

# Online Learning Alternatives: YuJa and Zoom for Lectures

This Job Aid presents online learning alternatives for lectures using YuJa and Zoom:

## **YUJA**

YuJa is the university's video hosting/ content management system. It can be used as a stand-alone tool and also within your D2L course. YuJa allows you to upload and share your videos, record yourself and/or your screen captures via a free desktop software. It is a great option for online previously recorded classroom sessions (e.g. recorded voiceovers), which can be placed into D2L for student to view at their leisure.

## **ZOOM**

Zoom is a cloud-based video conferencing product that, in its simplest form, allows users to connect from computers for mobile devices. It is similar to Skype, which many people are familiar with. It is a great option for online synchronous classroom sessions (where students and Instructors are online at the same time).

If you need any additional information or have any technical questions, please do not hesitate to contact:

**Kevonne Kerr** - DVM Program Analyst

Office **TRW 2E11** | Phone **403.210.6282** | Email: [kerrk@ucalgary.ca](mailto:kerrk@ucalgary.ca)

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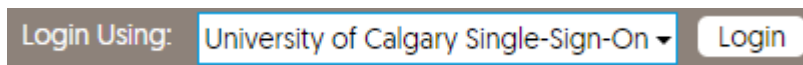
## YUJA

<https://yuja.ucalgary.ca/>

YuJa is the university's video hosting/ content management system. It can be used as a stand-alone tool and also within your D2L course. YuJa allows you to upload and share your videos, record yourself and/or your screen captures via a free desktop software. It is a great option for online previously recorded classroom sessions (e.g. recorded voiceovers), which can be placed into D2L for student to view at their leisure.

### How to Log in to YuJa (Online- IT Account Required):

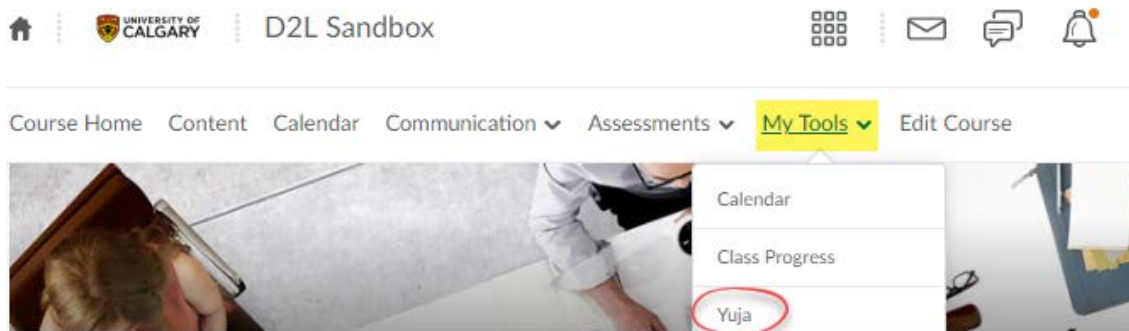
1. Go to <https://yuja.ucalgary.ca/>
2. From the **Login Using** drop-down menu, select **University of Calgary Single-Sign-On**. Click the **Login** button.



3. When prompted, enter your IT username and password, then click **Sign In**. (Your YuJa account will be provisioned upon your first login.)

### How to Log in to YuJa (Through D2L):

1. Log in to D2L and enter the course you are teaching.
2. On the navbar, select **My Tools**, then **YuJa**. If you do not see the YuJa option as the Course Instructor, follow [these steps](#).



How to Install YuJa Software Station on a PC:

<http://elearn.ucalgary.ca/yuja-software-pc/>

How to Install YuJa Software Station on a Mac:

<http://elearn.ucalgary.ca/yuja-software-mac/>

System Requirements & Recommendations:

<http://elearn.ucalgary.ca/yuja-system-req/>

How to Create a Video on PC:

[http://elearn.ucalgary.ca/files/2019/07/Creating-Recording-on-PC\\_070919.pdf](http://elearn.ucalgary.ca/files/2019/07/Creating-Recording-on-PC_070919.pdf)

How to Create a Video on Mac:

[http://elearn.ucalgary.ca/files/2019/07/Creating-Recording-on-Mac\\_070919.pdf](http://elearn.ucalgary.ca/files/2019/07/Creating-Recording-on-Mac_070919.pdf)

