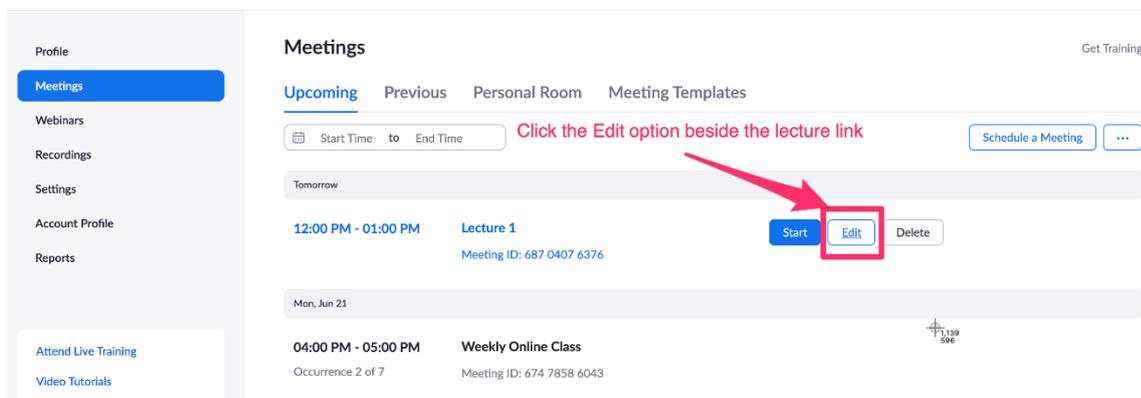


Pre-Assign Breakout Rooms in Zoom

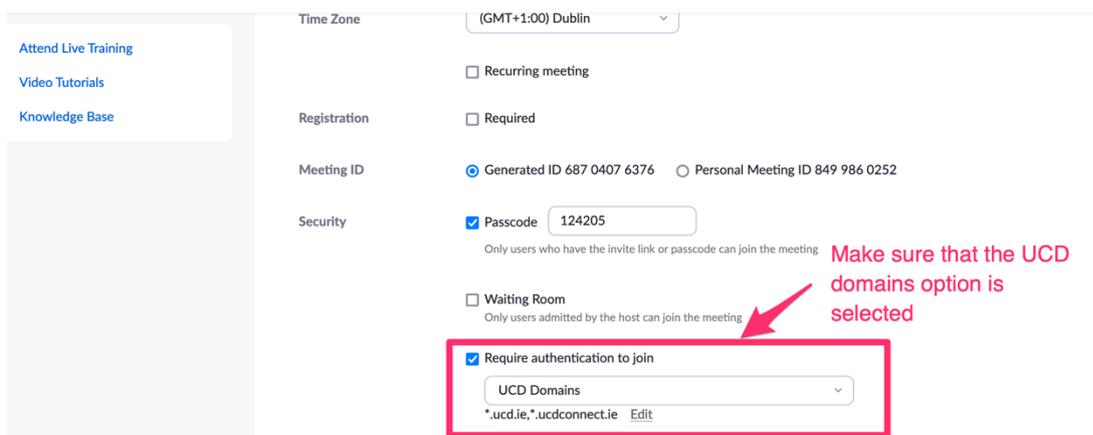
It is possible to create pre-assigned breakout rooms in Zoom. Pre-assigned breakouts are useful if you want to create groups based on the class list in Infohub or if you want to create set groups that will persist in weekly online lectures.

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.



