



## YuJa Instructor Handout – How to Add Links to Blackboard

YuJa is the College's Enterprise Media Platform. Through YuJa, users can create, edit, upload, share and stream audio and video content. Users may view media in any browser or on any mobile device. Instructors can use YuJa to post recorded lectures, video and/or audio-based course content as links in Blackboard. Select the link above to Resources for Instructors and/or access YuJa's Online Help: <https://support.yuja.com/hc/en-us#us>.

YuJa Log In:

Direct URL Log In:

<https://jeffersonstate.yuja.com>



Tools area in Blackboard

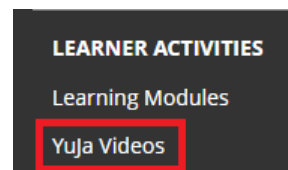


How to Link to JSCC YuJa Media in Blackboard:

Note: Create/Upload/Publish video(s) in YuJa.

**IMPORTANT:** You will need to repeat the following steps for every course you plan to link from Blackboard to the JSCC YuJa Media Chooser platform.

You can add media from YuJa through the Course Menu (Add Content) or through a Content Area/Add as Item.



Content Area



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This video .....

### OPTION 1 – add Link on Course Menu

#### Step 1: Add new content area.

Note: If you already have a content area in your course where you want to place the YuJa Media link(s), you do not need to add new content area, you can skip this step.

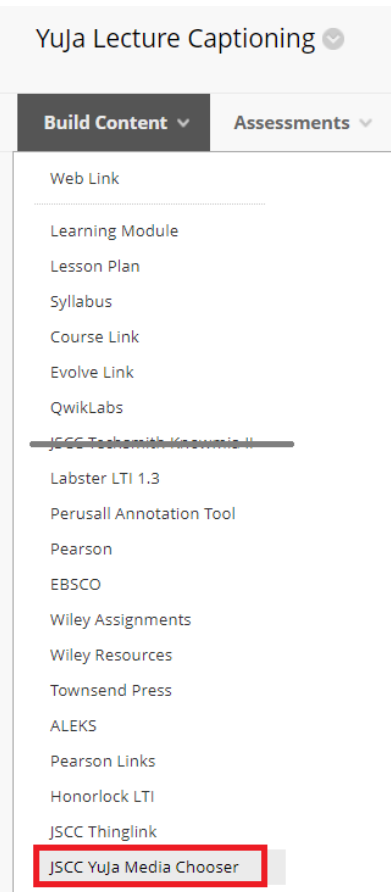
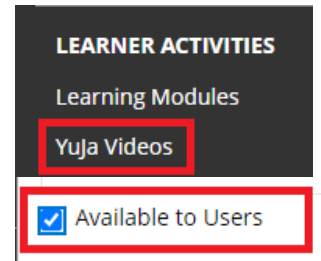
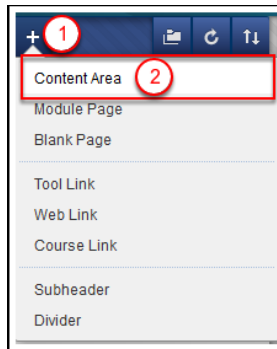
Note: You can also add a content area link on the Course Menu. Select the plus (+) sign and content area and add title. Make sure the menu link is set to “Available to Users.”

#### Step 2: Go to Content Area and under the “Build Content Tab” select the JSCC YuJa Media Chooser.

Note: The JSCC YuJa Media Chooser will open the media directory.

Note: You can add as Folder (i.e., ENG101) or as individual media links.

**IMPORTANT:** If you record/upload/publish additional recordings you must go back through the Build Content Tab/JSCC YuJa Media Chooser to add media link to Blackboard course. They are not automatically added/synced.



### Step 3:

The Media Chooser will show all media. By default, it will show the last 4 media (worked with in the program.)




You can use the blue arrow to scroll to view additional media.

You can enter a title to search for media.

You can “toggle” between views to view as thumbnails or list view (description/dates).

Select the “filter” option to view by type, owner, and/or location (i.e. Media Library).





#### Filter by Type:

- ☒ All  
☐ Video  
☐ Audio  
☐ Youtube  
☐ Vimeo  
☐ Document  
☐ Hyperlink

#### Filter by Owner:

- ☒ All  
☐ My Media Only  
☐ My Shared Media

#### Sort by:

- ☒ Latest  
☐ Alphabetical  
☐ Type

#### Filter by Location

Choose Location



Choose by location will show the Media Library.

Select User Collections and “View Folder.”

Next, the Media Library will show number of files in the directory. Select “My Media Collections” to view recordings by folder structure.

Note: Select “Media Library” at the top to go back the main directory.

Select the folder of the location of media to add media to Bb.

The filtered location will now show in the Media Filtered area.

Select “all” media to add or select by individual media (click to highlight - will show in blue outline).

Select “Insert Content.”

## Media Library

 Shared Folders

 User Collections

Close

View Folder

Media Library > User Collections >

User Name

Number of files in this directory:45

 Favorites

 My Media Collections

 Shared With Me

 Shared With Others

Close

View Folder

Media Library > User Collections >

User Name > My Media Collections >

Media 101

Number of files in this directory:1

Close

View Folder

Media within 'Jefferson State Community College\User Collections'

☐ Select All



- Distance Education Student Resources
- Getting Started with Blackboard Courses
- Student Technology Support Information



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Insert Content

Note: When students see the link in Blackboard, they will access the YuJa platform and view videos.

