

On April 23rd 2022, the Yuja contract with USM expires. Yuja is being replaced with Canvas Studio. The following are directions for how to download the videos you want to keep from your Yuja account onto your computer. From there, you can upload them to Studio, YouTube, or any other video streaming platform of your choosing.

If you have never seen Canvas Studio before, we have support videos. It is a three-part series that:

- [Canvas Studio - An Overview](#)
- [Canvas Studio - Recording/Adding Videos](#)
- [Canvas Studio - Using Video w/in a Course](#)

If you have more questions about Canvas Studio, please contact the Office of Online Learning.

The other thing to discuss before we get into any instruction sets are your videos themselves. USM has been using Yuja for about five years. Not every video you have on your Yuja account needs to be downloaded. Not every video on your Yuja account needs to be uploaded into Canvas Studio, YouTube, or another steaming service. You can be selective when downloading your videos for later use. This is the best practice going forward. Keep only what you need. Let go of what you don't. And if you are unsure, download it but don't upload it into another streaming platform until you are sure.

## START HERE

You start by logging into your Yuja account. You want to do this from Yuja itself, not Canvas. To get to your Yuja account, go to [usm.yuja.com](http://usm.yuja.com).

You need to do this through Chrome, Firefox, or Safari. If you are not using one of those browsers, please know the steps presented below may not work as described.

Your username and password for Yuja is the same username and password you would use for Outlook for any USM Microsoft product.

- Username = your w-number in email form (w#####@usm.edu)
- Password = your USM password

When you log into your Yuja account, you will be taken to a storage area called My Media. Here, you will see your videos or folders that house your videos on Yuja. If you are not taken to your My Media, click on My Media in the left-hand column to go there.

You may need to open one of the folders to see the videos you have on Yuja. If you don't have any videos on Yuja, you may still see a folder but you won't have any videos in it.

If you don't have any videos in Yuja, there is nothing for you to download and your day is done. You can still use the video links listed earlier to learn how to use Canvas Studio.

If you do have videos in Yuja you wish to download and save, these are your instructions. Also, if you don't want the full explanation of each step just want a quick set of directions, you can find those below.

1. Login to your Yuja account through [usm.yuja.com](http://usm.yuja.com)
2. Navigate to My Media
3. Select the videos you wish to download
4. Click More Actions > Bulk Download
5. Select your download options
6. Click Request Download

## 1. Select the video or videos you wish to download

You can do more than one at a time, in fact you are encouraged to download more than one video from Yuja at a time. You are not actually downloading them. You are requesting a download of the selected videos. Yuja will send you an email to your USM account. In this email are links to each selected video, and you will use these links to download the files. So, the more videos you select for download, the fewer emails you will get.

You can select videos in two ways: 1) click on More Actions and Select All, 2) hold down the CTRL key and click the videos you want to select. For Mac users, use the Command key instead of the CTRL key.

You can select single videos or an entire folder. You can select multiple folders as well. You can't, however, select three videos from one folder and two from another (at least not initially). If you select an entire folder, Yuja will assume you are selecting every video from within that folder. If you select more than one folder, it assumes you want every video within all of those folders. You can't open one folder, select three videos, then open another folder and select two more. Yuja will not remember these choices as you move from folder to folder.

Once your videos have been selected, you can move to the next step.

## 2. Click on More Actions and select Bulk Download

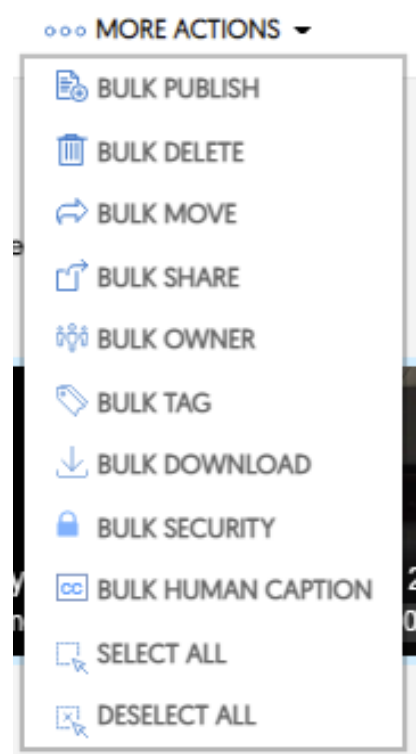
Like other products, the "More Actions" icon/button appears as three dots arranged horizontally. In Yuja, this button/icon also says "More Actions". When you click it, a menu expands with a number of options. You are looking for Bulk Download.

These menu options will only appear after you have selected one or more videos. If you have not selected a video, the only option available is "Select All".

