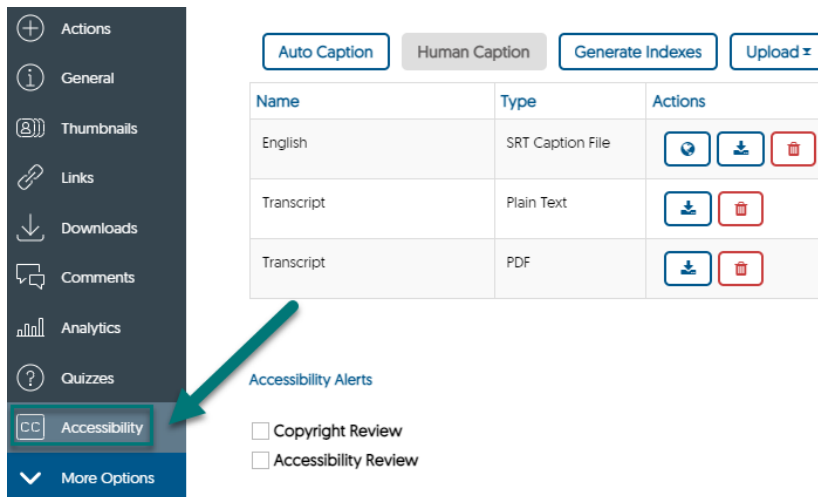
All uploaded videos will be captioned automatically. The only exception to this is imported YouTube videos.

If you do need to manually request captioning,

1. Hover over the video in the My Media area, then select **More**.



2. Go to the **Accessibility** tab.



Select **Auto Caption** to request auto-captioning, or **Human Captioning**, if the option is available.

Once the video is captioned, you can also download an SRT caption file, plain text, or PDF transcript from this page.

Use the globe icon in the **Actions** column to request for an SRT captions file to be translated into another language. Only the person who owns the video (i.e. instructors) can request translation of captions. This option will not be available to students.

Editing Videos in YuJa

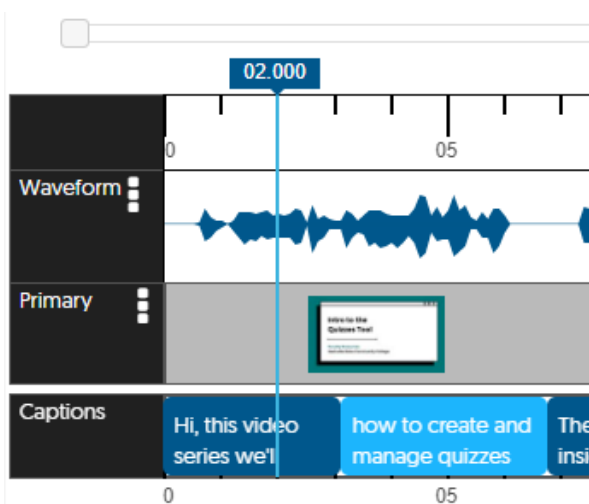
You can perform some edits on videos uploaded to YuJa.

To edit a video,

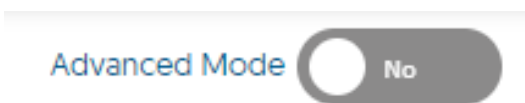
1. Hover over the video in your Media Library and select **Edit**.



2. At the top of the editing pane, a preview of the video being edited can be watched. The editing pane will show several separate “tracks” on a timeline: the audio waveform, the video inputs (primary and secondary), the screen, and any caption files. This allows you to edit each track separately if you wish.



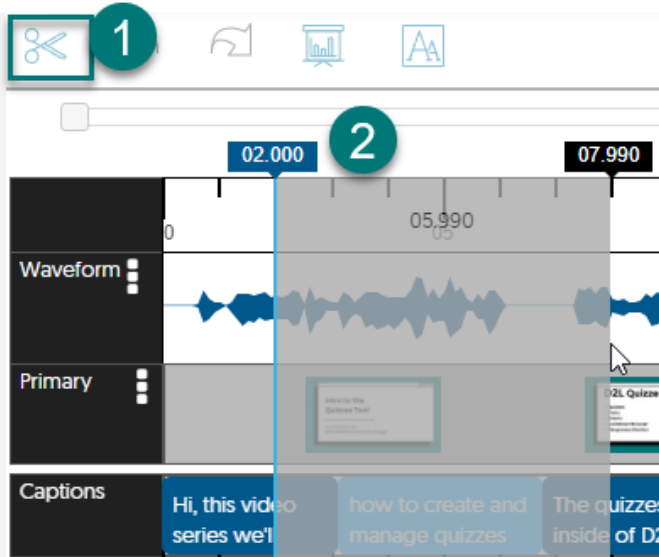
3. If this is your first time using the video editor, you can toggle from **Advanced Mode** to **Simple Mode**.



