

Using Self-Assign Groups in Zoom

In October 2020, Zoom introduced a new feature which allows participants to self-assign to breakout groups in a Zoom session.

The below guide will detail the steps needed to use self-assign groups in Zoom. The guide is based on the assumption that breakout groups are already enabled in your Zoom sessions.

Pre-requisites for Self-Assign Groups in Zoom

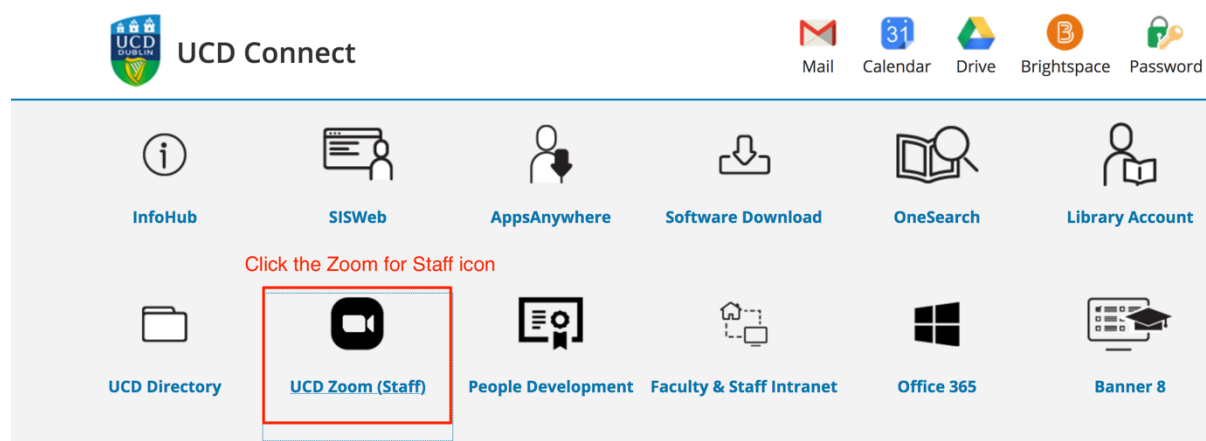
In order to use self-assign groups in Zoom both you and all of your participants must use the Zoom desktop client to join the session. The desktop client for all participants (students) needs to be version 5.3.0 or later.

Note

- If you, as host, are not running the correct version of the client, you will not be able to use self-assign groups in your session.
- If any participant is not using the correct version of the Zoom desktop client they will not be able to join a breakout group themselves and will need to be manually added to a group.
- It should also be noted that, as this is a relatively new feature of Zoom Meetings, there may be other issues not yet identified, which may prevent the seamless use of self-assign groups in online sessions.

Installing the Zoom Desktop Client

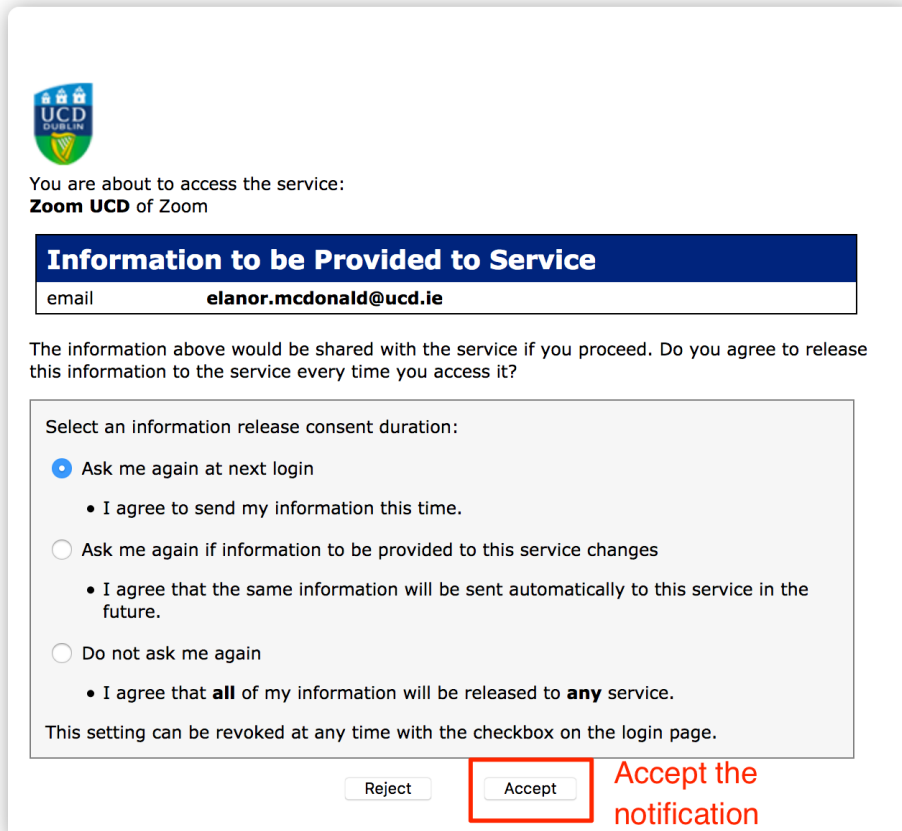
If you do not have the Zoom desktop client installed on your machine, log into your Zoom account by clicking the Zoom link on UCD Connect.



