

# Zoom Integration Instructions

## SAFARI Montage® v8.2

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Note: Configuration of the Zoom Integration must be done by an Administrator

This integration provides one click access to schedule, launch, and view previous Zoom meetings, and automatically saves Zoom meeting cloud recordings to the SAFARI Montage Learning Object Repository in the user's default school. Once saved to the LOR, meeting recordings may be managed and shared as learning objects.

The first time a user launches Zoom from SAFARI Montage, their district email address is used to associate them with a matching district Zoom account. If no matching district Zoom account exists, by default configuration, Zoom automatically creates a new account for the user.

Upon first launch, users will be reminded that it is best practice for security purposes to use a password or a lobby for Zoom meetings and to keep the school district's student privacy policies in mind when sharing any recorded content containing student images, names, voices, or work.

### Requirements

- SAFARI Montage v8.2 or greater
- SAFARI Montage Interoperability Support Services
- Zoom Educational, Business, or Enterprise Subscription
- Licensed Zoom user accounts are required for cloud recording integraton
- Zoom v5.0.2 or greater installed on user machines

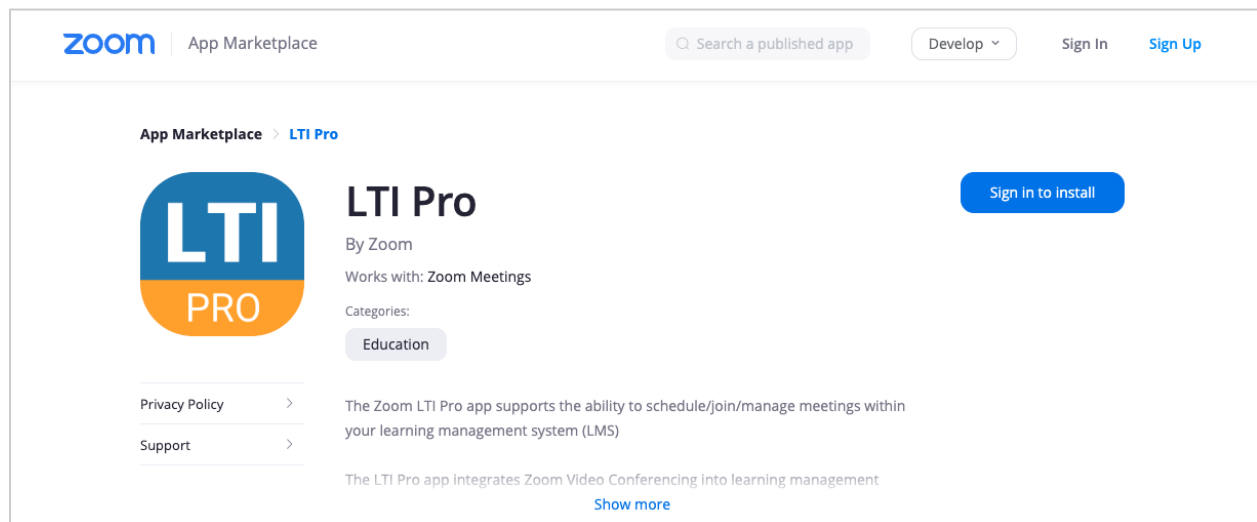
### Note

- Zoom supports both cloud-based recordings and recordings saved directly to the local computer. This integration imports into SAFARI Montage only Zoom meetings that are recorded to the cloud. If the district desires that all Zoom meeting recordings be imported to the SAFARI Montage LOR by default, navigate to Zoom's **Account Management > Account Settings > Recording** tab and disable **Local Recording**.
- If the district desires that all meetings are recorded by default, Zoom administrators may additionally set all meetings to begin auto-recording when the meeting is started. To enable auto-recording when the meeting is started, navigate to Zoom's **Account Management > Account Settings > Recording** tab and enable **Automatic Recording**.
- More information about Zoom Account Settings may be found at: <https://support.zoom.us/hc/en-us/articles/201363253-Account-settings>
- Contact SAFARI Montage Technical Support with questions pertaining to these instructions. SAFARI Montage Technical Support is available Monday - Friday from 8 a.m. to 6 p.m. Eastern Time, and they may be contacted by telephone at 800-782-7230 or online via: <http://www.safarimontage.com/support>.

