



# YuJa Quickstart Guide

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# Welcome to the YuJa Quickstart Guide

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Welcome to the YuJa Quickstart Guide. Please save a copy of this document to your computer for future reference.

This section includes the following topics:

[About this guide](#)

[Document conventions](#)

[Getting help](#)

[Got comments?](#)

# About this guide

This guide is designed for Concordia University instructors who need to understand how to use YuJa Lecture Capture. This document assumes that you have general computer knowledge and are familiar with the Moodle learning platform.

This guide includes specific information and step-by-step instructions for the most common tasks you will perform with the Lecture Capture software. Please note that the images in this guide are used for illustrative purposes only and don't necessarily reflect the exact interface. The majority of the content in this guide is based on accessing and using the software on Windows 10. The interface and instructions may vary on other versions of Windows or Mac OS.

# Document conventions

The information in this guide is displayed in the following ways:

- [Typography conventions](#)
- [Visual identifiers](#)

## Typography conventions

The following table lists the typography conventions used in this guide:

Style	Usage
<i>Italic formatting</i>	Words that require some emphasis.
<b>Bold formatting</b>	Words that represent commands or interface elements.
<code>Courier New</code>	Words that must be entered exactly as shown in the document.

## Visual identifiers

The following icons identify certain types of information:

Icon	Type	Description
	<b>Note:</b>	Notes are used to provide important additional information.
	<b>Caution:</b>	Cautions are used when you might lose or damage information, such as deleting data or not being able to easily undo an action. Cautions always appear before you are about to do such a task.
	<b>Tip:</b>	Tips are useful bits of information, workarounds, and shortcuts that you might find helpful in a particular situation.

# Getting help

In addition to this YuJa Quickstart Guide, Concordia University offers you the following resources:

- [YuJa Lecture Capture video tutorials](#)
- [Moodle guides](#)
- [Email support](#)

## Got comments?

We would appreciate hearing any comments and suggestions about this document and our product. Send us your feedback [here](#).

# Getting started

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## What is YuJa Lecture Capture?

YuJa Lecture Capture is a cloud-powered lecture capture and video management platform.

## Why use YuJa Lecture Capture?

With YuJa Lecture Capture, you can create, edit, and upload media to share in your Moodle courses. By creating captures that students can watch before coming to class, you can have more in-class time for group discussions and activities. You can also capture course lectures, presentations, and guest speakers for students to review at any time. These recordings help create a more accessible learning experience for all students.

## How to use YuJa Lecture Capture

To start using YuJa Lecture Capture, you can log in to Moodle with your Concordia netname and password and follow the instructions on how to [add YuJa to a Moodle course](#). After you've completed the set up, you can familiarize yourself with the YuJa Lecture Capture [layout and elements](#).

# Software requirements

To capture video and voice presentations, you need the following hardware:

- An internal or external microphone



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**Note:** Classroom computers don't have internal microphones, but you can reserve an external microphone by contacting the Service Desk at 514-848-2424 ext. 7613 or by filling out [this online request form](#).

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- An internal or external webcam

# Service recommendations

To have the best experience with the software, please consider the following recommendations:

- Use the latest version of Firefox as your browser when accessing YuJa through Moodle.
- Enable cookies in your browser for all Moodle and YuJa features to function properly.

# Add YuJa to a Moodle course

If you want to give your students access to lecture captures or other media, you can begin by adding YuJa as an external tool in your Moodle courses.

## To add YuJa to a Moodle course:

1. On the Moodle course page, select **Turn editing on**.
2. Select **Add an activity or resource**.  
The **Activity chooser** opens with a list of activities and resources.
3. Select **YuJa Enterprise Video Platform**, and then select **Add**.  
The **Adding a new External tool** page is displayed.
4. In **Activity Name**, enter `YuJa Lecture Capture`.
5. To add an optional activity description, follow these steps:
  - a. In the **General** settings, select **Show more**.
  - b. In the **Activity description** text editor, enter the description, and then select the **Display description on course page** check box.
6. Select the **Privacy** section title.  
The **Privacy** settings are expanded.
7. Clear the **Accept grades from the tool** check box.
8. Select **Save and return to course**.

The course page is displayed with a link  to the YuJa activity page.



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**Note:** You can repeat these steps for every Moodle course you want to sync with YuJa.

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# Download YuJa Lecture Capture software

The YuJa Lecture Capture software is installed on classroom computers so you can capture your lectures. But you can also create captures from a personal desktop or laptop. If you want to record from a personal computer, you need to download the YuJa Lecture Capture software.

## To download YuJa to your personal computer:

1. On the Moodle course page, select the link  to the YuJa activity page. The **My Media** workspace is displayed in Moodle.
2. On the YuJa toolbar, select **Create Recording**. The **Create Recording** dialog box opens with the option to download.



3. Select **Download**. The **YuJa-Software-Station.exe** file is displayed in your **Downloads** folder.
4. When the download is finished, select **YuJa-Software-Station.exe**. The **YuJa Software Station – InstallShield Wizard** opens.
5. Select **Next**. The License Agreement is displayed.
6. Select **I accept the terms in the license agreement**, and then select **Next**. The Destination Folder is displayed.

7. Select **Next**.

Ready to Install the Program is displayed.

8. Select **Install**.

The installation begins.



**Note:** You might be prompted to allow the application to make changes to your device. Make sure to select **Yes**.

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9. When the installation is finished, select the **Launch the Program** check box in the **InstallShield Wizard**, and then select **Finish**.

The wizard closes and the **YuJa Software Station** is launched.

# Get acquainted with YuJa

After you've added YuJa to your Moodle course, a link to the tool is displayed on the course page. You can select the link to enter and get acquainted with the YuJa workspaces.