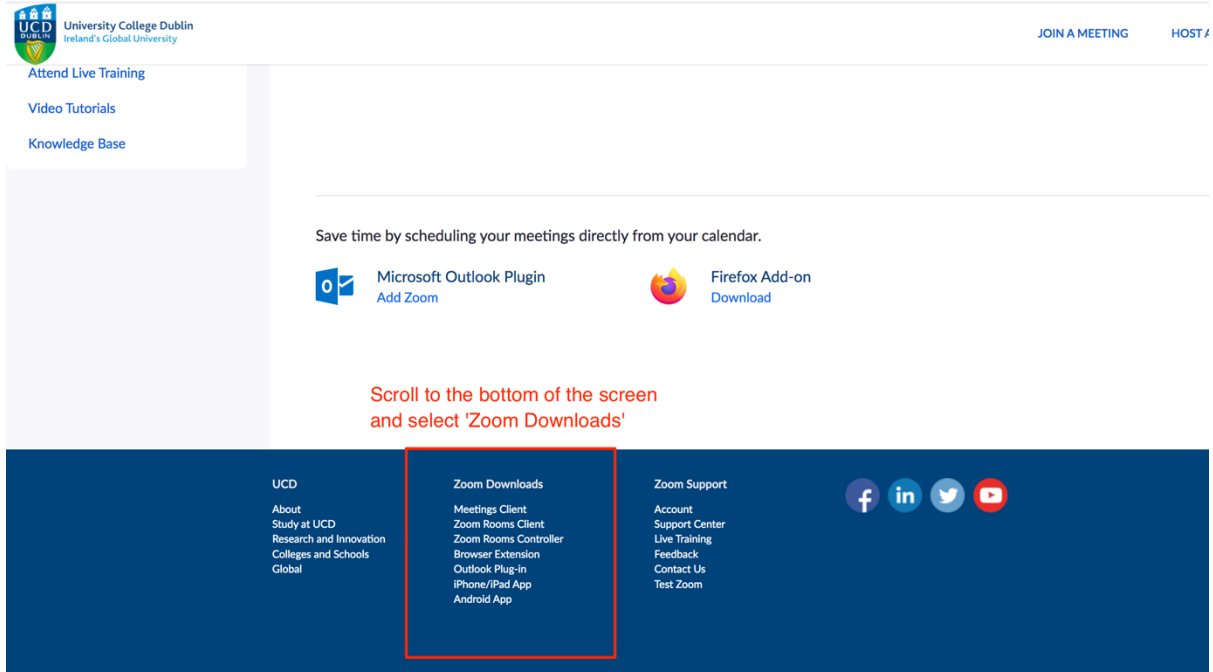
And then select 'Sign In – Configure your account'



You will be asked to sign consent to share information with Zoom. Click 'Accept' here.

