



Student Authentication into Zoom

This document covers the option of requiring students to authenticate into their Collab account in order to join Zoom meetings. It describes the benefits of doing so as well as covers how it works based on the most common scenario likely to exist. The teacher/host must be on the licensed version of Zoom to have access to this option.

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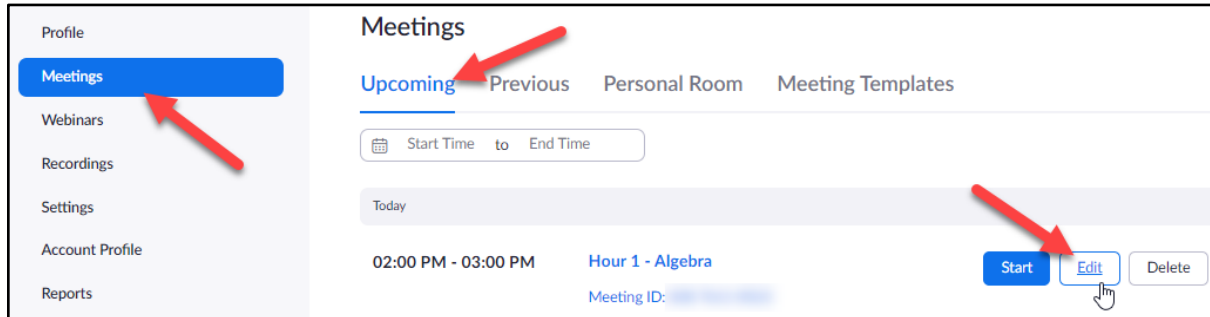
Configuring from Web Browser for Existing Meetings

1. Log into Zoom either by going to <https://zoom.us> or selecting Zoom from the Google Apps Grid in

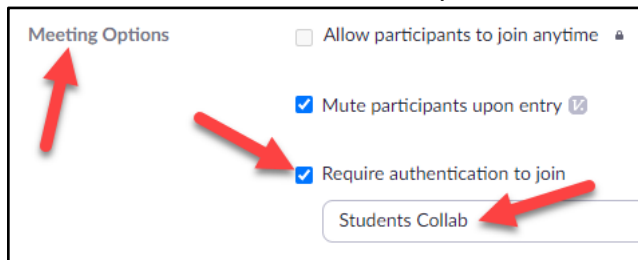


Collab Zoom

2. Click on **Meetings** on the left then hover over the meeting you would like to edit and click **Edit**



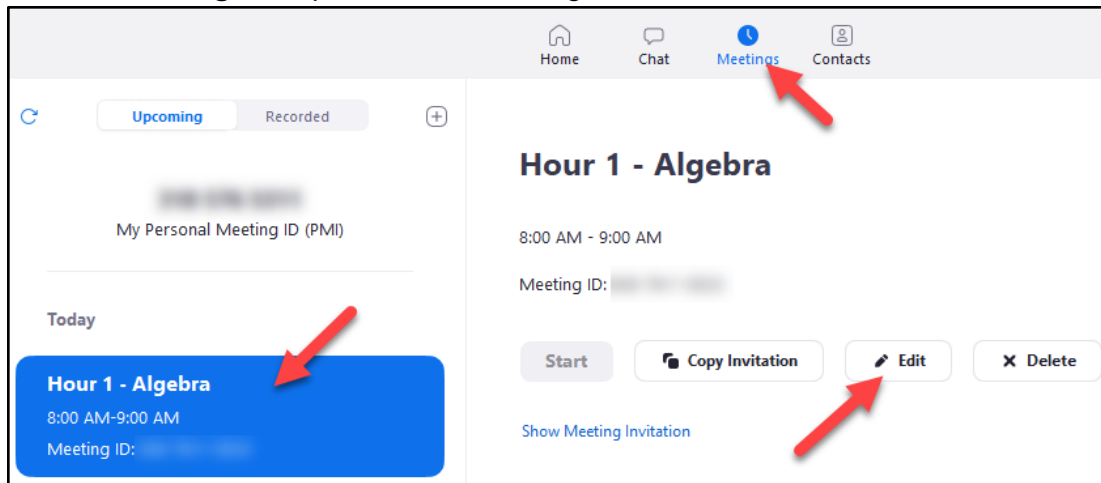
3. Scroll down to the **Meeting Options** section, turn on the **Require authentication to join** option then select **Students Collab** from the pull-down list that appears.



