

In-Room Setup

1. Setup Lectern

- » Login to PC. jblogs@dundee.ac.uk
- » Position mic < 2 meters & aim camera for best capture
- » Click screen to 'switch on the projector'
- » If there is a clip on mic use it

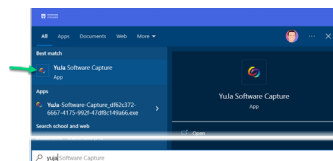


2. Open presentation content

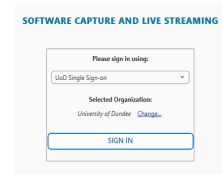
- » Open your PowerPoint presentation or visual aid to share. (Don't start the presentation, just open it)

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

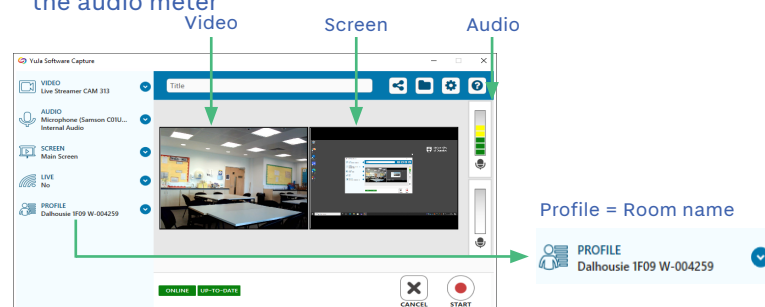
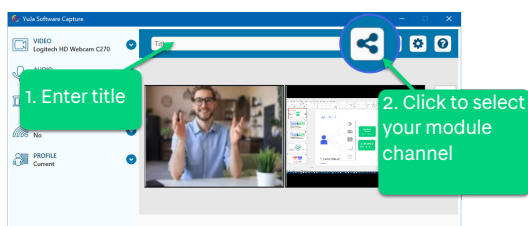
- » Click 'Title'. Enter a meaningful name (can be changed later) "BS32001 Genome comparison"
- » Click the share icon beside the title, select the publish location i.e. your module in My Dundee.
- » You can type your module code to shorten the list, select the module (most recent at the bottom) and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