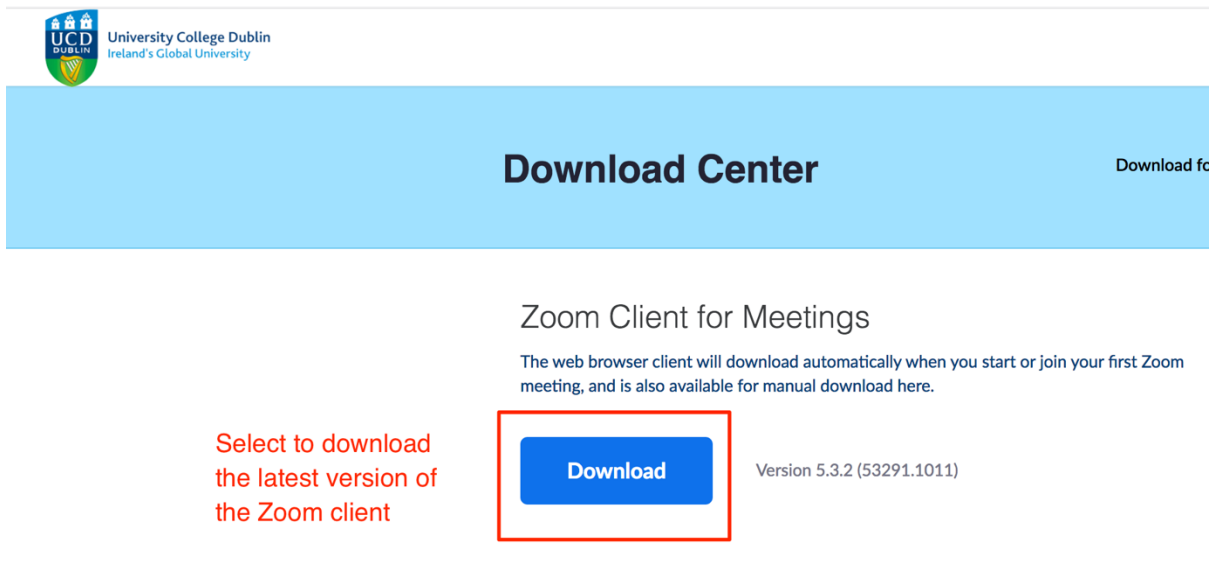
The image shows a Zoom consent form for UCD. At the top left is the UCD Dublin logo. Below it, the text reads 'You are about to access the service: Zoom UCD of Zoom'. A blue header bar contains the text 'Information to be Provided to Service'. Below this, a table shows the email 'elanor.mcdonald@ucd.ie'. The text below the table asks for consent: 'The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?'. A section titled 'Select an information release consent duration:' contains three radio button options: 'Ask me again at next login' (selected), 'Ask me again if information to be provided to this service changes', and 'Do not ask me again'. Each option has a sub-bullet point. Below the options, a note states: 'This setting can be revoked at any time with the checkbox on the login page.' At the bottom are two buttons: 'Reject' and 'Accept'. The 'Accept' button is highlighted with a red rectangular box. To the right of the 'Accept' button, the text 'Accept the notification' is written in red.

Once you have logged in, scroll to the bottom of the screen and click the link for 'Meeting Client'.



The screenshot shows the UCD Business eLearning homepage. The header includes the UCD logo and navigation links like 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. A central section promotes scheduling meetings from a calendar, with links for 'Microsoft Outlook Plugin' and 'Firefox Add-on'. A red text overlay instructs the user to 'Scroll to the bottom of the screen and select 'Zoom Downloads''. The footer contains a 'Zoom Downloads' menu with options like 'Meetings Client', 'Zoom Rooms Client', and 'Zoom Rooms Controller', which is highlighted with a red box.

Click the 'Download' button on screen



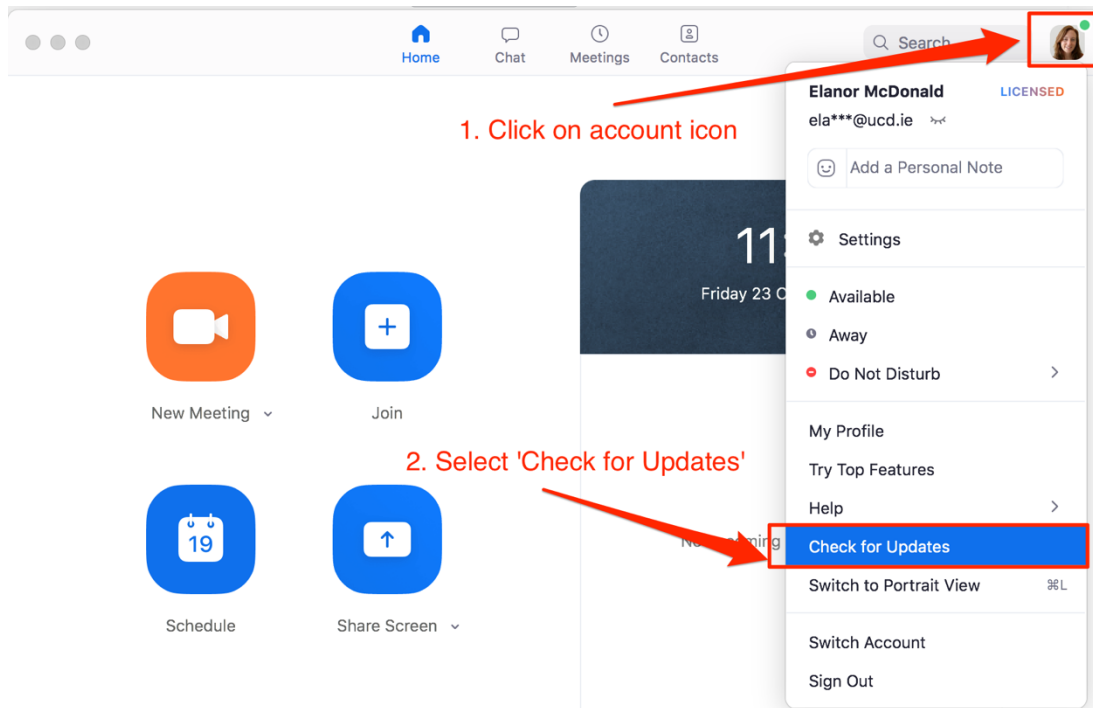
The screenshot shows the Zoom Download Center. The header includes the UCD logo and navigation links. The main section is titled 'Download Center' and features a 'Zoom Client for Meetings' section. A red text overlay instructs the user to 'Select to download the latest version of the Zoom client'. A blue 'Download' button is highlighted with a red box, and the version number 'Version 5.3.2 (53291.1011)' is displayed next to it.

