

Classroom Calendar

Virtual classroom events can be delivered using Zoom by setting up an Application Programming Interface (API) under a main Zoom account. Setting up Zoom in your Classroom Calendar has two steps:

1. Integrate Zoom into your classroom events.
2. Adding multiple instructors under your main Zoom account.

Zoom Integration Instructions

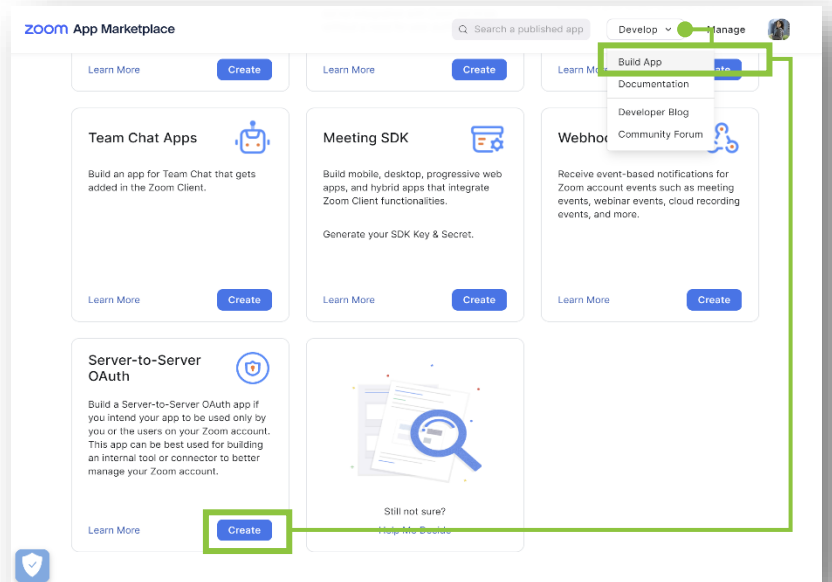
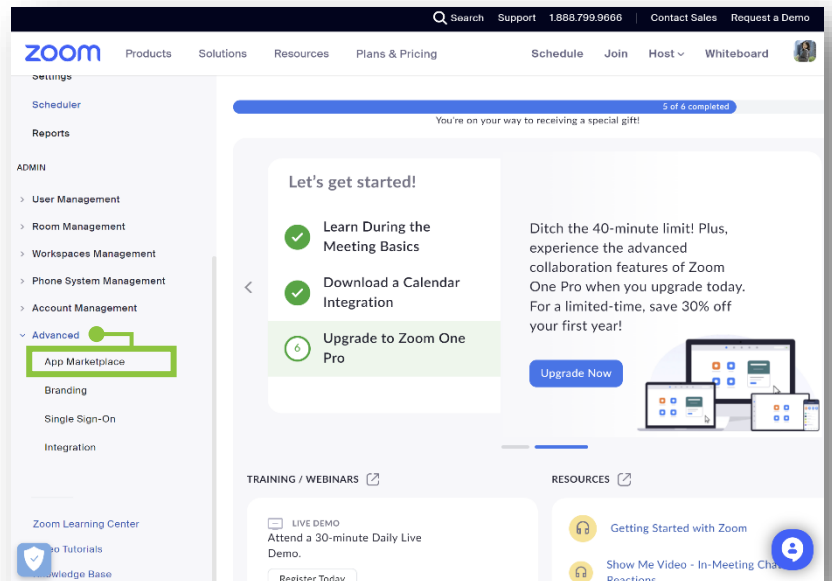
1. Visit www.zoom.us to create or sign into your main Zoom account.
Note: You may need to explore the Zoom account plans available.
2. Scroll down and under your **ADMIN** menu, select and expand **Advanced**.

a. Click **App Marketplace**.