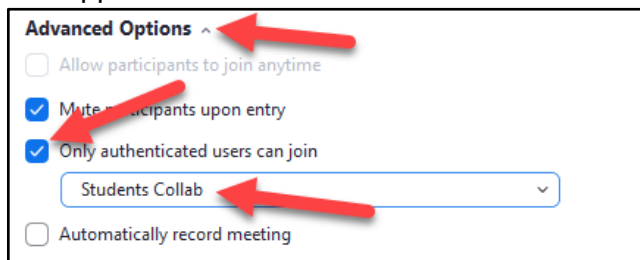
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Configuring from Computer App for Existing Meetings

1. Log into Zoom on your laptop/computer
2. Click on **Meetings** at top, select the meeting on the left, then click on **Edit**



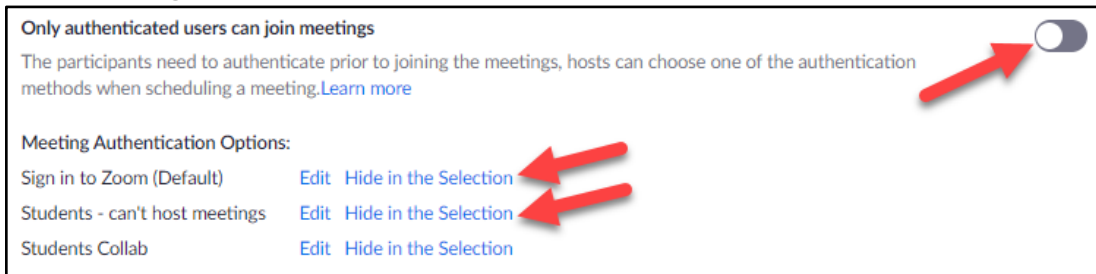
3. Scroll down to **Advanced Options** and click the arrow to expand
4. Turn on the **Require authentication to join** option then select **Students Collab** from the pull-down list that appears.



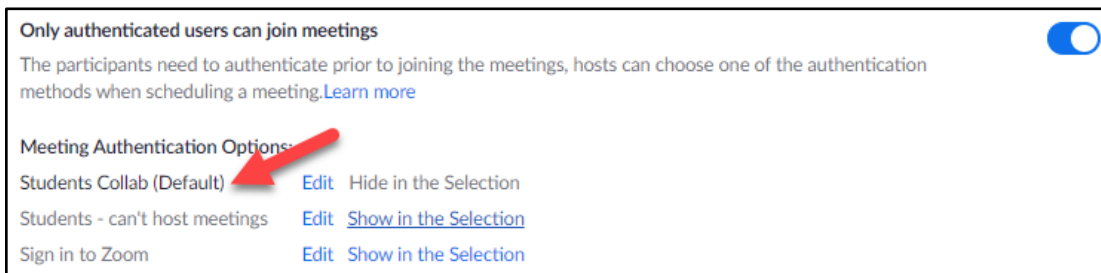
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Setting as the Default for All NEW Meetings

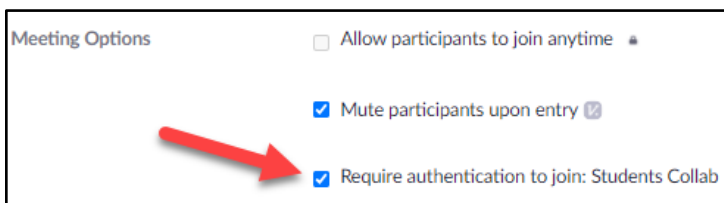
1. To make it the default option for any new meetings to require authentication using the **Students Collab** option, follow these steps:
 - a. In your web browser, log into zoom at <https://zoom.us>
 - b. Go to **Settings** and find the option below



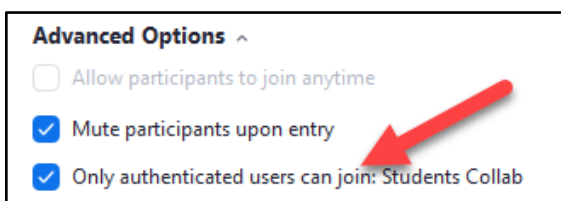
- c. Toggle it to ON and click the **Hide in the Selection** links for the **Sign in to Zoom** and **Students - can't host meetings** options as indicated above.
- d. It should now look like below where **Students Collab** is now the Default



- e. Going forward, when creating new meetings your options will appear as shown below from both the web browser (first picture) and computer app (second picture).