Once the file is downloaded, locate it in your downloads folder, double-click and follow the instructions on screen to install the desktop client.

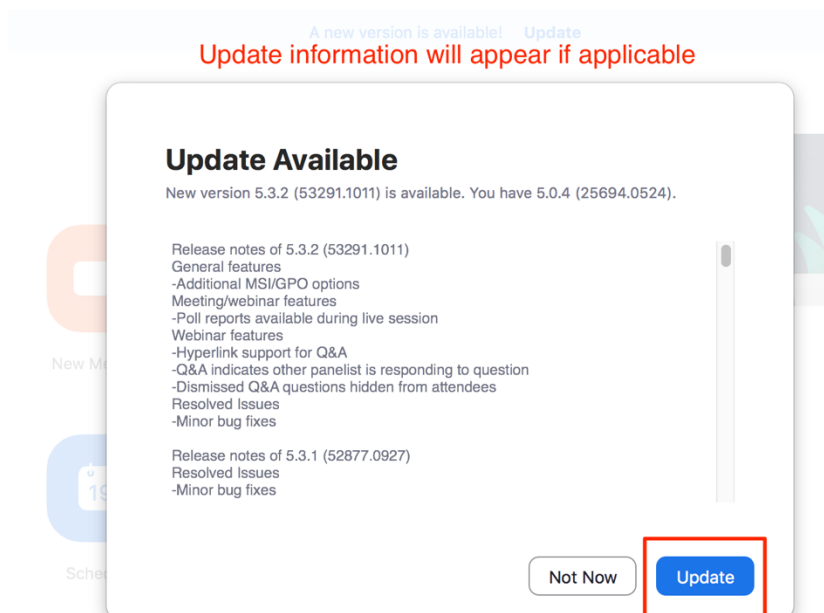
Checking the version of the Desktop Client

If you already have the desktop client installed and want to check or update your version, log into the desktop client and navigate to your account settings by clicking your account name on the top right of the screen.

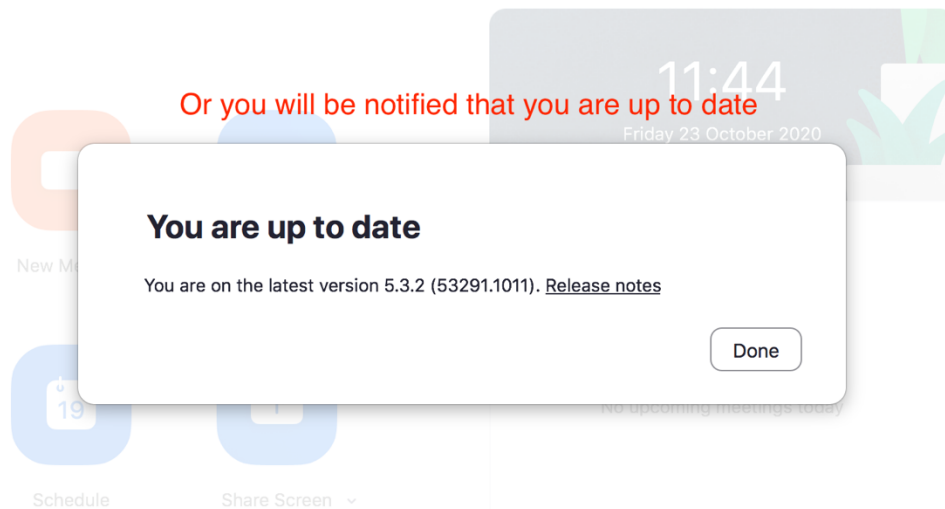
On the drop down menu, click 'Check for Updates'



Any updates that are available for the client will be presented. Click 'Update' if applicable.



