

BlueJeans

Canvas Integration

Admin + User Guide

Setup • Configure • Schedule • Record



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New Blue Jeans Meetings

| Name | Description | Start time | End time |
|-----------------------------------|---|---------------------|---------------------|
| Introduction to Digital Marketing | This session will cover the basics of marketing in the digital era. | 12/11/2015 03:00 PM | 12/11/2015 04:00 PM |

Join

Blue Jeans Meetings Currently In Progress

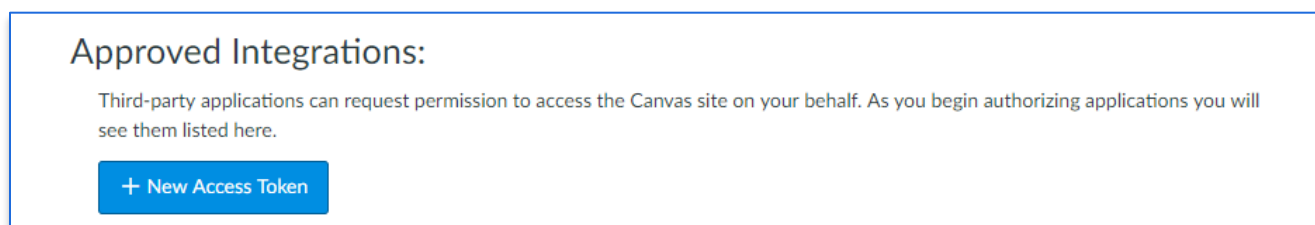
Canvas Integration Overview

The Canvas Web Meeting LTI tool now supports meetings utilizing the BlueJeans onVideo meeting service. Subscribers can leverage BlueJeans meetings from within a Canvas course. Features include creating, joining, and modifying a BlueJeans meeting; as well as links to sessions recorded from within a BlueJeans meeting.

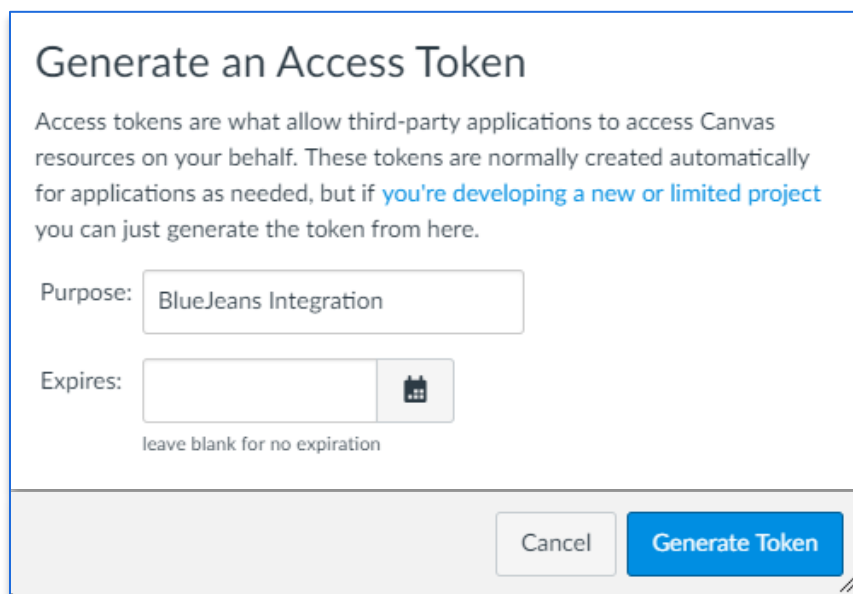
Generate Access Token

To integrate BlueJeans with Canvas, you'll first need to generate a new Access Token for Canvas using your Admin account. These tokens allow third-party applications, such as BlueJeans, to access your Canvas environment.

1. Account → Settings → Scroll down to Approved Integrations
2. Click the [\[+ New Access Token\]](#) generate a new Access Token



3. Set the **Purpose:** as "BlueJeans Integration", leave the **Expires:** field blank, and click [\[Generate Token\]](#)

