

Zoom SSO Instructions

Employee Zoom SSO (Single Sign On) Login Instructions

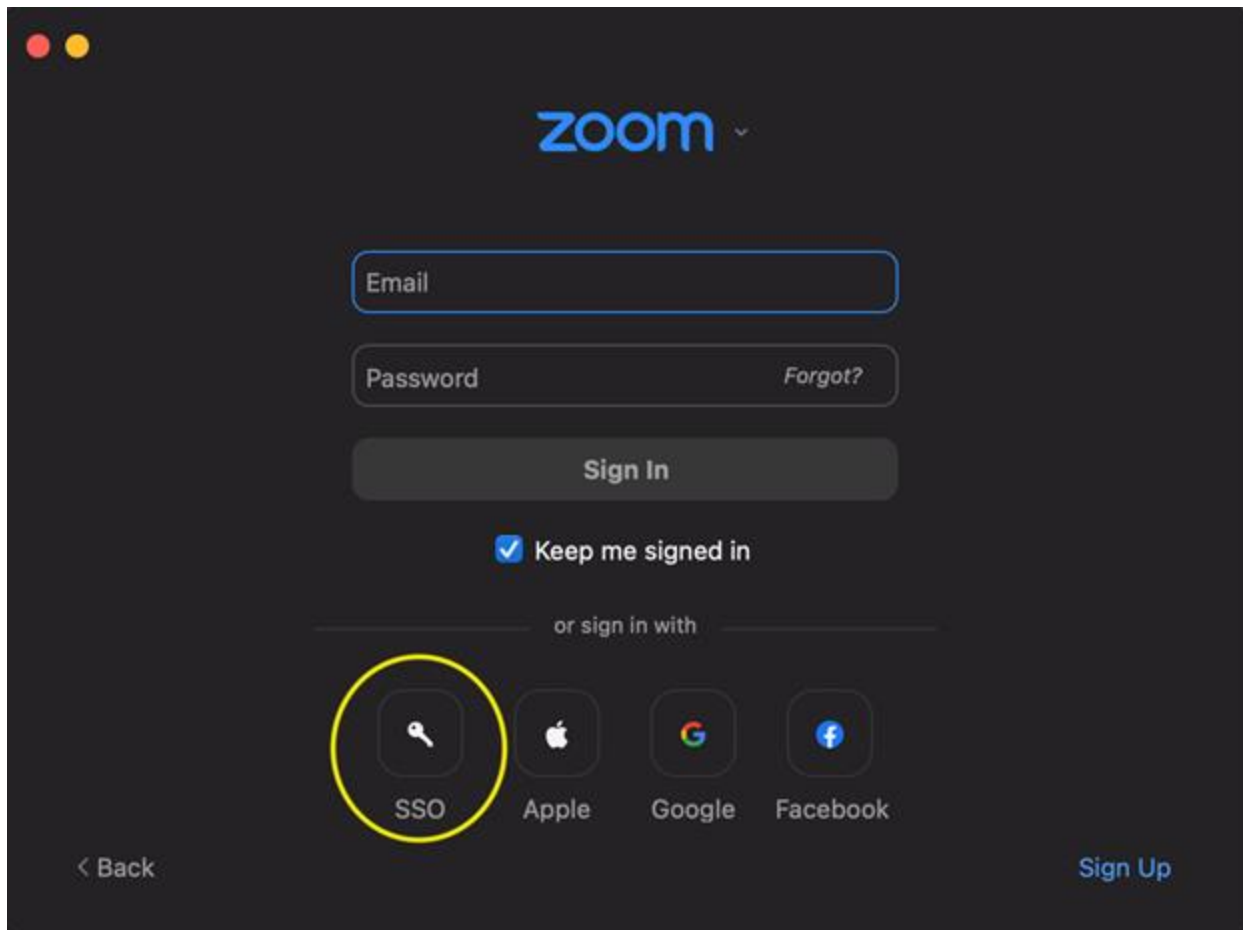
All employees are provided with a license for a Zoom Pro account.

In order to [log on](#) you will need to first open the Zoom App and select the option for Sign In.



