



## Information Technology Services

### Signing into Zoom

Wherever you sign into Zoom, you will want to use the **Single Sign On** option. Start by signing into the Zoom client on your computer: Click **Sign In**. Select "**Sign in with SSO**". Enter "**oregontechonline**", and click **Continue**.

You will be taken to the Oregon Tech sign in. Sign in with your Oregon Tech e-mail for Work or School. On the Oregon Tech SSO portal use your Oregon Tech credentials. Your browser will launch the Zoom application.

### Configure Zoom

**This must be done on each computer**. Open Zoom Settings. Go to **Video**, ensure the expected camera is selected. Our cameras are "**Polycom Studio Video**". Check **Enable HD**. Go to **Audio**, ensure the expected mic/speaker is selected. Our mic/speaker is "**Echo Canceling Speakerphone (Polycom Studio)**" for both the Speaker.

Go to **Recording**, set the location for the recordings to your OneDrive. Check "**Optimize for 3<sup>rd</sup> party video editor**" and "**Place video next to the shared screen in the recording**" and "**Keep temporary recording files**".

### Scheduling Zoom Meetings in Canvas.

Go to class Module, add Zoom to your navigation items. Click on **Schedule a New Meeting**:

**When** should be the first class. Check **Recurring** meeting. Select **Weekly**, select the **Days**, and end of the term for the end date. For **Video**, select **On** for the **Host**, and **off** for the **Participant**. Check **Mute participants upon entry** and **Record the meeting automatically on the local computer**, click **Save**.

### Conducting a Zoom Class

Log into Canvas in the classroom. Start the appropriate Zoom meeting for the class. Your meeting starts and recording will begin. Share the screen on the SmartBoard/Monitor. When finished, your recording will save to OneDrive. **It is very important that you let it finish.**

### Uploading Your Video Into Kaltura

In Canvas, go to the class module. Click on Edit in the upper right. Click on the drop down for "**More External Tools**" and select "**Embed Kaltura Media**". Click on "**+ Add New**" and then "**Media Upload**" to select your recording. Click on "**+ Choose a file to upload**". Enter a title, description, and then click **</> Save and Embed** in the upper right.

For technical assistance, contact:

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