Using Blackboard Collaborate in Canvas

A How-to Guide from the Academic Commons

If you do not have access to Canvas, email the Academic Commons at EdTech.Support@jefferson.edu from your Jefferson.edu email address to request access.

Log into Canvas
- Visit https://canvas.jefferson.edu/
- Select Campus Key Login
- Enter your Jefferson Campus Key and password to access your Canvas Dashboard

Activate Your Sandbox Course
- You should see your personal sandbox on the Dashboard
- Click on the course card for your sandbox

Activate the Blackboard Collaborate Link
- From the course navigation menu, select Blackboard Collaborate. This will most likely appear at the bottom of the navigation menu
- You will be directed to the integrated Blackboard Collaborate environment

Scheduling the Virtual Session
- Select Create Session to schedule a virtual meeting space
- Give your session a name. We recommend using the course name in the title
- You have the option of creating a session with definitive start and stop times or an open session that will act as a 24/7 meeting place
- By default, the session will permit Guest Access – Do NOT uncheck the box
Session Settings

- Expand the **Session Settings** by activating the arrow
- The default selections will permit learners privileges to fully interact with the virtual environment
- Select **Save** to finish the scheduling process

Share Guest Link

- The Collaborate dashboard should include an entry for all scheduled sessions
- Select the ellipses to the far left of the session title for an expanded menu
- Select **Copy Guest Link** and share the email with your learners

Join the Session

- Click on the link you created to access the scheduled session
- Select Join Session to enter the Collaborate Room
- Upon entering the room, you will be prompted to give Collaborate access to your microphone and camera. You must permit both to participate

In-Platform Tutorial

- To learn more about Collaborate, open the Session by clicking the three horizontal lines, also known as the hamburger, located in the top left-hand corner of the Collaborate screen
- Click on **Tell me about Collaborate** to access a guided tour of the Collaborate interface, *Introduction to Collaborate*