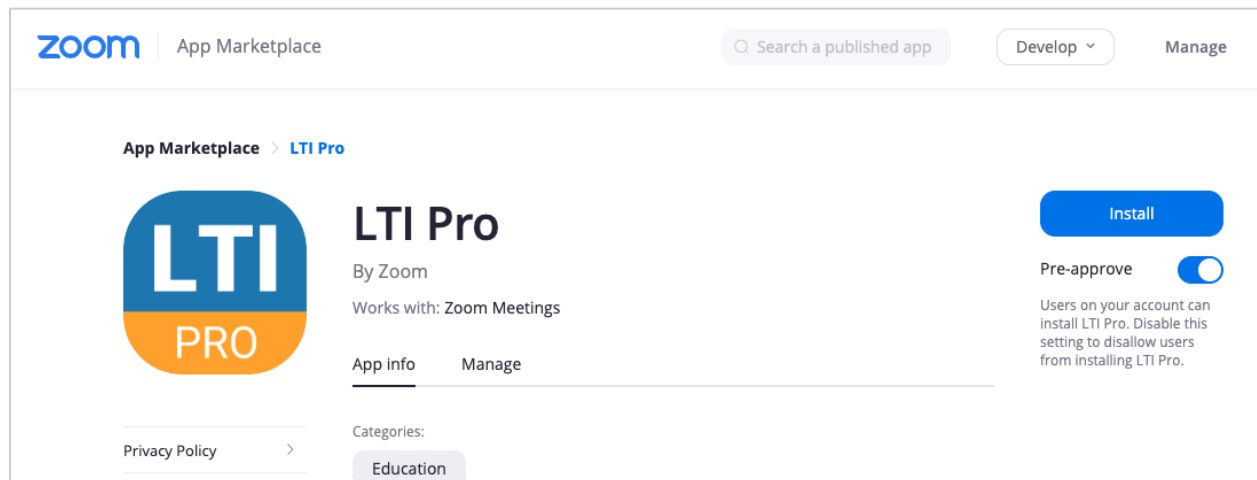
## Install and configure the LTI Pro App

Note: If you have already installed the LTI Pro app, sign into the Zoom Marketplace, navigate to Manage > Apps on Account > LTI Pro, mouse over the ellipses, and click Configure. Then skip to step 6.

