

Perfect. Well, thanks everyone so much for joining this morning. The voice that you're hearing on the other side of the conference bridge. My name is Klein Boudreau. I'm a representative here at YuJa. And I am going to start the first series of the training by going over the YuJa basics. So this will be designed to be kind of a real novice training to show you how you can get started in creating your accounts and you drip from D2L. And then as the agendas shows, we'll do a pretty thorough navigation or basic navigation, I should say, of the media library. How to upload videos, how to launch the recorder to record your lectures, and the video editor. How you can do some basic edits like cuts and caption editing. And then we will come full circle at the end to go over sharing of content. So if you want to share content with colleagues, with your class, if you want to take one of our videos and then insert it into an area of Brightspace. We'll get into those workflows as well. And then we do offer comprehensive support that is available for you as well as your students. Students end up watching any of your content or creating their own content, maybe for video assignments. So I'll show you how to reach out to our help desk, which is completely free. If you want to give us a call or drop us a line over email. All right, so with that said, all, go ahead and start at the first piece of the agenda to show everyone how to get into the system. So the nice thing is, is that we've worked with your staff at the University of Manitoba already to integrate YuJa within Brightspace. So you don't have to worry about another username or another password or just an extension to your Brightspace courses. So to show you what that looks like, I'm going to go ahead and pull over my Brightspace sandbox. And to get into the system, I have added the YuJa tool to my course, navbar. If you don't see it, right on the front of the navbar is a main item like you see in mind. It's also possible that you would be added under the More section. There's also the option to add it to a content page. So like we've done here, we've added a new external tool called YuJa, which we've used to launch into the system as well. What this does is it acts essentially as a key and entry. So through just one-click. Basically what brightspace does is it takes the user information, it sends it to us, and then we auto create your account for you. So it all happens. Just that one-click. So no sign-up, no registration required. It's just that easy. Okay. Now, once you're into the system and we've established your account for you, we're going to grant you access to your own personal My Media. And this pretty much works exactly how it sounds. So it's going to be your personal workspace to upload content, to securely store content that you end up recording through our software. And then you can also manage content by putting it in the course folders, editing it, which we'll get into as well. Sometimes I get the question of, if I add a video here, can other folks see it? The answer is no. It is just a private space to you. So if you wanted to upload a few tests, videos, your class won't see it, your students won't see it. It'll be for your eyes only. And in terms of getting content here. So we wrap up today and you go through this process of creating your account. My guess is that you're just going to see primarily a blank page and that's normal because you're brand new. But to add content here, whether you have content saved on a local desktop or if you have content scattered through other Cloud systems. You can bring it into YuJa through a couple of different ways. So the first way, just real simply as a drag and drop from your desktop. So if I pretend that I have these videos saved in my downloads folder on my Mac or PC. I can just go ahead and multi-select to highlight the videos and then drag and drop them into interface just like that. And they'll load for me just like this. So it's that simple. If you have non-video items or if you have videos saved in other places like YouTube, Vimeo, maybe even a Zoom Cloud. You can also bring content in from other sources by going to this button where it says upload. So as you can see up on the top bar here, there's just a myriad of options. While videos, certainly our specialty. We also support audio only podcasts if you want to upload those. If you want to store your documents, PowerPoint slides, or any other digital assets, you're more than welcome to upload those in the system as well. We've white-listed your zone, so any file type or any file extension can be uploaded. And then if you go to the links option, here is an option to pull content from other sources. If you have uploaded videos to YouTube or have your own channel, you're

