

Manage Your YuJa Videos

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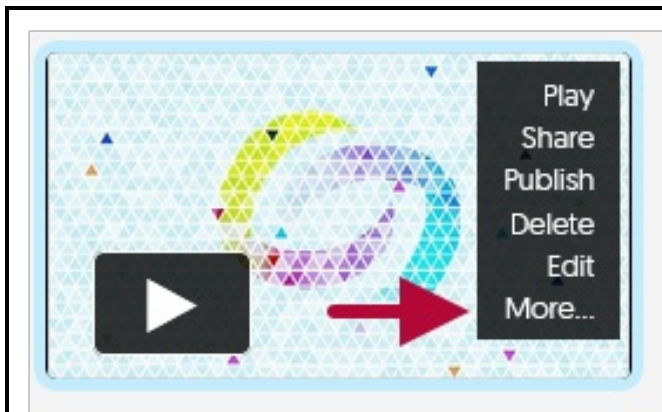
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Show Video Walkthrough

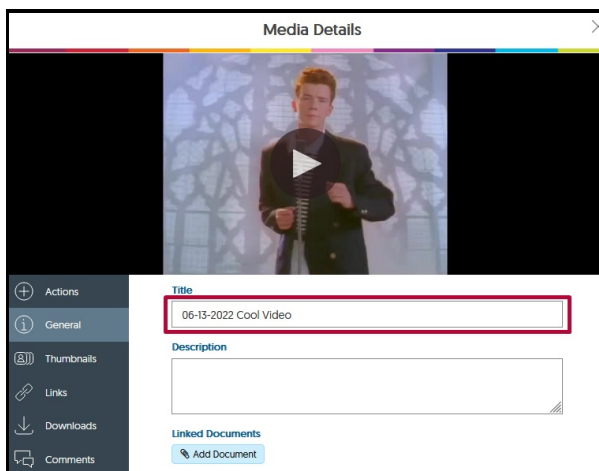
Naming Videos

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).

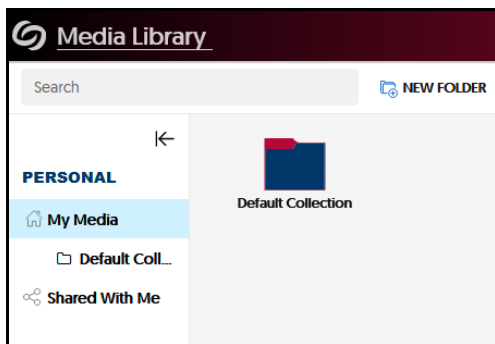


3. When finished, click on **[Save General]** in the lower-right corner of the window.

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.

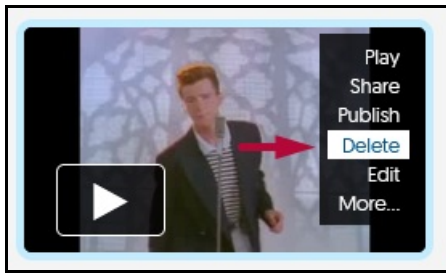


2. Name your folder, then hit **[Save]**.

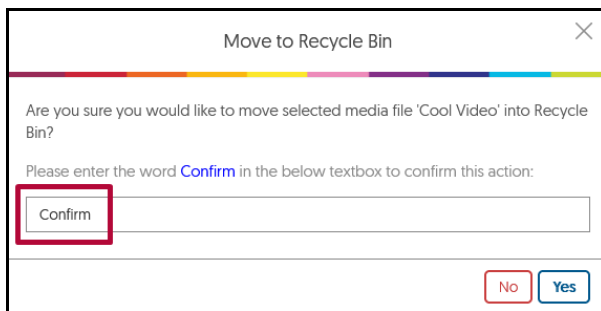
3. You will then be able to upload into the new folder. Please refer to [Manual Upload or Download Video for Yuja](https://vtac.lonestar.edu/help/yuja-upload-download) (<https://vtac.lonestar.edu/help/yuja-upload-download>) for more info.

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>)
- **Managing Existing Media** (<https://support.yuja.com/hc/en-us/articles/360051856293-Managing-Existing-Media#managing-media-0-0>)
- **Media Channel Overview** (<https://support.yuja.com/hc/en-us/articles/360046425534-Media-Channel-Overview>)