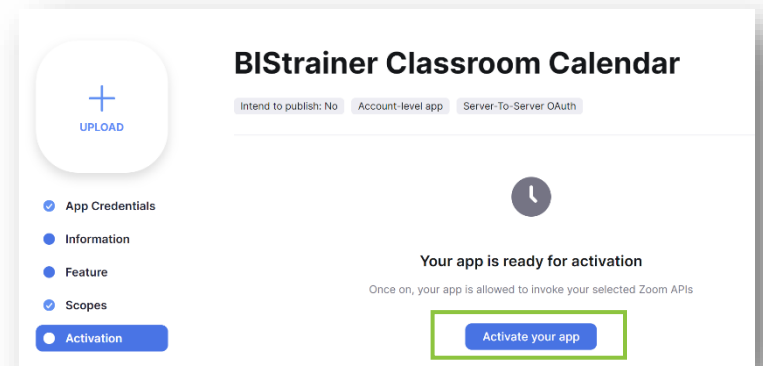
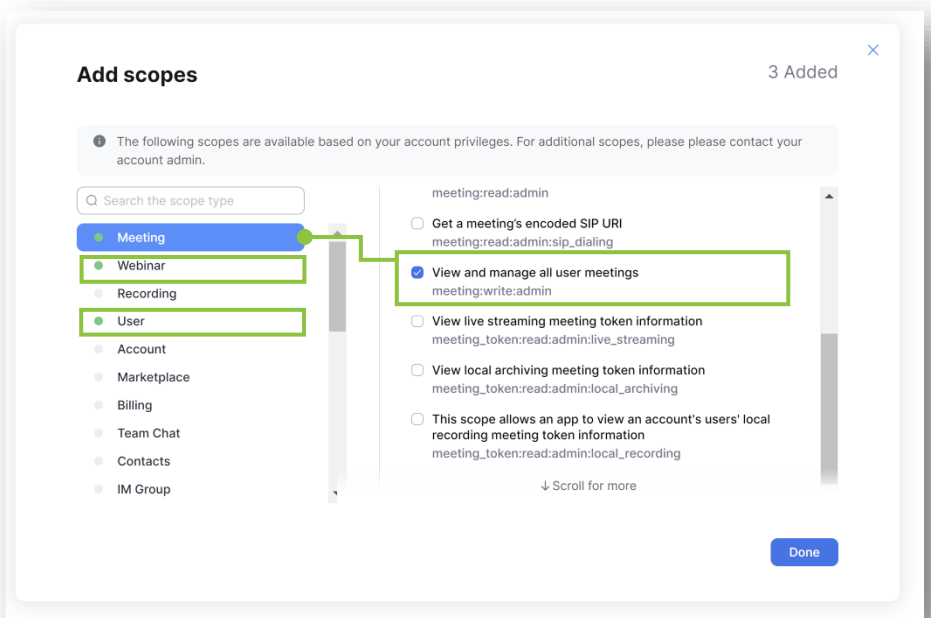
3. On the Zoom App Marketplace page, select the **Develop** drop-down menu in the header and click **Build App**.

a. Under **Server-to-Server OAuth**, click **Create**.