more than welcome to bring the content into YuJa to consolidate. Same with Vimeo. And then the web link is more general to just other areas that you can hyperlink videos from. So if there's anyone here that is in the film department and you have video store on Canopy or if you have content stored on WebEx or Zoom, and you have hyperlinks to those videos. You can simply just copy and paste those videos, those video hyperlinks into this field. And then we will store copies of them and YuJa as well. And then additionally, there is the option for VR video. Typically, every training there's at least one person that creates 360 videos. It's usually in bio or some type of science where you're capturing models or you're filling out in the field. So if you have those 360 videos pre-created, you're more than welcome to store those into YuJa as well. Okay. Now if there's any pending questions about what's the advantage of adding content into YuJa versus storing it, maybe on Google Drive or Dropbox account. The one thing to take away, this page right here is we add a lot of extra metadata layers to your content, which we'll get into a lot as well in the next advanced and intermediate training sessions. But just as an example, let's say I have created this video and it doesn't have a captioned file associated with it. By default, when I upload it into the system, it's going to caption for me in the background, and it's good transcribe my audio for a clean transcript file that my viewers can download while watching the video. The default isn't English, but if there's anyone here that teaches a foreign language course or if you have video in a foreign language, there's also the option to change the transcription language if I click on the Manage Captions button right here. So if I want to transcribe in a different language, I can just select it from the list. And here is everything that we support, which goes pretty extensive. What our system does as well, which we'll talk about in the Intermediate session, is that it also does Optical Character Recognition and short. It's OCR, in which we're going to capture keywords off of your slides. If you're going to be recording over slides. And that allows the student later on to search. Within the video if they want to highlight bookmarks are key terms when they're watching the lecture back. Alright? And then in terms of upload time, it really depends on the size of the video and the speed of your Internet. But as just kind of a rule of thumb, it usually takes between five and 10 minutes. Upload time for an hour long video. It's relatively quick, but it also is a bit contingent on your upload speed. Okay? So that's just the very basic process of uploading from your My Media, however, as well, is where you can capture new content. So if you want to create a new lecture, whether that is just a basic narration over your PowerPoint slides from home. Or if when campus opens back up, I think I heard it's going to be the plan is for next January for folks to come back in classrooms. If you want to record a lecture from your classroom, you can access this button right from your My Media is just simply called Craig recording. All right, now, as a brand new user, the first step is to simply download our application. So if you're on a Mac or PC, you can just go ahead and click the download button as a brand new user. To be clear, you don't have to download it for every lecture and you just download it once as a brand new user and it installs the application on your desktop, just like it has on mine. And once it's installed, the next step is just to simply launched the recording by clicking Start. So if I click on Start right here, it's going to go ahead and launch. As you can see on the bottom my desktop here, it's lighting up the application. And what it's doing is it's going to load my personal profile settings that I have set up on my personal computer. So in my case, in the lecture room that on doing this presentation from I have a document camera setup. I have my primary screen which the capture window is picking up. And then it's also picking up a mic that's built in to my laptop. So this is my default setup. However, by all means, this is where you can customize and switch things up to best fit your needs or your structure. So if you say to yourself, I just want to capture my screen while it near eight and I want to turn the camera off. Over here on the left-hand side is where you can toggle things on and off. So if I want to turn the document camera off, I'll just go ahead and click on the blue toggle, just like that. And now what Nero's me down to just wrote basic recording, just my screen in narration as well. Maybe you want to turn a camera on, but you want to change the source. So let's say I want to

capture white image as opposed to just my document camera. What I can do is I can turn that camera back on, but then go to my source right here. And the idea is that this is going to read and then pick up anything that you have connected on your laptop. So I have a USB camera

right in front of me right here. Which is going to, sorry, it's pointed downward. It's going to capture my, my, my image that's built in my laptop, plus my screen, plus my mic. So I can make the lecture interactive. And you can even do multiple. So if I just want the full package to do all three, my personal image plus my document camera plus my screen. And Mike.