Simple Editing Mode

Cut

To cut out or remove parts of the video, select the **scissors icon**. Hover over the timeline and click to select where you would like to apply the cut.



Or, double click anywhere in the grayed out area on the timeline to set a specific time frame to cut.

Set the Start Time and End Time for the Cut ×

	Hour:	Minute:	Second:
Start Time:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>
	Hour:	Minute:	Second:
End Time:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="4.4"/>

Undo and Redo

Use the **Undo** button to undo an action or the **Redo** button to repeat an action.

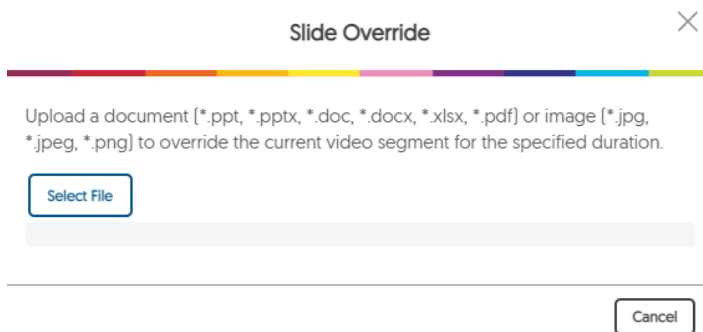


Slide Override

The **Slide Override** button will allow you to change out a slide or image with a new file. Place your cursor on the timeline where you want to replace the slide, or select a portion of the video, then click the Slide Override button.



Then, upload the file you want to use from your computer. There is no preview for this feature, but you will see this change once you save the video.

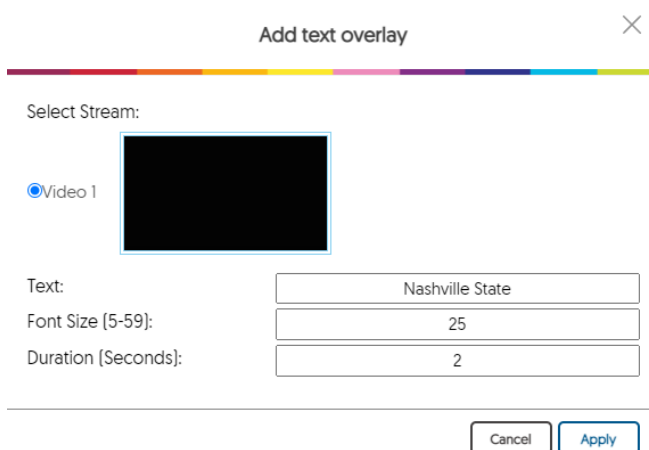


Add Text

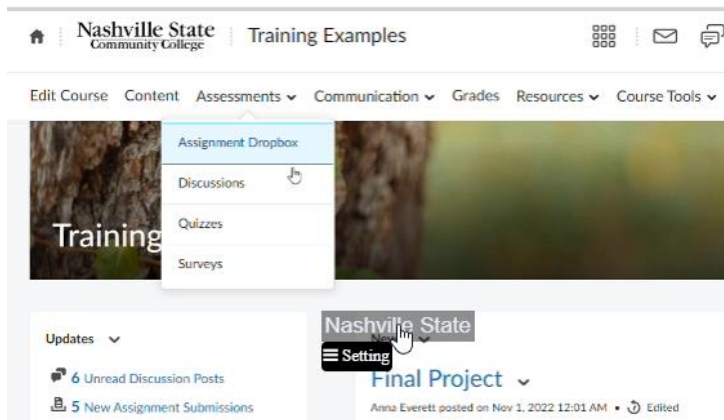
The **Add Text** button allows you to simply select where you would like to add a text overlay to your video.



Type in the text you would like to appear and then adjust the font size and the **Duration** for which you would like it to be visible.

