



# Blue Jeans for Canvas User Guide

## OVERVIEW

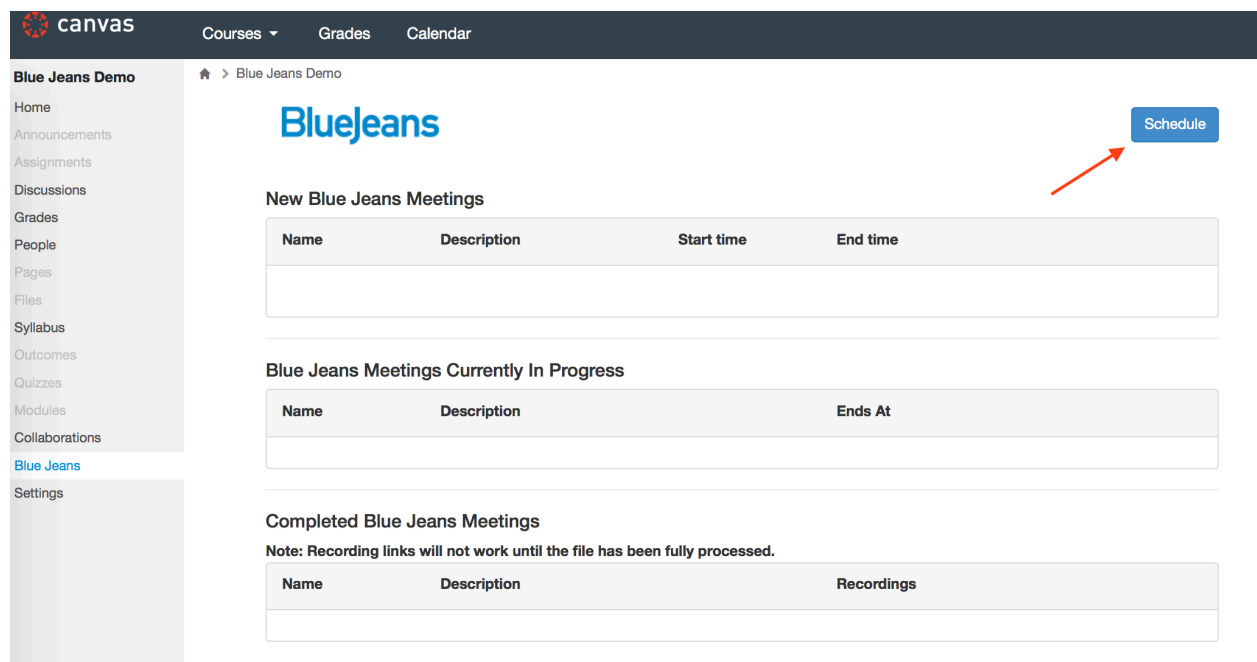
The Blue Jeans for Canvas Integration supports the ability to schedule, join and view recordings of previously scheduled meetings from within the Canvas account. Users can leverage Blue Jeans meetings from within a Canvas course. Features include creating, joining, and modifying a Blue Jeans meeting; as well as links to sessions recorded from within a Blue Jeans meeting.

The sections below will explain in detail on how each of the functionality works.