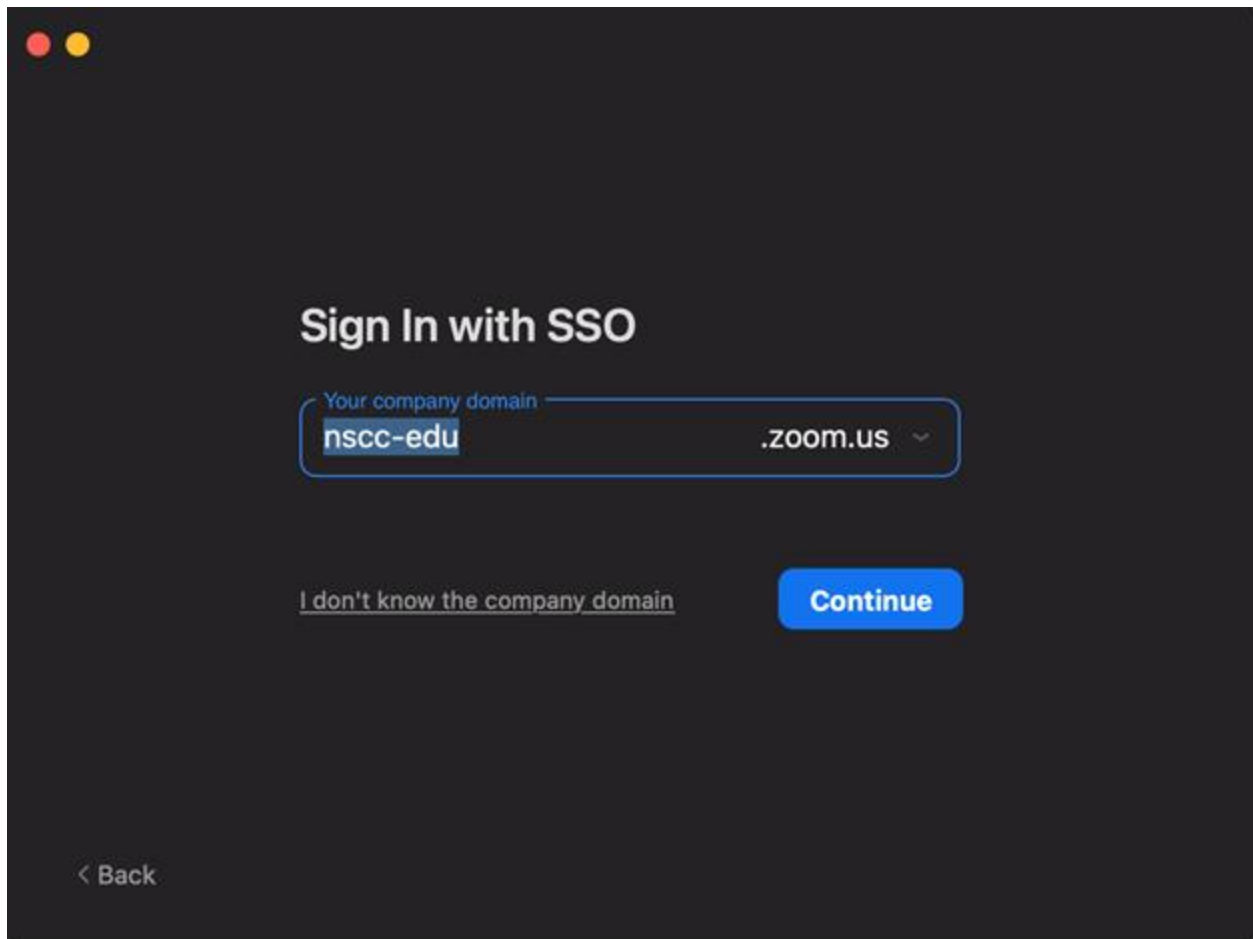
On this screen you should see an icon at the bottom of the app saying SSO.

Click this button to continue.



To sign into the domain input "nsc-edu" into the text box (without the quotes) and click continue.

This will log the account in and either open the Zoom App automatically or open a web browser with the option to use Zoom through the App or through the browser.



Find, customize, and add a waiting room to your Personal Meeting Room.

Your account comes with a [Personal Meeting Room](#). This room is the perfect place to hold office hours with students and hold meetings with colleagues.

Watch [Personalize your Personal Meeting ID/room and Enable Waiting Room \(7:49\)](#) to learn more about finding, customizing, and adding a waiting room to your Personal Meeting Room ID.

Schedule meetings for individual classes.

We have found it is best to set up an individual, recurring meeting for each course you teach via Zoom.