Note: You can edit the link options to include a description of the media.

#### Content Area



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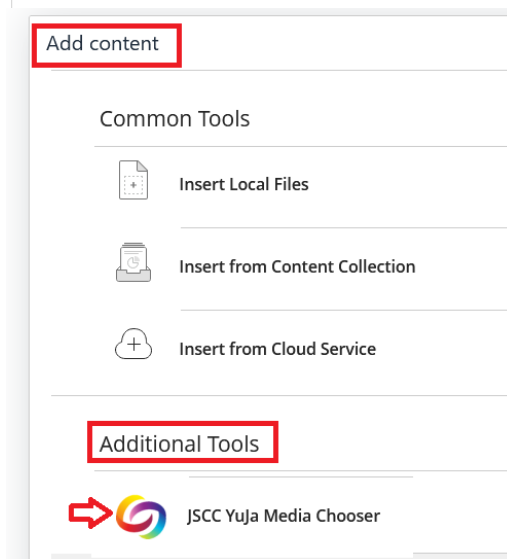
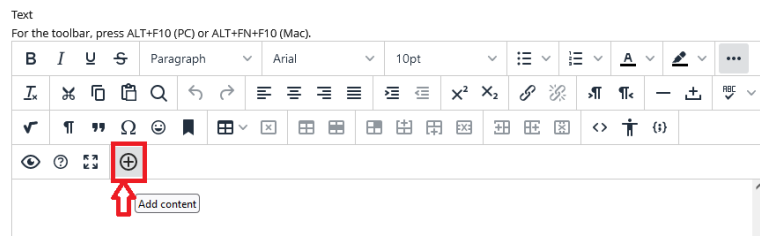
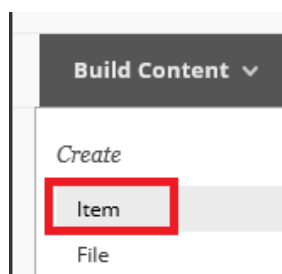
## OPTION 2

Add as Item in Content Area

**Step 1:** Go to or add new content area. Select “Build Content” and “Item.” In the HTML Editor select the icon to “Add Content.”

**Step 2:** Go to Content Area and under the “Build Content Tab” select the JSCC YuJa Media Chooser.

Note: The JSCC YuJa Media Chooser will open the media directory.



### Step 3:

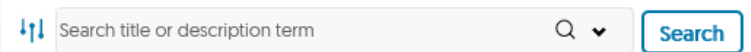
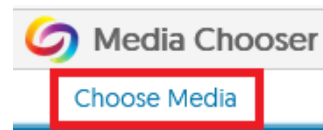
The Media Chooser will show all media. By default, it will show the last 4 media (worked with).


You can use the blue arrow to scroll to view additional media.

You can “toggle” between views to view as thumbnails or list view (description/dates).

You can enter a title or description to search for media.

Select the “filter” option to view by type, owner, and/or location (i.e. Media Library).



<u>Filter by Type:</u>	<u>Filter by Owner:</u>	<u>Sort by:</u>	<u>Filter by Location</u>
<input checked="" type="checkbox"/> All	<input checked="" type="radio"/> All	<input checked="" type="radio"/> Latest	Choose Location
<input type="checkbox"/> Video	<input type="radio"/> My Media Only	<input type="radio"/> Alphabetical	
<input type="checkbox"/> Audio	<input type="radio"/> My Shared Media	<input type="radio"/> Type	
<input type="checkbox"/> Youtube			
<input type="checkbox"/> Vimeo			
<input type="checkbox"/> Document			
<input type="checkbox"/> Hyperlink			
			<div><input type="button" value="Reset"/> <input type="button" value="Filter"/></div>

Choose by location will show the Media Library.

Select User Collections and “View Folder.”

Next, the Media Library will show number of files in the directory. Select “My Media Collections” to view recordings by folder structure.

Note: Select “Media Library” at the top to go back this directory.

Select the folder of the location of media to add media to Bb.

The filtered location will now show in the Media Filtered area.

Select “all” media to add or individual.

Select “Insert Media.”

## Media Library



Shared Folders



User Collections

Close

View Folder

Media Library > User Collections >  
User Name

Number of files in this directory:45

Favorites

My Media Collections

Shared With Me

Shared With Others

Close

View Folder

Media Library > User Collections >  
User Name > My Media Collections >  
Media 101

Number of files in this directory:1


Close

View Folder

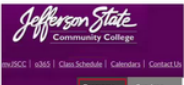
Media within "Jefferson State Community College\User Collections"

☐ Select All






- Distance Education Student Resources
- Getting Started with Blackboard Courses
- Student Technology Support Information



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Insert Content



	<div data-bbox="808 107 1404 298"><div>Content Area</div><div><div><b><u>Media 101 Blackboard and Technology Support</u></b></div><div>This video .....</div></div></div>
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