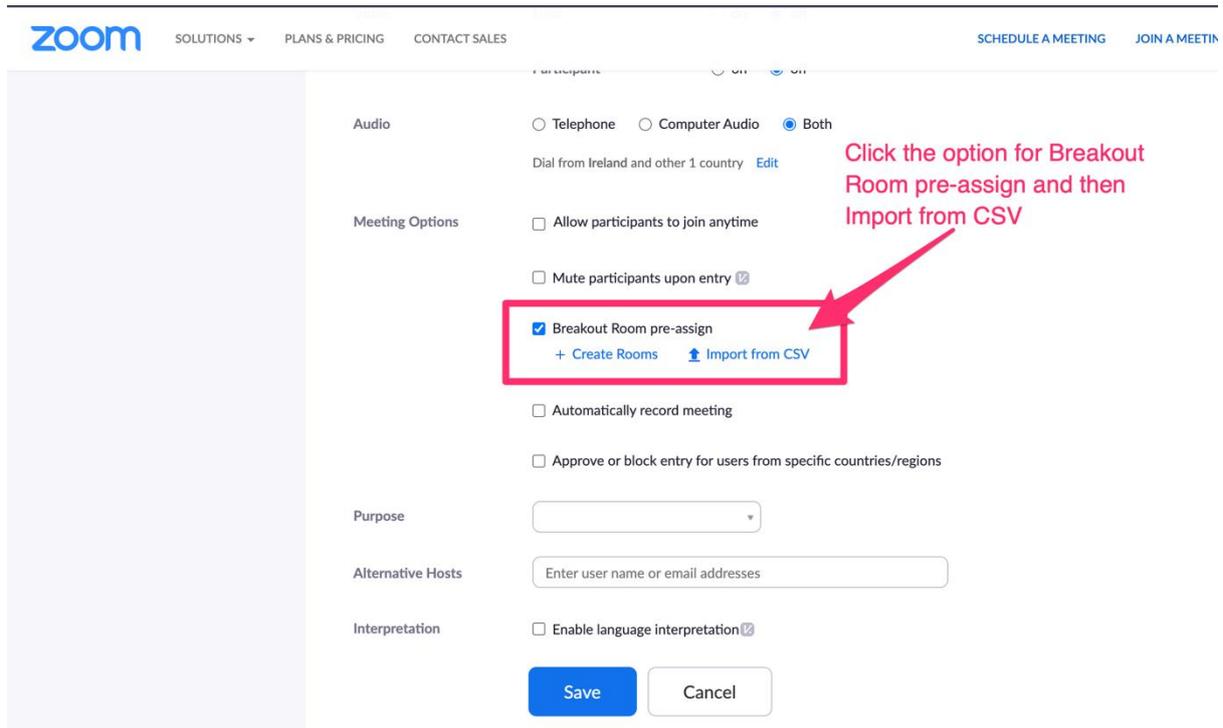
The screenshot shows the Zoom 'Meetings' page. On the left is a navigation menu with 'Meetings' selected. The main area shows a list of meetings. The first meeting is 'Lecture 1' on 'Tomorrow' at '12:00 PM - 01:00 PM' with Meeting ID: 687 0407 6376. The 'Edit' button for this meeting is highlighted with a red box and a red arrow. A red text annotation above the arrow says 'Click the Edit option beside the lecture link'. Below it, another meeting 'Weekly Online Class' is shown for 'Mon, Jun 21' at '04:00 PM - 05:00 PM' with 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.