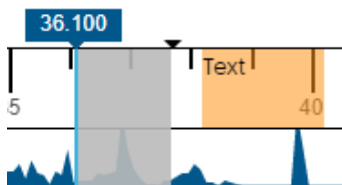


Then, you can drag and drop the text on the preview screen to the position you would like.

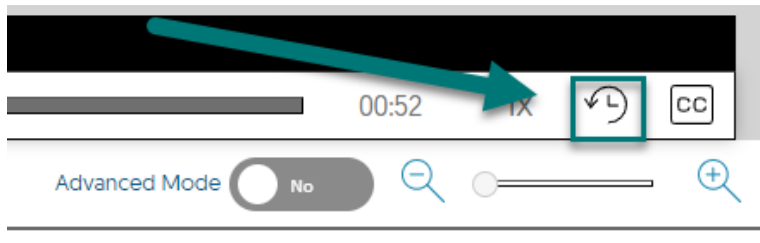


Viewing Edits

Any changes that you make will be highlighted on the timeline.

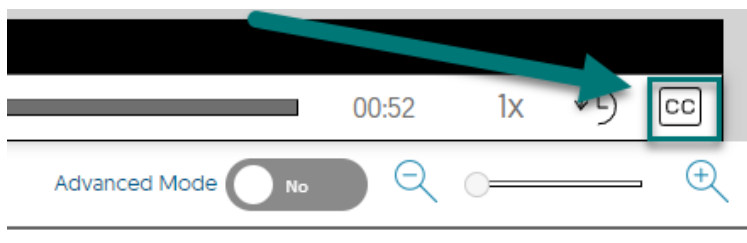


You can also click **Actions** in the upper right corner, in the preview video controls, to view all edits made to the video.

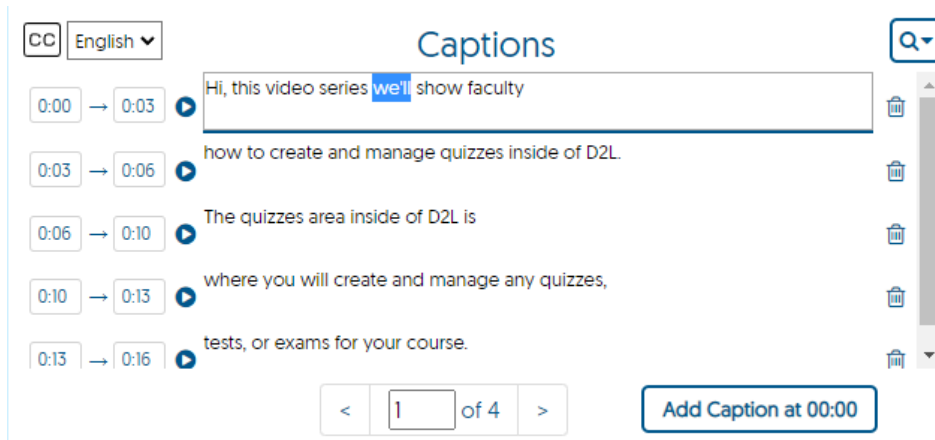


Editing Captions

All videos uploaded to YuJa are automatically captioned. It is possible to edit captions inside of the editing pane, in case of errors made during the auto-captioning process. Click the **Captioning** button, in the preview video controls.

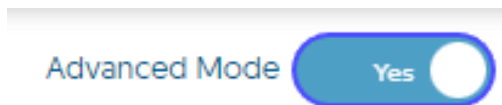


You can then add captions or edit the automatically generated captions.



Advanced Editing Mode

To turn on advanced editing mode, click the toggle next to **Advanced Mode** to **Yes**.



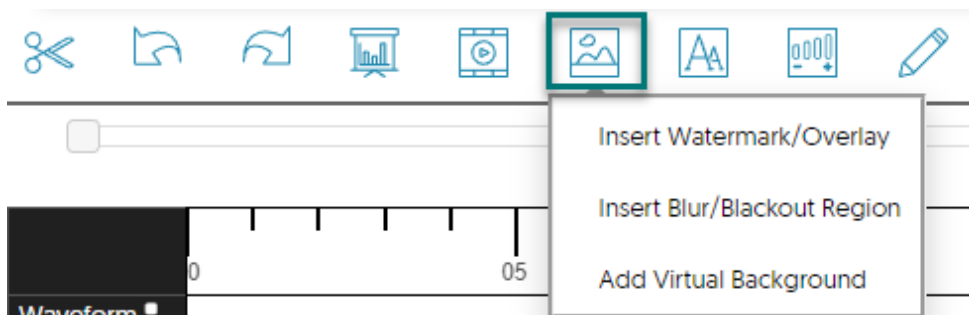
Add a Video

Allows you to add a different video to override the video file or a portion of the video file.