## SCHEDULING A MEETING

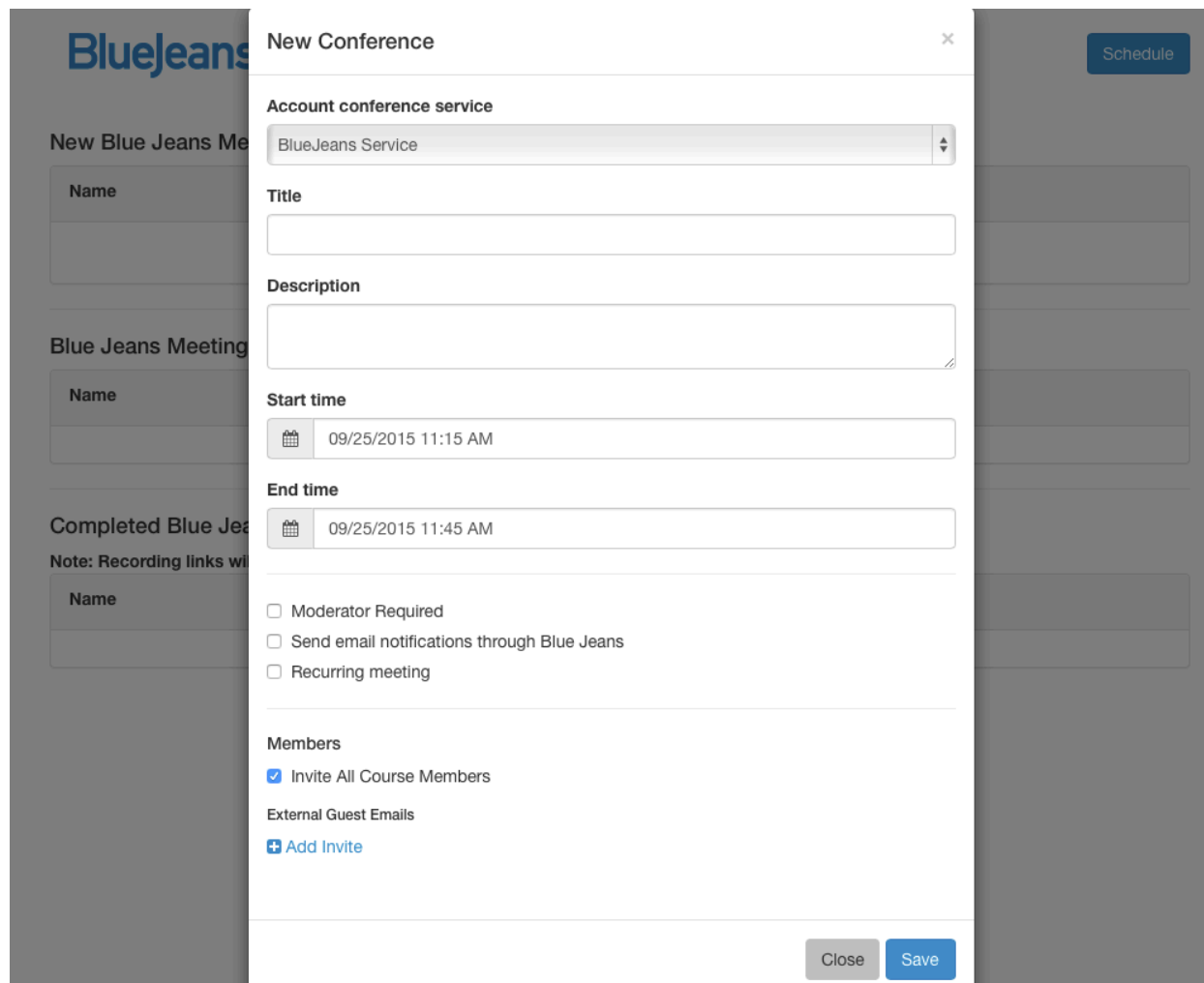
Blue Jeans meetings can be scheduled from within a Canvas course. Users will access the Blue Jeans for Canvas tool from the course's left navigation area. The landing page will show information on upcoming meetings and meetings in progress which include the current user as an invitee. Also any meeting recordings will be available in the "Completed Web Meetings section."

Any user with the right permissions will see the **Schedule** button.



The screenshot shows the Canvas interface for the Blue Jeans tool. The top navigation bar includes 'Courses', 'Grades', and 'Calendar'. The left sidebar lists various course tools, with 'Blue Jeans' highlighted. The main content area features the 'BlueJeans' logo and a 'Schedule' button, which is pointed to by a red arrow. Below the logo are three sections: 'New Blue Jeans Meetings' with a table with columns 'Name', 'Description', 'Start time', and 'End time'; 'Blue Jeans Meetings Currently In Progress' with a table with columns 'Name', 'Description', and 'Ends At'; and 'Completed Blue Jeans Meetings' with a table with columns 'Name', 'Description', and 'Recordings'. A note above the completed meetings table states: 'Note: Recording links will not work until the file has been fully processed.'

Clicking the **Schedule** button will open the create/edit meeting interface.