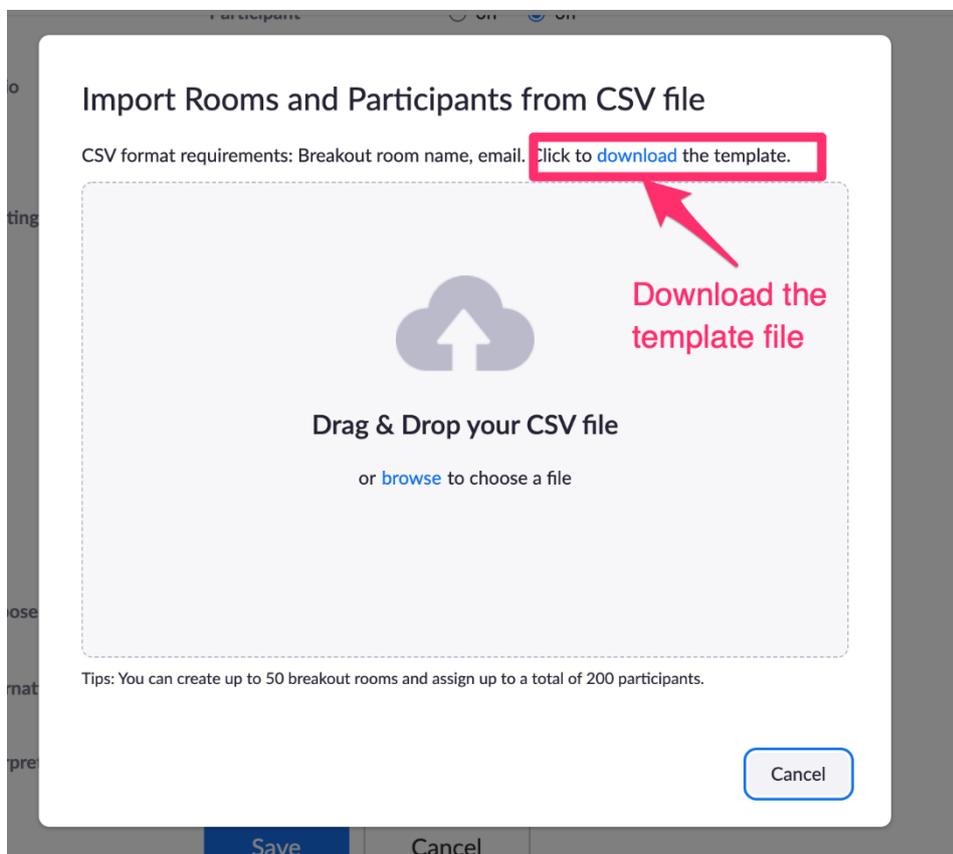


The screenshot shows the 'Meeting Settings' page. The 'Security' section is expanded. The 'Require authentication to join' checkbox is checked and highlighted with a red box. Below it, the 'UCD Domains' dropdown menu is also highlighted with a red box. A red arrow points to the dropdown, and a red text annotation says 'Make sure that the UCD domains option is selected'. Other settings visible include 'Time Zone' (GMT+1:00 Dublin), 'Recurring meeting' (unchecked), 'Registration' (Required, unchecked), 'Meeting ID' (Generated ID 687 0407 6376 selected), and 'Passcode' (124205).

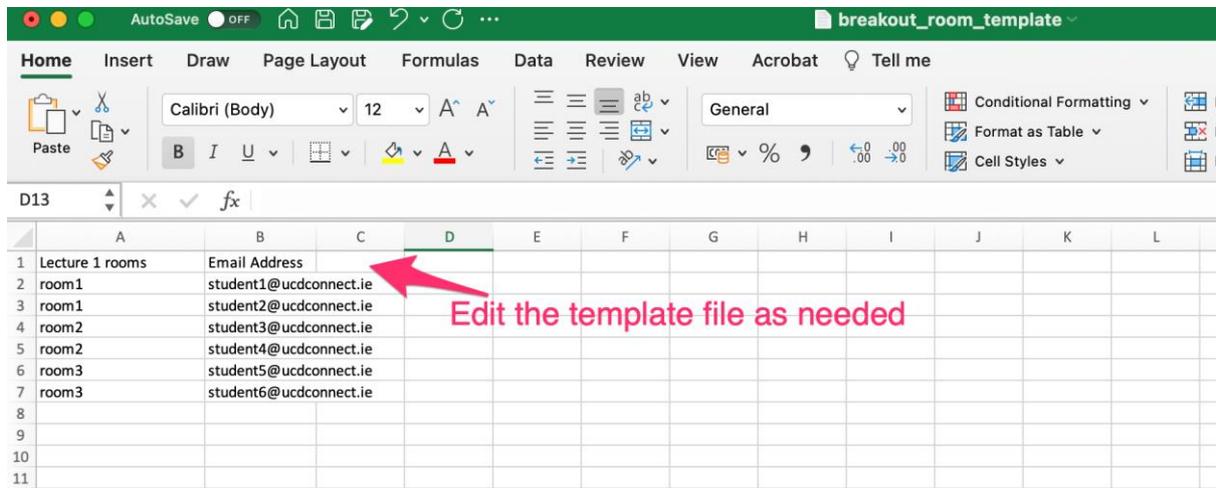
Step 3: Scroll down and click the option for *Breakout Room pre-assign*. Then click the option to *Import from CSV*.