This section includes an overview of the following workspaces:

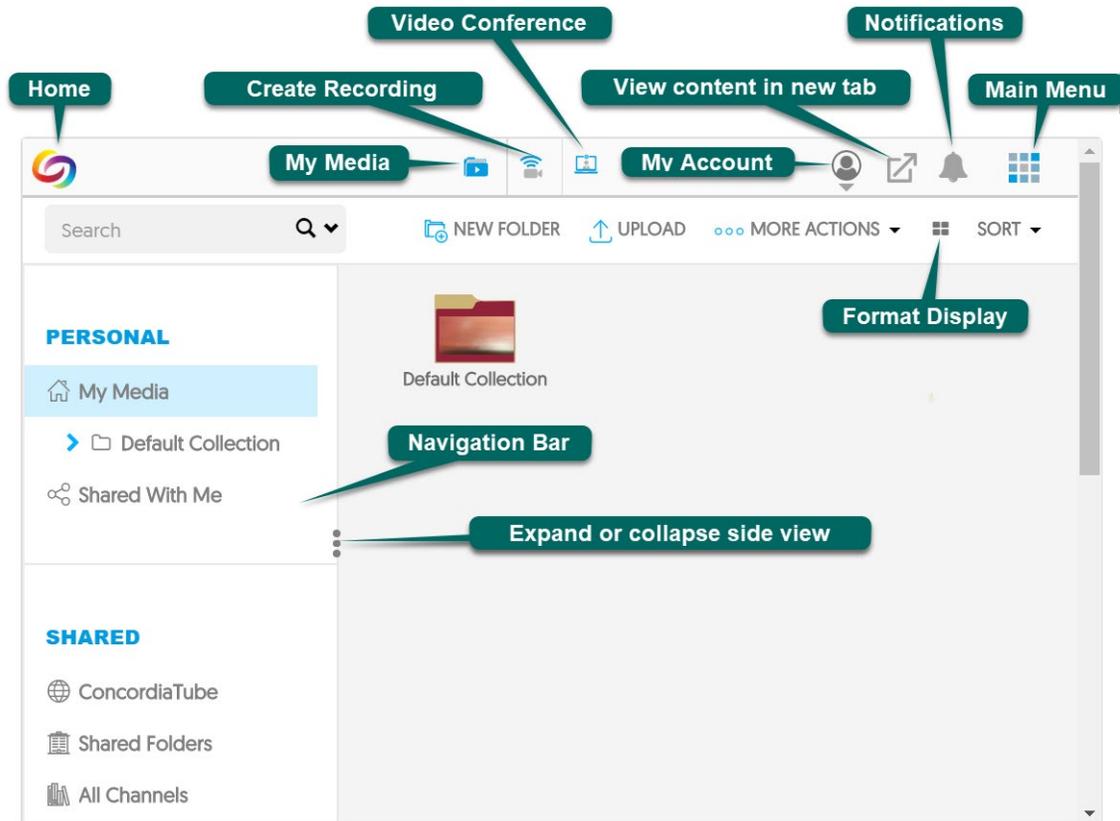
- [Manage Media](#)
- [Software Station](#)

For more details on the elements of these and other workspaces, refer to [Reference](#).

## Manage Media

Manage Media is the default workspace on the YuJa activity page in Moodle. From here, you can access all available YuJa pages and features.

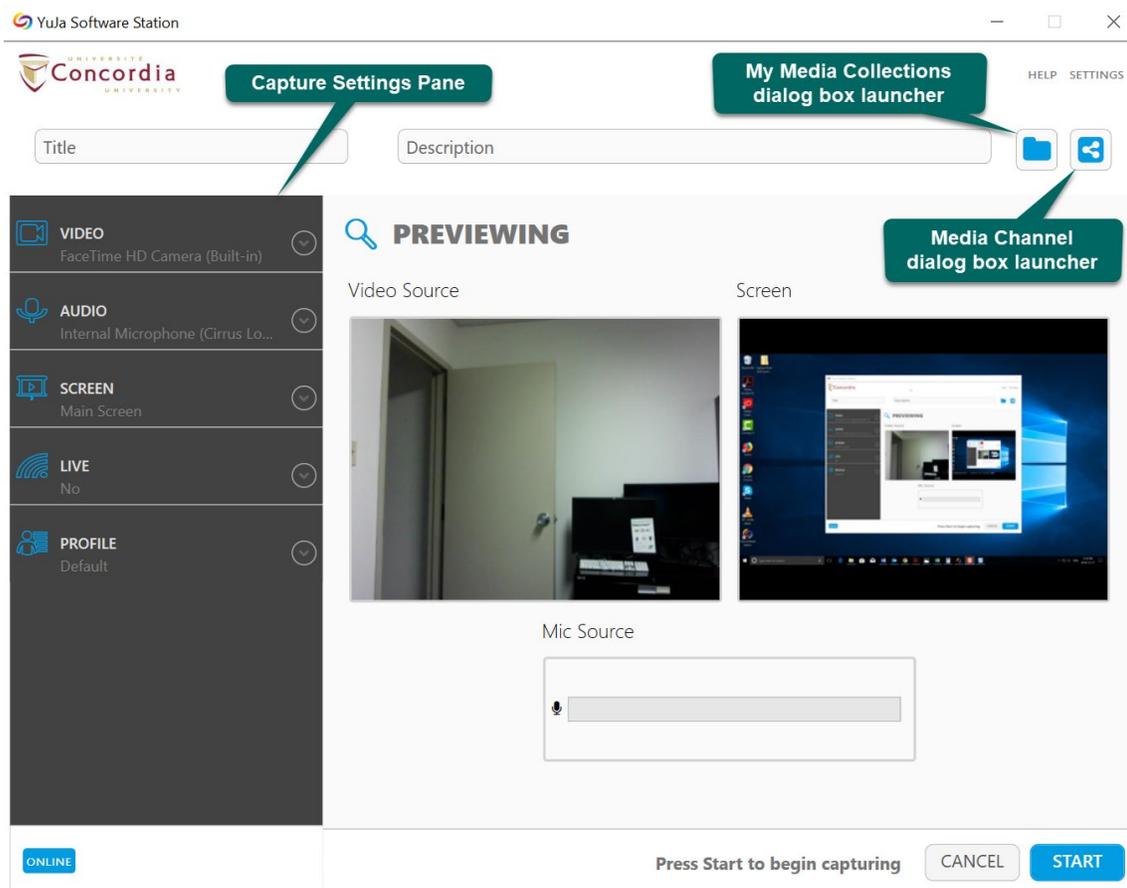
For more details on the elements of this workspace, refer to [Reference > Manage Media](#).



## Software Station

The Software Station is your workspace for creating captures using a desktop or laptop. For information on how to launch the software, refer to [Capture in the classroom](#).

For more details on the elements of this workspace, refer to [Reference > Software Station](#).



# Capture in the classroom

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You can create two kinds of captures using the Software Station installed on the classroom desktops: [voice and screen](#) and [voice-only](#).

This section takes you through the step-by-step instructions on how to create these kinds of captures.

# Capture voice and screen presentations

With the Software Station, you can create voice and screen presentations for your students. For example, you can simultaneously capture your lecture and the PowerPoint slides on your computer.



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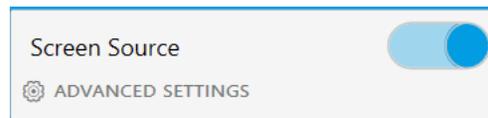
**Note:** On the classroom computers, audio and screen capture are enabled by default in the Software Station capture settings.