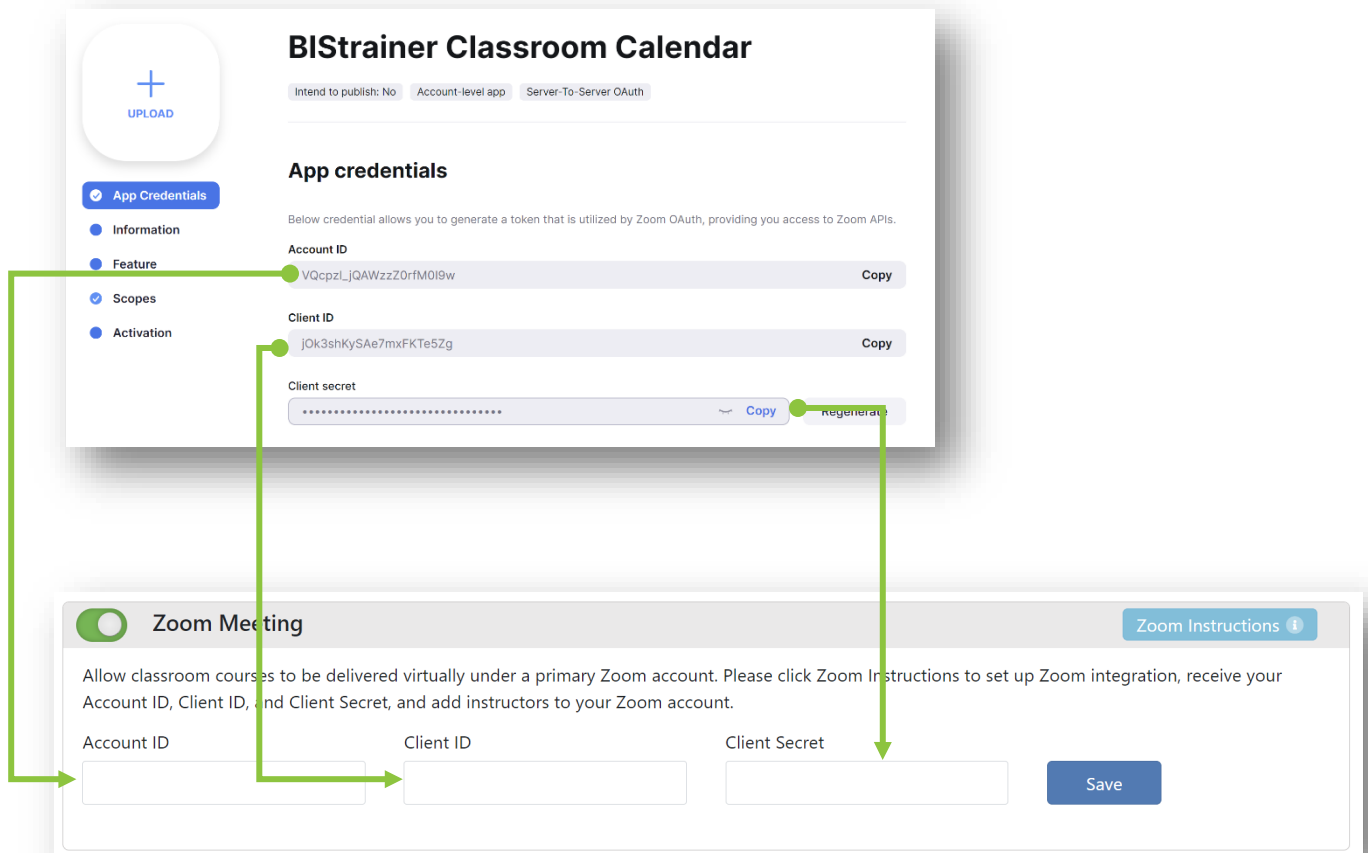
b. Provide an App Name, such as **BIStainer Classroom Calendar**.



- c. Click **Create**.
4. On your server-to-server OAuth app page, you will see your App credentials.
 - a. Click **Information** on the left.
 - i. Provide a short description, company name, and name and email of the user with this main Zoom account.
 - ii. Click **Continue**.
 - b. No changes are made to your app Feature page. Click **Continue**.
 - c. On your Scopes page, click **+ Add Scopes**.
 - i. Select **Meeting** and check **View and manage all user meetings** only.
 - ii. Select **Webinar** and check all **View and manage all user Webinars** only.
 - iii. Select **User** and check **View all user information** only.
 - iv. Click **Done**.
 - v. Click **Continue**.
 - d. On your app Activation page, click **Activate your app**.
 - e. After your app is activated, click **App Credentials** in the left menu to find your Account ID, Client ID, and Client secret.