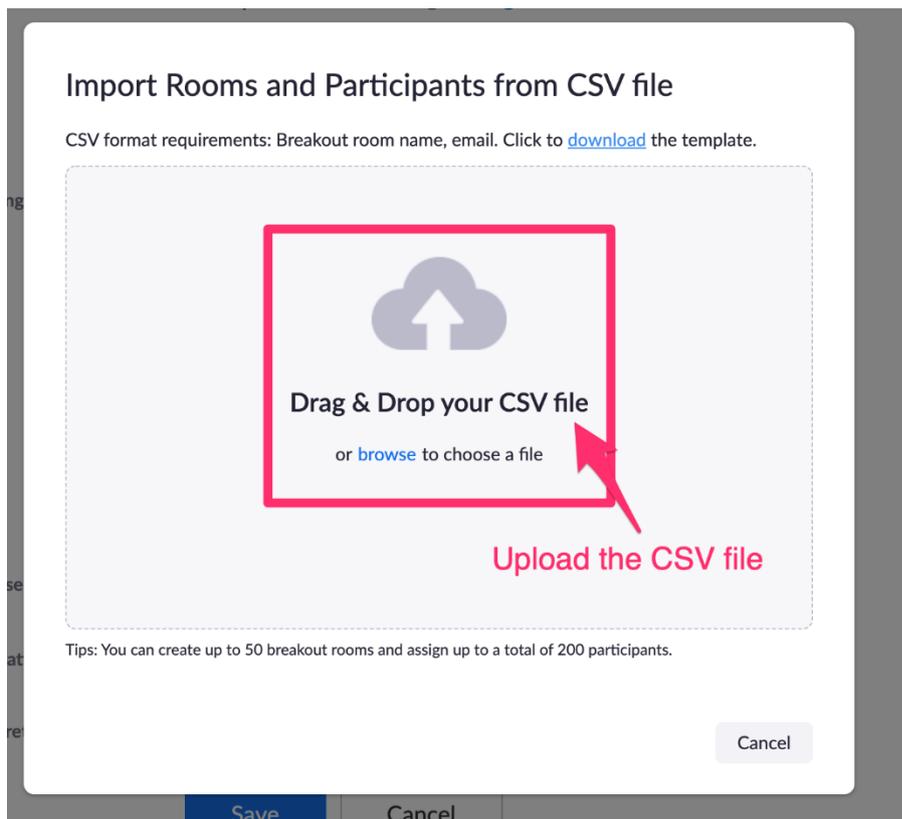
Step 4: In the pop up window, click to download the template file.



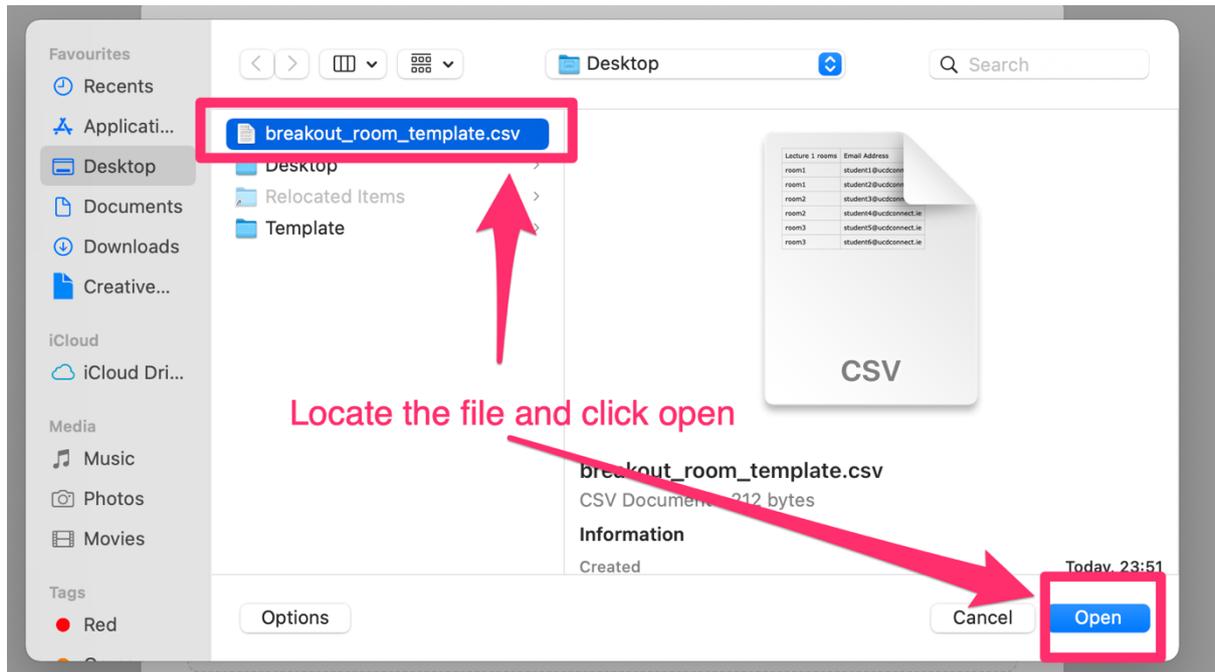
Step 5: Open the template file in Excel and amend as needed. Column A will hold the breakout room name and Column B the student email addresses. Once complete, save the file in the same format (i.e. CSV).



