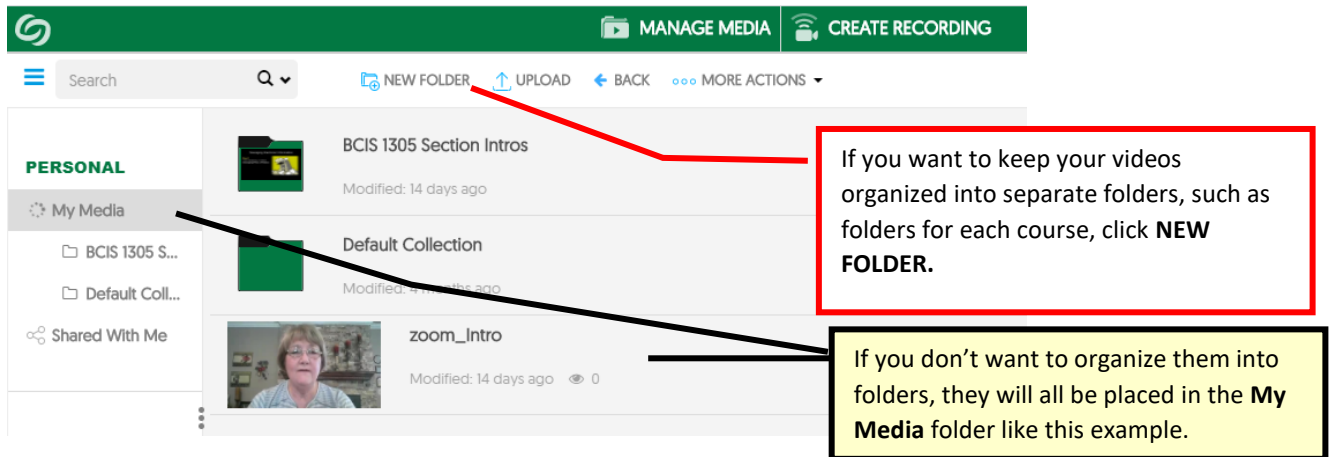


Upload previously recorded (and saved) videos into your **My Media** private folder on Yuja website



PERSONAL

My Media

- BCIS 1305 S...
- Default Coll...
- Shared With Me

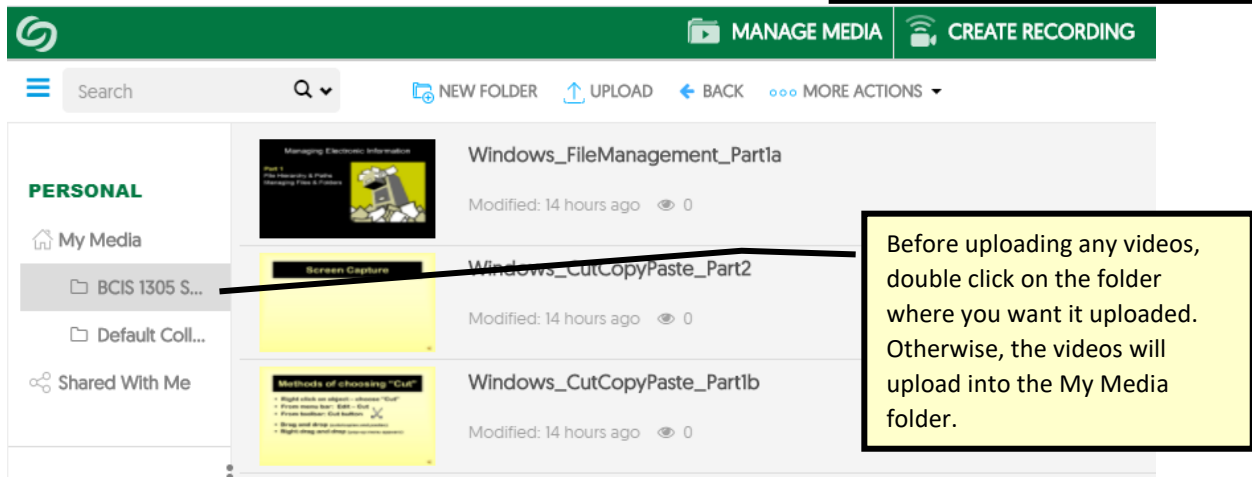
BCIS 1305 Section Intros
Modified: 14 days ago

Default Collection
Modified: 14 days ago

zoom_Intro
Modified: 14 days ago

If you want to keep your videos organized into separate folders, such as folders for each course, click **NEW FOLDER**.

If you don't want to organize them into folders, they will all be placed in the **My Media** folder like this example.