1. Navigate to the **LTI Pro** app in the **Zoom Marketplace** at [marketplace.zoom.us](https://marketplace.zoom.us)

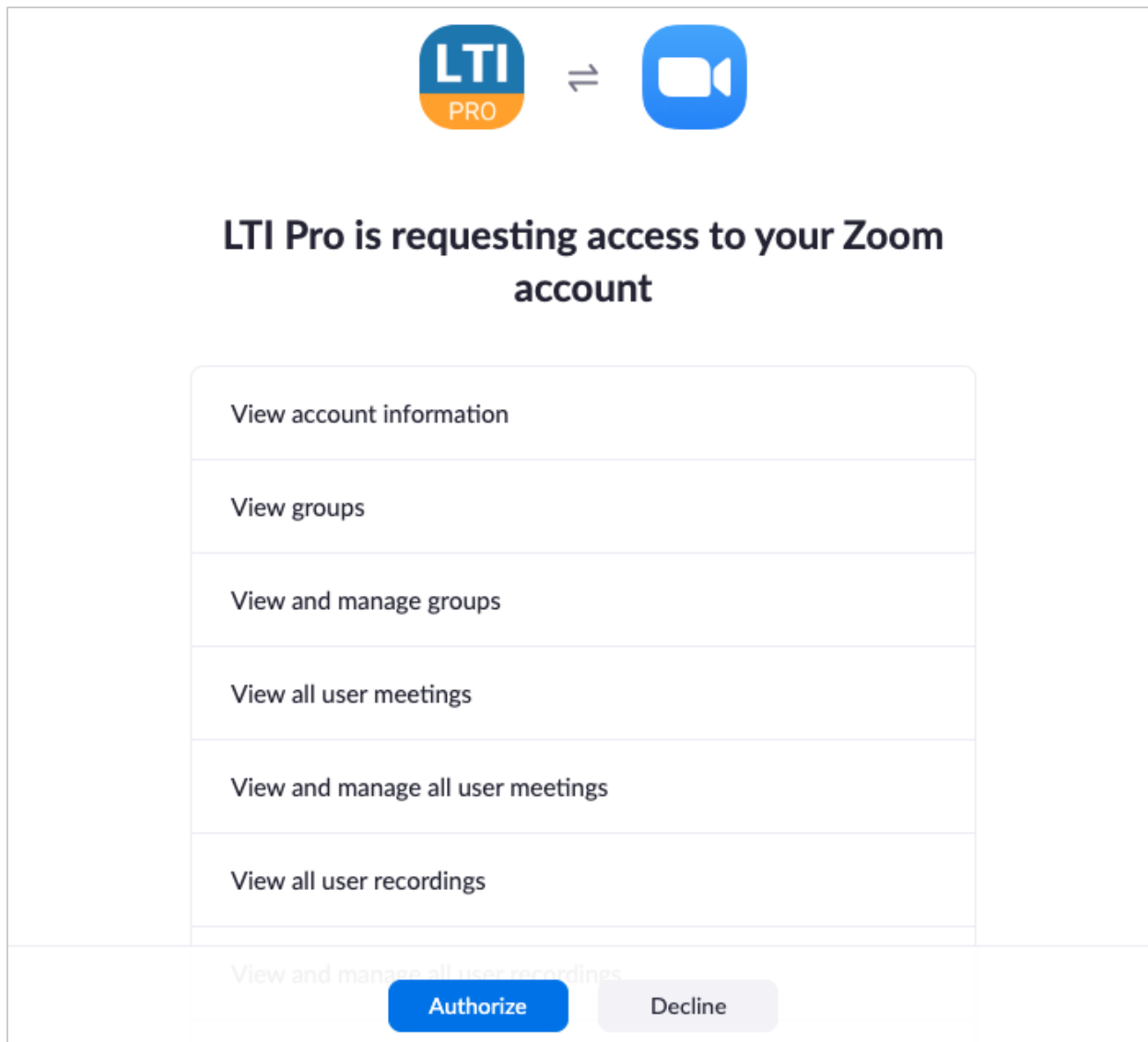


2. If you are not signed in, click **Sign in to install**
3. Enable the **Pre-approve** setting



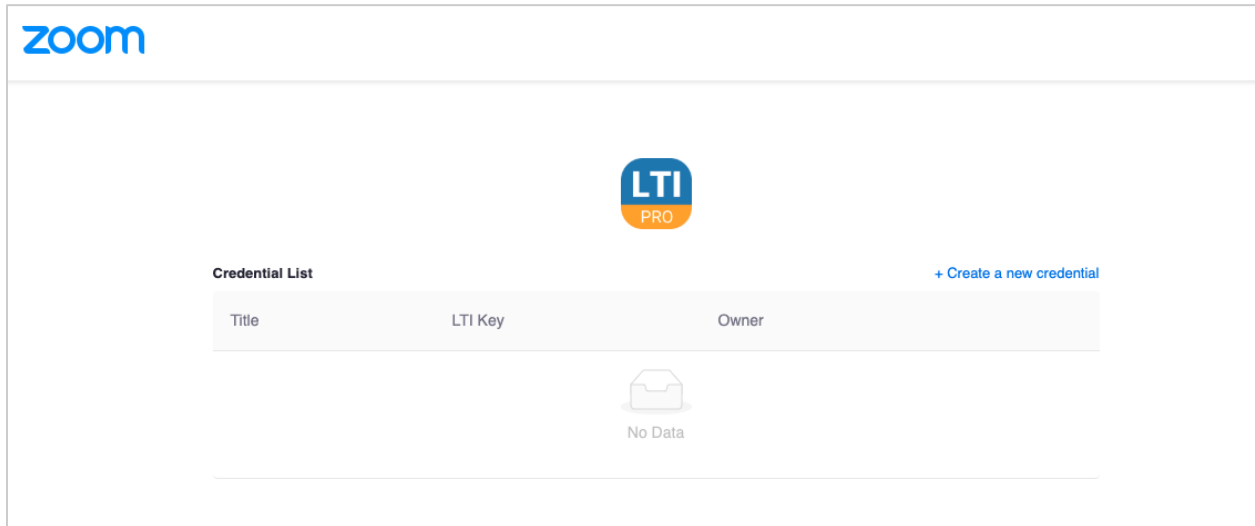
4. Click **Install**

5. Review the permissions the app requires and click **Authorize**

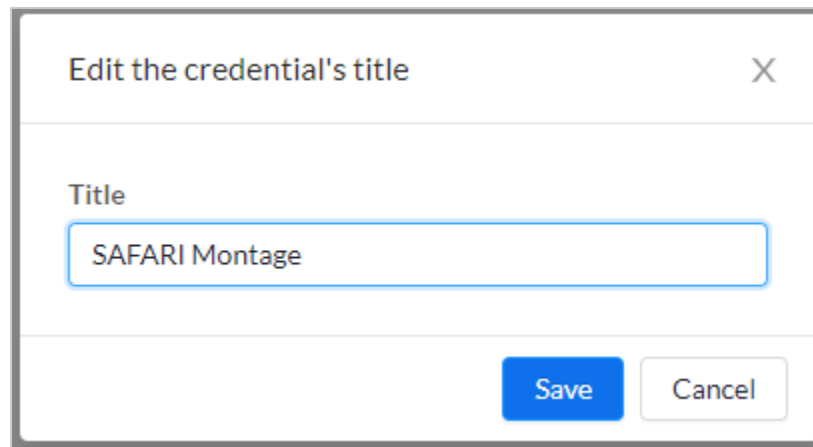


The screenshot shows an authorization interface. At the top, the LTI Pro logo (a blue circle with 'LTI' in white and 'PRO' in orange below it) is connected by a double-headed arrow to the Zoom logo (a blue rounded square with a white video camera icon). Below this, the text reads "LTI Pro is requesting access to your Zoom account". A list of permissions is shown in a white box with rounded corners, each on a separate line: "View account information", "View groups", "View and manage groups", "View all user meetings", "View and manage all user meetings", and "View all user recordings". At the bottom of the list, the text "View and manage all user recordings" is partially visible and faded. Below the list are two buttons: a blue "Authorize" button and a grey "Decline" button.

6. Click **Create a new credential**



7. Enter the credential's title (e.g. SAFARI Montage) and click **Save**



8. You will be redirected to an **LTI credentials page**. Copy the **LTI Key** and **LTI Secret**. They will be needed later. The LTI URL will always be the same.

**LTI URL:** https://applications.zoom.us/lti/rich

**LTI Key:** \_\_\_\_\_

**LTI Secret:** \_\_\_\_\_

9. Configure the LTI Pro credential

a. Set **Auto Provision Zoom Users** to **On**

Note: You may choose to provision accounts for Instructor only or Instructor and Student as your district requires. Remember to allow students access to the Portal link (see page 10).

b. Add your email domains to the **Whitelisted email domains** for which user accounts should be auto provisioned

i. Type only the domain (e.g. safarimontage.com) in the **Whitelisted email domains** field

ii. Click **Add**

iii. Repeat this step for all email domains you wish to provision for

**Allow Students to Schedule and Host Meetings**

**Auto Provision Zoom Users**

Users that are automatically created will receive an email notification unless your org uses managed domains or trusted domains.