You will be notified when the update has completed

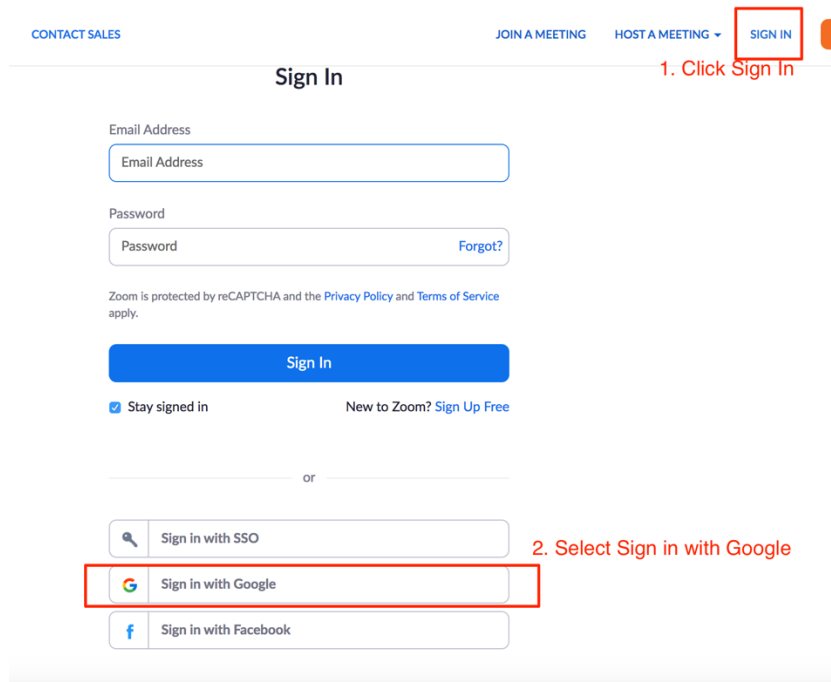


Using Self-Assign Groups

Depending on the number of students enrolled to your module, it may be a good idea to create the breakout groups before the session begins. This means that you have one less thing to do during the live session. You can still add or remove groups during the session if you wish.

Creating Self Assign Groups before the Session

To create the groups beforehand, log into Zoom's web portal. Go to Zoom.us, click 'Sign In' and then select 'Sign In with Google'.



CONTACT SALES JOIN A MEETING HOST A MEETING **SIGN IN**

Sign In

1. Click Sign In

Email Address

Password
 [Forgot?](#)

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign In

☒ Stay signed in New to Zoom? [Sign Up Free](#)

or

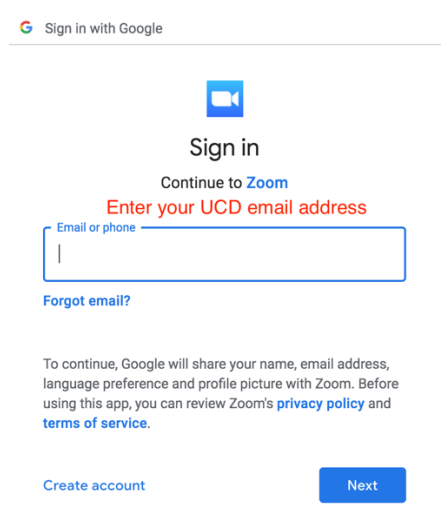
Sign in with SSO


2. Select Sign in with Google


Sign in with Google

Sign in with Facebook

Enter your UCD email address, you will be brought to the UCD connect SSO log in screen.



 Sign in with Google



Sign in

Continue to Zoom

Enter your UCD email address

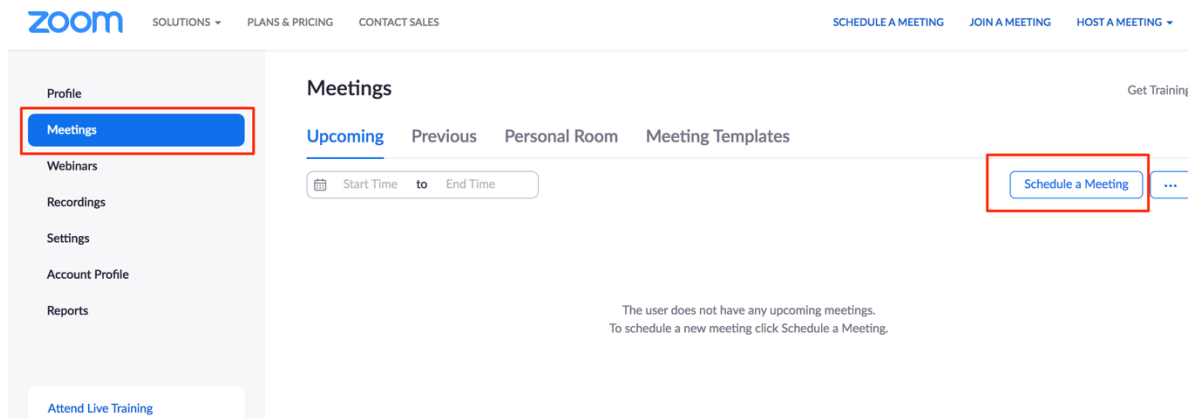
Email or phone

[Forgot email?](#)

