

Pre-assign Breakout Rooms in Zoom

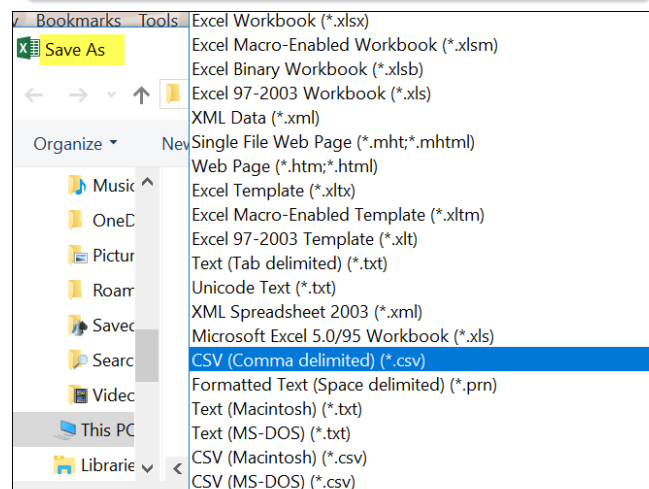
Pre-assigning individuals to breakout rooms is not difficult, but it only works if you know how. (This could also be titled, "We learned the hard way—so you don't have to!") **Be sure** to review ***Special Tips*** for words of caution and tips for saving steps.

Option 1: Upload pre-assignments.

Step 1: Prepare your list of room assignments.

1. Open Excel and create a new spreadsheet.
2. Enter column headings of **Pre-assign Room Name** (in cell A1) and **Email Address** (in cell B1).
3. In column A, enter the first breakout room with its name (Room 1, in this case).
4. In column B, enter the email address of the first person you wish to assign to that group. (See ***Special Tips*** below for easy ways to gather email addresses for your students.)
5. To assign the next person to that group, enter the room name again in row 3, then add that person's email address in column B.
6. To add another room, enter a new room name as shown in the example above right.
7. Once you have entered all of the rooms and email addresses that you need, save your spreadsheet as a **.csv** (comma delimited) file, noting where you save it.

	A	B
1	Pre-assign Room Name	Email Address
2	Room 1	examplea@sou.edu
3	Room 1	exampleb@gmail.com
4	Room 2	examplec@sou.edu
5	Room 2	examplee@sou.edu
6	Room 3	examplef@sou.edu
7	Room 3	exampleg@sou.edu
8	Room 4	exampleh@sou.edu
9	Room 4	examplei@sou.edu



Step 2: Set up your meeting.

1. Begin by opening Zoom, clicking on **Meetings**, then **Schedule a new meeting**.
2. Enter the meeting details as needed, then select the **Breakout Room pre-assign** option.
3. When you select that option, the two links shown here at right will be displayed. Select **Import from CSV**.
4. Drag and drop the .csv file that you just created in the space provided or click on **browse** to locate and upload your file. The rooms will be displayed:

Breakout Room Assignment

4 rooms, 8 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	
Room 1	2
Room 2	2
Room 3	2
Room 4	2

Room 1

Add participants

examplea@sou.edu

exampleb@gmail.com

Added from file

Import from CSV

Cancel Save

Meeting Options

- ☒ Enable join before host
- ☐ Mute participants upon entry
- ☐ Only authenticated users can join
- ☒ Breakout Room pre-assign
 - + Create Rooms
 - + **Import from CSV**
- ☐ Record the meeting automatically

5. Click on the name of a room to view the participants assigned to it by the file you uploaded. Click on **Save** to save the room assignments.

Applying Group Settings to Activities & Resources

Option 2: Assign rooms manually.

1. Begin by opening Zoom, clicking on **Meetings**, then **Schedule a new meeting**.
2. Enter the meeting details as needed, then select the **Breakout Room pre-assign** option.
3. Click on **+ Create Rooms**.
4. In the **Breakout Room Assignment** pop-up interface, click on the plus sign to add a room.
5. Type in or paste an email address in the *Add participant* field shown below, then press the **Enter** key.

Breakout Room Assignment 1 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms		Breakout Room 1
Breakout Room 1	0	disted@sou.edu

Add & **Enter**

Meeting Options

- ☒ Enable join before host
- ☐ Mute participants upon entry
- ☐ Only authenticated users can join
- ☒ Breakout Room pre-assign
- [+ Create Rooms](#)
- [↑ Import from CSV](#)
- ☐ Record the meeting automatically

Breakout Room Assignment 0 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms +

No Groups

Add a room by clicking +

[Import from CSV](#) [Cancel](#) [Save](#)

6. Continue adding rooms and email addresses until you have all of the desired rooms created and assigned. **SAVE**.

Special Tips (or *Things We Learned by Messing Around!*)

- **You can only import a spreadsheet when you initially create the meeting.** If you create a meeting with pre-assigned breakouts and save it without uploading a file, you can only create pre-assigned rooms manually afterwards. (If you haven't already circulated the meeting URL, deleting the meeting and starting over with your file is easier than entering the room assignments manually.)
- **Don't edit your meeting settings after you pre-assign rooms.** Your rooms will be deleted and you will have to start again.
- Two ways to get a list of your students' email addresses: [download a course list](#) from Banner or [export a grade report from Moodle](#) (select *None* at the bottom of the page to download only names and email addresses).
- If you download the sample file that Zoom provides, you must save it as a .csv file (the file they provide is a .txt file, go figure!).
- If you select the **+ Create Rooms** option, you can pre-assign users manually and also by importing a file. Note that if you do so, Zoom will verify that all of the email addresses in your file are legitimate email addresses. (Following the steps in Option 1 will upload the addresses without checking them.) If a bad email address is found, Zoom just spins and you can't save your changes.
- You can manually adjust the membership of breakout rooms any time after you initially create the meeting, including during the meeting itself.
- Breakout rooms will still function even if users that you pre-assigned do not attend the meeting.