

# YUJA – CREATE A VIDEO USING THE SOFTWARE CAPTURE TOOL



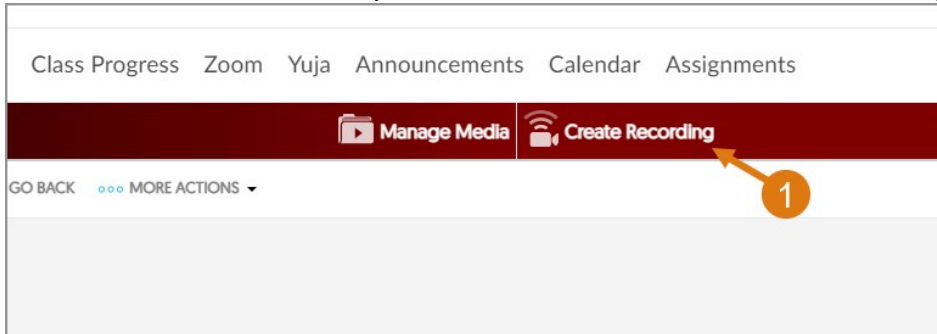
Teaching and Learning Support Service (TLSS), uOttawa

## CONTEXT

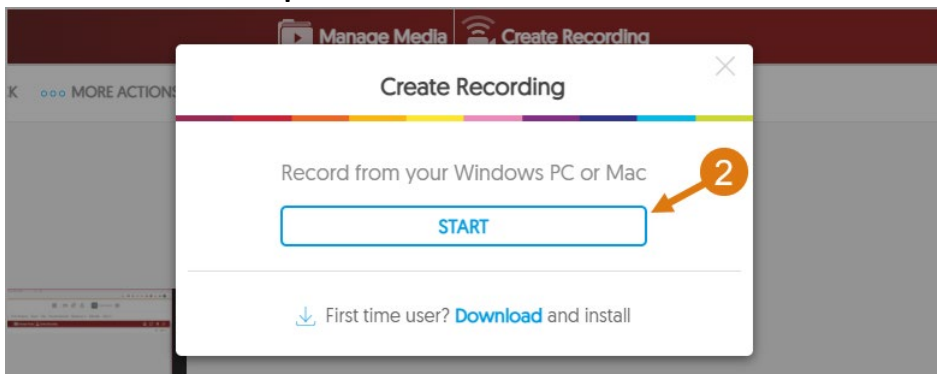
**YuJa** is a cloud-based video capture, editing and streaming service available to the entire university community. The tool can be accessed directly within Virtual Campus (Brightspace). This guide details how to create a recording using **YuJa Video Capture Software**.

## SECTION 1: ACCESS YUJA SOFTWARE CAPTURE

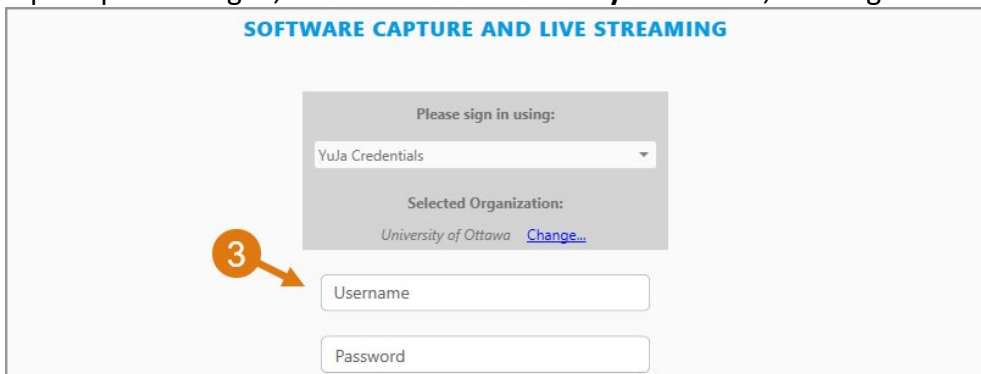
1. Click on the **YuJa** tab within your course. Next, click on **Create Recording**.



2. Select **Start**. **Note** – If you have not previously accessed the **Create Recording** feature, please refer to our document **YuJa – Access the platform & download recording software** guide which covers how to install the **YuJa Software Capture Tool**.