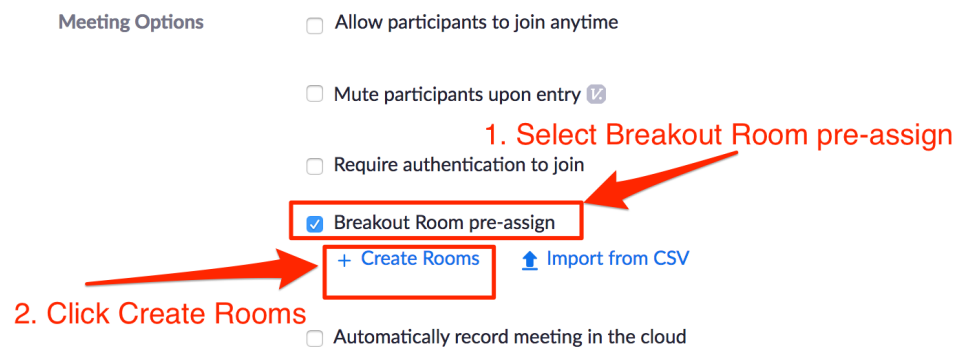
To continue, Google will share your name, email address, language preference and profile picture with Zoom. Before using this app, you can review Zoom's [privacy policy](#) and [terms of service](#).

[Create account](#) **Next**

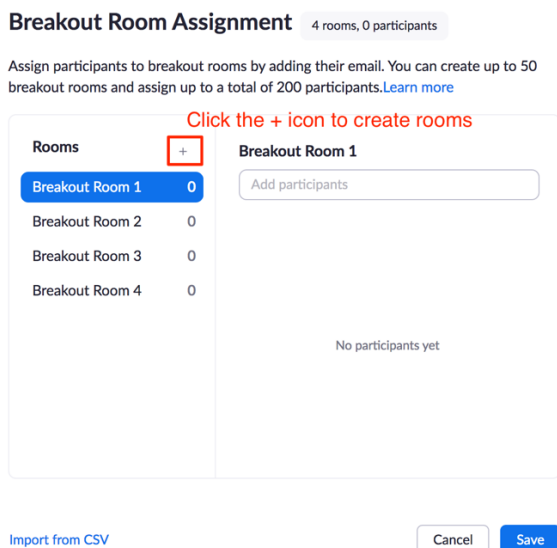
When you are signed into Zoom's web portal, go to the 'Meetings' tab to set up your new virtual class where you will run the self-assign groups. Click 'Schedule a Meeting'.



Scroll down to the 'Meeting Options', check 'Breakout Room pre-assign' and then click 'Create Rooms'.

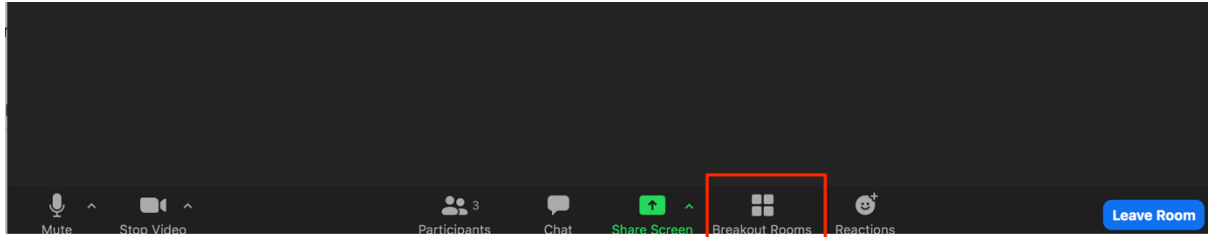


Click the '+' icon to create your breakout rooms. You will leave the rooms empty of participants, you are only creating the rooms at this point.

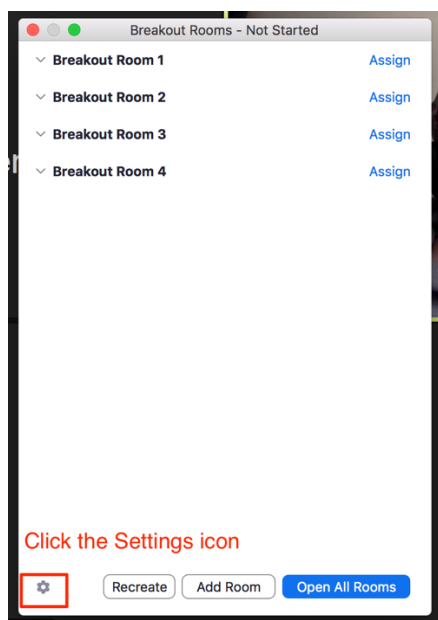


Using Self-Assign Groups in Session

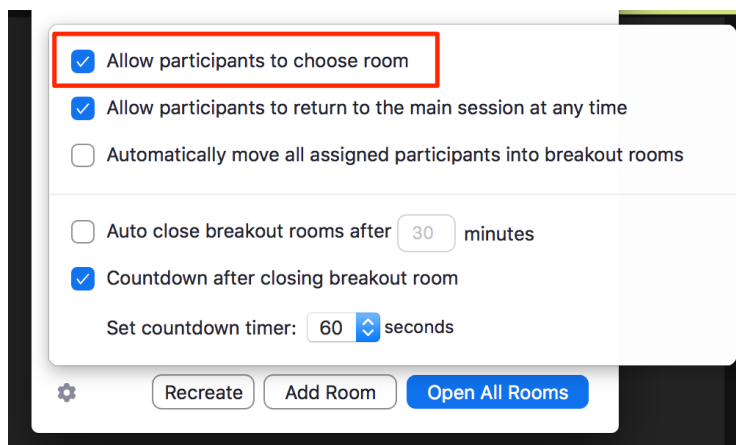
When you enter the session that you have scheduled and you are ready to begin the breakout groups, click the 'Breakout Rooms' icon on the bottom of the session window.