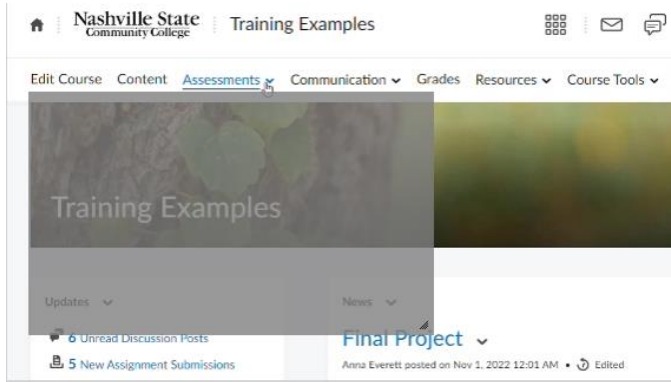
Image Tools

This tool allows you to either **Insert a Watermark/Overlay**, **Insert a Blur/Background Region**, or **Add a Virtual Background** to your video.

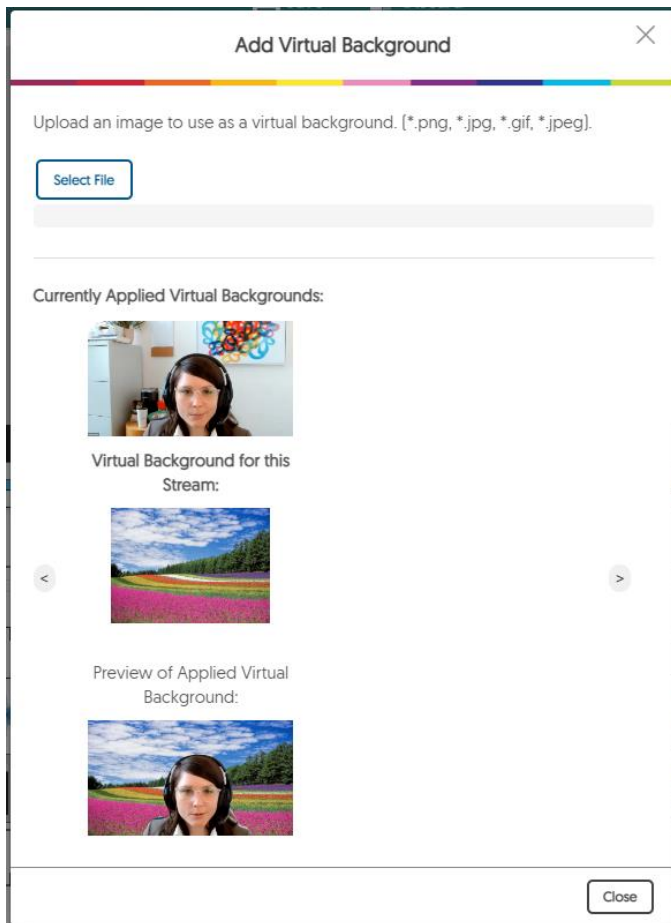


Insert a Watermark/Overlay allows you to add your institution's logo or a watermark into the video.

Insert a Blur/Background Region allows you to blur out a portion of your video. You can then drag a blur region over the video preview to control which portion of the video is blurred.