New Conference

Account conference service

BlueJeans Service

Title

Description

Start time

09/25/2015 11:15 AM

End time

09/25/2015 11:45 AM

Moderator Required

Send email notifications through Blue Jeans

Recurring meeting

Members

Invite All Course Members

External Guest Emails

[+ Add Invite](#)

Close Save

Select the Blue Jeans service you want to use to host the meeting from the “Account Conference Service” drop-down.

The value entered for “Title” will be shown on the landing page, as well as sent in meeting notifications.


The value entered for “Description” will be shown on the landing page, as well as sent in meeting notifications.

Select a “Start Time” and an “End Time” for the meeting. (Note: Users will be able to access the meeting environment before the “Start Time.” Users who access the meeting environment before the “Start Time” will have the same experience as they would if they accessed any Blue Jeans meeting before the meeting begins.)

- Selecting the “Moderated” checkbox will ensure that the meeting will start only after the scheduler of the meeting joins the meeting. Other invitees who joins the meeting will be placed in the waiting room until the scheduler of the meeting joins.

- Selecting the “Send notifications through Blue Jeans” check box will cause a notification from the Blue Jeans service to be sent to all meeting participants.
  - Canvas invitees will receive notification through Canvas about the meeting regardless of if this box is checked or not. This is through a message in the Canvas Inbox for all invitees.
  - Information about this meeting is also placed in the user’s course calendar.
  - This box will be checked automatically and will not be able to be un-checked if external guests are invited to the meeting. This is to ensure external guests receive notification about the meeting.
  
- The “Recurring Meeting” option will allow you to schedule daily, weekly or monthly recurrences of a meeting. Selecting this checkbox will show additional options where these recurrences can be configured.