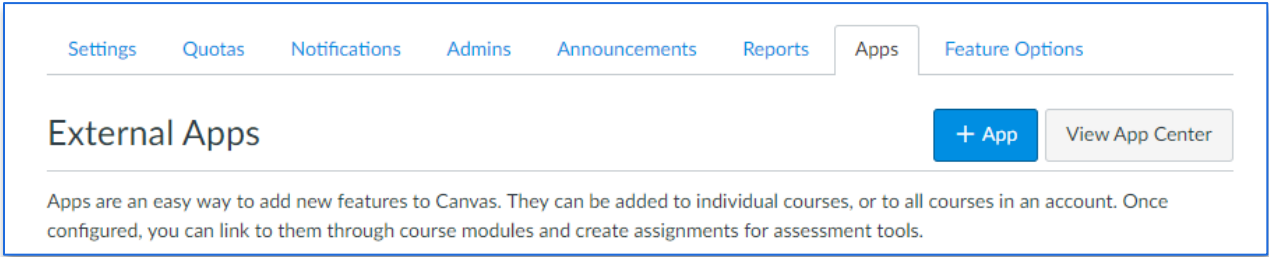


4. Email your **Canvas URL** and the newly generated **Access Token** to BlueJeans Support (support@bluejeans.com).

Adding BlueJeans to Canvas

After sending your Access Token information, you'll receive a reply from BlueJeans Support with the LTI and App keys that are required for Canvas integration. The next step is to add a new External App to your Canvas environment that will soon become the BlueJeans App.

- 1. Admin → Settings → Apps → View App Configurations
- 2. Click the [\[+ App\]](#) button to add a new External App



- 3. Set the **Configuration Type** to [\[By URL\]](#)
- 4. Enter **"BlueJeans"** as the **Name** for the new App
- 5. Enter **Consumer Key** (i.e. 'LTI Key' provided by BlueJeans Support) and **Shared Secret** (i.e. 'LTI Secret' provided by BlueJeans Support)
- 6. Use <https://canvaslms.bluejeansint.com/lti/config> as the **Config URL**