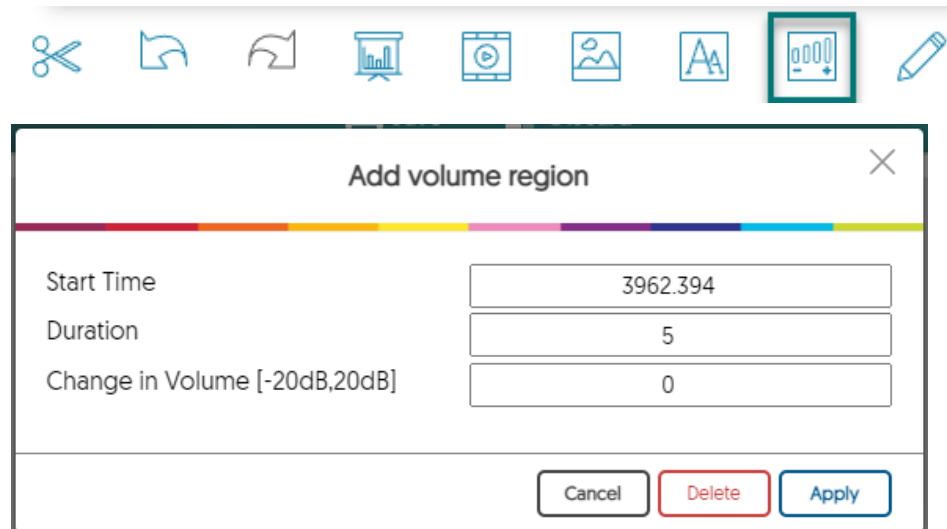


Add a Virtual Background allows you to replace the background behind any “talking head” recordings with a static image file or .gif.



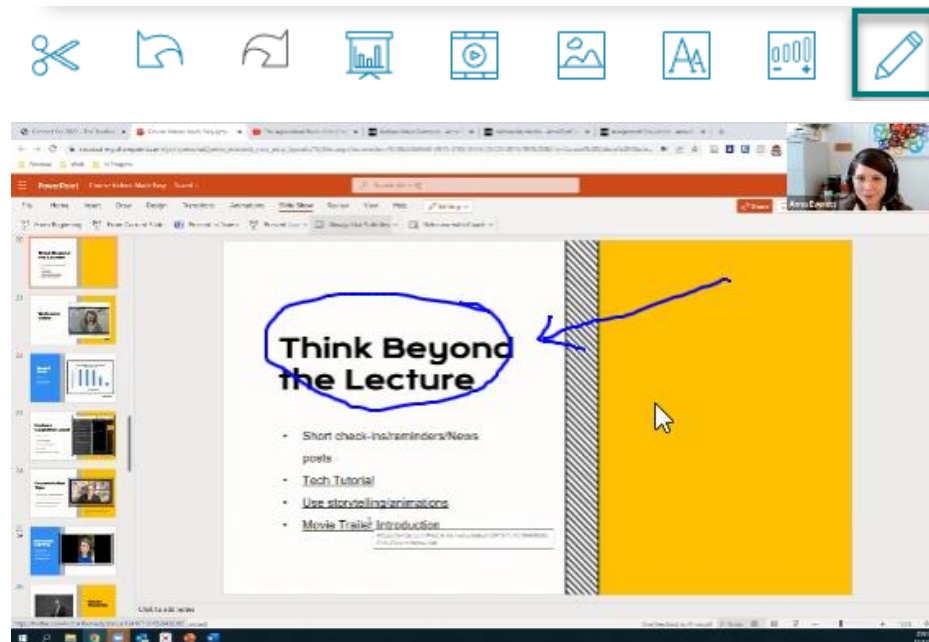
Add an Audio Region for Adjusting Volume

Add audio region allows you to adjust the volume of different portions of your video, to make the volume higher or lower. This is useful if you have spliced together two video segments that may have different volume levels.



Add Telestration on Current Stream

Add telestration on current stream allows you to add annotations or drawings onto the preview of your video. Select the tool and then draw on the video preview. You can use the menu to **Clear** your changes, **Choose Color**, or **Save Overlay**.



Saving Edited Videos

Click **Save** at the top when you are done editing.



The YuJa editor is non-destructive. You can choose to **Replace Existing Video** or **Save as New Video**. **Save as New Video** will save both the original and the newly editing video file.



If you select **Replace Existing Video**, this video will be changed in all saved locations, including anywhere it has been published or shared. You will also be prompted to choose whether you want to save the original video in your library or discard in the Recycle Bin.