PERSONAL

My Media

- BCIS 1305 S...
- Default Coll...
- Shared With Me

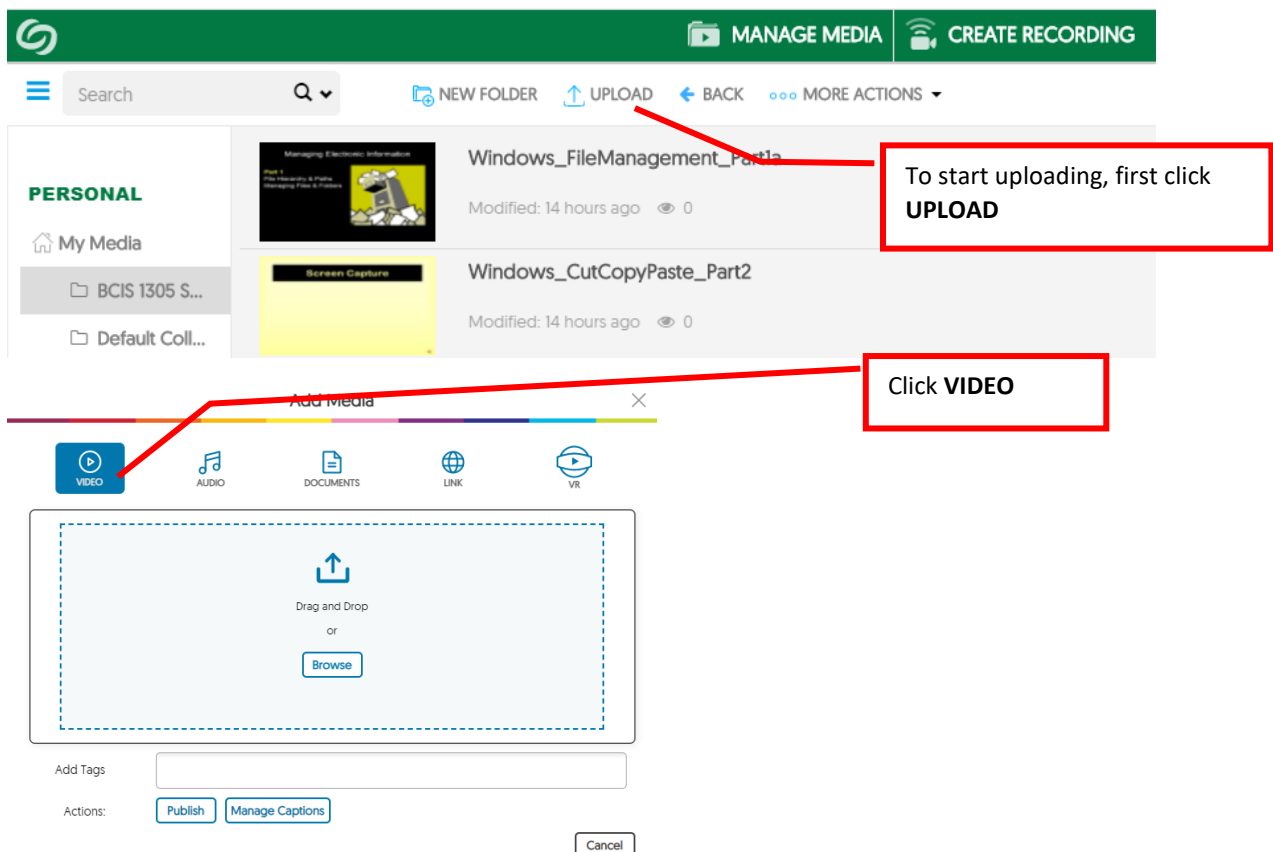
Managing Electronic Information
Part 1
Modified: 14 hours ago

Windows_FileManagement_Part1a
Modified: 14 hours ago

Screen Capture
Windows_CutCopyPaste_Part2
Modified: 14 hours ago

Methods of choosing "Cut"
Windows_CutCopyPaste_Part1b
Modified: 14 hours ago

Before uploading any videos, double click on the folder where you want it uploaded. Otherwise, the videos will upload into the My Media folder.