**Auto provision**

Instructor only  Instructor and Student

**Whitelisted email domains**

Example: company.com

safarimontage.com x

**User type**

Pro  Corp

**Auto Populate Alternative Host**

Automatically populate the Instructors of a course as alternative host when create a new meeting.

- c. Add the FQDN of your SAFARI Montage server to the **Approved Domains** field. Make sure all domains that can be used to access SAFARI Montage are entered in this field.

**Approved Domains**

Add all the domains that can be used to access the LMS. For security reasons, LTI Pro will only operate in approved domains that have been entered here.

- d. Timezone
  - i. Select your **Default Timezone**
  - ii. Select **LTI Pro** for the **Timezone Origin**

**Timezone**

Configure timezone origin as LMS or LTI Pro and set default timezone.

**Default Timezone** ⓘ

**Timezone Origin**

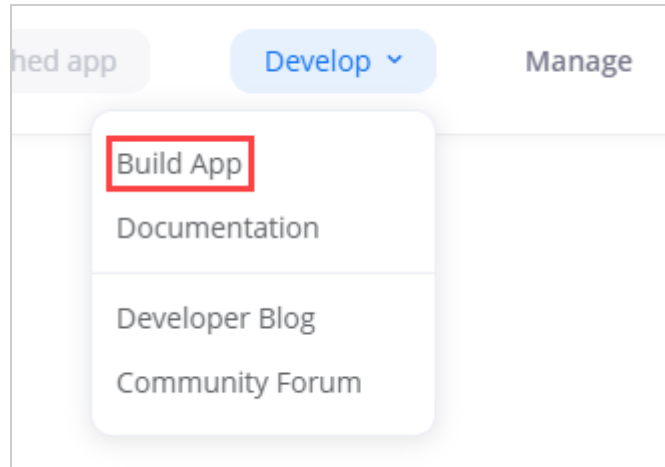
LMS ⓘ  LTI Pro ⓘ

- e. Leave **Identify LTI User as an instructor** and **Email Attribute Name** as their default values
- f. All other configuration options may be left as their default values or changed based on district needs.

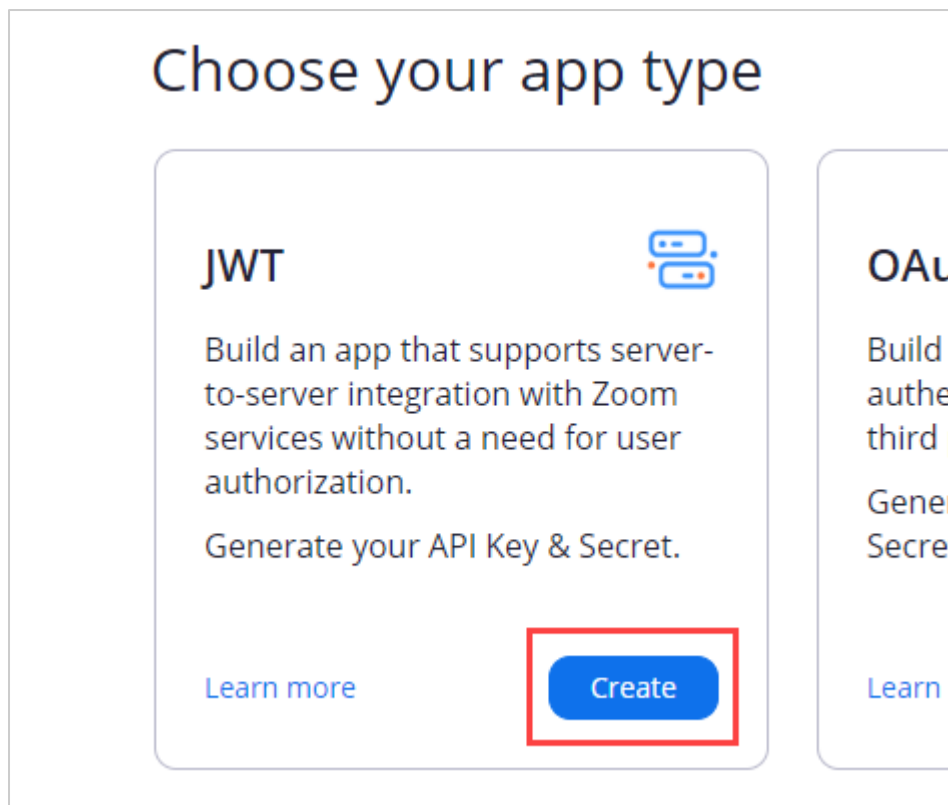
Note: Descriptions of the various configurable options can be found in Zoom's documentation at <https://zoomappdocs.docs.stoplighlight.io/lti-pro-v2/welcome/manage-and-configure>