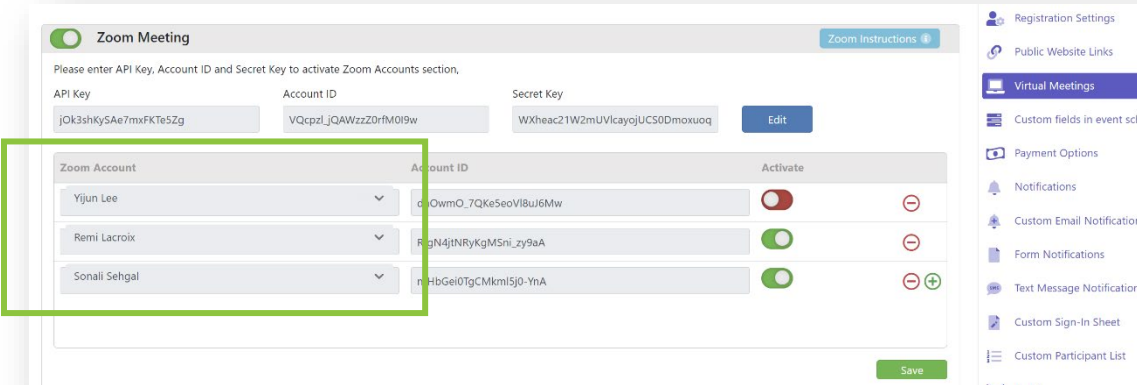


5. In another browser tab, access your Classroom Calendar settings.
 - a. Log into your BIStainer portal.
 - b. Click **Admin** in your portal menu.
 - c. Click **Classroom Calendar**.
 - d. Click **Settings**.
 - e. Expand the right menu and click **Virtual Meetings**.
 - f. Turn on the **Zoom Meeting** toggle.
 - g. Copy and paste the Account ID, Client ID, and Client secret from the Zoom **App Credentials** page into the corresponding fields in the Classroom Calendar Virtual Meeting settings.



The image shows two screenshots from the BIStainer portal. The top screenshot is the 'App credentials' page for the Classroom Calendar. It features a sidebar with options: 'App Credentials' (selected), 'Information', 'Feature', 'Scopes', and 'Activation'. The main content area displays three fields: 'Account ID' with value 'VQcpzL_jQAWzzZ0rfM0I9w', 'Client ID' with value 'jOk3shKySAe7mxFKTe5Zg', and 'Client secret' with a masked value. Each field has a 'Copy' button. A 'regenerate' button is also present next to the Client secret field. The bottom screenshot is the 'Zoom Meeting' settings page. It has a toggle switch for 'Zoom Meeting' which is turned on. Below the toggle is a 'Zoom Instructions' button. A text block explains that classroom courses can be delivered virtually under a primary Zoom account and provides instructions to click 'Zoom Instructions' to set up integration and receive Account ID, Client ID, and Client Secret. Below this text are three input fields labeled 'Account ID', 'Client ID', and 'Client Secret'. A 'Save' button is located to the right of these fields. Green arrows indicate the flow of information: one arrow points from the 'App Credentials' page to the 'Zoom Meeting' page, and another arrow points from the 'Client secret' field in the top screenshot to the 'Client Secret' input field in the bottom screenshot.

- h. In the Classroom Calendar settings, click **Save**.
6. In the new Zoom Account section below, use the drop-down menu to select any user accounts, which have been added to the main Zoom account, as your instructors.
- Click the **plus +** icon to add more instructors.
 - If you do not see your instructor in the drop-down menu, you will need to add them as a user in your main Zoom account (please see below).
 - You can remove Zoom access from instructors by turning off the **Activate** toggle.
 - Click **Save**.