Web Browser Version



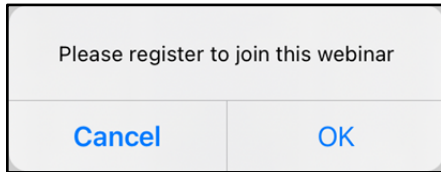
Computer App Version

NOTE: The steps above only affect new meetings, not existing meetings. Existing meetings will need to be manually edited as described in previous sections.

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What Students Will Experience

1. It is recommended that they verify they are logged into one of the apps listed above for the best experience
2. Tap on the meeting URL provided by the teacher
3. It may prompt with a message to **Please register to join this webinar**



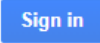
4. Tap **OK**
5. They should now enter the meeting

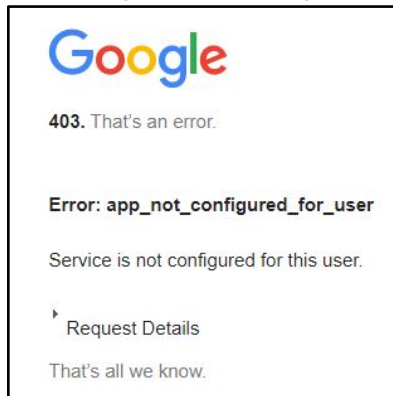
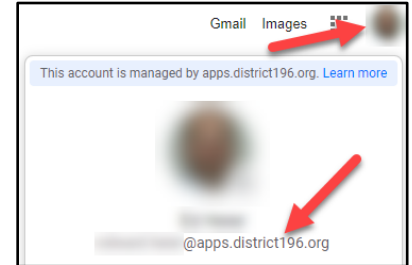
NOTE: If they are not logged into an app as explained above or if they recently cleared cache on their web browser, they may get prompted to enter/select their Google/Collab email address and/or password to get into the meeting.

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Students Joining a Meeting From a Personal Home Computer

While we do provide every student with an iPad, there are times when students will use a personally-owned computer to join Zoom meetings. If they do, it is important that they follow the steps below or it will not work for them.

1. Make sure they are logged into Google with their Collab account or that nobody else is logged into Google on that computer. To verify, follow these steps:
 - a. Go to <https://www.google.com>
 - b. In the upper-right corner of the screen:
 - i. If it has the **Sign in** button , nobody is logged into Google on that computer. The student can either leave it as is or sign in with their Collab account (recommended)
 - ii. If it shows a picture or icon (circle) as shown in the picture to the right, you can find out whose account it is by clicking on it to display the email address of the account currently logged in
 - c. Click on the link to the Zoom meeting
 - d. If they are logged into Google with their Collab account as described above, it should let them in. If not, it will prompt them to select the Google account to use and enter the password.
2. **IMPORTANT:** If someone else is logged into Google with a personal (non-Collab) account, it will fail with the following error message.



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What are the Benefits of Requiring Authentication?

Following are key reasons why it is beneficial to require your students to authenticate into your Zoom meetings:

1. It will significantly reduce the likelihood of being “Zoom bombed” from an uninvited external guest
2. It will force the display name to be the official display name stored in Collab upon entry
 - a. You still have the ability to allow students to rename themselves and/or the teacher can rename someone if needed after the student has entered the meeting
3. Attendance and Polling reports will be easier to understand as the names/emails will appear correctly
4. Even if you allow students to rename themselves, their Collab email address will always be attached to whatever name they choose so we can ultimately see who it is if needed
5. If an investigation is needed for misbehavior/Zoombombing, it provides district admins significantly more data to assist in the investigation

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How it Works

Rather than providing students with a Zoom account (against Zoom's terms of service), it is configured to use the district-issued Collab account to authenticate into district meetings. Basically, if the student is logged into one of several apps or the default web browser with their Collab account, it will recognize who they are and allow them in. If they are not logged into any of those apps or browser, it will require them to authenticate into their Collab account prior to joining the meeting.

Following are the iPad apps we've tested so far that if logged into, will allow them to join the Zoom meeting:

- Google Drive
- Google Docs
- Google Sheets
- Google Slides
- Seesaw

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