## Create a Zoom JWT App

1. Sign in to marketplace.zoom.us, mouse over **Develop**, and click **Build App**



2. On the **JWT** tile, click **Create**



- Fill out the Basic Information and Developer Contact Information fields, then click **Continue**

The screenshot shows the 'Sample JWT App' configuration page. On the left, there is a sidebar with an 'UPLOAD' button and a list of sections: 'Information' (selected), 'App Credentials', 'Feature', and 'Activation'. The main content area is titled 'Sample JWT App' and includes three tabs: 'Intent to publish: No', 'Account-level app', and 'JWT Credentials'. Below the tabs, there are two sections: 'Basic Information' and 'Developer Contact Information'. The 'Basic Information' section contains fields for 'App Name' (Sample JWT App), 'Short Description' (Sample app built to show example use.), and 'Company Name' (Company, INC.). The 'Developer Contact Information' section contains fields for 'Name' (Jane Dev) and 'Email Address' (jane.dev@companyinc.com). Below these sections, there are two optional fields: 'Privacy Policy URL' (https://companyinc.com/privacy) and 'Support URL' (https://companyinc.com/support).

- Click **App Credentials**
- Copy the API Key and API Secret. They will be needed in the next section.

The screenshot shows the 'Sample JWT App' configuration page with the 'App Credentials' section selected. The sidebar on the left shows 'App Credentials' as the active section. The main content area is titled 'Sample JWT App' and includes the same tabs as the previous screenshot. Below the tabs, there is a section titled 'App Credentials' with three fields: 'API Key', 'API Secret', and 'IM Chat History Token'. Each field has a 'Copy' button. The 'API Secret' field also has an 'eyelid' icon (a small square with a diagonal line) and a 'Regenerate' button. The 'IM Chat History Token' field has a 'Regenerate' button. At the bottom of the section, there is a 'View JWT Token' link.