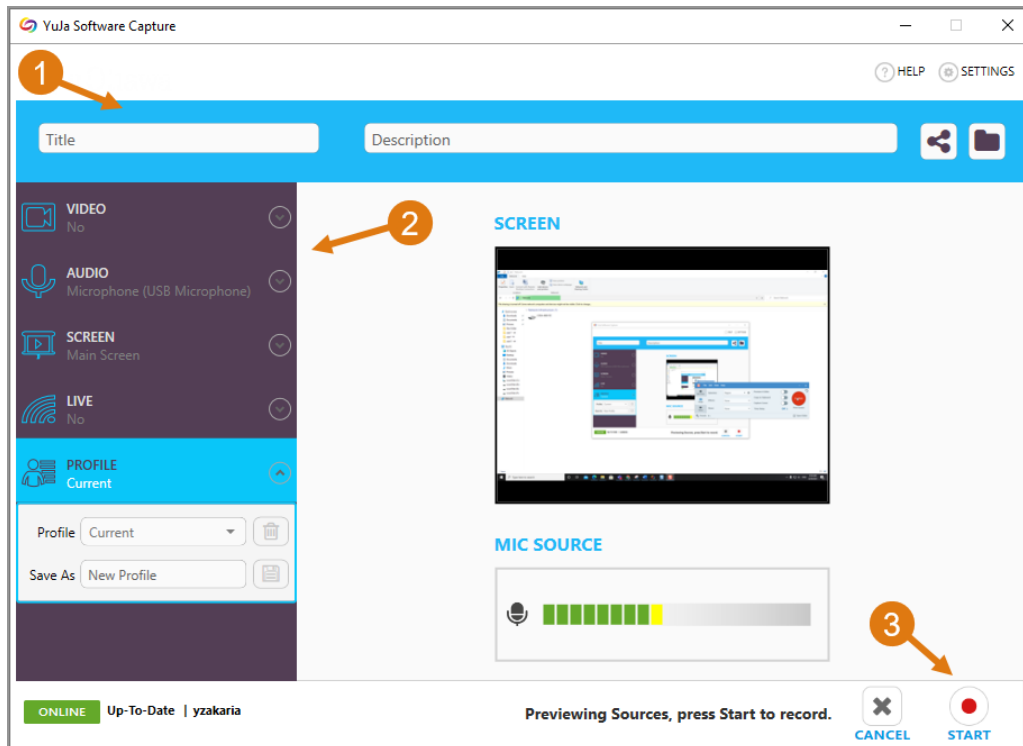


3. If prompted to log in, select **SSO** and **University of Ottawa**, then sign in with your uOttawa credentials.



## SECTION 2: START YOUR RECORDING

1. Enter a **Title** and **Description** for your capture, if desired. Otherwise, the video will be assigned a generic name, i.e. My Event on “Date”.
2. Adjust any of the recording settings under **Video**, **Audio**, and **Screen** according to your needs. Under the **Profile** section, you can also save these selections as a default, but this is not required.
3. Review what will be displayed and recorded in terms of visuals and audio using the **Preview** function.  
**Note** – The preview will automatically display as soon as a camera is connected. Press the **Start** button or **Ctrl+Shift+S** on your keyboard to begin your capture. A three second countdown will display before recording begins. Use this time to display the material that you wish to capture on your screen.  
**Tip** – Prepare as much as you can prior to clicking **Start**.



4. While recording you have the following options:

**Pausing the recording** - To pause your recording press the **Pause** button or **Ctrl+Shift+P** on your keyboard.

Press the **Resume** button or **Ctrl+Shift+S** on your keyboard when you are ready to resume recording.

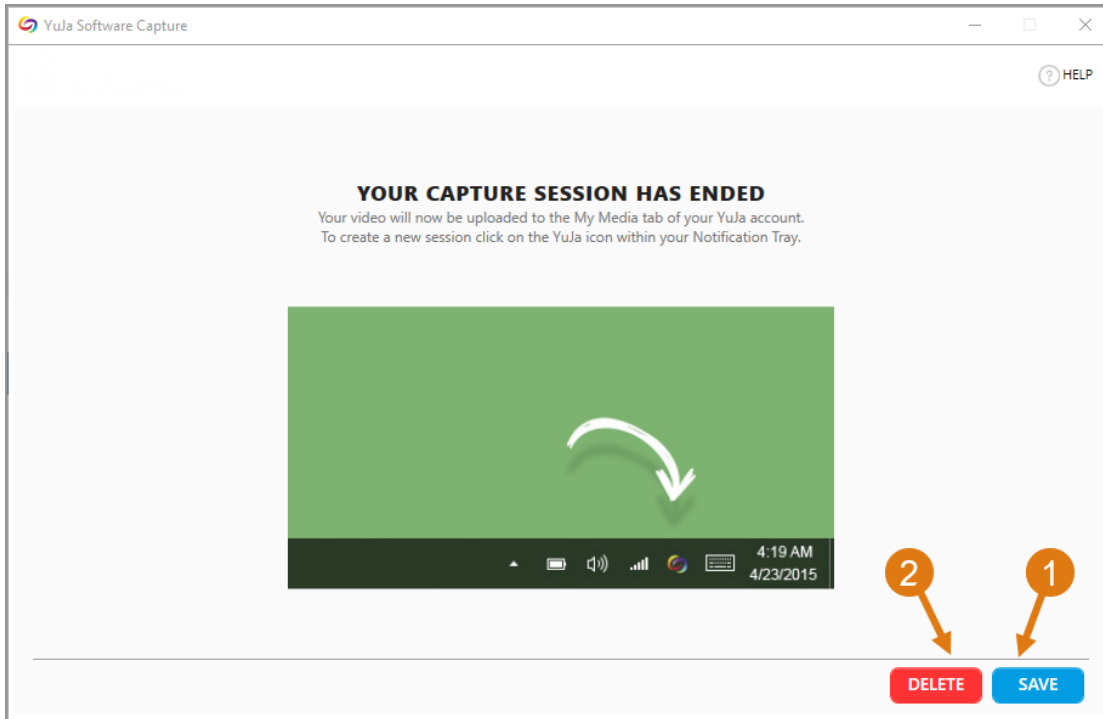
**Ending the recording** - To end your recording press the **Stop** button or press the default hotkey sequence **Ctrl+Shift+F** on your keyboard.



## SECTION 3: DELETE, SAVE OR PUBLISH YOUR VIDEO

When you complete your recording, you have two options:

1. Click on **Save** to upload your recording to the **YuJa** platform.
2. Click on **Delete** to discard the recording.



3. If you choose to **Save** the recording, and you did not select a specific storage folder within the **YuJa** platform to upload your recordings to during Step 1 of [Section 2](#), if the recording will be stored in the default location which is **My Media**. This can be accessed by clicking on the **YuJa** tab within your course and then navigating to the **My Media** section. **Note** – It may take a few minutes for your **YuJa** video to show up under **My Media** on your **YuJa** interface in Virtual Campus. An email notification to your uOttawa email account should arrive once the video has been processed.
4. Please refer to our **YuJa – Share a video** guide for information on how to share your video.