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## To capture a voice and screen presentation:

1. On the desktop, select **YuJa Software Station** .  
The **Capture and Live Streaming Station** page is displayed.
2. Go to the **Please sign in using** menu, select **Single Sign-on**, and then select **Sign In**.  
The **Sign In** page is displayed.
3. Enter your Concordia netname and password, and then select **Sign In**.  
The **Software Station** opens with a preview of the voice and screen sources.
4. In the **Title** box, enter a title for the capture.
5. In the **Description** box, enter a description of the capture.
6. Select **My Media Collection** .  
The **Save Folder** dialog box opens.
7. Choose the folder you want to save the capture in, and then select **Select**.
8. To change the screen capture area, follow these steps:

- a) In the **Screen** settings, select **Advanced Settings**.



A dialog box opens with the list of screen capture options.

- b) From the capture options list, choose your capture preference:
- i. **Single (Primary) Display** – the default option for single screen use.
  - ii. **Duo Displays** – capture two connected screens.
  - iii. **Custom Displays** – capture only one of two connected screens.
  - iv. **Capture Selected Area** – capture a specific area on a screen.
- c) Select **Save**.

9. Select **Start**.

The **Software Station** is minimized to a mini-bar , and then a three-second countdown is displayed on your screen.



**Note:** The recording begins after the one-second mark.

10. On the **Software Station** mini-bar, select **Finish**  when you want to end the recording.

A message is displayed advising you the session has ended.



**Tip:** You can select Ctrl+Shift+F to end the recording.

11. Select **Save**.

The **Software Station** saves your capture and closes automatically.



**Note:** The software continues to run in the background after the window closes.

You can access it by opening your hidden icons tray and selecting YuJa .

# Capture voice presentations

With the Software Station, you can create voice-only presentations for your students. For example, if you don't use slides in the classroom, you can simply capture your lecture.




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**Note:** On the classroom computers, audio and screen capture are enabled by default in the Software Station capture settings.

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## To capture a voice presentation:

1. On the desktop, select **YuJa Software Station**  .  
The **Capture and Live Streaming Station** page is displayed.
2. Go to the **Please sign in using** menu, select **Single Sign-on**, and then select **Sign In**.  
The **Sign In** page is displayed.
3. Enter your Concordia netname and password, and then select **Sign In**.  
The **Software Station** opens with a preview of the voice and screen sources.
4. In the **Title** box, enter a title for the capture.
5. In the **Description** box, enter a description of the capture.
6. Select **My Media Collection**  .  
The **Save folder** dialog box opens.
7. Choose the folder you want to save the capture in, and then select **Select**.
8. In the **Screen** settings, turn off the screen source.
9. Select **Start**.

The **Software Station** is minimized to a mini-bar  , and then a three-second countdown is displayed on your screen.




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**Note:** The recording begins after the one-second mark.

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10. On the **Software Station** mini-bar, select **Finish**  when you want to end the recording.

A message is displayed advising you the session has ended.

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**Tip:** You can select Ctrl+Shift+F to end the recording.

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11. Select **Save**.

The **Software Station** saves your capture and closes automatically.

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**Note:** The software continues to run in the background after the window closes.

You can access it by opening your hidden icons tray and selecting YuJa .

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# Capture with your personal computer

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You can create several kinds of captures using the Software Station installed on your personal computer:

- [Video, voice, and screen](#)
- [Voice and screen](#)
- [Video and voice](#)
- [Voice only](#)

This section takes you through the step-by-step instructions on how to create these kinds of captures.

# Capture video, voice, and screen presentations

With the Software Station, you can create video, voice, and screen presentations for your students. For example, you can simultaneously capture your lecture, the information on the blackboard, and the PowerPoint slides on your computer.



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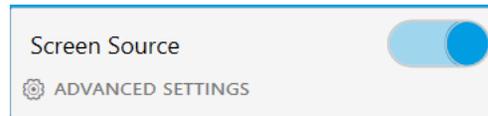
**Note:** On your personal computer, video, audio, and screen capture are enabled by default in the Software Station capture settings.

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## To capture a video, voice, and screen presentation:

1. On the desktop, select **YuJa Software Station** .  
The **Capture and Live Streaming Station** page is displayed.
2. Go to the **Please sign in using** menu, select **Single Sign-on**, and then select **Sign In**.  
The **Sign In** page is displayed.
3. Enter your Concordia netname and password, and then select **Sign In**.  
The **Software Station** opens with a preview of the video, voice, and screen sources.
4. In the **Title** box, enter a title for the capture.
5. In the **Description** box, enter a description of the capture.
6. Select **My Media Collection** .  
The **Save folder** dialog box opens.
7. Choose the folder you want to save the capture in, and then select **Select**.
8. To change the screen capture area, follow these steps:

- a) In the **Screen** settings, select **Advanced Settings**.



A dialog box opens with the list of screen capture options.

- b) From the capture options list, choose your capture preference:
- i. **Single (Primary) Display** – the default option for single screen use.
  - ii. **Duo Displays** – capture two connected screens.
  - iii. **Custom Displays** – capture only one of two connected screens.
  - iv. **Capture Selected Area** – capture a specific area on a screen.
- c) Select **Save**.

9. Select **Start**.

The **Software Station** is minimized to a mini-bar , and then a three-second countdown is displayed on your screen.



**Note:** The recording begins after the one-second mark.

10. On the **Software Station** mini-bar, select **Finish**  when you want to end the recording.

A message is displayed advising you the session has ended.



**Tip:** You can select Ctrl+Shift+F to end the recording.

11. Select **Save**.

The **Software Station** saves your capture and closes automatically.



**Note:** The software continues to run in the background after the window closes.

You can access it by opening your hidden icons tray and selecting YuJa .

# Capture voice and screen presentations

With the Software Station, you can create voice and screen presentations for your students. For example, you can simultaneously capture your lecture and the PowerPoint slides on your computer.




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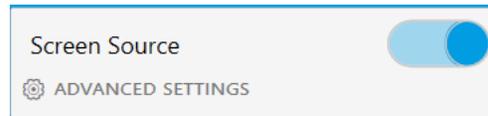
**Note:** On your personal computer, video, audio, and screen capture are enabled by default in the Software Station capture settings.

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## To capture a voice and screen presentation:

1. On the desktop, select **YuJa Software Station**  .  
The **Capture and Live Streaming Station** page is displayed.
2. Go to the **Please sign in using** menu, select **Single Sign-on**, and then select **Sign In**.  
The **Sign In** page is displayed.
3. Enter your Concordia netname and password, and then select **Sign In**.  
The **Software Station** opens with a preview of the video, voice, and screen sources.
4. In the **Title** box, enter a title for the capture.
5. In the **Description** box, enter a description of the capture.
6. Select **My Media Collection**  .  
The **Save folder** dialog box opens.
7. Choose the folder you want to save the capture in, and then select **Select**.
8. In the **Video** settings, turn off the video source.
9. To change the screen capture area, follow these steps:

- a) In the **Screen** settings, select **Advanced Settings**.



A dialog box opens with the list of screen capture options.

- b) From the capture options list, choose your capture preference:
- i. **Single (Primary) Display** – the default option for single screen use.
  - ii. **Duo Displays** – capture two connected screens.
  - iii. **Custom Displays** – capture only one of two connected screens.
  - iv. **Capture Selected Area** – capture a specific area on a screen.
- c) Select **Save**.

10. Select **Start**.

The **Software Station** is minimized to a mini-bar , and then a three-second countdown is displayed on your screen.



**Note:** The recording begins after the one-second mark.

11. On the **Software Station** mini-bar, select **Finish**  when you want to end the recording.

A message is displayed advising you the session has ended.



**Tip:** You can select Ctrl+Shift+F to end the recording.

12. Select **Save**.

The **Software Station** saves your capture and closes automatically.



**Note:** The software continues to run in the background after the window closes.

You can access it by opening your hidden icons tray and selecting YuJa .

# Capture video and voice presentations

With the Software Station, you can create video and voice presentations. For example, if you don't use slides during class, you can simply capture your lecture and the information on the blackboard.



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**Note:** On your personal computer, video, audio, and screen capture are enabled by default in the Software Station capture settings.

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## To capture a video and voice presentation:

1. On the desktop, select **YuJa Software Station**  .  
The **Capture and Live Streaming Station** page is displayed.
2. Go to the **Please sign in using** menu, select **Single Sign-on**, and then select **Sign In**.  
The **Sign In** page is displayed.
3. Enter your Concordia netname and password, and then select **Sign In**.  
The **Software Station** opens with a preview of the video, voice, and screen sources.
4. In the **Title** box, enter a title for the capture.
5. In the **Description** box, enter a description of the capture.
6. Select **My Media Collection**  .  
The **Save folder** dialog box opens.
7. Choose the folder you want to save the capture in, and then select **Select**.
8. In the **Screen** settings, turn off the screen source.

9. Select **Start**.

The **Software Station** is minimized to a mini-bar , and then a three-second countdown is displayed on your screen.

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**Note:** The recording begins after the one-second mark.

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10. On the **Software Station** mini-bar, select **Finish**  when you want to end the recording.

A message is displayed advising you the session has ended.

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**Tip:** You can select Ctrl+Shift+F to end the recording.

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11. Select **Save**.

The **Software Station** saves your capture and closes automatically.

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**Note:** The software continues to run in the background after the window closes.

You can access it by opening your hidden icons tray and selecting YuJa .

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# Capture voice presentations

With the Software Station, you can create voice-only presentations for your students. For example, if you don't use slides during class, you can simply capture your lecture.




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**Note:** On your personal computer, video, audio, and screen capture are enabled by default in the Software Station capture settings.

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## To capture a voice presentation:

1. On the desktop, select **YuJa Software Station**  .  
The **Capture and Live Streaming Station** page is displayed.
2. Go to the **Please sign in using** menu, select **Single Sign-on**, and then select **Sign In**.  
The **Sign In** page is displayed.
3. Enter your Concordia netname and password, and then select **Sign In**.  
The **Software Station** opens with a preview of the video, voice, and screen sources.
4. In the **Title** box, enter a title for the capture.
5. In the **Description** box, enter a description of the capture.
6. Select **My Media Collection**  .  
The **Save folder** dialog box opens.
7. Choose the folder you want to save the capture in, and then select **Select**.
8. In the **Video** settings, turn off the video source.
9. In the **Screen** settings, turn off the screen source.
10. Select **Start**.

The **Software Station** is minimized to a mini-bar  , and then a three-second countdown is displayed on your screen.



**Note:** The recording begins after the one-second mark.

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11. On the **Software Station** mini-bar, select **Finish**  when you want to end the recording.

A message is displayed advising you the session has ended.

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**Tip:** You can select Ctrl+Shift+F to end the recording.

---

12. Select **Save**.

The **Software Station** saves your capture and closes automatically.

---



**Note:** The software continues to run in the background after the window closes.

You can access it by opening your hidden icons tray and selecting YuJa .

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# Manage media

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There are many ways you can manage your media, all of which are accessible through the **My Media** workspace.

This section includes instructions on how to create new folders and edit media details. If you require more information regarding other media management options, please contact the [Service Desk](#).

# Create new media folders

You can create folders in your Media Library to help you stay organized throughout each term. For example, if you plan to capture your lectures for multiple courses, you can save each course's content in its own folder.

## To create a new media folder:

1. On the Moodle course page, select the link  to the YuJa activity page.  
The **My Media** workspace is displayed in Moodle.
2. On the **Manage Media** action bar, select **New Folder** .  
The **Create a new folder** dialog box opens.
3. In the **New folder** box, enter your course name (for example, PSYC 101 2182 A), and then select **Save**.  
The new folder is displayed in your Media Library.

# Edit media details

You can edit the details of your saved captures on the **Media Details** page, which you can access from any computer. This section includes instructions on how to edit the [title](#) and [description](#) of your saved captures.

## Edit titles

You can update the details of your media at any time. For example, after saving a capture to your Media Library, you can edit the title from the **General Media Details** page.

### To edit the title of a capture:

1. On the Moodle course page, select the link  to the YuJa activity page. The **My Media** workspace is displayed in Moodle.
2. In **My Media**, select the folder that contains the capture you want to edit.
3. Hover your cursor over the capture you want to edit.

A hover menu is displayed over the media.



4. Select **More....**  
The **General Media Details** page is displayed.
5. In the **Title** box, enter a title.
6. Select **Save General**.
7. Select **Close**.  
The Media Library is displayed.

## Edit descriptions

You can update the details of your media at any time. For example, after saving a capture to your Media Library, you can add more information to the description from the **General Media Details** page.

### To edit the description of a capture:

1. On the Moodle course page, select the link  to the YuJa activity page.  
The **My Media** workspace is displayed in Moodle.
2. In **My Media**, select the folder that contains the capture you want to edit.
3. Hover your cursor over the capture you want to edit.

A hover menu is displayed over the media.

