

## Pre-Assign Breakout Rooms in Zoom

It is possible to create pre-assigned breakout rooms in Zoom. Pre-assigned breakouts are useful if you want to create groups based on the class list in Infohub or if you want to create set groups that will persist in weekly online lectures.

**Step 1:** In order create these breakout rooms, log on to your Zoom cloud account (www.Zoom.us). Go to the *Meetings* tab. Select the session that you wish to add the groups to. If you have created a single online session then the groups will only be created in that session. If you have a recurring lecture then the groups will persist in all iterations of the recurring session. Click the *Edit* option beside the lecture link.

Profile	Meetings Get Training
Meetings	Upcoming Previous Personal Room Meeting Templates
Webinars	Click the Edit option beside the lecture link
Recordings	
Settings	Tomorrow
Account Profile	12:00 PM - 01:00 PM Lecture 1 Start Edit Delete
Reports	Meeting ID: 687 0407 6376
	Mon, Jun 21
Attend Live Training	04:00 PM - 05:00 PM Weekly Online Class
Video Tutorials	Occurrence 2 of 7 Meeting ID: 674 7858 6043

**Step 2:** In the Meeting settings make sure that the *Require authentication to join* is selected and that *UCD domains* are chosen from the dropdown. Doing this will ensure that students are joining the session with an account tied to their @ucdconnect email address. This will be the same email address you use to set the groups via the class list.

	Time Zone	(GMT+1:00) Dublin v
Attend Live Training Video Tutorials		Recurring meeting
Knowledge Base	Registration	Required
	Meeting ID	Generated ID 687 0407 6376 O Personal Meeting ID 849 986 0252
	Security	Z Passcode 124205
		Only users who have the invite link or passcode can join the meeting Waiting Room Only users admitted by the host can join the meeting Onl
		Require authentication to join  UCD Domains  *.ucd.ie,*.ucdconnect.ie Edit



**Step 3:** Scroll down and click the option for *Breakout Room pre-assign*. Then click the option to *Import from CSV*.

zoom	SOLUTIONS 👻	PLANS & PRICING CONTACT SALES	ranciopanic 🔾 on 🐷 on	SCHEDULE A MEETING JOIN A MEETIN
		Audio	Telephone Computer Audio Both Dial from Ireland and other 1 country Edit	Click the option for Breakout
		Meeting Options	□ Allow participants to join anytime	Import from CSV
			Mute participants upon entry	
			<ul> <li>Breakout Room pre-assign</li> <li>+ Create Rooms <u>1</u> Import from CSV</li> </ul>	
			Automatically record meeting	-
			Approve or block entry for users from specific	c countries/regions
		Purpose	•	
		Alternative Hosts	Enter user name or email addresses	
		Interpretation	Enable language interpretation	
			Save	

**Step 4:** In the pop up window, click to download the template file.

Drag & Drop your CSV file or browse to choose a file	Download the template file
Drag & Drop your CSV file or browse to choose a file	e
or browse to choose a file	
ps: You can create up to 50 breakout rooms and assign up to a total of 20	0 participants.
	Cancel



**Step 5:** Open the template file in Excel and amend as needed. Column A will hold the breakout room name and Column B the student email addresses. Once complete, save the file in the same format (i.e. CSV).

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	A	B C	D	E	F	G	н	I	J	к	L
1	Lecture 1 rooms	Email Address									
2	room1	student1@ucdconnect.ie									
3	room1	student2@ucdconnect.ie	Edi	t tho	tompla	to filo	20 00	odod			
4	room2	student3@ucdconnect.ie	Lui	it the	templa	le me	astie	eueu			
5	room2	student4@ucdconnect.ie									
6	room3	student5@ucdconnect.ie									
7	room3	student6@ucdconnect.ie									
8											
9											
10											
11											

**Step 5:** Navigate back to the Zoom screen and either choose to drag and drop the file into the pop up window or select *browse* to locate the file.

	Drag & Drop your CSV file
	or browse to choose a file
	Upload the CSV file
ips: You can create up	to 50 breakout rooms and assign up to a total of 200 participants.



**Step 6:** Locate the file on your local machine and once found, select it and click *Open* in the pop up window.

Favourites	<>
🙏 Applicati	breakout_room_template.csv
🚍 Desktop	Desktop / room trait Adress room student (buckow
Documents	Relocated Items > room in student/Buckgoon room in student/Buckgoon room in student/Buckgoon
Downloads	Template room student/Bucktomed.le
Creative	
iCloud	
🛆 iCloud Dri	CSV
Media	Locate the file and click open
🎜 Music	brekout room template csv
O Photos	CSV Document, 212 bytes
Movies	Information
	Created Today, 23:51
Tags Red	Options Cancel Open

**Step 7:** The breakout room configuration that you set in the template file will display on screen. You can edit the groups here if needed. When you are happy with the configuration click *Save*.

Rooms	+	room1
room1	2	Add participants
room2 room3	2 2	student1@ucdco J Move to Remove student2@ucdconnect.ie
	The roon breakout	ns are visible in the room pop up window



**Step 8:** Once the rooms have been created, click *Save* on the session settings. The breakout rooms will now be available to launch in the live session.

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			REQUEST A D
ZOOM SOLUTIONS - PLAN	NS & PRICING CONTACT SALES	Factopant O on S off	SCHEDULE A MEETING
	Audio	<ul> <li>○ Telephone</li> <li>○ Computer Audio</li> <li>● Both</li> <li>Dial from Ireland and other 1 country</li> <li>Edit</li> </ul>	
	Meeting Options	Allow participants to join anytime	
		Mute participants upon entry 100	
		<ul> <li>Breakout Room pre-assign</li> <li>3 Breakout Rooms Edit</li> </ul>	
Click Save once co	omplete	Automatically record meeting	
	$\mathbf{i}$	Approve or block entry for users from specific countries/regions	
	Purpure	*	
	Alternative House	Enter user name or email addresses	
	Interpretation	Enable language interpretation Save Cancel	