How to share a Video through Direct Link:

<http://elearn.ucalgary.ca/yuja-sharing-link/>

How to Share a Video through D2L:

<http://elearn.ucalgary.ca/yuja-sharing-d2l/>

How to Edit a Video:

[https://help.yuja.com/knowledgebase\\_category/editing-captures/](https://help.yuja.com/knowledgebase_category/editing-captures/)

Media Recording in Learning Environments – Operating Standards:

<http://elearn.ucalgary.ca/recording-operating-standards/>

Additional Resources:

- ❖ **UCalgary Elearn:** <http://elearn.ucalgary.ca/yuja/>
- ❖ **YuJa Help Center:** <https://help.yuja.com/product-documentation/>

## ZOOM

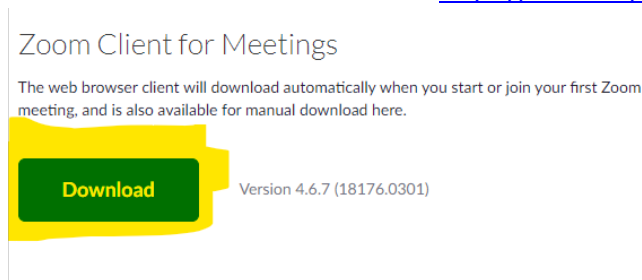
<https://zoom.us/>

Zoom is a cloud-based video conferencing product that, in its simplest form, allows users to connect from computers for mobile devices. It is similar to Skype, which many people are familiar with. It is a great option for online synchronous classroom sessions (where students and Instructors are online at the same time).

1. **University of Calgary Licence:** The University of Calgary has just received a campus wide Zoom licence. **Please let me know immediately if you will require a Zoom Account.** You'll get an e-mail from Zoom with a link that you click on to validate your account and set up a password.
2. **Free Account:** Unlimited one on one or group meetings up to 100 participants at a time. **Each meeting is limited to 40 minutes.**

### How to Access Zoom:

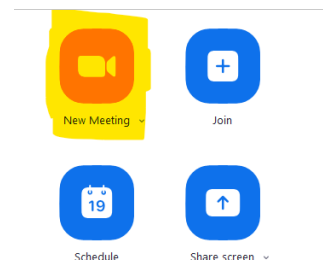
1. University Licence: **Please let me know immediately if you will require a Zoom Account.** Click on the blue **"Activate Your Zoom Account"** button in your email. Click on the blue **"Activate Your Zoom Account"** button.
2. Free Account: Download Zoom from <https://zoom.us/download>



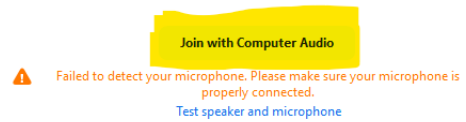
3. Access Zoom online from <https://zoom.us/>

### How to Start a Zoom Meeting Instantly (Desktop):

1. Log into Zoom and Select **'New Meeting'**.



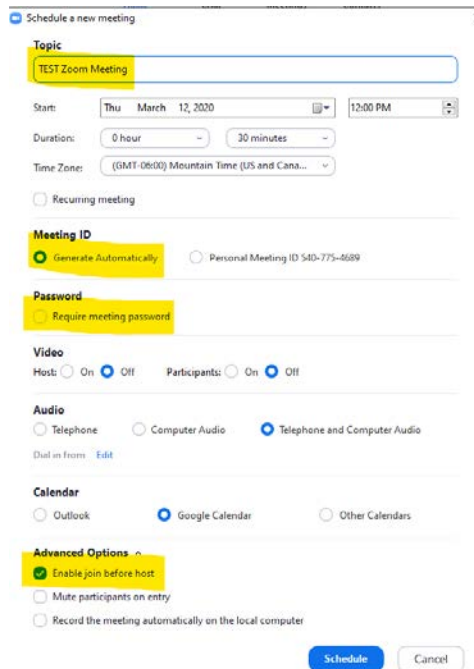
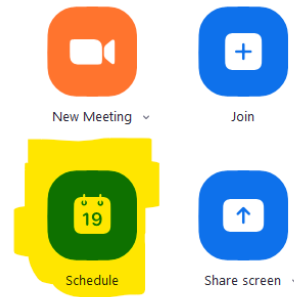
2. Select **'Join with Computer Audio'**. If you have a microphone you can select your preferred mic.