- 
- Moderated
  - Send notifications through BlueJeans
  - Recurring meeting

**Repeats:**  

Weekdays       Every  days

**Ends**

Never

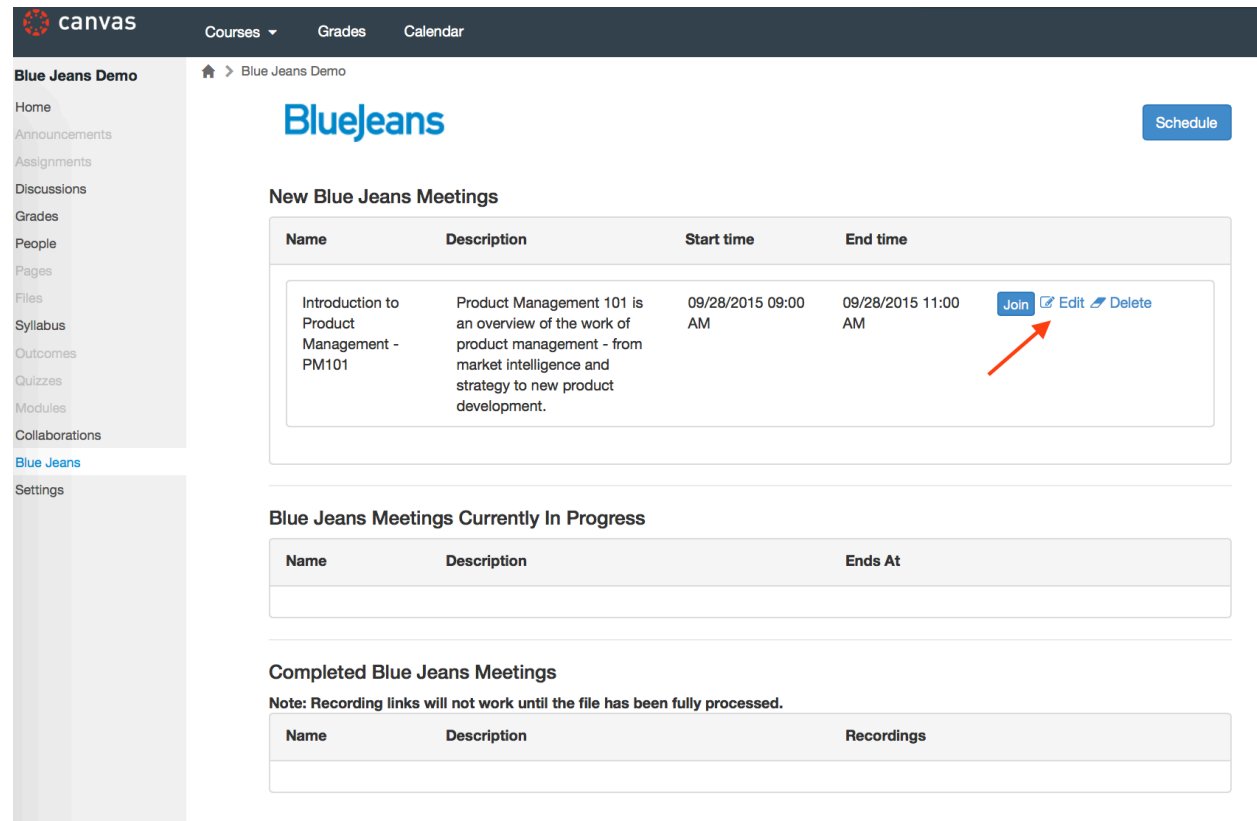
After  occurrences

On

- By default, all Canvas course members will be invited to the meeting. If the meeting creator un-checks that box, they will be able to select, using predictive search, which Canvas course members the meeting creator would like to join the meeting.
  
- The meeting creator can also add external users to the meeting. An external user is considered someone not enrolled in the Canvas course where the meeting is created. Meeting creators can click the **Add Invite** link, and enter the email address of an external user (Note: if an external user is added to a meeting, the “Send notifications through Blue Jeans” option will be automatically enabled and can not be disabled).
  
- The meeting creator must click the **Save** button in order to successfully schedule the meeting

## EDITING A MEETING

When a meeting has been created using the Blue Jeans for Canvas tool, the meeting creator or any user who has administrative access to the course will be able to edit the meeting details.



The screenshot shows the Canvas interface for Blue Jeans. On the left is a navigation sidebar with options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Collaborations, Blue Jeans, and Settings. The main content area is titled "Blue Jeans" and includes a "Schedule" button. Below this is a section for "New Blue Jeans Meetings" with a table containing one meeting entry. The table has columns for Name, Description, Start time, and End time. For the meeting "Introduction to Product Management - PM101", there are three action buttons: "Join", "Edit", and "Delete". A red arrow points to the "Edit" button. Below the table are sections for "Blue Jeans Meetings Currently In Progress" and "Completed Blue Jeans Meetings".

Name	Description	Start time	End time	
Introduction to Product Management - PM101	Product Management 101 is an overview of the work of product management - from market intelligence and strategy to new product development.	09/28/2015 09:00 AM	09/28/2015 11:00 AM	<a href="#">Join</a> <a href="#">Edit</a> <a href="#">Delete</a>