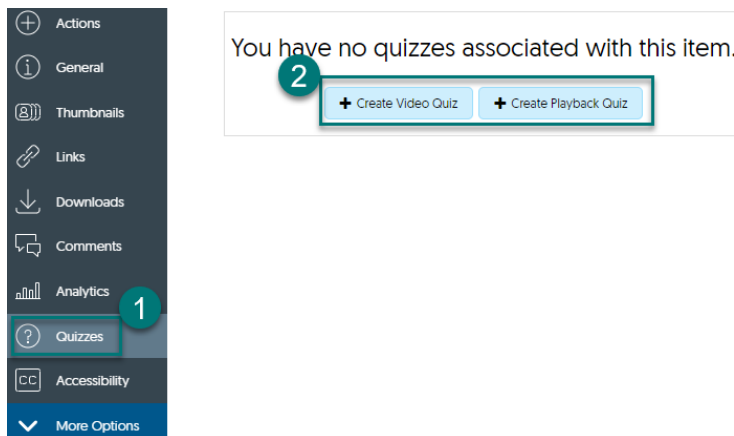
Video Quizzes

To create a video quiz,

1. Hover over a video, select **More**.



2. Select the tab **Quizzes**.



3. Inside **Quizzes**, you can create two types of quizzes: **Video quizzes** or **Playback quizzes**.

Create Playback Quiz

Playback quizzes award students credit for watching a certain percentage of the video. You can choose to either:

- **Give credit based on threshold**, which will give full credit to students for watching a certain percentage of the video. (i.e. students will receive full credit if they watch at least 80% of a video. Or, you can,
- **Give credit based on percentage watched**. This option gives students a percentage of full credit equivalent to the percentage of the video they watched. (i.e. a student who watches 80% of the video will receive a grade of 80%)

Create Playback Quiz ✕

Create a quiz that awards credit based on video watch completion.

Title

Give full credit based on threshold
Percentage Watched

Give credit based on percentage watched

Click **Create** when done.

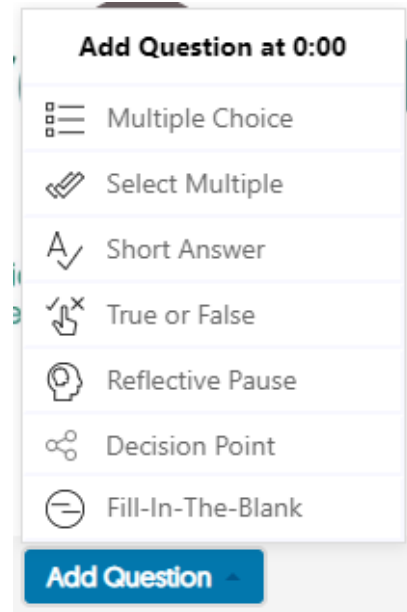
Create Video Quiz

A video quiz asks students to answer questions about the video they are watching to earn credit.

To add a question to the quiz, select where in the video playback you would like the question to appear, this select **Add Question**.

The question types are:

- **Multiple Choice**
- **Select Multiple**
- **Short Answer**
- **True or False**
- **Reflective Pause** (this is not a graded question – this simply asks students to pause and reflect on a question on their own)
- **Decision Point** (not graded – this asks students to simply choose what they would like to watch next)
- **Fill-in-the-Blank**



Creating a Question for a Video Quiz

1. Type the **Question** into the box.

Quiz 1 - Add Question at 0:00

General

Type: Time: Points:

Current Total: 0 Point

Question

Answers

Video Jump Point:

2. Use the built-in markup tools to edit the question text. Code and LaTeX are supported as well. Click on the eye icon to **Preview** how the question will display.
3. Add the weight in **Points**.
4. Add the possible answer options in the **Answer** boxes below. Check the radio button next to the correct choice. You can also add a **Video Jump Point** to give a hint for each answer option.
5. Click **Save** when done.

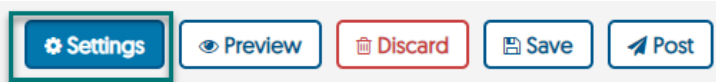
All questions will show in the **Question List** on the right of the video.

Question List

0:00 - What video platform does Nashville State use?

Video Quiz Settings

Click **Settings** to adjust quiz settings for the quiz.



Under **Customize Experience**, you can choose to:

- **Provide Answer Right Away**
- **Disable Fast Forwarding**
- **Disable Video Speed Options**
- **Disable Resubmitting Questions**
- **Allow Video-Only Playback when Quiz is Closed**

Under **Playback Credit Options**, you can choose to award credit to students based on the percentage of the video they have viewed. You can only do this if you have not already added a playback quiz credit to the video.

Playback Credit Options

Video Playback Credit

Award credit based on video watch completion

Give full credit based on threshold

Percentage Watched:

Give credit based on percentage watched

Under **Gradebook Options**, you can choose whether you want to **Record All Attempts** or **Record Only Most Recent Attempt**. You can also choose which grade is synced from the YuJa grade book to the D2L grade book: the first attempts, the most recent attempt, or the highest score.