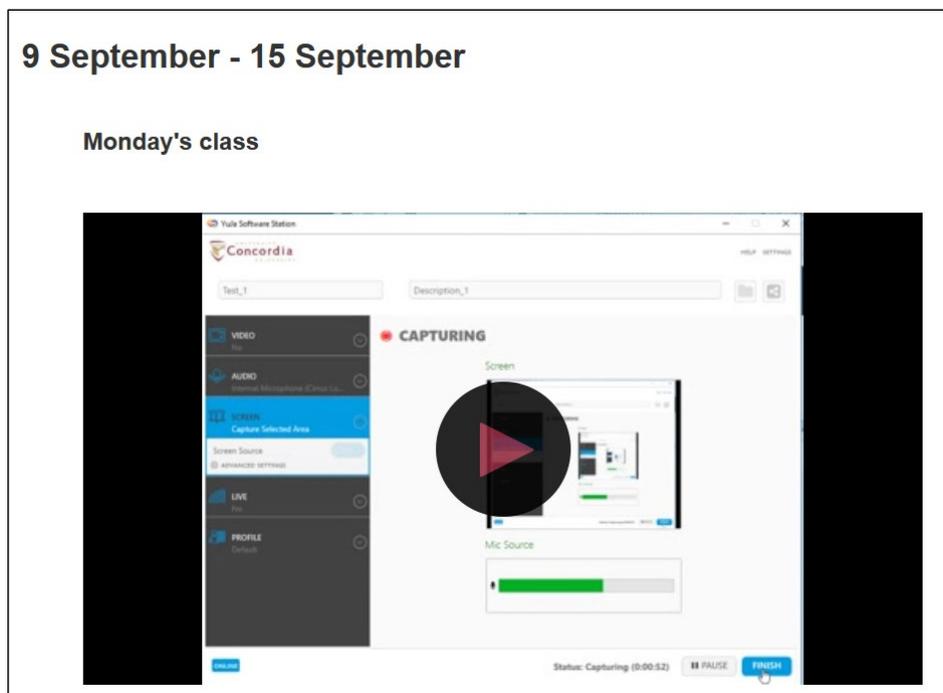


4. Select **More....**  
The **General Media Details** page is displayed.
5. In the **Description** box, enter a description.
6. Select **Save General**.
7. Select **Close**.  
The Media Library is displayed.

# Share media in Moodle

When you're ready to publish your recordings, you can share them with your students using Moodle's Label resource or Page resource. You can organize your course page in two ways depending on which resource you choose, for example:

- The Label resource lets you embed recordings in the weekly or topic sections on a course page. Students can watch the videos without having to navigate away from the course's main page.



- The Page resource lets you embed recordings in a secondary Moodle page that is displayed as a link in the weekly or topic sections on a course page. Students can select the link to open the page and view the embedded recordings.

**16 September - 22 September**

 [Monday's class](#)

# Embed media in course sections

If you want to share your media on the main page of a Moodle course, you can embed recordings in the course sections using the Label resource. The recordings are displayed and playable on the course's main page.

## To embed a recording in a Moodle course section:

1. On the Moodle course page, select **Turn editing on**.
2. Select **Add an activity or resource** in the section where you want to embed the recording.  
The **Activity chooser** opens with a list of activities and resources.
3. On the **Resources** list, select **Label**, and then select **Add**.  
The **Adding a new Label** page is displayed.
4. On the **Label text** editor toolbar, select **Show more buttons** , and then select **YuJa for Atto** .  
The **Media Chooser** dialog box opens.
5. Select the recording you want to embed.  
The **Media Chooser** closes, and the recording is displayed in the text editor.
6. Select **Save and return to course**.  
The recording is displayed in the course section.

# Embed media in Moodle web page resources

If you want to create links to your media on a course page, you can embed recordings in Moodle web page resources. The Page resources are displayed as links in the course sections. When a link is selected, a Moodle web page is displayed with the embedded recording.

## To embed a recording in a Moodle web page resource:

1. On the Moodle course page, select **Turn editing on**.
2. Select **Add an activity or resource** in the section where you want the Moodle web page link to be displayed.  
The **Activity chooser** opens with a list of activities and resources
3. On the Resources list, select **Page**, and then select **Add**.  
The **Adding a new Page** settings are displayed.
4. In the **Name** box, enter the name of the video (for example, "Lecture Capture: February 19, 2019").
5. In the **Page content** text editor, select **Show more buttons** , and then select **YuJa for Atto** .  
The **Media Chooser** dialog box opens.
6. Select the recording you want to embed.  
The **Media Chooser** closes, and the recording is displayed in the text editor.
7. Select **Save and return to course**.  
The Moodle web page link is displayed in the course section.

# Use the YuJa mobile application

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You can use YuJa Mobile to create captures with your phone. This section includes instructions on how to download the app, log in, and capture presentations.

# Download the mobile app for Android

If you want to create captures using your Android device, like a Samsung Galaxy or Tablet, you need to download the application.

## To download YuJa Mobile for Android:

1. Open the **Google Play** store.
2. In the **Search** box, enter **YuJa Mobile**.
3. Select the app, and then select **Install**.

# Download the mobile app for iOS

If you want to create captures using your iOS device, like an iPhone or iPad, you need to download the application.

## To download YuJa Mobile for iOS:

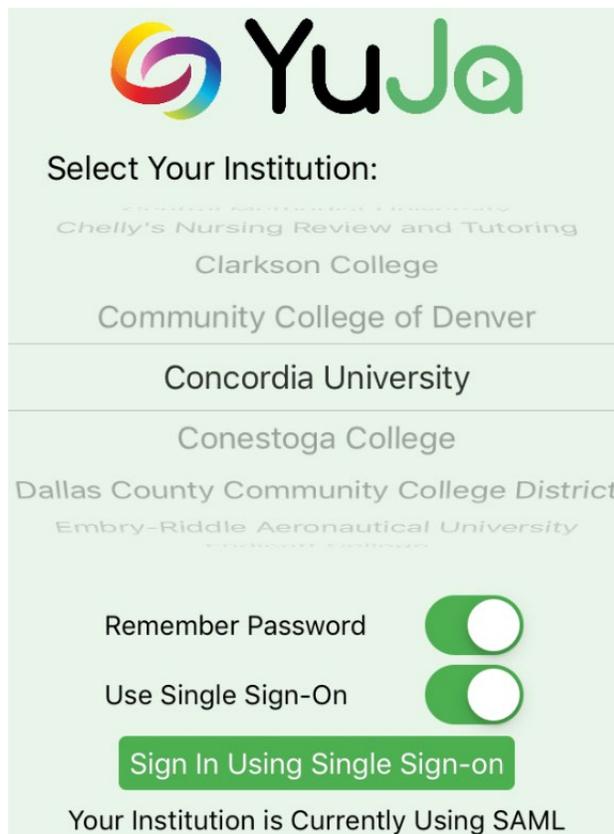
1. Open the **App Store**.
2. In the **Search** box, enter **YuJa Mobile**.
3. Select the app, and then select **Get**.
4. Enter your Apple ID and password, and then select **Install**.