I can turn everything on. So it can be as expansive or as basic as you need it to be. In that same rule applies for the other sources. So physically standing over the built-in mic on my laptop and it's picking it up. But again in January of campus opens back up and I want to walk around the room. Maybe I want to capture a mite from my lapel or a handheld. I can change my mike source. If I have a multiple monitor setup and I want to capture both screens, I can go to the advanced settings right here and then set up a duo display. So that allows me to pick up both screens just like that. And then one of the tools I really like, especially if you're going to be showing PowerPoint is the annotation toolbar. And I should probably say, just if you're going to be recording over documents in general. There isn't optional annotation toolbar. If I turn on, it's going to display down here in the bottom of my screen. It's in one part to make the lecture engaging. So you can highlight over text or make annotation, digital annotations on screen, just like you would do with I go a Windows one note or the digital pin. But it's also helpful for accessibility. So if in one of my previous lectures, a student said they had a hard time following my mouse, or the white mouse demarcation over a light background on my document. I can give my mouse a color. I can even change the size of my mouse demarcation. So it just makes it easier for the audience to follow. Alright, and then lastly, similar to what we're doing right now, we do have a live option. It's built directly into the integration with Brightspace. So a lot of the things that you see with our platform directly tie back to Brightspace. It allows you to record, but also give your course the ability to watch the lecture through a live feed. So if I turn on the live stream, it's going to enable the toggle right here. And then if I go back to this little Share icon, appear in the top right. It's gonna give me a list of all my course rosters from Brightspace. So if I want to live stream to the class right here for environmental studies, I can just go ahead and click on the course name. And once I click on Save, it's going to send a push notification out to the class. So if that student is on their phone, tablet, or in further computer, they just need the link over the e-mail. And once they tap on it or click on it, it opens up the lecture right within the browser doesn't require sign-in. But then they can watch the, the, the As it's happening similar to what you're doing with me today. All right. So at the point that you're comfortable with your setup and you confirm that your sources are working, and you verify the fact that the mic is being picked up. The last step is just really simply to click on Start. Sometimes I get the question of how do I know I'm recording after I press start? And what do I do now? So to visual indication to look for one is that three-to-one countdown. So you'll get that visual indication to let you know before you're going active. Additionally, there's another visual indication down here on bottom right of your desktop, which I call the competence monitor. This is always going to display when the lectures active. And it's going to give you the reassurance, reassurance that your mic is being picked up. And that is coming through clearly through the little wave form right here. If you need to take a break. I've seen a lot of lectures over the last year and a half. A lot of different situations as instructors were recording from home pretty exclusively. So if there is a dog barking in the background, if there's kids running around and background or if UPS is at the door and you need to take a break and then walk away for any reason, you can certainly click on pause right here, and then resume whenever you're ready. And then the pause portion of the recording won't be included in the finished product. And then there's also the shortcut to just end

the lecture. So if I click on the Stop button right here, it's going to end the recording. And then it's going to give me the option to save. Or if I'm just practicing, I can delete it and then start again. But if I click on Save right here, I don't need to download a copy of the recording to my desktop and then re-upload it to YuJa later on. In automatically, as you can kinda see with the pending thumbnail right here, it automatically uploads to my personal, My Media within YuJa. And similar to video uploads, it's also captioning and then transcribing in the background. So I don't have to do a whole lot of manual work to get my lecture in the YuJa at the point that I save, it goes straight to my personal profile and then does all the metadata and the processing and the background. Okay, So, so, so far we've gone through again just the basics. How to access the platform from D2L, how to upload through this button or from just dragging and dropping content into the interface. And then how to launch your recording from this button right here. What I'll talk about now is how to make changes your content. If you notice that maybe there's mistaken the playback or you forgot to hit pause. Maybe we caption the video and we don't get a name or a term or a 100 percent, right? You can always make corrections to your content before the class sees it. So I'll just, it's a prefix while my recording is processing. Here's a video that my colleague made. Just to give you an idea of the end result and what the student will see once it's fully finished. And she used the same system under the crate Recording button. So by no means expensive or an elaborate setup. She just recorded the camera from her laptop plus her screen. So we convert this into a multi stream layout just like this. But again, if she made a mistake and forgot to hit the pause button, or if the student's display the captioning and they notice something is spelled incorrectly. You can always go into our video editor and really quickly and really easily make corrections. So I'll actually just stick with the same example. And I'm going to go into the editor. And getting into the editors really simple. From your My Media, you would just hover your mouse over the thumbnail. And there's a button right here that just says Edit. And the nice thing is, is that the editor is not a separate tool that I have to install or download. Once I click on the option to edit, it just pops me right into a new browser window. And both streams are displayed just like this. So if she needs to make correction to the screen or her video source, she can. Take a look at the streams in the playback down here. When it comes to making corrections to captions, we have this on the same page as the video cuts as well, so you don't have to go to a separate screen for that. And if you follow my mouse over here to the middle right, There's the closed captioning button. When I click on that, it's going to display the whole caption transcript. So if I need to make corrections to spelling, I can if I need to add any punctuation, I can. The thing I like about this is that it is compatible with the grammarly browser plugin. So if you use Grammarly on, it will scan over the page and then it will highlight and underline any words that are fields are incorrect. So it kinda speeds the process up. Additionally, we display the time codes. So if you want the captions to appearance screen longer, you can change the time code's. Going back to my previous example, if your home is like mine and it gets noisy in the background, and the caption engine transcribes a bunch of garbled audio. You can remove the line altogether. So it's not much different than just editing a Word file. You're just clicking on the itemized lines and then making corrections as needed is well, if she made a mistake and she needs to make corrections to the video playback. That is just over on the opposite corner over here. So if I need to make a video cut, maybe where she forgot to hit the pause button. I can just go ahead and click on the Cut tool. It starts at wherever the playback is. So and then it five in this case. So if I want to trim this whole personnel, all I have to do is just drag my mouse and then click on the end point, just like that. All right, so just again, you just, you wouldn't move and play back demarcation to the cut point where you want to start. Click on the scissors icon, and then highlight, and then just stop at the point that you want to end the cut. And then we displayed the audio waveform. So if maybe you walked away and forgot to hit pause, if there's no audio that we picked up, it's just going to show a flat line, which makes it a little bit easier to identify and cut out. And then if you click on the arrow right

