

## In-Room Setup

### 1. Setup Lectern

- » Login to PC.  
e.g. jblogs@dundee.ac.uk
- » Attach clip on mic
- » Click **'Start your session'** then **'I'm ready to share'**

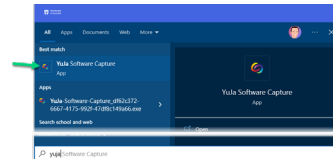


### 2. Open presentation content

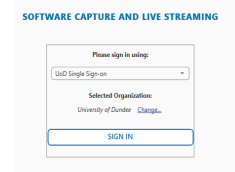
- » Open your PowerPoint presentation or visual aid to share. (Don't start the presentation, just open it)

### 3. Open YuJa application

- » Launch YuJa by pressing the Windows key on the keyboard (or type directly in the search bar), type "YuJa" and click **'YuJa Software Capture'**



- » If prompted - Login to the capture application, select **'University of Dundee'** from the drop down and login using Single Sign-On (SSO) and click **'Sign In'**



## Check YuJa application

### 4. YuJa application

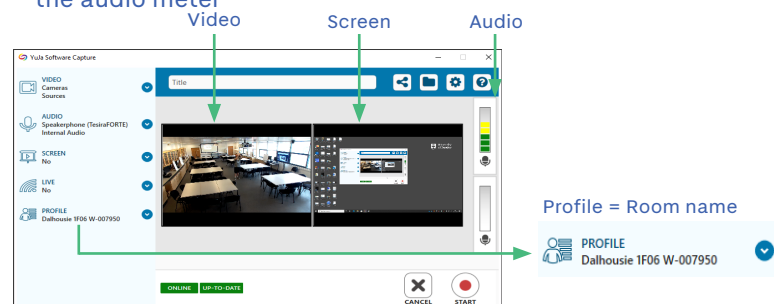
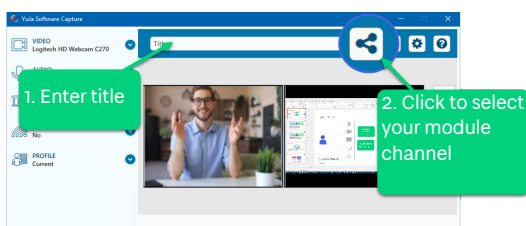
- » Click **'Title'**. Enter a meaningful name (can be changed later) "BS32001 Genome comparison"
- » Click the **share icon** beside the title, select the publish location i.e. your module in My Dundee.
- » You can type your module code to shorten the list, select the module (most recent at the bottom) and click **'SELECT'**

### 5. Check the recording profile

- » Each room has a pre-defined profile (same as room name) so you should be able to just leave everything as is.
- » You can double check sources
  - » Video - left preview screen
  - » Screen - right preview screen
  - » Audio - between 1/4 - 3/4 of the audio meter

### 6. Start Recording

- » Make sure all students are aware that the teaching is being recorded.
- » Click **'START'**.



## Recording

### 7. Launch presentation

- » When the countdown timer starts start your presentation
- » Begin presenting

### 8. Managing your recording

- » Use the YuJa **'mini-bar'** to pause the capture at any point recording
- » Can also use Hotkeys
- » Start Recording: CTRL + SHIFT + S
- » Pause Recording: CTRL + SHIFT + P
- » Finish Recording: CTRL + SHIFT + F

### 9. Stop & Publish/Save

- » Click on **'stop'** on the mini-bar or **'Ctrl+Shift+F'** to stop the recording.
- » Click on **'Post Now'** to publish recording to your module
- » Or click on **'Save'** to save your capture recording to My Media
- » Close the YuJa upload status dialogue box

Need help? Dial \*1