# Log in to the mobile app

You need to log in to YuJa Mobile to access and create your media.

## To log in using the YuJa mobile application:

1. Open the YuJa application.
2. Select **Concordia University** as your institution.



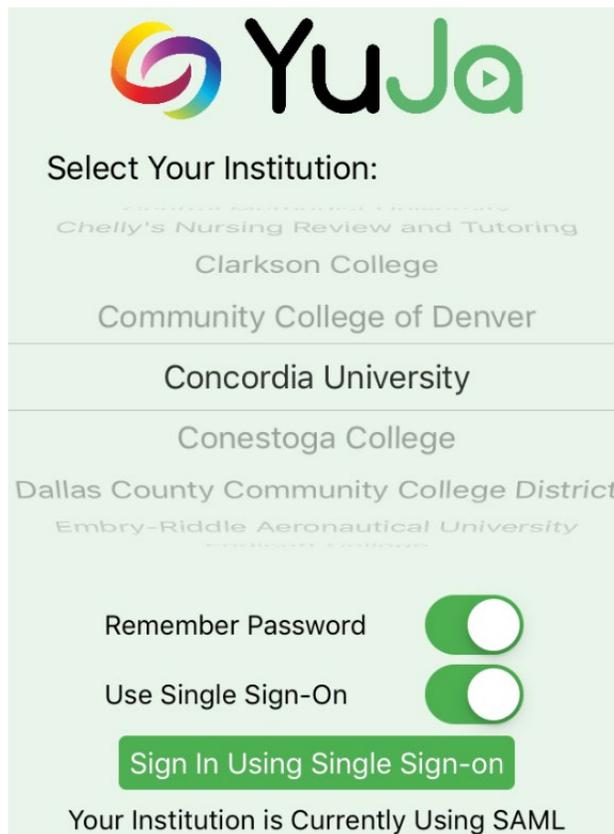
3. Select **Sign in Using Single Sign-on**.  
The **Sign in** page is displayed.
4. Enter your Concordia netname and password.  
The **Media Channel** opens.

# Capture video and voice presentations

With the Software Station, you can create voice-only presentations. For example, if you don't use slides during class, you can simply capture your lecture and information written on the blackboard.

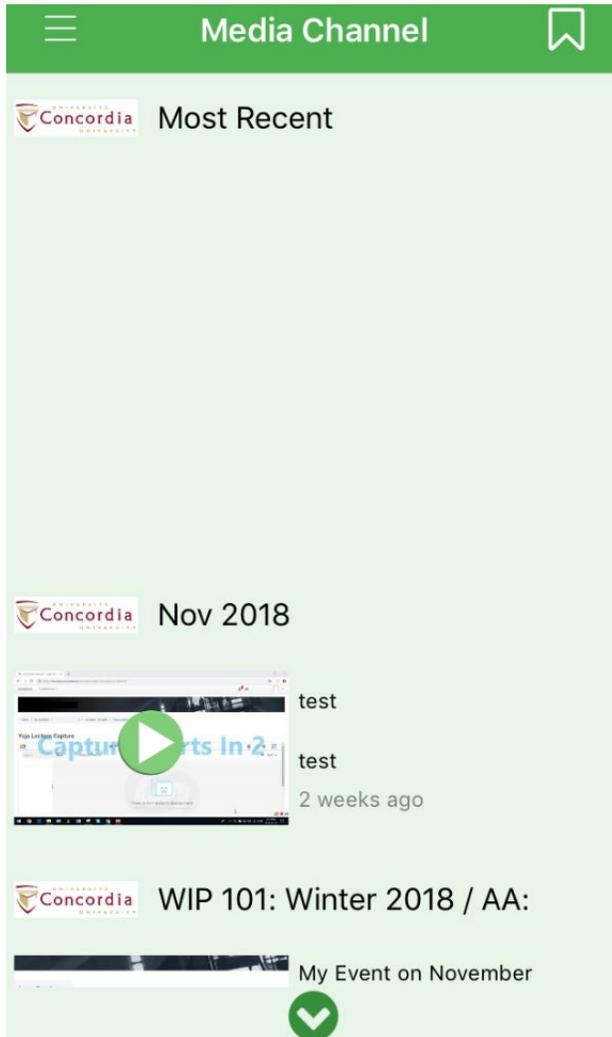
## To capture a video and voice presentation with YuJa Mobile:

1. Open the YuJa mobile app.
2. Select **Concordia University** as your institution.



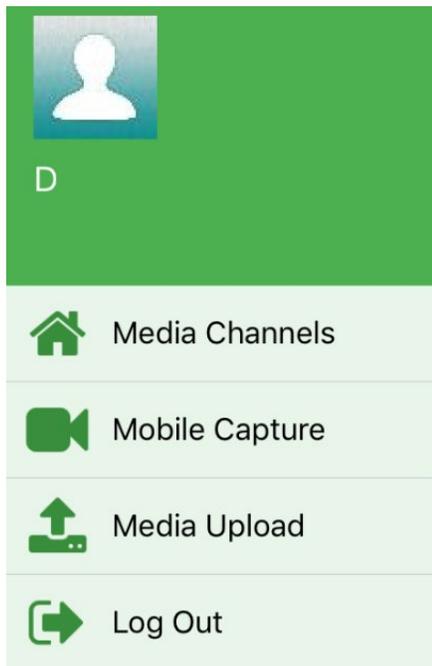
3. Select **Sign in Using Single Sign-on**.  
The **Sign In** page is displayed.

4. Enter your Concordia netname and password.  
The **Media Channel** opens.



5. Open the shortcut menu .

The navigation menu is displayed.



6. Select **Mobile Capture**.




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**Note:** The first time you access this feature, you must confirm that the application can access your camera and your microphone. You can allow one and not the other depending on your preferences.

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7. Position the camera, and then select the camera icon .

The recording begins and a timer is displayed on your screen.

8. Select **Finish**  when you want to end the recording.

The **Upload Capture** page is displayed.

9. In the **Post to** box, choose the channel or collection you want to publish or save the capture to.

10. Enter a title, and then enter description.

11. Select **Upload Media**.

A message is displayed advising you the upload is finished.