Note: View the API Secret by clicking the eyelid icon in the API Secret field

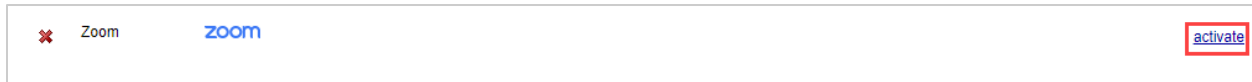
API Key: \_\_\_\_\_

API Secret: \_\_\_\_\_



## Configure SAFARI Montage

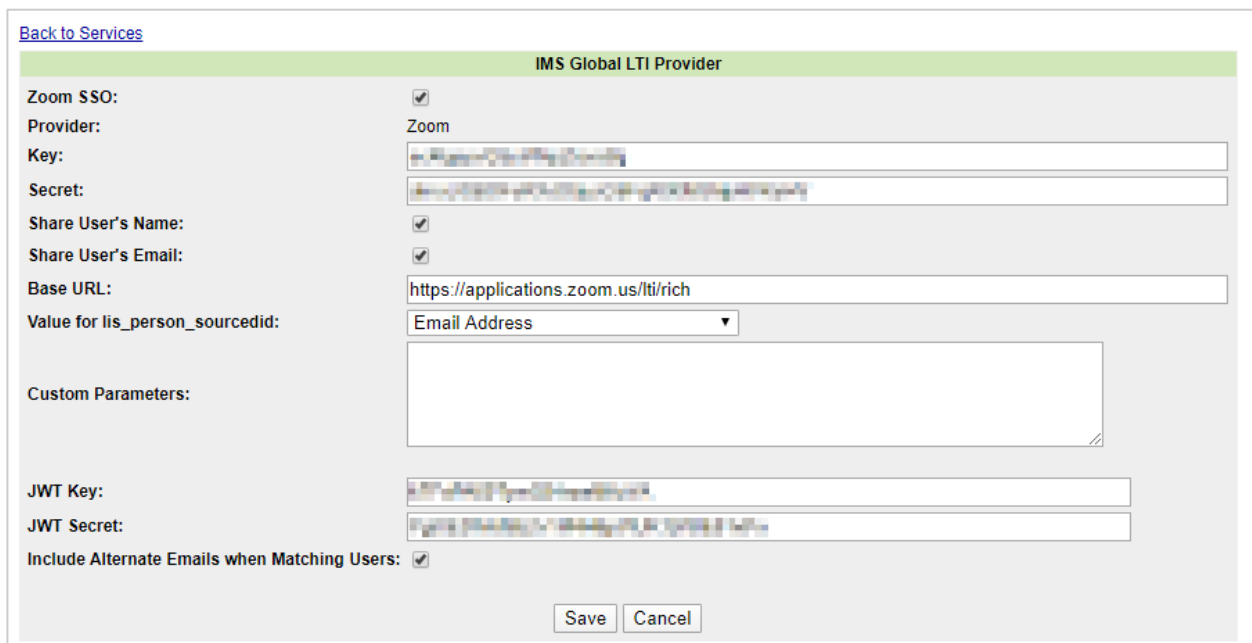
1. Enable the Zoom Integration
  - a. Log in and navigate to **Admin > Interoperability Support > Services** and click the **Activate** link



- b. Click on the **Settings** link



- c. Using the LTI Key and LTI Secret from earlier:
      - i. Enter the **LTI Key** in the **Key** field
      - ii. Enter the **LTI Secret** in the **Secret** field
    - d. Set the **Base URL** to *https://applications.zoom.us/lti/rich*
    - e. Using the API Key and API Secret from earlier:
      - i. Enter the **API Key** in the **JWT Key** field
      - ii. Enter the **API Secret** in the **JWT Secret** field

A screenshot of the 'IMS Global LTI Provider' configuration form. The form has a green header bar with the title 'IMS Global LTI Provider'. Below the header, there are several fields and checkboxes. 'Zoom SSO:' has a checked checkbox. 'Provider:' is set to 'Zoom'. 'Key:' and 'Secret:' are text input fields containing masked text. 'Share User's Name:' and 'Share User's Email:' have checked checkboxes. 'Base URL:' is a text input field containing 'https://applications.zoom.us/lti/rich'. 'Value for lis\_person\_sourcedid:' is a dropdown menu set to 'Email Address'. 'Custom Parameters:' is a large empty text area. 'JWT Key:' and 'JWT Secret:' are text input fields containing masked text. 'Include Alternate Emails when Matching Users:' has a checked checkbox. At the bottom right, there are 'Save' and 'Cancel' buttons.

- f. Leave the **Value for lis\_person\_sourcedid** as **Email Address**
      - g. Click **Save**

## 2. Configure the Zoom Integration for each School

- a. Log in and navigate to **Admin > Interoperability Support > Services** and click the **Schools** link



- b. Select which schools will have a link on the **Portal Links** page and which will have a link on the **Dashboard** (or both)
- c. Use the dropdown to restrict which user types can view the Portal and Dashboard links
  - i. If you enabled Instructor and Student for auto provision on page 5, ensure the user type is set to **students and above**
- d. Click **Save**

