## Installing the Zoom Webinar virtual instructor led training integration for your SumTotal Learning Management Suite

Zoom Webinar Integration is available in two types: Account Level and User-Managed.

Account-level: Used by apps that run without a signed-in user present. The app acts as its own entity. Account-level apps do not require instructors to authorize their own accounts but are generally less secure.

User-managed: Used by apps that have a signed-in user present. The app acts on behalf of a user. User-managed apps are more secure, as they use a token to grant access only to the data of the authorized instructor(s).

Zoom Webinar App Integration with Account-Level Management

- 1. You need to share information between Zoom and SumTotal during the integration process. To facilitate this, open two browser tabs or windows.
- 2. In the first browser tab, log in to your Zoom account, go to the App Marketplace and create an OAuth app.
  - a. Name your app something easy to remember, like "SumTotal App."
  - b. Select Account-level app. Option
  - c. Disable "Would you like to publish this app on Zoom App Marketplace?" flag
  - d. Click on create



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Zoom Apps	App Name 8/50 SumTotal	
Build an app that gets added in the Zoom Client	Choose app type <ul> <li>Account-level app</li> <li>This app must be added by admin and can manage all users in the account</li> </ul>	that accesses user- 1 data for use with third tions.
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- 3. While you are working with ZOOM Marketplace in current browser tab, open a new browser tab and login to SumTotal Application using SumTotal login account.
- 4. In SumTotal application, make sure that you are in a Domain where you wish to setup the ZOOM integration
- In SumTotal application, under the header menu click on Administration and navigate to Administration > Learning Management > Integrations > Virtual Classrooms > Zoom Settings`
- 6. Select "Enable Integration", to enable a connection with Zoom. Under Integration Configuration, select "Zoom Webinar" and under Zoom Application Type, select "Account Level" – this opens a pop-up to proceed, choose Yes.



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thome => Timeline	/ Administration / Zoom Settings  ZOOM SETTINGS  Configure your Zoom virtual session integration. This allows your users to create and law	inch Zoom Meetings or Webinars from SumTotal.			
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- 7. This loads default values for RedirectURL, BaseURL, AuthorizationURL, AccessTokenURL, RefreshTokenURL and APIBaseURL. Do not alter these default values.
- 8. From your new Zoom OAuth App's properties page from the other browser tab, copy the Client ID and Client Secret from the Zoom OAuth app page and paste them into the SumTotal Zoom Settings page
- 9. Now click on "Save" button to enable SumTotal Zoom Settings for "Account-level Zoom Webinar"

COOM SETTINGS configure your Zoom virtual session integration. This allows your users to create and launch	Destination URL where Zoom will send the access token after the user completes the OAuth authentication.
Enable Integration	https://yourcompany.com/redirect
COOM APP CREDENTIALS	CAuth allow list
opy the Client ID and Client Secret values from the Zoom .pp Marketplace and paste them into the appropriate fields.	Add URLs to be allowisted for OAuth redirection to achieve improved security. Make sure to include either the entire or the prefix of the Redirect URL for OAuth. Learn More
Client ID:*	Security Check Security checks are used to prohibit others from tampering with redirected URLs.
Client Secret:*	Subdomain check Only allow redirects that match the subdomain of the valid OAuth Redirect URL
Redirect URL	Add allow lists
https://au0Ssales.sumtotaldevelopment.net/learning/administrator/oauth/requestti	Thitps://yourcompany.comfallowlist

- 10. From the SumTotal Zoom Settings page, copy the auto-generated Redirect URL and paste it into the Zoom App, under "Redirect URL for OAuth field" under App Credentials section and also copy the Redirect URL again and paste it into the "Add allow lists" field under "OAuth allow list" and click on Save.
- 11. From the Zoom Apps's Information Property Page, Include Developer Name and Developer Contact Email (You may wish to provide a dummy email address). This for your reference in the event of any issues with Integration. Additionally, fill out any optional details as needed.
- 12. From the Zoom App's Scopes Property page, add every available property for the following scopes:
  - a. Webinar | View and manage sub account's user webinars, View all user Webinars, View and manage all user Webinars
  - b. User | View and Manage sub account's user information, view all user information, view users information and manage users,
  - c. View all user information, view user information and manage users
  - d. Role | View and manage sub account's user roles, View all user roles, View and manage all user roles
  - e. Recording | View and manage sub account's user recordings, View all user recordings, View and manage all user recordings
  - f. TSP | View and manage sub account's TSP account info, View TSP info, View and manage TSP info
  - g. Click on Done and Continue