### How to Schedule a Zoom Meeting in Advance:

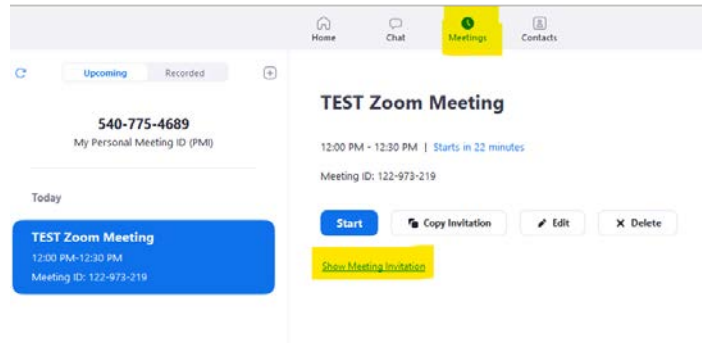
<https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>

1. Open Zoom and select **'Schedule'**
2. Fill in your Meeting Details:
  - a. Name your meeting
  - b. Allow the Meeting ID to generate automatically
  - c. It's best to not require a password (keep it unchecked)
  - d. Browse the Advanced options



3. Select **'Schedule'** to save the Meeting.

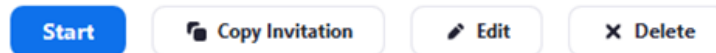
4. Go to **'Meetings'** (at the top of the screen), ensure that the correct meeting time is shown and then select **'Show Meeting Invitation'**.
5. You will be able to see the details of the scheduled Zoom Meeting. The most important details are the **URL** and **Meeting ID**.



## TEST Zoom Meeting

12:00 PM - 12:30 PM | Starts in 18 minutes

Meeting ID: 122-973-219



[Hide Meeting Invitation](#)

Kev K is inviting you to a scheduled Zoom meeting.

Topic: TEST Zoom Meeting  
Time: Mar 12, 2020 12:00 PM Mountain Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/122973219>

Meeting ID: 122 973 219

One tap mobile  
,,122973219# US Toll

Dial by your location  
US Toll

Meeting ID: 122 973 219  
Find your local number: <https://zoom.us/u/abUdD4FzBg>

6. Copy and Paste the Invitation details, including the **URL** and **Meeting ID**, to Email or D2L.

## Zoom Settings Available in Meetings



- a. Mute/Unmute your mic
- b. Audio Settings: Select your microphone/speakers
- c. Video Settings: Select your camera
- d. Invite Others to Join your meeting  
**It is best to select 'Copy URL' and post it to Email or D2L**
- e. View the participants present in your meeting
- f. Share your screen or presentation with the participants. You can also update the share settings to have multiple participants share simultaneously.  
<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>
- g. Chat Settings: Group and Private Chat options  
<https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>
- h. **Select to Record the session.**  
<https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>
- i. End Meeting  
When prompted, select **'End Meeting for All'** if you would like everyone to leave the meeting.

## How to Join a Zoom Meeting:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

## Additional Resources:

- ❖ **Zoom Instructions:** PDF Attached
- ❖ **Zoom Instructor Handbook provided by the Werklund School of Education** [https://live-werklund.ucalgary.ca/sites/default/files/teams/13/Zoom%20Instructor%20Handbook%20December%202019\\_0.pdf](https://live-werklund.ucalgary.ca/sites/default/files/teams/13/Zoom%20Instructor%20Handbook%20December%202019_0.pdf)
- ❖ **UCalgary Communications Media (ComMedia): Setup Information for Zoom video conferencing:** [https://ucalgary.service-now.com/it?id=kb\\_article&sys\\_id=a8b2c49edb4f2f047cab5068dc96191f](https://ucalgary.service-now.com/it?id=kb_article&sys_id=a8b2c49edb4f2f047cab5068dc96191f)
- ❖ **Zoom Help Centre:** <https://support.zoom.us/>