
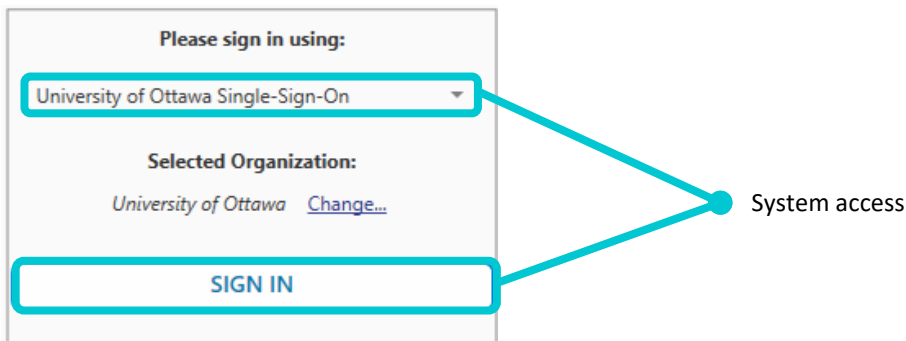


**YuJa** allows professors to record their live sessions and share those recordings with students. This guide covers how to record from a classroom.



## Steps to follow

1. On the desktop, select the **YuJa Software Capture** icon . The initial page for the Software Capture and Live Streaming platform will display.
2. Select **Single-Sign-On**. Then, click on **Sign in** to access the login page.



Please sign in using:

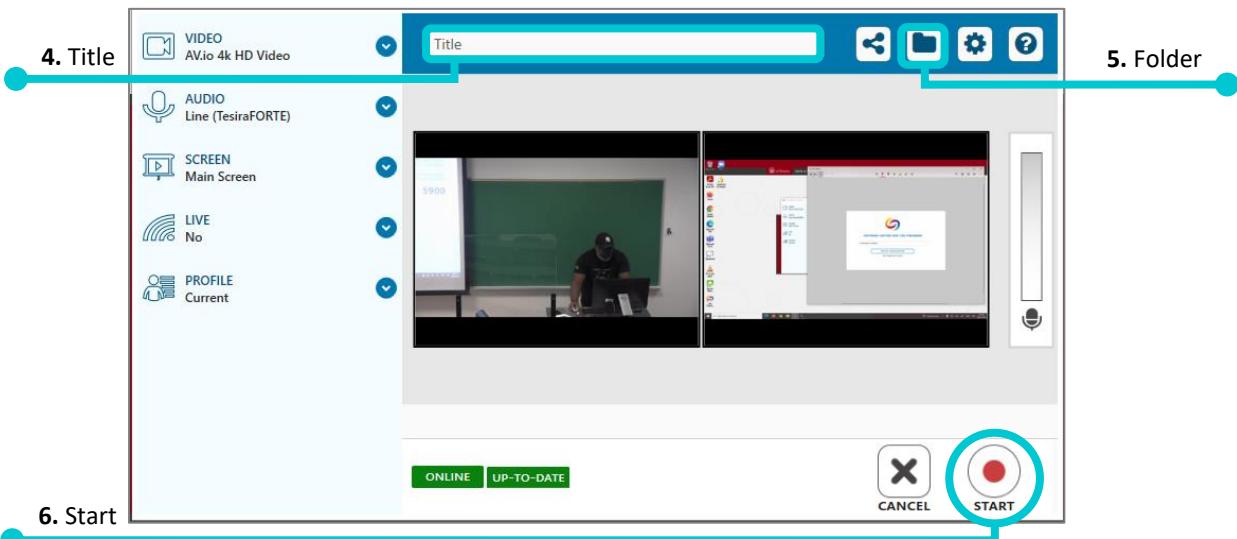
University of Ottawa Single-Sign-On

Selected Organization:  
University of Ottawa [Change...](#)

**SIGN IN**

System access

3. In the fields provided, enter your **uoAccess ID** (including your personal password) and confirm your authentication with your **mobile app** or **hardware token**. Then click on **Sign In**. The Software Capture will open and display a preview of the audio and video, and screen sources.



4. Title

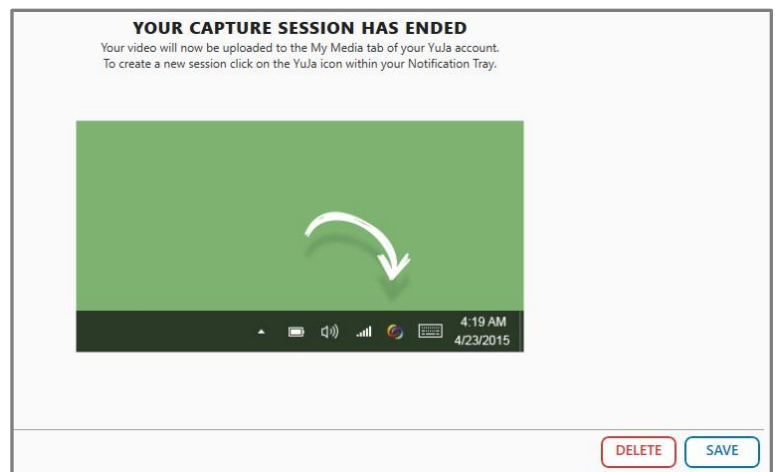
5. Folder

6. Start



ONLINE UP-TO-DATE

CANCEL START

4. In field provided, enter a **Title** for the capture.
5. Click the **My Media Collection** folder icon. The **Select Save Folder** pop-up will display. Choose the folder you want to save the capture to, and then click on **Select**.
6. Click the **Start** button to begin recording.
7. The **Software Capture** will minimize to a minibar on your computer, and then a three-second countdown will display on your screen.  
**Note:** The recording begins immediately after the countdown is complete.
8. When you wish to stop/end the recording, click on the **Stop** icon in the minibar, or first click on the Software Capture minibar to maximize it, and then click on **Finish**. A message will display to advise you that the session has ended.
9. Click on **Save**. The **Software Capture** will save your recording and closes automatically.



## Before leaving

1. Disconnect all used applications.
2. Click the icon  (on the computer desktop) to logoff and re-initialize the workstation for added security or use the logout options under the .