Add App

Configuration Type

By URL

Name

Name

Consumer Key

Consumer Key

Shared Secret

Shared Secret

Config URL

Config URL

Example: <https://example.com/config.xml>

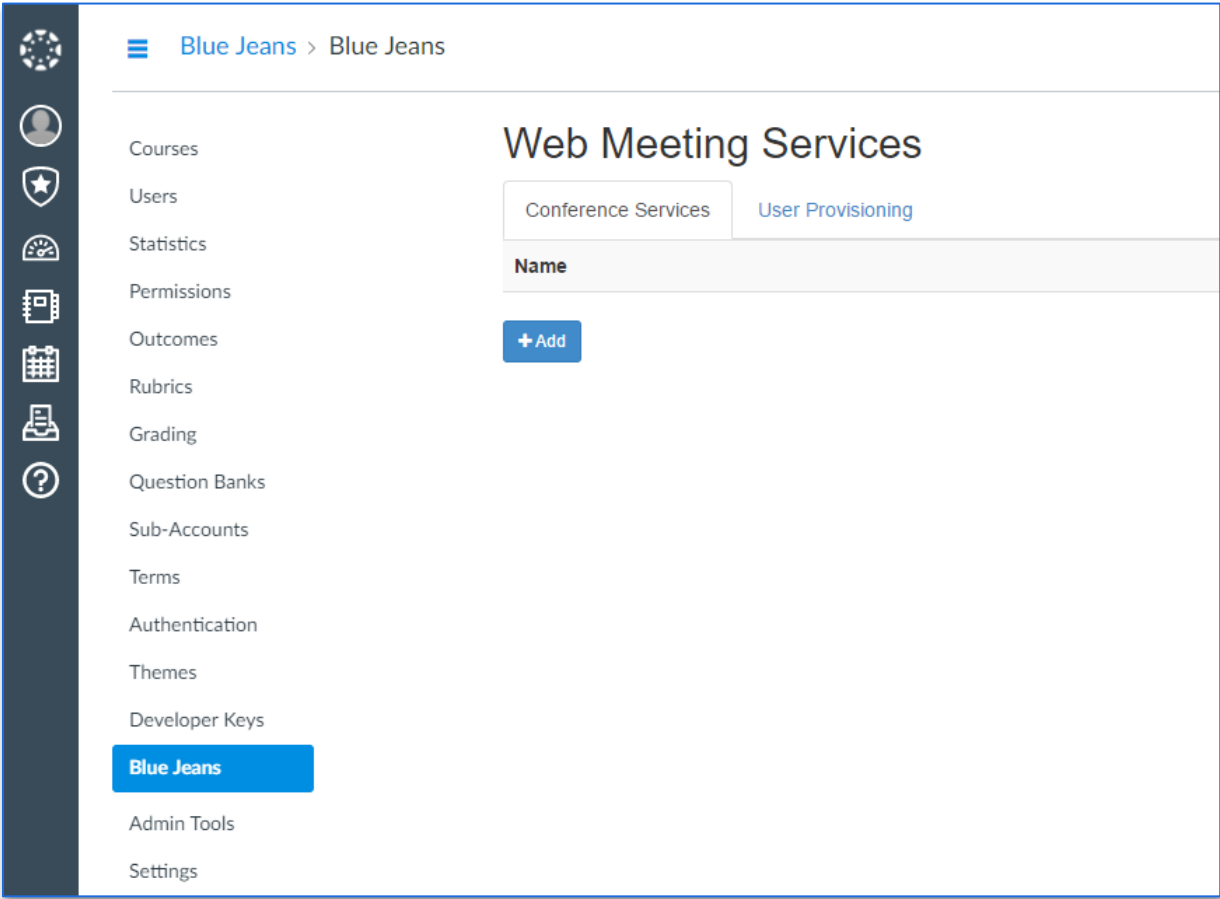
Cancel

Submit

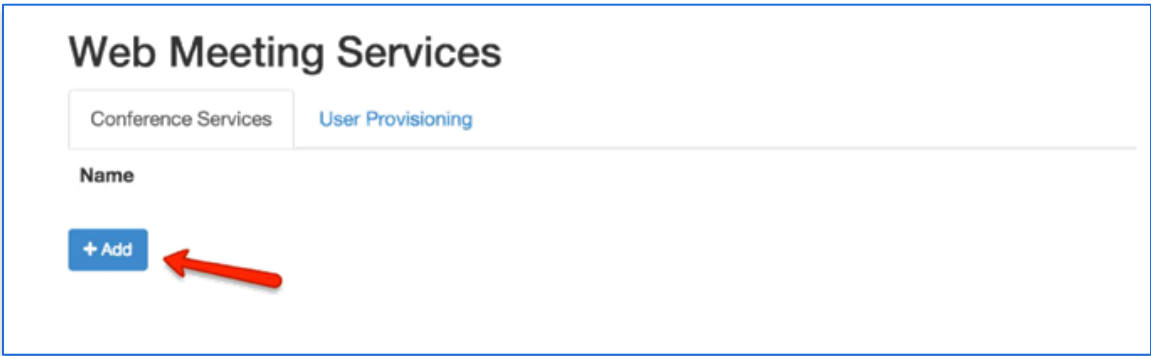
- 7. Click [\[Submit\]](#) to add BlueJeans to your Canvas environment!

Tool Configuration

Once BlueJeans has been added to your Canvas environment as a new External App, the BlueJeans service should be added as a meeting provider for your users. To configure the service for your users, go to the Admin Interface and click on [BlueJeans] from the navigation bar.



To add a new Conference Service, select the [Add] button on the service configuration page.



Tool Configuration (cont.)

To configure BlueJeans as a service within the tool, select [BlueJeans] from the list of available **Service Names**.

The only option for **Access Type** is [Site Wide], meaning the service will be available for all courses in the account where the tool is configured; as well as any courses in sub-accounts that are children of the account where the tool is configured.

The value entered for **Name** will be the service name that appears on the service configuration page.

The **API key** (i.e. ‘App Key’ provided by BlueJeans Support) and **API secret** (i.e. ‘App Secret’ provided by BlueJeans Support) values should be entered exactly as they were received from BlueJeans.

The **Allow Students** checkbox permits admins the option to control if students, or custom Canvas roles based on the Student role, can create meetings using the Blue Jeans service. Students will be able to join meetings regardless of the setting of this checkbox.

Clicking the [Save] button saves the configuration settings and the admin is returned to the service configuration page.

Service Details

Service Name

BlueJeans

Access Type

Site Wide

Name

Site Access Credentials

Api key

Api secret

Role Based Access

☐ Allow Students

Close

Save

After the service is configured, admins will see the service on the service configuration page, and will be able to **Edit** or **Delete** the configuration as needed.

