

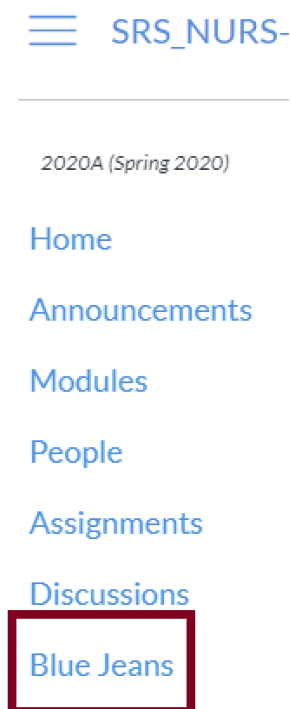
How to Schedule, Record, and Download a BlueJeans Meeting (Audio Only)

2020-05-04 - Taylor Kahny - Canvas

As there are many different tools students can use to create audio and video recordings and later upload to Canvas for an assignment, it's important to weigh the pros and cons of each one: Is the platform easy to use? Can a number of people log in at once? Does it integrate with Canvas?

For BlueJeans, Penn's current platform for synchronous video conferencing and further recording options, students can schedule a meeting through their actual Canvas course, making it very easy to later click on the recording and download the file to their personal computers. The steps below outline this process.

1. In Canvas, select the BlueJeans tab to get started:



3. Fill out the meeting details:

Title

Interview with Leader

Description

Interview

Start time

01/23/2020 08:45 AM

End time

01/23/2020 09:15 AM

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

Members

Invite All Course Members

Search for Users

External Guest Emails

Remove

[+ Add Invite](#)

If you have never used BlueJeans before, [click here to learn more about navigating the session](#). Ensure the meeting is recording once you start the interview (top left-hand corner of meeting screen) and turn on your microphone (don't need video):



Then, click on the recording to view additional meeting details:

Monday Weekly Meeting
Monday, 20 April, 2020 11:04 am

Make sure to download Audio Only to obtain the audio file (AAC format - you may need to convert this to mp3 and can use iTunes to convert:

<https://www.lifewire.com/convert-aac-to-mp3-itunes-1999257>)

Download Recordings

Chapter 1
Audio, Video & Presentation

Audio Only

Record/Upload Media Comment

Record Media Upload Media

Select Audio File Select Video File