13. Under the Activation Section, click on Add button to Install the Zoom App.

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	Intend to publish: No Account-level app OAuth app
	Add your app
App Credentials	Add
Information	Add URL
Feature	https://zoom.us/oauth/authorize?response_type=code&client_id=q4MnF8dSSv6XbWwVrqi_Ow& Copy
Scopes	Share your app with others
Activation	Enable Publishing
	This app cannot be shared outside of your account or on the Zoom App Marketplace. If you wish to share this app with the Zoom community, please click the button below. Once changed, you will be able to submit your app for approval to be included in the Zoom App Marketplace. For more information on this process, please click <b>here</b> .
	Change Now

14. This will authorize the connection and loads below page. Choose Allow to complete the integration and it will take to you the SumTotal Application.

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•	lote App can access and manage this information even when not using the app. This app may enable an in-meeting notification to participants if the app is used to acc real-time video, audio, chat, or meeting files. Learn more	ess
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15. To verify the Zoom App Integration from SumTotal Application, Login to SumTotal App, navigate to Zoom Integration Page and Click on Test button. We get a following message. This completes the Zoom Integration for Zoom Meetings using Account-level setting.

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INTEGRATION CONFIGURATIONS			
Customize your integration with Zoom.			
Licenses *			
Select the Zoom licenses that your company uses. You need to enable at leas	t one.		
Zoom Meetings			
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Zoom Application Type *			
Select the type of Zoom application you built in the Zoom App Marketplace.			
Account-level			
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## Zoom Webinar App Integration with User-Level Management

- 1. If you wish to manage the Zoom Webinar integration at a User-managed level, please follow the same steps provided above for all settings at Zoom App level.
- 2. From the Zoom App's Scopes Property page, add every available property for the following scopes for User-level option:
  - a. Webinar | View and manage all user Webinars
  - b. Recording | View and manage all user recordings
  - c. User | View user information and manage users
  - d. TSP | View and manage TSP info
- 3. At SumTotal app level, please choose "User-managed" under Zoom Application Type and Add the respective instructors using "Add" button. You may remove the instructor by using the "Delete" button.

Note: All users with Instructor selected on their SumTotal Administrator Profile display on this list, but only users with a Zoom licensed account can authorize their accounts and be assigned as responsible instructors. As such, please ensure you only add the users you configured in previous steps.

- 4. If you added any authorized instructors, inform the instructor that they need to authorize their account. This process requires them to log in to Zoom, so make sure they know which account to use.
- 5. After you add an instructor, the instructor must authorize their account from their Instructor Schedule.

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Configure your Zoom virtual session integration. This allows your users to creat	e and launch Zoom Meetings or Webinars from SumTotal.			
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INTEGRATION CONFIGURATIONS				
Customize your integration with Zoom.				
Licenses *				
Select the Zoom licenses that your company uses. You need to enable at least o	ne.			
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- 6. If the instructor is not authorized
  - a. If a training administrators cannot assign them as responsible instructors to Zoom live virtual sessions created in SumTotal
  - b. The instructor cannot launch Zoom activities in SumTotal.
- 7. For instructions on authorizing virtual session accounts as an instructor, see the SumTotal Learning Management Instructor Guide.
- 8. After the instructor authorizes their account, their Authorization Status changes from "Pending" to "Authorized" and they receive a Refresh Token Expiration date. The token's expiration date is 15 years after the authorization time.

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	Chris Allen	ChrisA@example.c	2037-09-06T04:13:37	Authorized	1