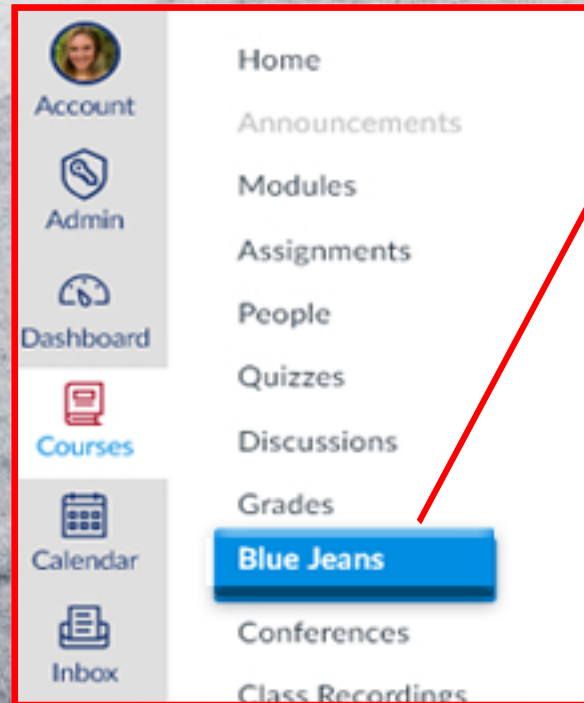# BlueJeans Quick Guide
Enter the Meeting Using Canvas
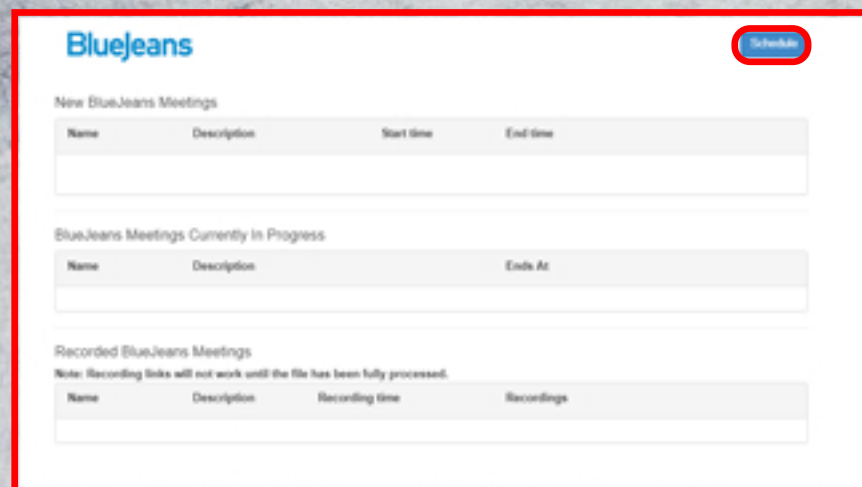
1 Visit canvas.upenn.edu, enter your login credentials, and follow the BlueJeans authentication instructions.

Canvas Authentication Required

BlueJeans is the leading provider of cloud-based video communications experiences that people love. The BlueJeans for Canvas Integration supports the ability for professors and students to schedule, join and view recordings of previously scheduled classes and meetings all from within their Canvas account.
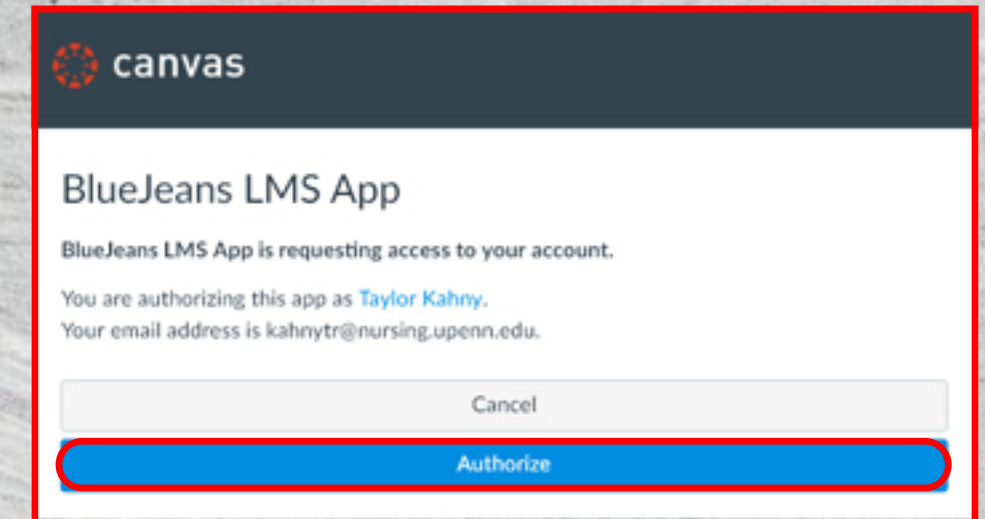
Authenticate

2 Authorize the BlueJeans LMS App.

canvas

BlueJeans LMS App

BlueJeans LMS App is requesting access to your account.

You are authorizing this app as Taylor Kahny.
Your email address is kahnytr@nursing.upenn.edu.

Cancel

Authorize

Account — Home, Announcements
Admin — Modules, Assignments
Dashboard — People, Quizzes
Courses — Discussions, Grades, **Blue Jeans**
Calendar — Conferences
Inbox — Class Recordings

4 Fill out scheduling information.

New Conference

Account conference service

Virtual Meetings

Title

Description

Start time

📅 08/03/2018 02:40 PM

End time

📅 08/03/2018 03:10 PM

☐ Moderator Required
☐ Send email notifications through BlueJeans
☐ Auto record meeting
☐ Recurring meeting

Members

☐ Invite All Course Members

Search for Users

External Guest Emails

➕ Add Invite

Close   Save

Choose a title and description for your meeting. Then, specify a start/end date and time. The user can also require a moderator, send email notifications through BlueJeans, and auto record or recur the meeting. There is an option to choose between inviting all members enrolled in the course or searching for users by name or guest email if outside the Penn network.

3 Schedule a new meeting.

BlueJeans

Schedule

New BlueJeans Meetings

Name	Description	Start time	End time

BlueJeans Meetings Currently In Progress

Name	Description	Ends At

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

Name	Description	Recording time	Recordings

5 Join the new meeting.

New BlueJeans Meetings

Name	Description	Start time	End time	
test	test	07/31/2018 10:55 AM	07/31/2018 11:25 AM	Join ✏ Edit 🗑 Delete