12. Click **OK**.

Your capture is saved and you're redirected to **Mobile Capture**.

# Reference

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This section includes an overview of the following elements:

- [Toolbar](#)
- [Navigation Bar](#)
- [Manage Media](#)
- [Main Menu](#)
- [Software Station](#)

# Toolbar

The toolbar is displayed horizontally on the YuJa activity page in Moodle and helps you navigate your workspace.



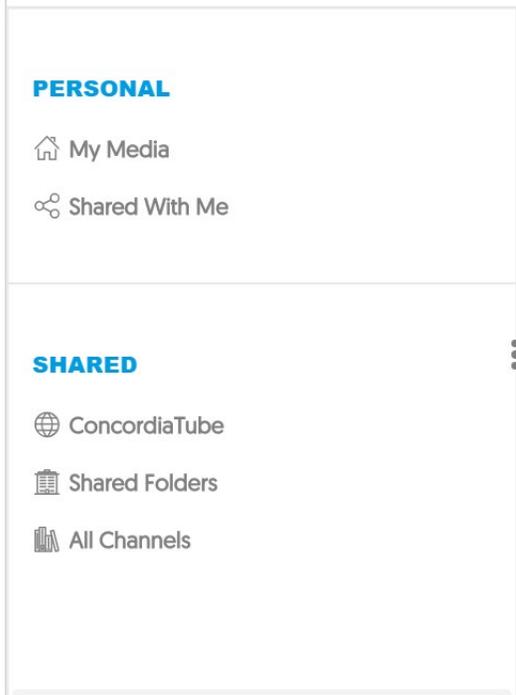
The following table identifies and describes the elements of the toolbar.

Toolbar interface element	Description
	Select for <b>Home</b> , which is also <b>Manage Media</b> .
	Select to access your Media Library and <a href="#">Navigation Bar</a> .
	Select to open the <a href="#">Software Station</a> and create new recordings.
	Select to schedule a meeting and view your YuJa calendar.
	Select to view: <ul style="list-style-type: none"> <li>• <b>My Account</b>, which contains a side navigation bar with the following links:               <ul style="list-style-type: none"> <li>○ <b>My Profile</b></li> <li>○ <b>Password</b></li> <li>○ <b>Notifications</b></li> <li>○ <b>Quizzes</b></li> <li>○ <b>Storage Usage</b></li> <li>○ <b>Recycle Bin</b></li> <li>○ <b>Predefined Responses</b></li> </ul> </li> </ul>

Toolbar interface element	Description
	<ul style="list-style-type: none"> <li>• <b>Support</b> opens the YuJa Help window with the following links:               <ul style="list-style-type: none"> <li>○ <b>Toll-Free Phone</b></li> <li>○ <b>Send Email</b></li> <li>○ <b>Send Message</b></li> <li>○ <b>Product Docs</b></li> </ul> <p><b>Note:</b> Please contact Concordia's Service Desk for assistance. These links connect you directly to YuJa Support, not Concordia's Service Desk.</p> </li> </ul>
	Select to view content in a new tab.
	Select to view new notifications and to allow or disable audio reminders.
	Select to access the <a href="#">Main Menu</a> .

# Navigation Bar

The **Navigation Bar** is displayed on the YuJa homepage (**Manage Media**).



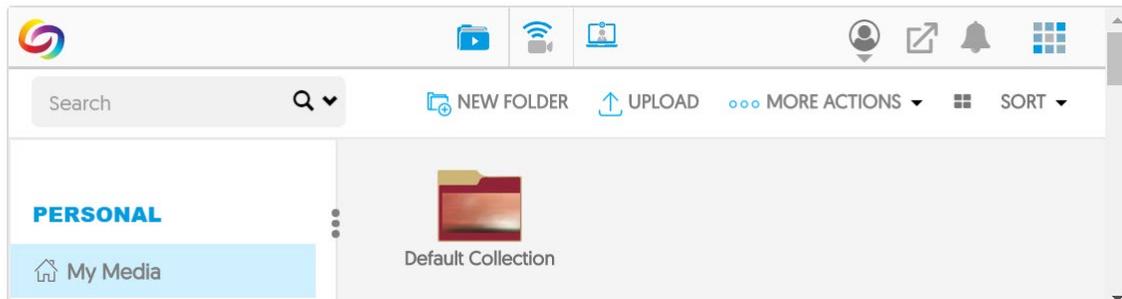
The following table identifies and describes the elements in the **Navigation Bar**.

Navigation Bar interface element	Description
 My Media	Select to access your personal media folders, including your Default Collection folder.
 Shared With Me	Select to access media folders that have been shared with you.
 ConcordiaTube	Select to view ConcordiaTube media.
 Shared Folders	Select to view other shared media from Concordia.

Navigation Bar interface element	Description
 All Channels	Select to view all channels that you're an owner or member of.
	Use to expand or collapse the <b>Navigation Bar</b> .

# Manage Media

**Manage Media** is the default view when you open the YuJa activity page in Moodle.



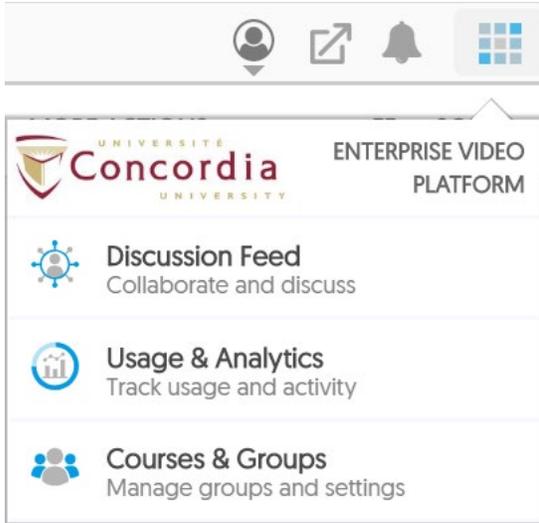
The following table identifies and describes the elements in **Manage Media**.

Manage Media interface element	Description
	Use to search for your saved media.
	Select to create a new folder.
	Select to upload media (video, audio, documents, and links).
	Use to initiate the following commands: <ul style="list-style-type: none"> <li>• Select all</li> <li>• Deselect all</li> <li>• Open folder</li> <li>• Download folder</li> <li>• Delete folder</li> <li>• Rename folder</li> <li>• Move folder</li> <li>• Share folder</li> </ul>

Manage Media interface element	Description
	<ul style="list-style-type: none"> <li>• Play media</li> <li>• Publish media</li> <li>• Share media</li> <li>• Download media</li> <li>• Delete media</li> <li>• Move media</li> <li>• Bulk publish</li> <li>• Bulk delete</li> <li>• Bulk move</li> <li>• Bulk share</li> <li>• Bulk tag</li> <li>• Bulk download</li> </ul>
	<p>Select to switch the format display to a grid view or a list view.</p>
<p><u>SORT</u> ▼</p>	<p>Use to sort folder alphabetically, by most recent, or by type.</p>
	<p>You can find your captures in this default folder if you don't create any new folders.</p>

# Main Menu

You can access the **Main Menu** on the YuJa toolbar.