Name	Description	Ends At

**Completed Blue Jeans Meetings**

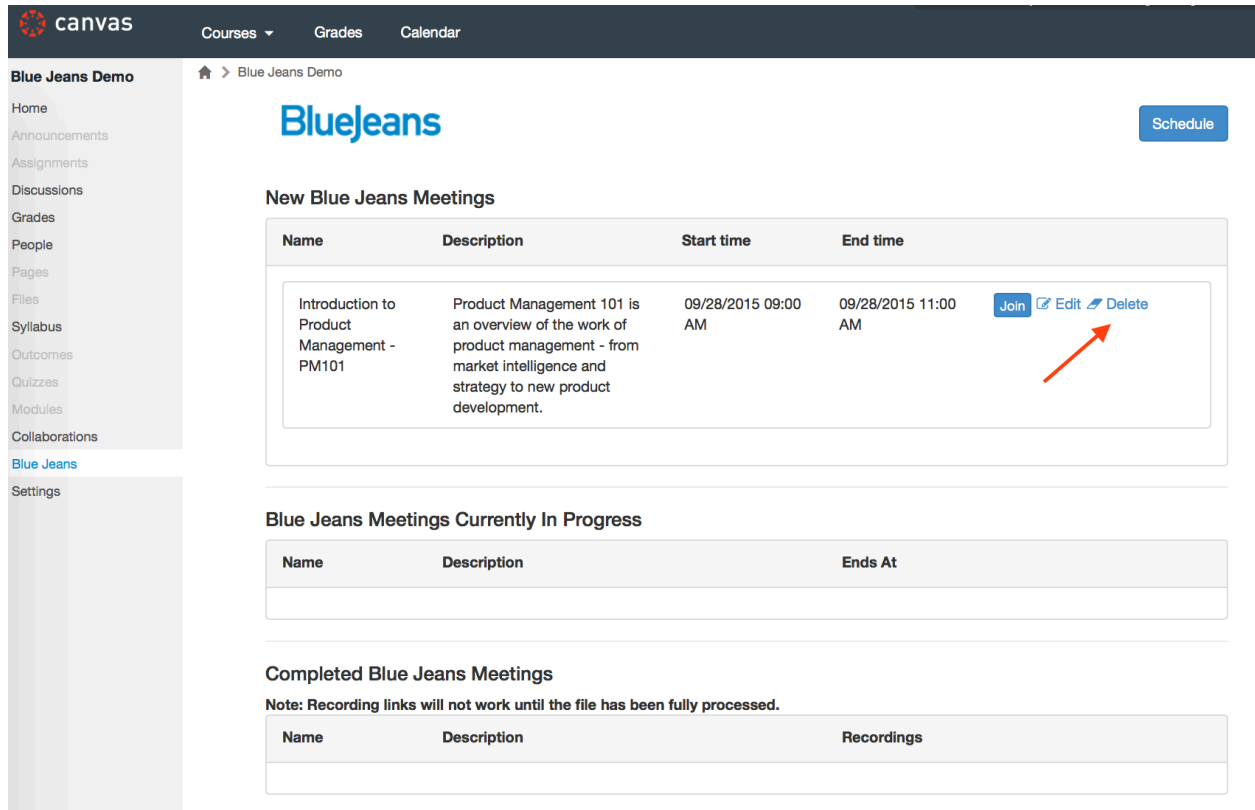
Note: Recording links will not work until the file has been fully processed.

Name	Description	Recordings

When a user selects the **Edit** link, they will have the same options as when creating the meeting. Changes made to the meeting details will send updated notifications to all participants.

## DELETING A MEETING

When a meeting has been created using the Blue Jeans for Canvas tool, the meeting creator or any user who has administrative access to the course will be able to delete the meeting by selecting the **Delete** link.



The screenshot shows the Canvas interface for a course named "Blue Jeans Demo". The left sidebar contains navigation options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Collaborations, Blue Jeans, and Settings. The main content area is titled "BlueJeans" and includes a "Schedule" button. Below this, there are three sections: "New Blue Jeans Meetings", "Blue Jeans Meetings Currently In Progress", and "Completed Blue Jeans Meetings".

**New Blue Jeans Meetings**

Name	Description	Start time	End time	
Introduction to Product Management - PM101	Product Management 101 is an overview of the work of product management - from market intelligence and strategy to new product development.	09/28/2015 09:00 AM	09/28/2015 11:00 AM	<a href="#">Join</a> <a href="#">Edit</a> <a href="#">Delete</a>