The other thing you should know about the videos you download from Yuja are:

- You can't control how the Yuja videos are formatted. A normal Yuja video records 1 screen, 1 webcam, and 1 microphone. In the video that downloads, the recorded screen is larger than the webcam and is placed on the left, the webcam is placed on the right, and you cannot change these positions or sizes.
- You can download each audio and video channel of the video separately, but you cannot upload them into Canvas Studio as a single video. You have to use a video editor/creator (like Camtasia) to reassemble the video.
- You can have the captions for the video "burn-in" to the downloadable video file. You cannot control the captions file when you do this. You cannot separate the caption file from the video if you do this. You cannot edit the caption file after you do this. This is not recommended but it is an option you need to be aware of ahead of time.

There is a better way to do captions for these videos, which we will talk about.



### 3. Select your options in the Download Request window

This is where you “select” your videos and chose how you want the selected videos to be prepared for download. This window shows every video you selected for Bulk Download. If you selected an entire folder, each video within that folder will display in this window. If you selected multiple folders, every video from those folders is listed here.

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Download Request

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Below is a list of the selected media that can be downloaded. Select All to request to download all media or alternatively you can select specific media.

Choose Download Options:  Single files  Separate files

<input type="checkbox"/>	Title	Thumbnails	Burn-in Caption
<input type="checkbox"/>	<b>My Event on Thursday, January...</b> Thursday, January 13, 2022		None ▾
<input type="checkbox"/>	<b>My Event on Friday, August 6, ...</b> Friday, August 6, 2021		None ▾
<input type="checkbox"/>	<b>My Event on Tuesday, January ...</b> Tuesday, January 19, 2021		None ▾

You can have Yuja create a single file for each video or separate audio/video files for each video.

Single files give you a single link for each video in the email. Separate files give you multiple links for each video in the email (a link for each audio and video line in the video).

Check the boxes next to each video you want to download. This is where you make your “final” selections. If you don’t check the boxes, Yuja will not send you a download link. The box at the top of the column is a “select all” check box. Clicking this will places checks in every box below it. Or, you can check boxes individually.

Then, select whether you want the captions file from Yuja to be “burned into” the video or not. Again, we recommend not.

When you burn captions into the video file, they become part of the video. The captions cannot be hidden by viewers, cannot be separated from the video file, and any error in the caption file you cannot be corrected.

If you want to download the caption file for the video, you have to do that separately for each video. However, Canvas Studio will caption files you upload into it on request. It does not automatically caption uploaded material but the request process is fairly easy.

If you spent some time editing the caption file in Yuja for your video and you want to keep that file, here are your steps to retrieve it.

- Locate the video in your My Media storage
- Hover your mouse over the video and select More from the menu that appears
- Select accessibility from the window that appears
- Select your download option

The SRT file is the caption file. It has the text and the timestamps so the streaming service knows when to display the text. The plain text and PDF transcripts are the same except for the file types. These contain the CC text without the time stamps. If you plan to reuse the caption file, you have to download the SRT file. You can download all three if you want.

## 4. Click Request Media

This is the part that will take several minutes. Yuja will not give you any files to download. Yuja will prepare each file for download and then send you an email. In this email is a link for each video (or part of each video if you opted for separate files over single files). You will use these links to download the video files you requested. Save them to your computer



YuJa Enterprise Video Platform <noreply@YuJa.com>

Mon 2/21/2022 11:01 AM

To: Mark Ferguson

Hello Mark,

Here are the media files requested:

[Workshop Demo](#)

[My Event on Thursday, August 13, 2020](#)

[Canvas Intro](#)

Yours Collaboratively,  
The YuJa Team

[Reply](#) | [Forward](#)

individually. You may also want to open these files after downloading to ensure you selected the correct video.

The amount of time between clicking Request Download and getting the email from Yuja will vary depending on the number of videos you requested. You may also need to check your Junk/Clutter folder in your email account. If you deleted emails from Yuja previously without opening them, Outlook may have marked the sender as Spam and will divert emails from that sender to Junk or Clutter folders.

## Summary

That is how you download or archive your videos from Yuja so you can use them later. Now to discuss what you can't do.

- You can't take any video quizzes with you. You will have to recreate those in Studio.
- You can't take any usage or video analytics with you.
- You can't take the gradebook with you if you are using Yuja Quizzes as gradable things in your course.
- If you are sharing the files and you have editing rights to those videos, you can download them. If you don't have editing rights, you can't.
- You can't transfer any sharing privileges to videos to Studio. The two systems (Yuja and Studio) do not talk to one another. You can share content in Studio with other instructors, but you will have to reshare that content after the fact.

If you run into the problem where an instructor is not here anymore but has content on their Yuja account you would like to retain, please email Mark Ferguson in the Office of Online Learning. In this email, please list the name of the inactive instructor and the name and Empl ID number of the person you would like the content to be assigned to. After the content has moved to the new person in Yuja, they will have to download it using the steps discussed earlier.