



Upload Media in Yuja

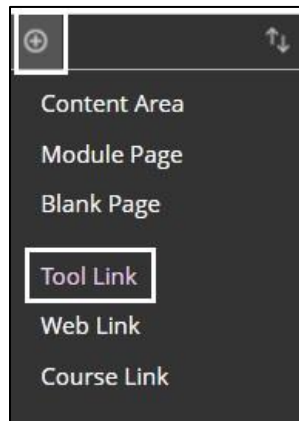
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YuJa Media Chooser allows you to embed videos directly into your course. Accessed through the Build Content menu, this interface makes it simple for instructors to add video content to Blackboard without having to leave their course.

Add the Yuja link to Course

To first connect your account and connect Yuja to the course you will need to create a link to the Yuja media library. This link will allow the instructor access to the Yuja Media Library where all videos and media are housed. This link does not need to be available to students unless you want to give them access to folders. If you want to add single video files, see **Add Individual Media Items**.

1. In the course, select the **plus symbol** in the upper left above the Course menu. From the drop-down menu select **Tool Link**



2. On the **Add Tool Link** pop up, enter a name for the Yuja link. Select the **John Jay Yuja** from the Tool dropdown. The available to user box can be kept

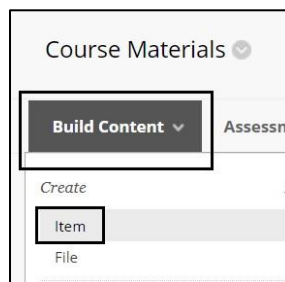
unchecked. Press **Submit**. This link will appear at the **bottom** of the Course menu and be hidden to students.



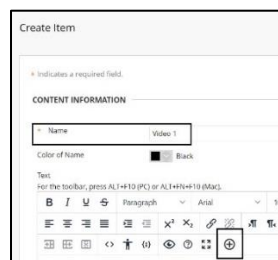
Adding Individual Media Items to Content Areas

These steps are for adding a singular link or embedded video to a content area. This can be useful if you want to post individual media in weekly modules.

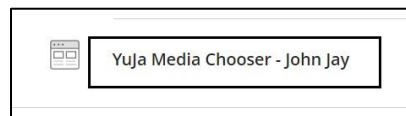
1. Access the Content area where you want to add media, for example Course Materials. Select **Build Content > Item**



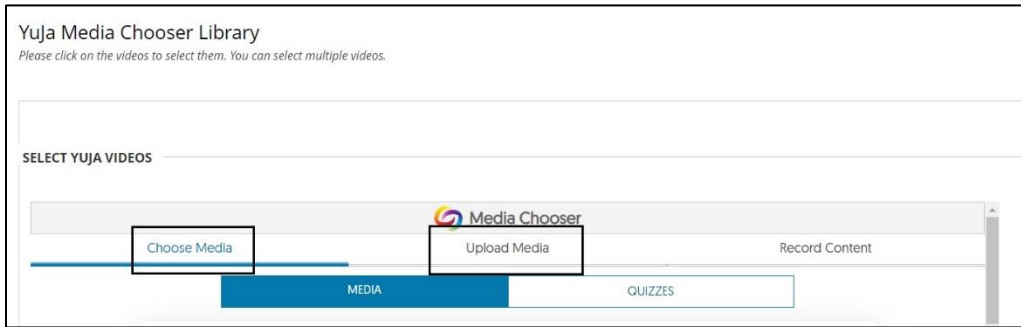
2. On the **Create Item** page, enter a **name for the media**. Select the **Plus Symbol** in the Content Editor.



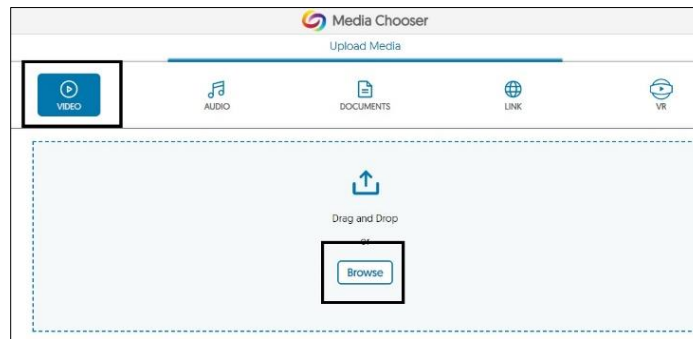
3. On the **Add Content** pop up, select **Yuja Media Chooser** at the bottom of the list.



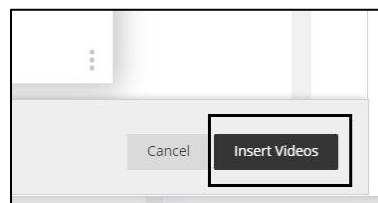
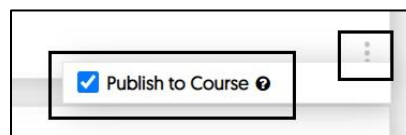
4. On the Yuja Media Library page, you can select media you have already added under **Choose Media**. To add new media, select **Upload Media** tab



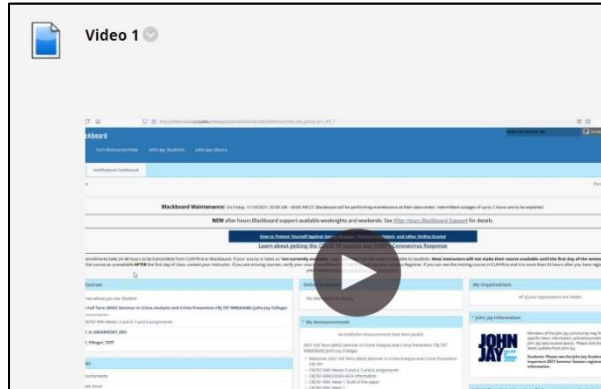
5. On the **Upload Media** tab, select type of media and select the **Browse** button to select file



6. Once the file has been completely uploaded, select the three dots in the lower right and select **Publish in Course**. Select **Insert Video Button** in the lower right. **Press Submit** in the lower right to add video to content area.



7. The individual media file will appear as a video pane in the content area



For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu