Using Collaborate in Canvas
A Guide for Faculty

Collaborate, a virtual classroom resource, is an easy-to-use video conferencing and recording software, accessible via Canvas. Use Collaborate for courses, office hours, breakout rooms, or conference calls. The browser-based tool enables faculty and learners to share content, demo an application, or collaborate in real-time.

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 Collaborate Link

➢ From the course navigation menu, select Blackboard Collaborate. This will most likely appear at the bottom the navigation menu
➢ You will be directed to the integrated 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 your 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

![Collaborate Session](image)

**Event Details**

Anonymous dial in:
+1-571-392-7650
PIN: 916 395 2182

- Guest access

Guest role: Participant
Guest link: https://us.bbcollab.com

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

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**Share Guest Link**
➢ The Collaborate dashboard should include any 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 Tell me about Collaborate to access a guided tour of the Collaborate interface

Help

➢ For help with Collaborate, contact the Academic Commons at EdTech.Support@lists.jefferson.edu or call (215) 503-2830