

# Using Collaborate in Canvas

## A Guide for Faculty

Created by the Academic Commons

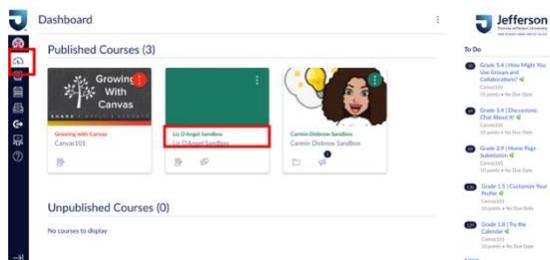
Collaborate, a virtual classroom resources, is an easy-to-use video conferencing and recording software, accessible via Canvas. Use Collaborate for courses, office hours, breakout rooms, or conference calls. The browser-based tool enables faculty and learners to share content, demo an application, or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

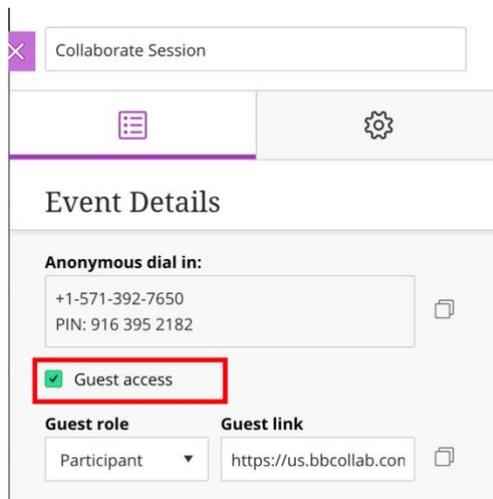


### Activate the Collaborate Link

- 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

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

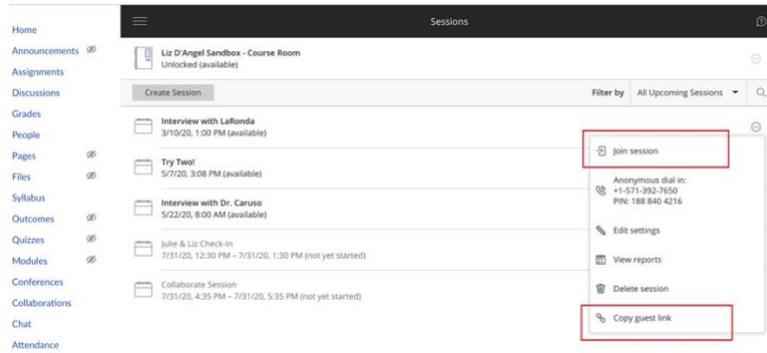
- Expand the Session Settings by activating the arrows
- The default selections will permit learners privileges to fully interact with the virtual environment
- Select **Save** to finish the scheduling process

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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](mailto:EdTech.Support@lists.jefferson.edu) or call (215) 503-2830