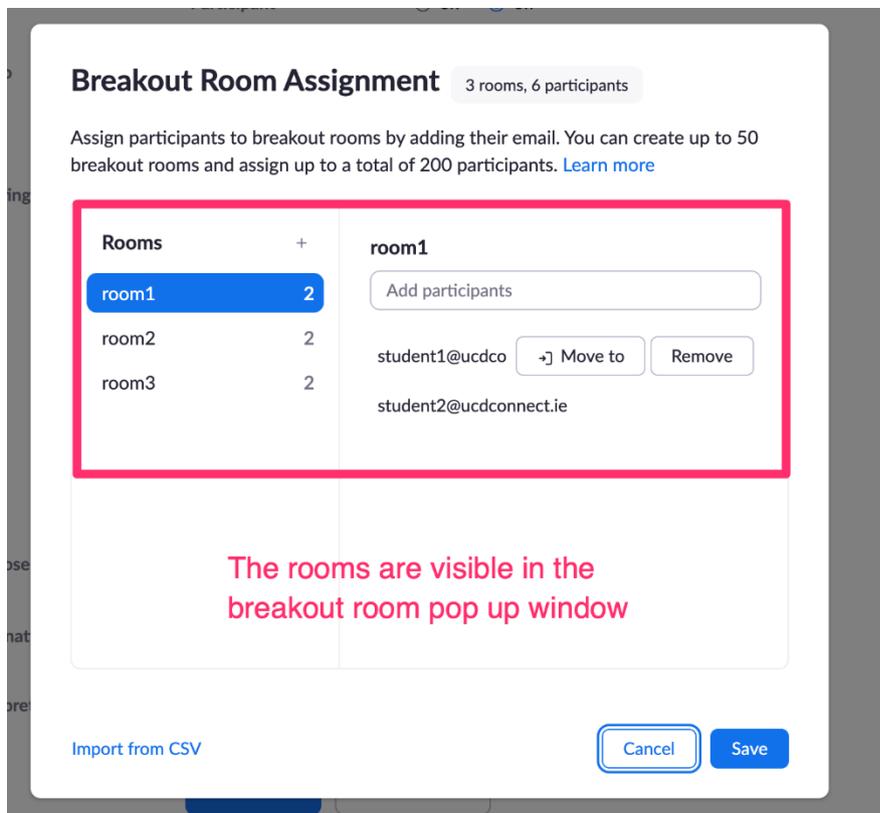
Step 5: Navigate back to the Zoom screen and either choose to drag and drop the file into the pop up window or select *browse* to locate the file.



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



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*.



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.

The screenshot shows the Zoom 'Edit Meeting' interface. The browser address bar displays 'eu01web.zoom.us/meeting/68704076376/edit?listType=upcoming'. The Zoom logo and navigation links (SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING) are visible at the top. The settings are organized into sections: Audio (Telephone, Computer Audio, Both), Meeting Options (Allow participants to join anytime, Mute participants upon entry, Breakout Room pre-assign, Automatically record meeting, Approve or block entry for users from specific countries/regions), Purpose (dropdown menu), Alternative Hosts (text input field), and Interpretation (Enable language interpretation). A red arrow points from the text 'Click Save once complete' to the 'Save' button, which is enclosed in a red rectangular box.