**Blue Jeans Meetings Currently In Progress**

Name	Description	Ends At

**Completed Blue Jeans Meetings**

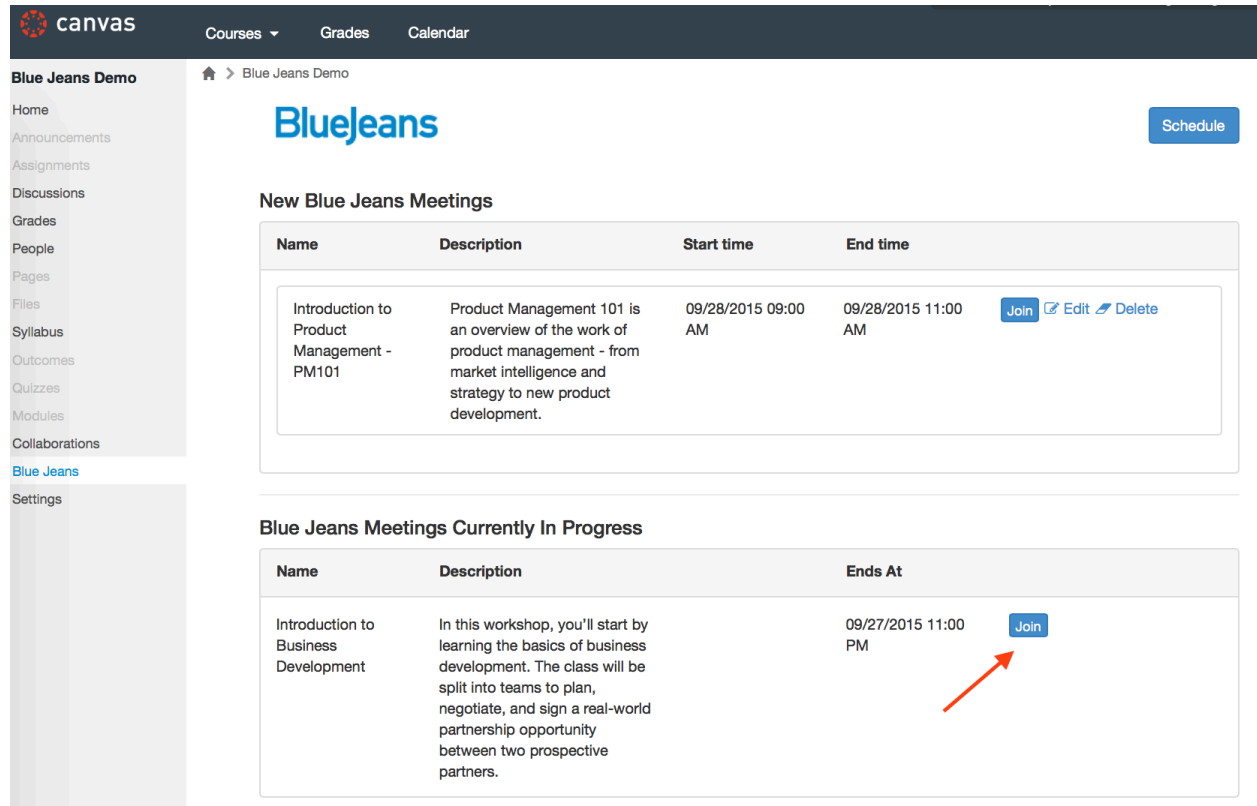
Note: Recording links will not work until the file has been fully processed.

Name	Description	Recordings

Users must confirm in a pop-up box that they are sure they want to delete the meeting before the meeting will be deleted. Meeting invitees will receive notifications of the meeting deletion.

## JOINING A MEETING

Users will see a **Join** button associated to any upcoming or in-progress meeting to which they have been invited or for which they are the meeting creator.



Canvas Courses Grades Calendar

Blue Jeans Demo Blue Jeans Demo

Home Announcements Assignments Discussions Grades People Pages Files Syllabus Outcomes Quizzes Modules Collaborations Blue Jeans Settings

BlueJeans Schedule

### New Blue Jeans Meetings

Name	Description	Start time	End time	
Introduction to Product Management - PM101	Product Management 101 is an overview of the work of product management - from market intelligence and strategy to new product development.	09/28/2015 09:00 AM	09/28/2015 11:00 AM	Join Edit Delete

### Blue Jeans Meetings Currently In Progress

Name	Description	Ends At	
Introduction to Business Development	In this workshop, you'll start by learning the basics of business development. The class will be split into teams to plan, negotiate, and sign a real-world partnership opportunity between two prospective partners.	09/27/2015 11:00 PM	Join

Clicking the **Join** button will open a new tab and direct the user to the Blue Jeans meeting. Moderators will enter the meeting with their moderator permissions, and all users will be able to use the current features and functionality of the Blue Jeans service.

