

**From:** [Broadcast@jefferson.edu](mailto:Broadcast@jefferson.edu)  
**To:** [TJU Employees](#); [TJU EastFallsEmployees](#)  
**Subject:** 03-17-20: Trainings Available Starting Today for Collaborate and Zoom  
**Date:** Tuesday, March 17, 2020 11:32:30

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March 17, 2020

## To All University Faculty and Staff

### SENT ON BEHALF OF:

Incident Command

*Thomas Jefferson University*

The Academic Commons and IS&T have unlimited Collaborate and additional Zoom accounts for you to use for remote didactics and small group instructional sessions. Our Collaborate license is unlimited across all campuses and built into Center City Blackboard courses, as well as the new Canvas Learning Management System (LMS). Our East Falls campus has used Zoom for several years and many of you have likely used Zoom for broadcast and group events in the clinical pillar. Adobe Connect is another virtual meeting tool that has been used by a handful of programs with an online presence. If you're already familiar and comfortable using one of these we encourage you continue to use that.

All of these platforms allow you to share your screen or an application window – and pass that control to students so they can present as well. All allow you to record sessions.

### Collaborate

We recommend using Collaborate if you haven't used any of the virtual classroom options for three reasons. First, we have an unlimited license that includes all campuses. Second, Collaborate allows you to create small group virtual classrooms that students can use without you being present, which is ideal for any group assignments they may be working on. Collaborate includes a whiteboard that allows you to post image files, and you and your students can annotate on the whiteboard or image at the same time. Finally, Zoom and Adobe Connect require you as the host to start and remain in the session.

We have a number of online training sessions listed below and there are DIY guides if you want to get started on your own. We will be adding additional Collaborate workshops through the end of March.

### Getting Access to the Tools

Because we are all not yet on the same LMS, getting access to these tools is going to be different depending on which LMS you're using. This part is harder than using any of these programs!

#### TO USE COLLABORATE:

- If you're using Canvas this semester (or already have a sandbox), Collaborate is available on the left menu in your course.
- If you're using the Center City Blackboard site, Collaborate is in the Tools section of your course menu.
- If your course is using the East Falls Blackboard site and you want to use Collaborate, please contact EdTech Support and we'll set up an account for you, and send instructions for creating the sessions and posting the link for student access into your course. Contact [EdTech.Support@lists.jefferson.edu](mailto:EdTech.Support@lists.jefferson.edu) or 215-503-2830.

#### TO USE ZOOM:

- If you're using the East Falls Blackboard site, contact the Technology Help Desk at 215-951-4648 or [helpdesk@philau.edu](mailto:helpdesk@philau.edu).
- If you're using the Center City Blackboard site, Contact IS&T at 215-955-7975 or place a service request online using the [IS&T service request portal](#) (faculty requests for Zoom are being prioritized and being created quickly).

### Available Trainings:

### **COLLABORATE TRAININGS:**

- Tuesday, March 17, 6:30 p.m. – 7:30 p.m.  
[Click here to join the training](#)
- Wednesday, March 18, 11 a.m. – 12 p.m.  
[Click here to join the training](#)
- Thursday, March 19, 9 a.m. – 10 a.m.  
[Click here to join the training](#)
- Friday, March 20, 12 p.m. – 1 p.m.  
[Click here to join the training](#)

### **DIY Route:**

- *Accessing Collaborate via Canvas:* For step-by-step instructions to access Collaborate on Canvas, [download this guide](#). This [video screencast](#) walks you through the process of creating, sharing, and recording a Collaborate session on Canvas.
- *Accessing Collaborate via Blackboard:* For step-by-step instructions to access Collaborate on Blackboard, [download this guide](#).

### **ZOOM TRAININGS:**

- Zoom Room Training Dates:
  - Tuesday, March 17 – 1 p.m. - 2:30 p.m., 3 p.m. - 4:30 p.m.
  - Wednesday, March 18 – 10 a.m. - 11:30am, 1 p.m. - 2:30 p.m., 3 p.m. - 4:30 p.m.
  - Thursday, March 19 – 10 a.m. - 11:30 a.m., 2:30 p.m. - 4 p.m.
  - Friday, March 20 – 10 a.m. - 11:30 a.m., 2:30 p.m. - 4 p.m.

The training will be via Zoom – simply click on the link below to join. Topics covered will surround the setup of Zoom, scheduling meetings, & hosting meeting, then open for questions.

Join Zoom Meeting: <https://Jefferson.zoom.us/j/7755490566>

Meeting ID: 775 549 0566

One tap mobile:

+16468769923,,7755490566# US (New York)

+16699006833,,7755490566# US (San Jose)

Dial by your location:

+1 646 876 9923 US (New York)

877 853 5247 US Toll-free

888 788 0099 US Toll-free

**DIY Route:** <https://confluence.jefferson.edu/x/FI2PB>