Watch the video [How to make a single Zoom link for a class \(4:07\)](#) by Dr. Jessica Rabb

Review and update your settings.

Watch [Zoom Settings \(13:04\)](#) by the Office of Online Learning.

Test out Zoom meeting room features.

Zoom has several features that allow faculty to teach in ways they would in on-ground classrooms.

Watch the video [Zoom Features Starting with Record \(9:20\)](#) by Dr. Jessa Rabb

Watch the video [Video Breakout Rooms \(3:18\)](#) by Zoom

HOW DO I SCHEDULE A ZOOM MEETING?

1. Go to zoom.us and sign in with your .nsc.c.edu address.
2. Once you are signed in, go to your Profile page by clicking the "My Account" text at the top right of the screen.
3. Click Schedule a Meeting.
4. Complete the meeting information.
5. Click Save.
6. To begin your meeting, click "Start this Meeting."

Watch a video: [Schedule a Zoom Meeting \(1:08\)](#)

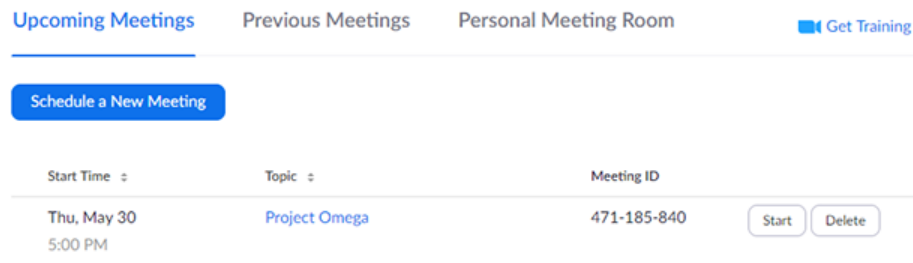
HOW WILL MY STUDENTS USE ZOOM?

Students will receive the Zoom room link from the faculty member. Students can view the virtual meeting room on a desktop computer, or, if desired, through the free Zoom mobile app. Students do not need a Zoom account to view a Zoom meeting or recording.

- [Joining a Meeting](#)

HOW DO I SHARE ZOOM WITH MY STUDENTS?

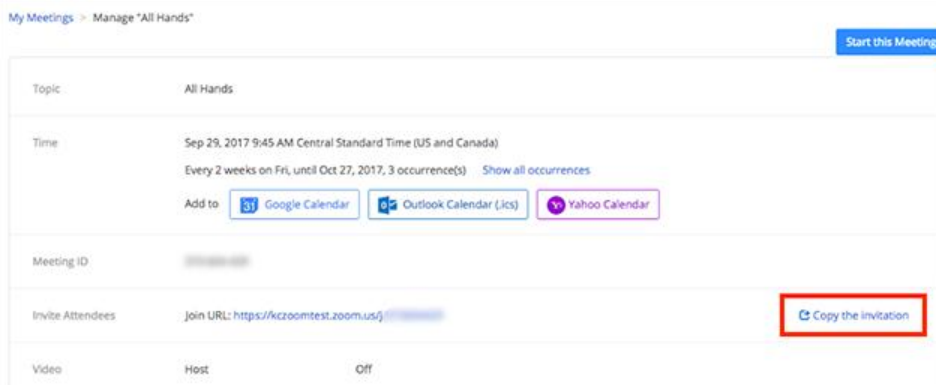
7. From the Meetings page, click the topic of your meeting:



The screenshot shows the Zoom Meetings interface. At the top, there are tabs for "Upcoming Meetings", "Previous Meetings", and "Personal Meeting Room", along with a "Get Training" button. Below the tabs is a "Schedule a New Meeting" button. A table lists upcoming meetings with columns for "Start Time", "Topic", and "Meeting ID". The first meeting is scheduled for "Thu, May 30 5:00 PM" with the topic "Project Omega" and Meeting ID "471-185-840". There are "Start" and "Delete" buttons next to the meeting ID.