Web Meeting Services

Conference Services

User Provisioning

Name

Bluejeans

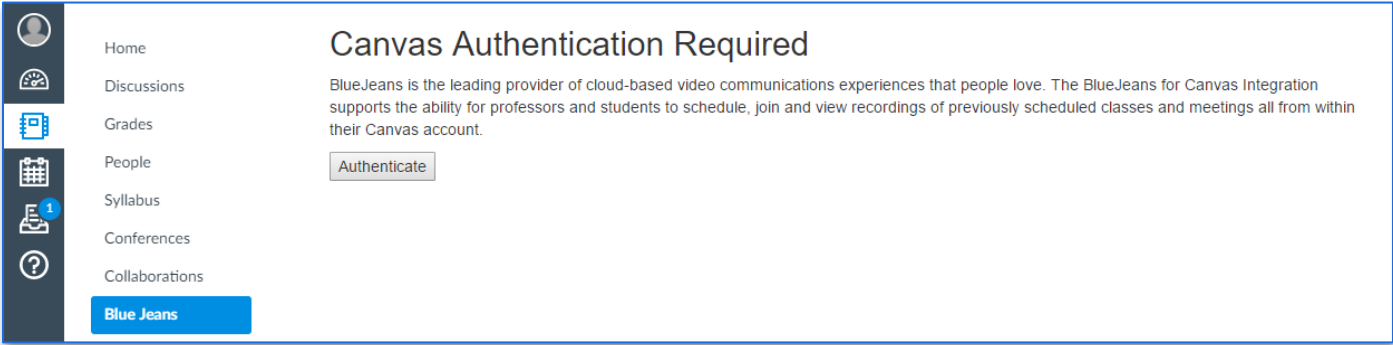
Edit

Delete

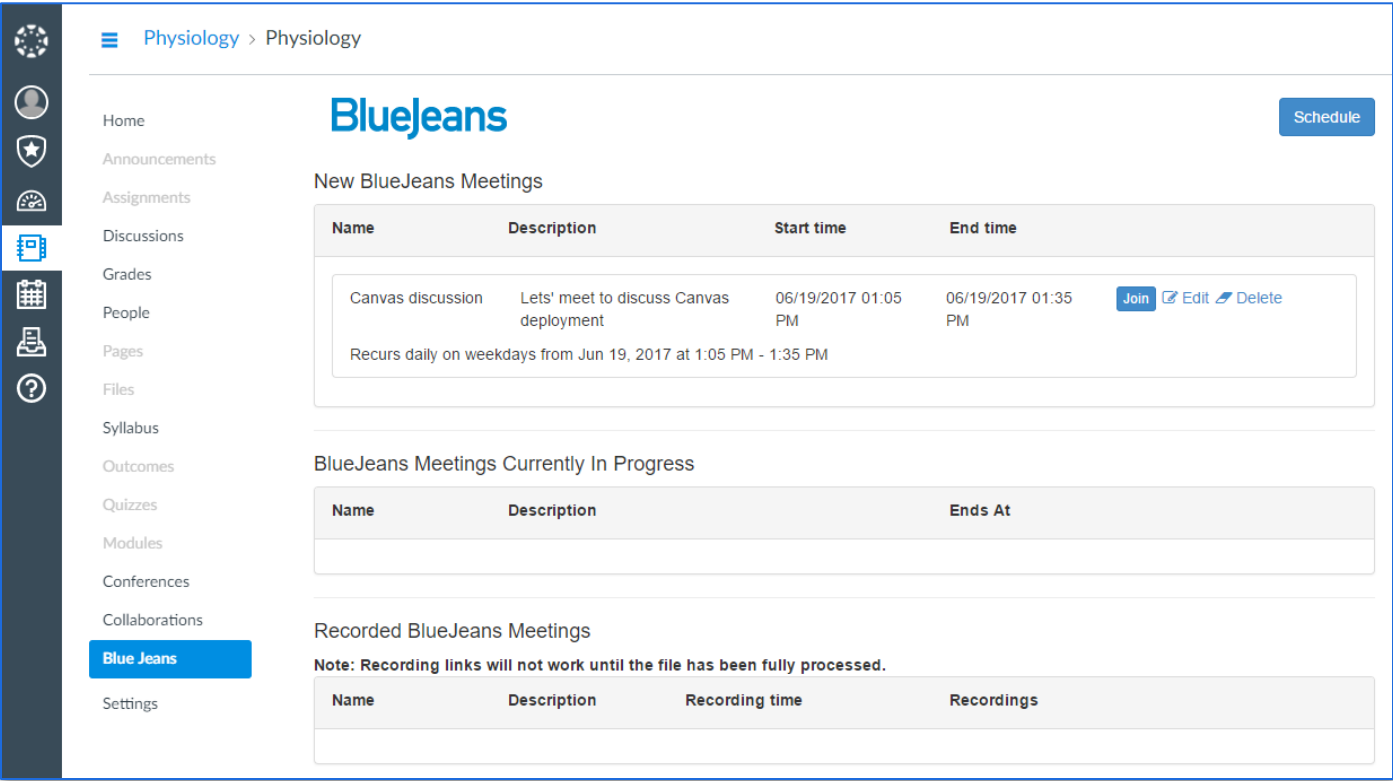
+ Add

Authentication

Once BlueJeans has been added and configured, professors and students will be able to access the newly added BlueJeans service from their Courses page. Before being able to schedule and join BlueJeans meetings from Canvas, you will need to Authenticate your Canvas account with BlueJeans by clicking the [Authenticate] button on the BlueJeans page and accept the prompt.