## MEETING NOTIFICATIONS

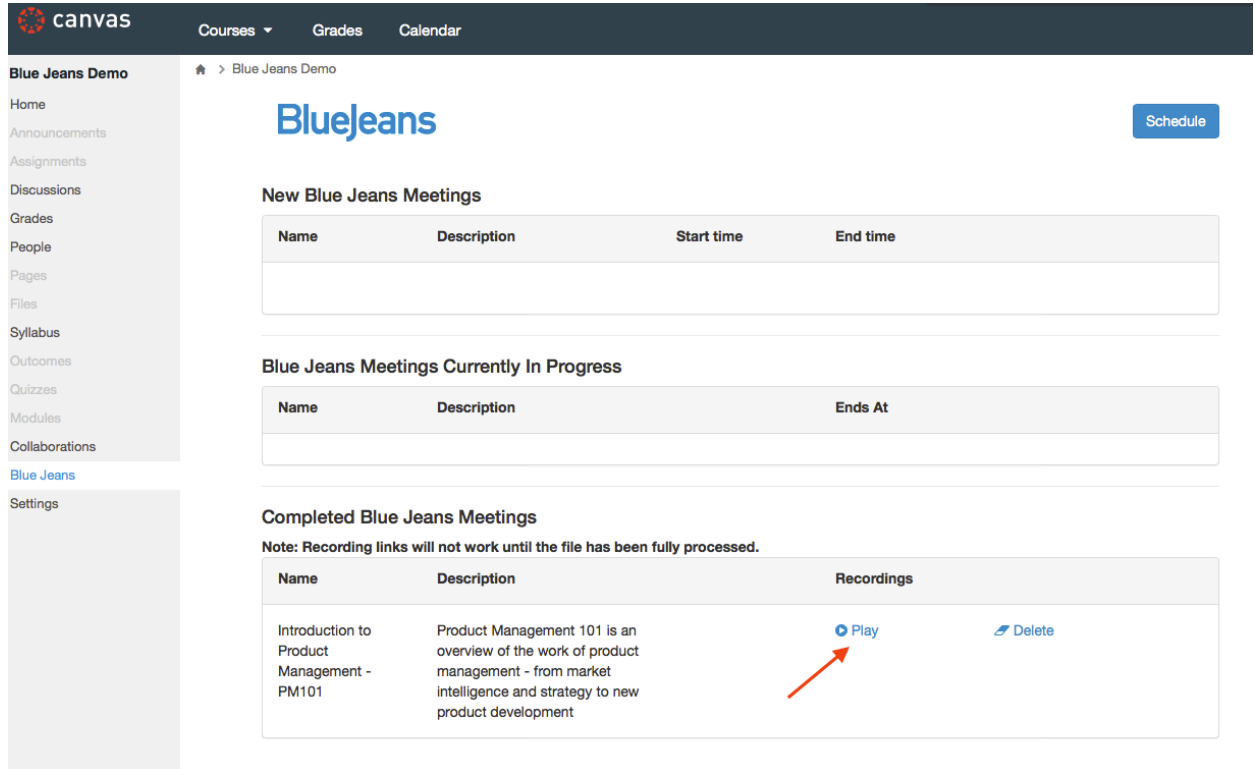
Canvas users will be notified via a Canvas conversation message and a Canvas calendar event upon meeting creation or meeting modification. If a meeting is deleted, Canvas users will receive a Canvas conversation message and the Canvas calendar event will be removed from their Canvas calendar.

If the meeting creator selected the option to have Blue Jeans notifications sent to invitees, those notifications will be sent in addition to the Canvas notifications sent to all Canvas invitees.

## RECORDED MEETINGS

If a moderator chooses to record a meeting or a portion of a meeting from within the Blue Jeans meeting environment, a link to the recording will appear for all invited participants under the “Completed Web Meetings” section of the landing page.

Note: This link will appear for all invited participants only after the end of the meeting as scheduled within Canvas.



The screenshot shows the Canvas interface for a course named "Blue Jeans Demo". The top navigation bar includes "Courses", "Grades", and "Calendar". The left sidebar lists various course elements like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Collaborations, Blue Jeans, and Settings. The main content area is titled "BlueJeans" and features a "Schedule" button. It is divided into three sections: "New Blue Jeans Meetings", "Blue Jeans Meetings Currently In Progress", and "Completed Blue Jeans Meetings". The "Completed Blue Jeans Meetings" section includes a note: "Note: Recording links will not work until the file has been fully processed." Below this note is a table with columns for Name, Description, and Recordings. A red arrow points to the "Play" button in the Recordings column for the first entry.

Name	Description	Recordings
Introduction to Product Management - PM101	Product Management 101 is an overview of the work of product management - from market intelligence and strategy to new product development	<a href="#">Play</a> <a href="#">Delete</a>

## HELP AND SUPPORT

For any support inquiries please contact [support@bluejeans.com](mailto:support@bluejeans.com)