here, that will remove a cut. So if you want to redo it or if you highlighted the wrong portion, you can always just backtrack by clicking on the undo last action. And the icon of the presentation right here. This is what I call the band-aid. So let's say she made this slide, it back in 2018, but she replaced the slide. She updated it to make it more current. Or she changed in the images on the slide. In that case, it's not our expectation that you have to re-record the whole lecture if just minor changes happen. So what this allows you to do is it allows you to insert a new slide over the top of the existing one while the rest of the lecture remains the same. So let's just say I've changed this image and I want to insert it over the top of this one, but I don't want to change anything else in my lecture. I can go ahead and click on the presentation icon. Select my new image. And just like a band-aid, it will insert over the top of what is already here. So I don't have to rerecord my whole lecture. And then as well, just to kind of wrap, wrap up the basic editing, you can also add a text overlay. So if I want

to insert an important note right here, I can just say to my class, maybe this slide will be on the exam. I can customize the font size if I wanted it to appear on screen larger. And then I can even set for how long that text appears on screen. And what happens is when the viewer later on watches the playback, this piece of text is going to pop up temporarily. So just a few things to keep in mind if you need to clean anything up or add anything after the lecture. Because I typically find the editors one of the first things users jumped to after they upload their tests video. What I will say is that the editor is non-destructive. So if you just want to test it out on a few sample videos, don't worry about breaking anything. Because, or even later on. Let's say this is a real lecture that you plan on sharing and you realize you made a mistake in a cut or a caption edit. We have fail-safe built in so you can always go back to the original copy. So let's say I'm confident my cut right now.

I go to Save. And then I go to save as new video. And then I all of a sudden in that cold sweat, I have that Oh wait moment. And I realize I made, I cut out and I cropped out an important piece of the slide. It's fine because when ever you save your edit, we process a new copy which is generating right here, but we maintain the original. So if you need to backtrack and then do a redo, you can always go back to the original file because we keep it intact and then re-edit until you get the process right.

Okay. So going back to the agenda right here, we're about 80% through. We've gone through editing, uploading, and then the software capture. I'll go ahead and bring it full circle right here to really summarize what to do with that video once you're comfortable with the output. So if you made the necessary changes or if you're at the point where you're ready for the class to see it. There's a couple of different ways to post your video. This is the area that I always preface by saying there's no right way to share a video, there's no wrong way. I'm just going to go through the options. And obviously, if there's any questions, anything unclear about the process of posting a video, I'll be happy to re-review it in our Q and a. So I'll start with just the most basic way, which is just a one-to-one share, just like you would do in Dropbox or Google Drive. If I have saved this video, I'm comfortable with the look of it. And I want to give it to a colleague. I can simply hover over the thumbnail. And just above where we were in the editor, I can simply click on Share. And this is going to give me a list of other users within the system. So if Adam is my TA or if he's a designer on campus that needs access to the video to make edits on my the app. I can just put in his name and I can even decide which level of access I want to give them. So if I wanna make them a co-owner, essentially, so he can edit, redistribute on my behalf. I can give them full access. However, maybe on the other side of the spectrum, he is just a student that miss a class and I want to take away his editing rights. I can change that level of access to just read only so you can watch it back, but he can't make changes. And then we also have this happy medium. So this gives atom the ability to edit the video and then reshare it. But he doesn't have full access to delete. So edit

