

Class Collaborate with Canvas

Create, communicate, run, record, and close a live online session.

FTCC Canvas Faculty Resource | New Quizzes only | Panopto and Class Collaborate supported | No Canvas Studio

Click Path

Course Navigation → Class Collaborate

Purpose

FTCC uses Class Collaborate for synchronous meetings. Faculty should make the access path, schedule, session settings, recordings, and accessibility expectations clear.

Steps

1. Open Class Collaborate from the correct Canvas course.
2. Create or schedule the session with a descriptive name, date, time, and appropriate early-entry setting.
3. Review participant permissions for audio, video, chat, whiteboard, and screen sharing.
4. Post the access instructions and expectations in Canvas.
5. Join early to test microphone, camera, screen sharing, and presentation materials.
6. Record only when appropriate and communicate that recording is occurring.
7. Use captions or other accessibility supports available in the local configuration.
8. After the session, stop recording, close the room, and share the recording or follow-up materials where intended.

Verify

- | | |
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| ☐ Session belongs to the correct course. | ☐ Date and time are correct. |
| ☐ Student access path is clear. | ☐ Permissions match the activity. |
| ☐ Recording is available only to the intended audience. | ☐ Accessibility and backup plans are addressed. |

Watch For

- Class Collaborate is not Canvas Studio.
- Local configuration can affect available features and recording behavior.
- Do not leave a room or recording open more broadly than intended.
- Provide an alternative when a live session or recording creates an access barrier.

Primary Sources

Blackboard Class Collaborate Help: <https://help.blackboard.com/Collaborate>