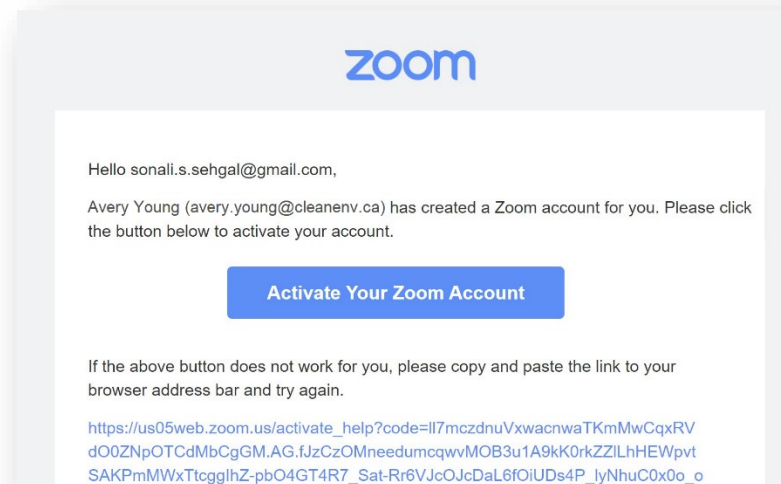
Adding Instructors to Zoom Accounts

Instructors receive an email to join your main Zoom account when you add them. We recommend you let them know in advance, so they can look for and activate their accounts.

- Visit www.zoom.us to log into your main Zoom account.
- Scroll down and under your **ADMIN** menu, select and expand **User Management**.
 - Click **Users**.
- On your Users page, click **+ Add Users**.
 - Add the email addresses of all instructors teaching virtual courses.

b. Click **Add**.

Note: Your instructors will not appear in your list of users until they activate their Zoom account via the email they receive.



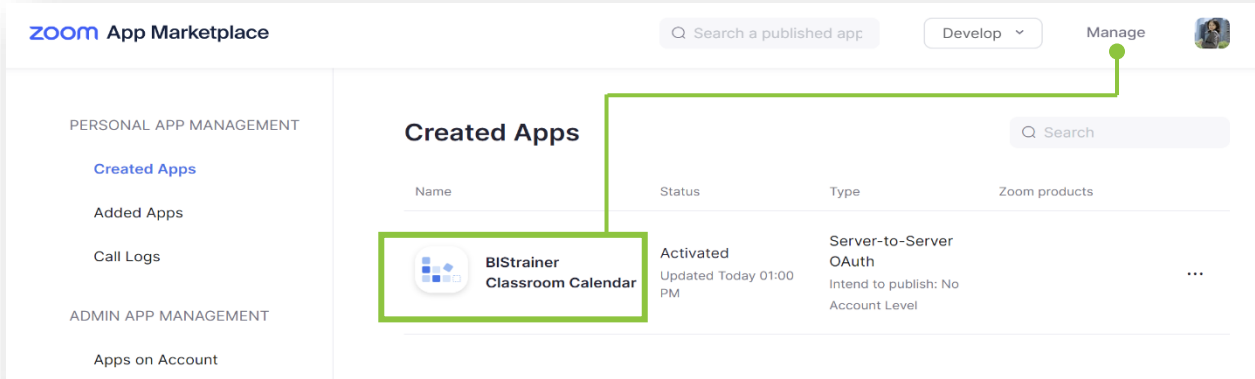
c. Click **Pending** to resend the Zoom email to instructors who have not activated their Zoom account.

Once instructors have activated their user account under your main Zoom account, you can:

- See them in your main Zoom account Users page.
- Add them in the classroom calendar virtual meeting settings.
- Schedule them to teach virtual classroom course events.

Important: If an instructor has an existing Zoom account, their account will be transferred under the ownership of the main Zoom account. Instructors must accept this account change when they activate their account.

Helpful Tip: If you need to find your API credentials again later, click Manage on the Zoom App Marketplace page and select the BIStainer Classroom Calendar App.



zoom App Marketplace

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ADMIN APP MANAGEMENT

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Created Apps

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Name	Status	Type	Zoom products
 BIStainer Classroom Calendar	Activated Updated Today 01:00 PM	Server-to-Server OAuth	Intend to publish: No Account Level