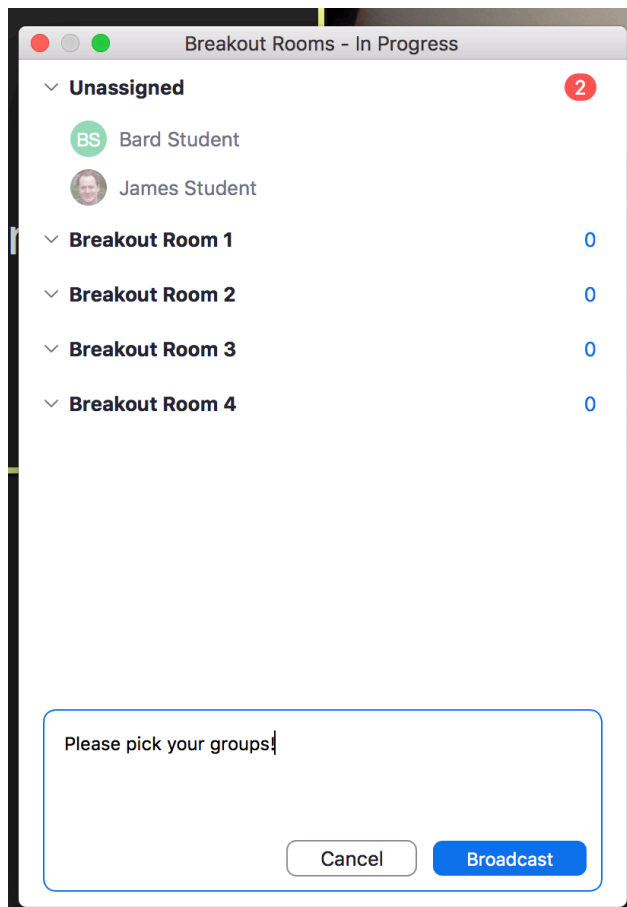
Before you start the breakout rooms, ensure that the option for students to self-select rooms is enabled. To do this, click the 'Settings' icon on the breakout pop-up.



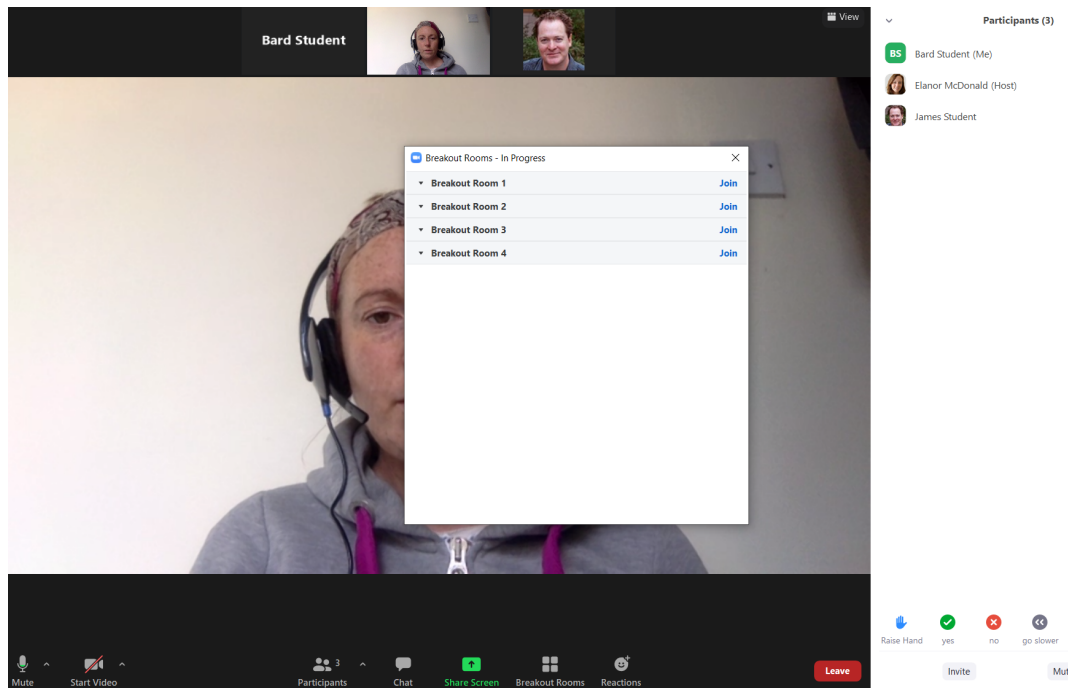
Select 'Allow participants to choose room'