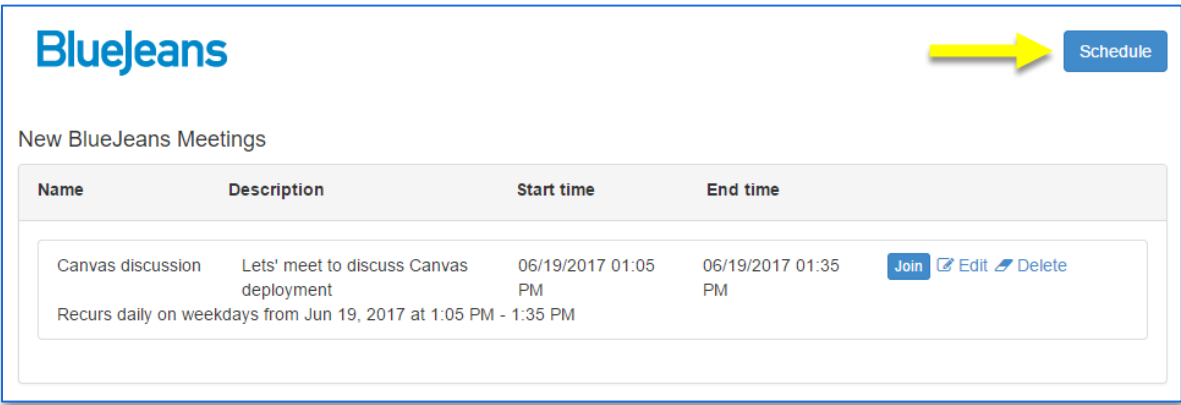


After Authenticating, you'll have access to the BlueJeans details for that course. Here you can schedule and join meetings as well as view the recordings from meetings that have concluded.



Scheduling a Meeting

Any user with permission to create a course will have access to the [\[Schedule\]](#) button within their BlueJeans page. Click the button to open the Scheduling interface and create a new meeting!



Scheduling Walkthrough

1. Select the **Conference Service** associated with [BlueJeans](#).
2. Pick a **Title** and **Description**.
3. Choose the **Start & End Time**.
 - Users can join the meeting before the scheduled Start Time.
4. Check if the **Moderator** of the meeting will be **required**.
 - If checked, then the meeting will not start until the creator of the meeting joins.
5. Check if you want to **send meeting notifications through BlueJeans** in addition to the standard Canvas notifications.
 - Required for inviting external guests.
6. Check if you want the meeting to be **automatically recorded**.
7. Check if you want the meeting to **reoccur at specific intervals**; daily, weekly, or monthly.
8. Check if you want to **invite all Course Members**.
 - Unchecked, the organizer can invite specific course members to the meeting.
9. Click to invite additional **External Guests** to the meeting.
10. Click [\[Save\]](#) to create the meeting!

New Conference

Account conference service

BlueJeans

Title

Description

Start time

06/13/2017 11:20 AM

End time

06/13/2017 11:50 AM

☐ Moderator Required

☐ Send email notifications through BlueJeans

☐ Auto record meeting

☐ Recurring meeting

Members

☒ Invite All Course Members

External Guest Emails

+ Add Invite

Close

Save

Modifying a Meeting

Once the meeting has been created, the organizer or any admin can go back and **Edit** or **Delete** the meeting from the Course’s BlueJeans page. Any changes to the meeting details will send an update notification to all meeting participants. If the meeting is deleted, then participants will receive a cancellation notice.

Canvas 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.

Joining a Meeting

To join a meeting in Canvas, go to the BlueJeans page in your Course and click the [Join] button on any New or In-Progress BlueJeans Meeting. Clicking the button will launch the [BlueJeans App](#) on your computer or prompt you to install the app if you have not already.

New BlueJeans Meetings

| Name | Description | Start time | End time | |
|---|---|---------------------|---------------------|--|
| Canvas discussion | Lets' meet to discuss Canvas deployment | 06/19/2017 01:05 PM | 06/19/2017 01:35 PM | Join Edit Delete |
| Recurs daily on weekdays from Jun 19, 2017 at 1:05 PM - 1:35 PM | | | | |

Watching a Recorded Meeting

BlueJeans meetings can be recorded by the Meeting Moderator or by checking the “Auto Record Meeting” option from the Scheduling Interface. Recorded meetings will be made available to all invited meeting participants within the Canvas Course’s BlueJeans service page.

Recorded BlueJeans Meetings

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

| Name | Description | Recording time | Recordings |
|-------------------|-------------|---------------------|---|
| Canvas discussion | | 01/12/2016 01:34 AM | Play Delete |