Start Time	Topic	Meeting ID	
Thu, May 30 5:00 PM	Project Omega	471-185-840	Start Delete

8. Manually copy the meeting information by clicking the text that says **Copy the invitation**



The screenshot shows the Zoom meeting invitation page. At the top right, there is a "Start this Meeting" button. The page displays meeting details: "Topic: All Hands", "Time: Sep 29, 2017 9:45 AM Central Standard Time (US and Canada) Every 2 weeks on Fri, until Oct 27, 2017, 3 occurrence(s) Show all occurrences", and "Add to" buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar. The "Meeting ID" is partially obscured. The "Invite Attendees" section shows a "Join URL: https://kczoomtest.zoom.us/j/..." and a "Copy the invitation" button, which is highlighted with a red box. At the bottom, there are "Video" settings: "Host" and "Off".

- a. If you click on the **Copy the Invitation**, another window will open with the meeting invitation text
- b. Click the button that says **Copy meeting Invitation** and it will all be copied to your clipboard

- c. You can paste the informatoin in D2L News/Announcements or sent it out through D2L email:

Copy Meeting Invitation



Meeting Invitation

Molly Morris is inviting you to a Zoom meeting.
Join Zoom Meeting
<https://success.zoom.us/j/8924190324?pwd=XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX>
Password: XXXXXXXX

Topic: Molly Morris' Personal Meeting Room

One tap to join audio: +16699006833,,8924190324# (US Toll)
Or, Dial: +1 669 900 6833 or +1 646 876 9923 (US)
877 853 5247 or 888 788 0099 (US, Toll Free)
+1 647 558 0588 (Canada)
855 703 8985 (Canada, Toll Free)

Meeting ID: 892 419 0324
Password: XXXXXXXX
More International Numbers: <https://success.zoom.us/u/ako65KIP7>

Or, join by SIP
8924190324@zoomcrc.com
Password: XXXXXXXX

Copy Meeting Invitation

Cancel

HOW DO I RECORD MY ZOOM MEETINGS?

Can I record my meetings and lectures?

Yes, you can record any activity in your virtual meeting room, including chat files. Before you hit the record button, here are some questions to ask yourself:

Have you enabled recording in your settings?

Log in to Zoom.us and go to the **Settings** tab on the left side of the page. Then click the **Recording** tab at the top of the page. This tab contains many settings you will want to review from enabling recording to automatically notifying participants that recording is in progress.

Do you have permission to record?

Make sure you notify participants verbally that the session is being recorded. Participants may also notice the red recording light at the top left of the screen while recording is in progress.

Will you record locally or to the cloud?

When you click the **Record** button, two choices will appear: **Record on this Computer** or **Record to the Cloud**. You may choose to **Record to the Cloud** which produces both a link and a transcript within Zoom itself. You can read more about retrieving your recordings below.

How do I actually record?

Once you have started your meeting, on the **menu bar**, click on **Record**. You must choose whether to Record on this Computer or Record to the Cloud. It will then indicate that you are recording with a red circle and both a **Pause** and a **Stop** button in the upper left corner of your screen. If you want to stop or pause your recording, use these buttons. Once your meeting has finished, and you have stopped recording, it will automatically start rendering.

How do I retrieve my recordings?

Depending on where you saved your recording, your final product is either an .mp4 file or a sharable link.

Record on the Computer

If you chose **Record on this Computer**, Zoom will have created a Zoom folder in your Documents. Navigate to the folder and open it. You will find another folder titled with the date and the name of your Zoom virtual meeting room. Open that folder and you will find three files. Your .mp4 is the file named zoom_0.

Record to the Cloud

At Zoom.us, navigate to the **Recordings** button on the left menu. The tab opens to **Cloud Recordings**. Locate your recording. Choose **Share** to get a link to the recording. Choose **More** to download files. You also can click the **# Files** hyperlink to view the individual files. NOTE: Be sure to download files you want to keep to your local computer.

How do I make my recordings accessible for all users?

On the Cloud

At Zoom.us, Go to **Settings** then the **Recording** tab, and select the box next to **Audio Transcript**. After your meeting ends, Zoom will process both your recording and a transcript. The transcript file will be one of the files available to download from your Recordings area.

HOW ACCESSIBLE IS ZOOM?

The zoom platform offers a variety of accessibility features that can be found on their [Zoom Accessibility web page](#). However, there are a few actions instructors can take to maximize accessibility:

- If you will be annotating items, please describe verbally what is being annotated.
- Limit whiteboard board use by students if you have keyboard only users or screen reader users.
- When sharing your screen, describe what is on it including slide numbers if a presentation. Also, share a link if presenting a web page or an accessible version of the file you are sharing.

https://ww2.nsc.edu/onlinelearning/zoom_backgrounds.html