

# Manage Your YuJa Videos

Last Modified on 11/18/2024 11:34 am CST

Show Video Walkthrough

## Naming Videos

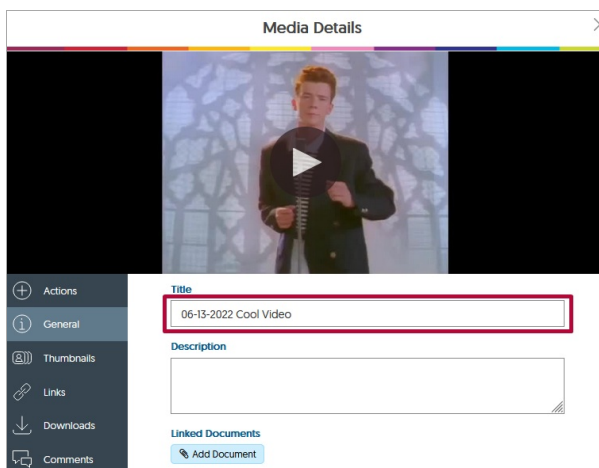
**NOTE:** For best practices, have meaningful naming conventions for your videos, include 6 digit dates.

(Example: 06-13-22 for June 13th, 2022)

1. Mouse over your video, then click on **More** to rename your video.



2. Rename the video to include 6 digit dates (Example: 06-13-2022 Cool Video).

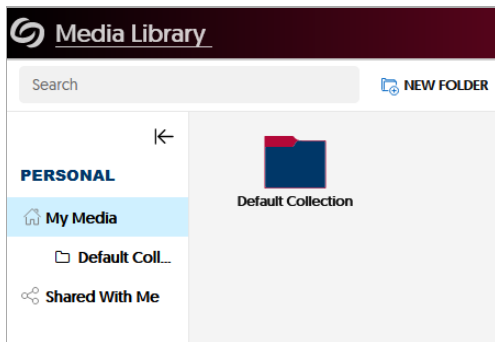


3. When finished, click on **[Save General]** in the lower-right corner of the window.

## Organize Videos

**NOTE:** Files will be saved in the **Default Collection** folder, unless you have created a new folder. If you have many videos, folders are useful to organize them by course or topic.

1. Click **New Folder** to create a folder.



2. Name your folder, then hit **[Save]**.

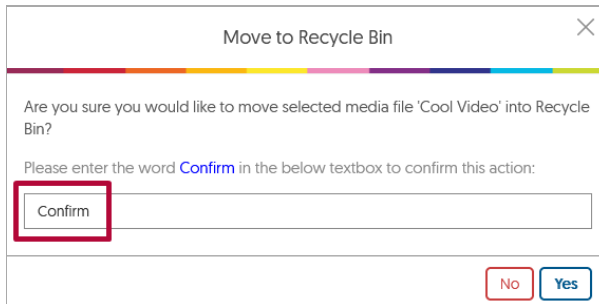
3. You will then be able to upload into the new folder. Please refer to [Manual Upload or Download Video for YuJa](https://vtac.lonestar.edu/help/yuja-upload-download) (<https://vtac.lonestar.edu/help/yuja-upload-download>) for more info.

## Delete Videos

1. To delete a video, simply click on **[Delete]** while mousing over the video you wish to delete.



2. Type in the word **Confirm** into the textbox, please note that this field is case sensitive. Click on **[Yes]**.



3. Your video is now deleted.

Please visit the **YuJa Help Center** for additional info:

- [Managing Media Overview](https://support.yuja.com/hc/en-us/articles/360046425034-Managing-Media-Overview) (https://support.yuja.com/hc/en-us/articles/360046425034-Managing-Media-Overview)
- [Managing Existing Media](https://support.yuja.com/hc/en-us/articles/360051856293-Managing-Existing-Media#managing-media-0-0) (https://support.yuja.com/hc/en-us/articles/360051856293-Managing-Existing-Media#managing-media-0-0)
- [Video Editor Overview](https://support.yuja.com/hc/en-us/articles/360045477574-Video-Editor-Overview) (https://support.yuja.com/hc/en-us/articles/360045477574-Video-Editor-Overview)
- [Media Channel Overview](https://support.yuja.com/hc/en-us/articles/360046425534-Media-Channel-Overview) (https://support.yuja.com/hc/en-us/articles/360046425534-Media-Channel-Overview)
- [How to Create and Share Playlists](https://support.yuja.com/hc/en-us/articles/15303563490455-How-to-Create-and-Share-Playlists-#creating-a-playlist-0-1) (https://support.yuja.com/hc/en-us/articles/15303563490455-How-to-Create-and-Share-Playlists-#creating-a-playlist-0-1)