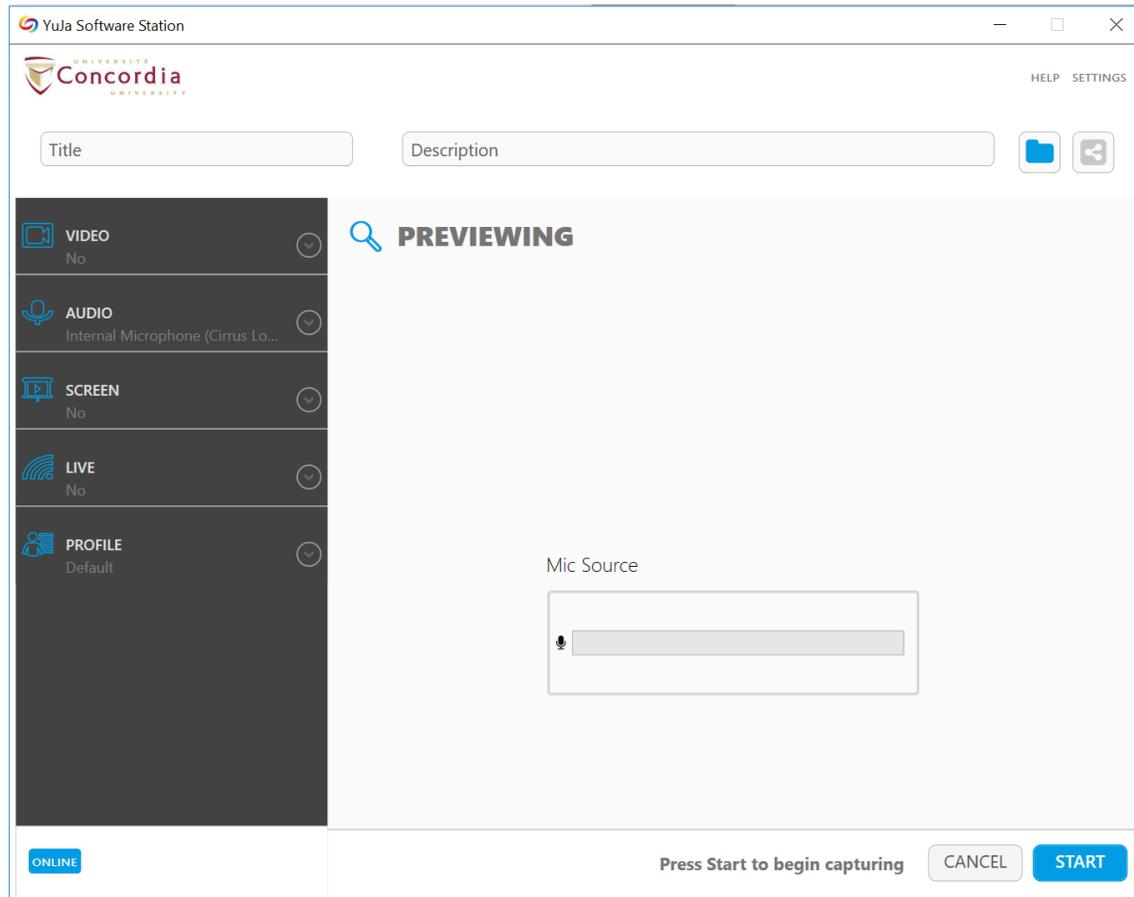
The following table identifies and describes the elements in the **Main Menu**.

Main Menu interface element	Description
	Select to access the <b>Main Menu</b> .
 <b>Discussion Feed</b> Collaborate and discuss	Select to initiate and follow up on group discussions.
 <b>Usage &amp; Analytics</b> Track usage and activity	Select to access the following links and their corresponding analytics: <ul style="list-style-type: none"> <li>• Content</li> <li>• Users</li> <li>• Groups</li> <li>• Events</li> </ul>

Main Menu interface element	Description
	<ul style="list-style-type: none"><li>• Gradebook (<b>Note:</b> This feature is for YuJa quiz grades, which are currently not in use.)</li></ul>
 <b>Courses &amp; Groups</b> Manage groups and settings	Select to create, modify, and delete course groups.

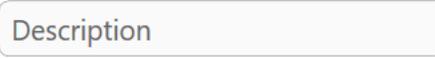
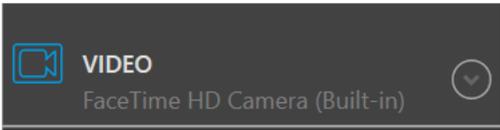
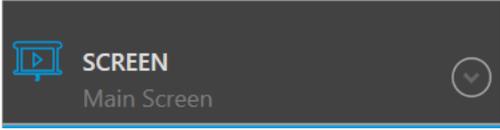
# Software Station

You can access the **Software Station** by selecting **Create Recording** on the YuJa toolbar. The **Software Station** opens with a preview of the capture sources.



The following table identifies and describes the elements in the **Software Station**.

Software Station interface element	Description
<input type="text" value="Title"/>	Enter the title of your capture in this box.

Software Station interface element	Description
	Enter the description of your capture in this box.
	Select to find the folder you want to save your capture to.
	Select to find the channel you want to publish your capture to.
<p>HELP</p>	Select to open YuJa's user documentation.
<p>SETTINGS</p>	<p>Select to create or modify settings for the following items:</p> <ul style="list-style-type: none"> <li>• Profiles</li> <li>• Configuration</li> <li>• Hotkeys</li> <li>• Webcam</li> <li>• Screen Capture</li> <li>• System Settings</li> <li>• Watch Point</li> </ul>
	Use to change the video source or to turn it on and off.
	Use to change the audio source or to turn it on and off.
	Use to change or modify the screen source or to turn it on and off.

Software Station interface element	Description
	<p>Use to turn live streaming on and off.</p> <p><b>Note:</b> This feature is currently unavailable to students.</p>
	<p>Use to create or select the profile you want to save your capture to.</p>
	<p>Select to close the <b>Software Station</b>.</p>
	<p>Select to start your capture.</p>