You can also choose whether to **Allow Unlimited Attempts** on the quiz or not.

Gradebook Options

Recording Quiz Attempts

Record All Attempts

Record Only Most Recent Attempt

LMS Quiz Attempts

Send First Attempt to LMS

Send Most Recent Attempt to LMS

Send Highest Score Attempt to LMS

Maximum Attempts

Allow Unlimited Attempts

Click **Save** when done.

Managing Quizzes

Any playback or video quizzes you have added to a video can be viewed by clicking **More** on a video in the Media Library and going to the **Quizzes** tab.

The interface shows a sidebar with navigation options. The main area contains a search bar and two quiz cards. The first card, 'Quiz 1', is published and open, with a 'Manage' button and options to edit, delete, view activity logs, and access the grade book. The second card, 'Playback Quiz', is published and closed, with a 'Manage' button and an 'Edit' option.

Manage allows you to control which course channel the quiz has been added to. **Edit** allows you to change quiz settings and controls.

Finally, the **Grade book** will show student scores on video quizzes, including details by student and by question.

The GradeBook interface includes a course and quiz selector, a 'Get Result' button, and tabs for 'GradeBook', 'Student Breakdown', and 'Question Breakdown'. A 'Sync Gradebook' button is also present.

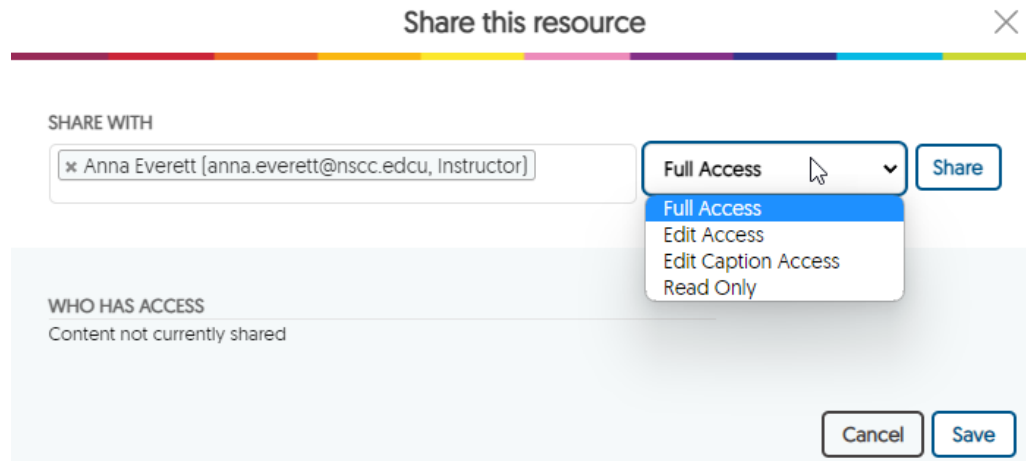
Sharing Videos

Use the **Share** function to share videos with an individual or a group of individuals. If you want to share a video with your entire class, you should instead **publish** the video to a channel, using the instructions below.

1. Hover over a video and select **Share**.



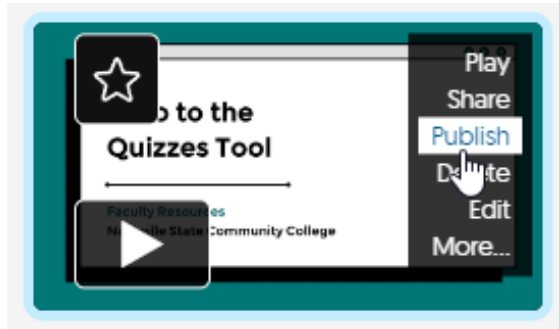
2. Search for a user by name. Then, choose whether you want to give the user **Full Access**, **Edit Access**, **Edit Caption Access**, or **Read Only** access. Read Only users cannot edit videos that are shared with them.