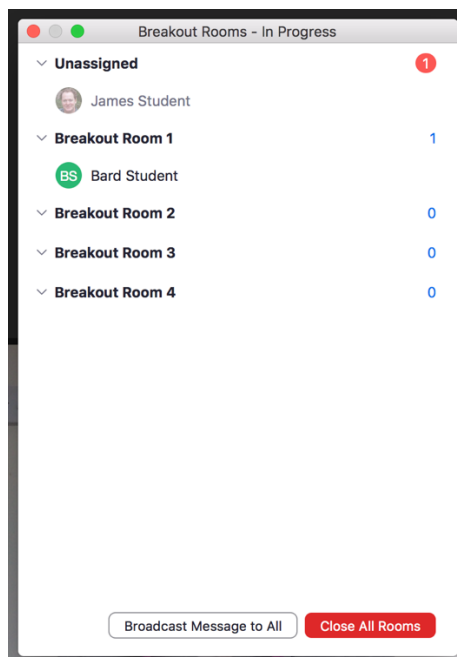
Next proceed to 'Open All Rooms' to begin the breakout session. At this point you can broadcast a message to all students inviting them to pick their groups or give any other instructions that you need to send before they join a group.



Once you have started the breakout groups, the students will receive a message onscreen giving them an option to join one of the groups on the list. Students will click the 'Join' link against one of the rooms' names in order to assign themselves to that room.

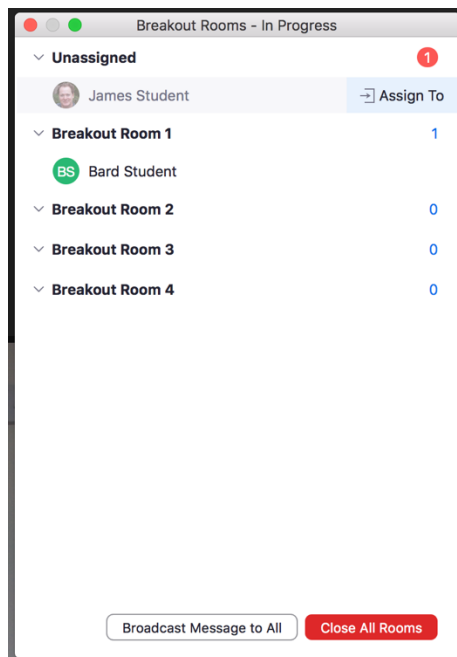


As the students assign themselves to the groups, you will see the makeup of the groups listed. Any unassigned students will be listed here too.

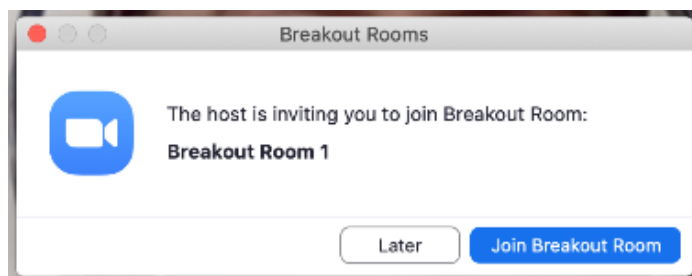


Students may be unassigned for a number of reasons. If they are not running the correct version of the desktop client they will not be able to self-assign to a room. If they are running the session from a web browser instead of the desktop client, they will also not be able to self-assign to a room.

In the event of students being unassigned to rooms, you can manually add them. To do this, hover over the student's name in the list. The 'Assign to' option will appear. Click this to select a room to move them to.

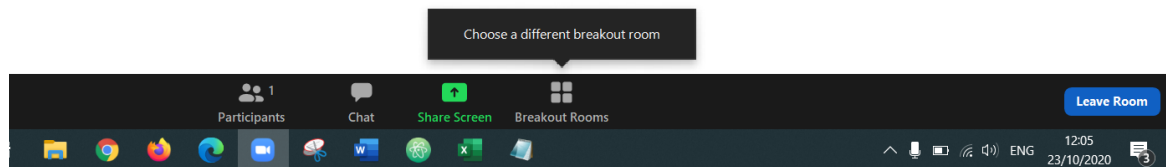


When you do this, the unassigned student will receive a message on screen asking them to accept the invite to join a particular room.



Students with the ability to self-assign can change their breakout group at any stage by clicking the 'Breakout Room' icon...

Computer Audio Connected



...and selecting to join another group from the list.