PERSONAL

My Media

- BCIS 1305 S...
- Default Coll...
- Shared With Me

Managing Electronic Information
Part 1
Modified: 14 hours ago

Windows_FileManagement_Part1a
Modified: 14 hours ago

Screen Capture
Windows_CutCopyPaste_Part2
Modified: 14 hours ago

To start uploading, first click **UPLOAD**

Click **VIDEO**

Add Media

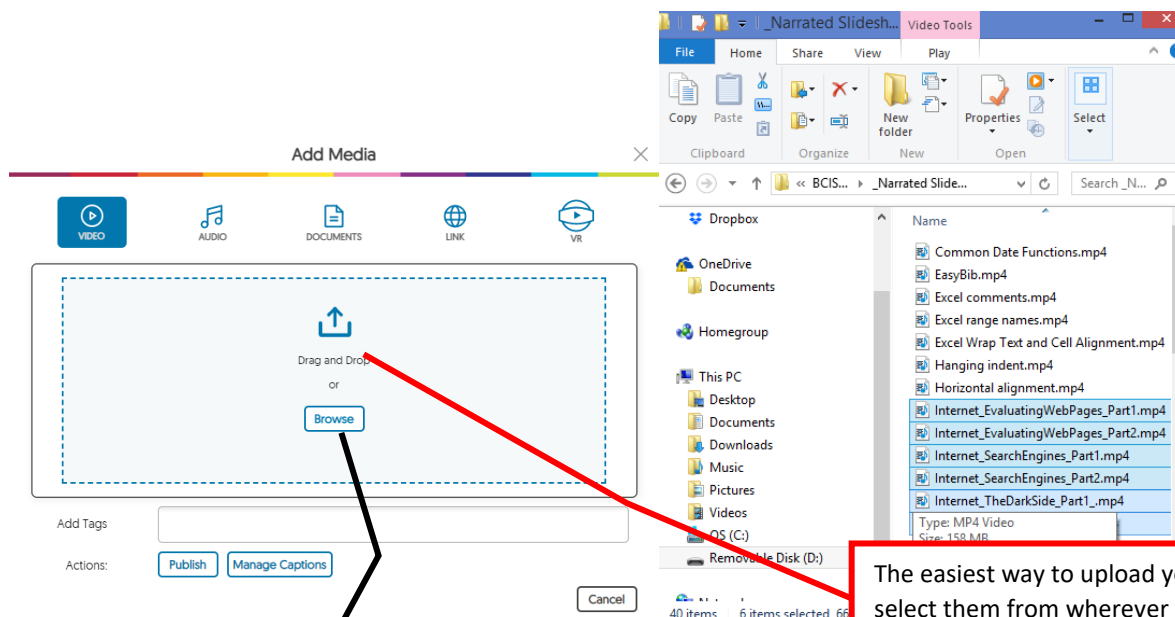
VIDEO AUDIO DOCUMENTS LINK VR

Drag and Drop
or
Browse

Add Tags

Actions: Publish Manage Captions

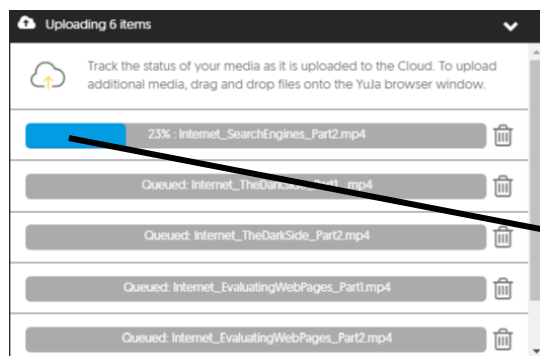
Cancel



Note: If preferred, you can click the **Browse** button and select your video files instead of using drag and drop..

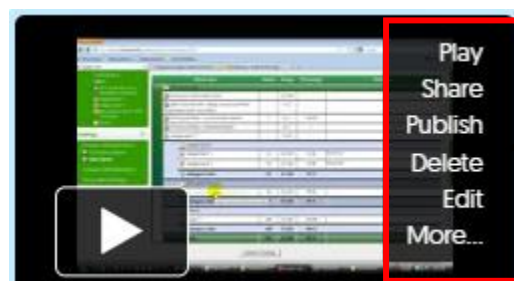
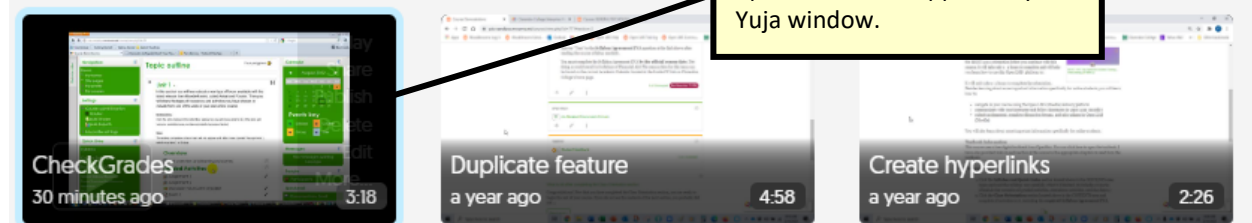
The easiest way to upload your videos is to select them from wherever they are located (such as in a folder on your computer or in One Drive) and drag them here.

Note: You can upload one video at a time or many videos at the same time.



You will see the status of each file being uploaded. When it shows all are uploaded, X out of that window.

As each video file is being uploaded, it will appear in your Yuja window.



It takes a little time for the videos to be modified for the Yuja platform. To see if a video is ready to be linked into Moodle, move your mouse over the video. If you can see the menu choices appear on the right side of the video, it is modified and ready.