access is folded minus delete essentially. Okay. So if I want to get grant Adam access the next time that he logs into huge it from D2L, she sees a copy of that. He's going to see a copy of that video right within his Shared with me folder. So so it's collaboration across video. All right, now to the next option, which is just taking the direct link. If any of you were active on YouTube or Vimeo prior to starting with you Jeff. Same concept here, where you can just share a direct link, possibly over email. Anything that you upload into the system or record, just like I did, is going to give it its own unique direct link and embed code. We generate that automatically for you. So to pull that, I'm just gonna go ahead and hover over the thumbnail right here. And then I'm going to go into this button titled more. And we'll get into a lot of this in the next session. Sessions, I should say. But the one I'll hone in on right now is just access to links. And when I click on links, it gives me both the direct link and an embed code for this video. So if I want to take the direct link and then send it out to the class over email blast. Or if I want to put it somewhere in Brightspace, I can just copy it. And in my case, I'll just pretend I send it over email. When that user paste it into the browser or just clicks on the link, it's going to open up the playback right over the browser just like that. Okay? So that's a direct link and then sharing as well, where we don't recommend either one, is in the case that you want to share the video with an entire class. So if there is a larger class of 10, 20, sometimes hundreds of users, it's not going to be scalable to have to share that video with each individual person or the link. So for that reason, we also have bulk sharing options that tie, again, similar to live streaming directly back to Brightspace. And I'll show you that by just kind of going back to where we started. And I'm going to go back to my environmental studies course. So let's say I want to take the video that I just edited and I want to make it available within Brightspace, either in a content module, a discussion assignment, maybe even an announcement right here. We have our own dedicated plugin that is located under the insert stuff button in Brightspace. So if I, let's just pretend I want to create this new class announcement. And I'll give it a title. I can add supporting attachments are taxed. But if I go to this icon right here where it says Insert Stuff, it's going to display what's called a huge immediate chooser. I think yours is probably label a little bit differently. But this is the official name for it. And when I click on that, it's gonna give me sort of a mini snapshot into my media and all the content that I uploaded or created a date. So everything that I've uploaded, recorded, edited within the system. It's going to show up on this pick list. And if I click on the video and then select insert, it's going to allow me to place this video right within this HTML page in Brightspace. Alright, and it's our standard player. We don't cheat the user in the experience. So when they play the video back later on, they still have access to the multiple streams. They still have access to captioning. And then all of the accessibility tools that we'll go over in the future advance sessions. So it's kinda going in reverse. You're taking a video that was stored in YuJa and then you're placing it here in Brightspace for the whole class to see. So that's three of the four options. Now, just the last item. Before I open it up for Q and a, I know there's some activity in the chat which I'll be happy to review, is just the concept of channels. So this is, well kind of goes back to anyone that has primarily been using YouTube up until now in creating just related videos in a channel type experience. We give you automatically access to course-related channels in YuJa as well. So going back to this button right here, if I access YuJa from an Environmental Studies course, what our system does automatically is it creates an optional course folder for you. We call it channels, that's the official name. And they're located over here on the left-hand side. So if I expand the window that says all channels, it's going to display all of the courses, all of my courses that YuJa is installed in. And I'll pull up the environmental. So it basically looks like this. And it's a collaborative space between the instructor of the course and then the enrolled students. So the idea is that any students enrolled in this course will get a summary of all their videos on the course-related material in one spot. Just like I've, I've pre-created right here. So they can, they can go and do their course folder and then play any videos that they need

to watch. If I want to add a new video here, like the one that I just edited. I'll go back to My Media. And again, I'll hover over the thumbnail. And then it'll select Publish. It's gonna give me another mini list of my Brightspace courses and it'll just find the one I want to place this video and I'll click on it. Click Confirm. So now the next time I log in, or a student logs in to the system and then opens up their course folder. Over here on the left. They're going to see a copy of that video right within the channel. All right.

All right. So all just four different options. Again, I don't want to endorse one is the right one or one is the wrong one. I just wanted to show you everything that's available. So you all can just kind of pick the method that best fits your course needs, whether that's embedding in Brightspace using our channels, sharing out direct links. There are all options for you.