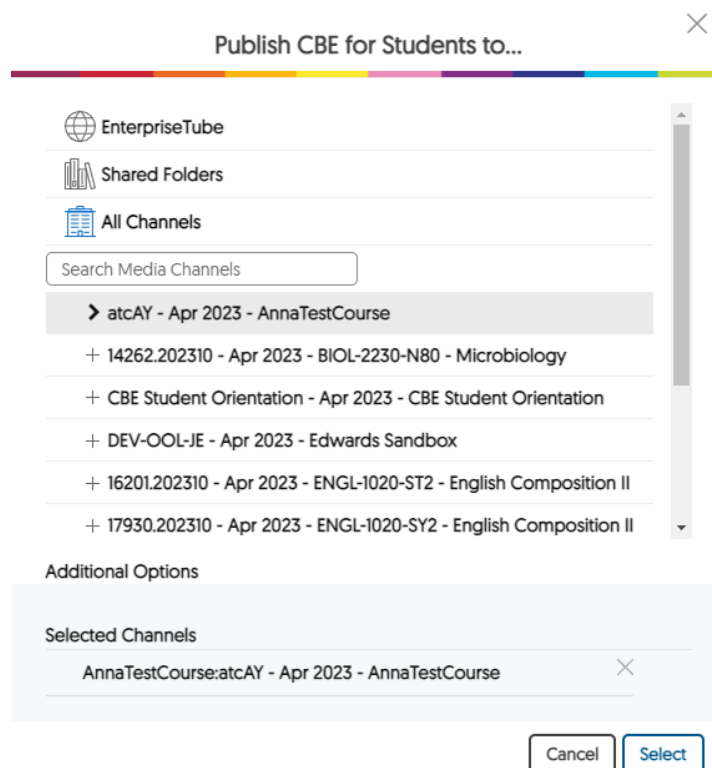
You can also view all users who currently have access to the video from this window.

Publishing Videos

“Publishing” a video makes it available to all users in a course channel. To publish the video to a channel, hover over the video in the Media Library and select **Publish**.



Then, select the course channels you would like to publish the video to.



Students will receive an email notification informing them that a new video is available in the course channel.

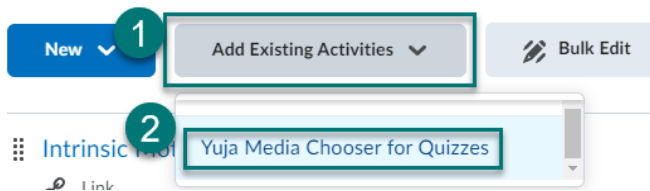
Embedding Videos and Quizzes into D2L

To embed a YuJa video into D2L,

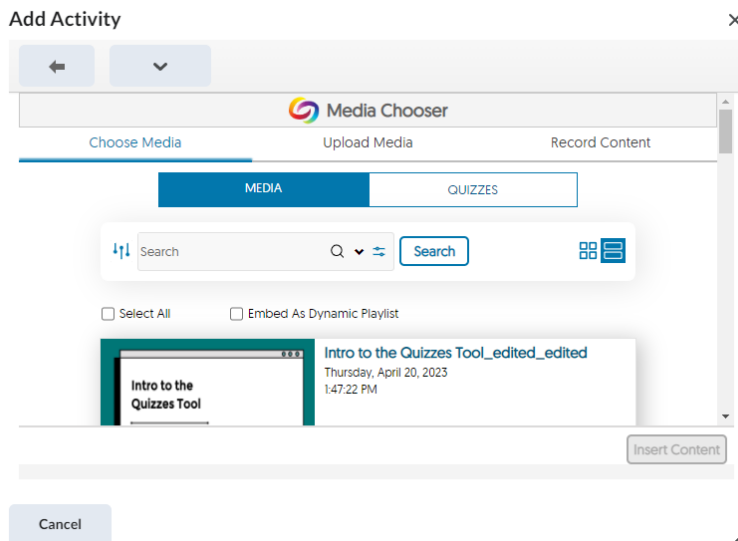
1. Go to **Content**.

Edit Course **Content** Assessments ▾ Communication ▾

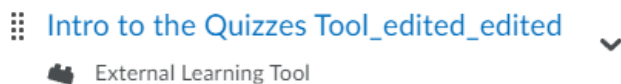
2. Inside the module you would like to add the video to, select **Add Existing Activities**, then **YuJa Media Chooser for Quizzes**.



3. You can then choose which video(s) or video quiz(es) you would like to add to the course. Select **Insert Content**.



Your video will appear as an “External Learning Tool” link in the module.



If you have embedded a video quiz into D2L, it will automatically add a corresponding grade item to the D2L gradebook.

