

Pre-assigning Participants to Zoom Breakout Rooms

****Action Required**

***Students MUST HAVE a UML Zoom account to utilize this feature! If a student does not have a UML Zoom account, they will NOT be placed in a pre-assigned room.**

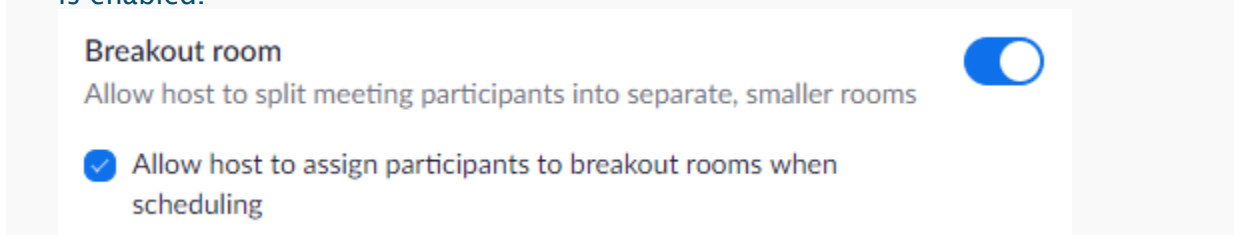
Students can activate their UML Zoom account by Signing-in to <https://uml.zoom.us> with their UML Credentials

***Students MUST also login to the Zoom desktop app before joining the meeting.**

If either of the above prerequisites are not followed, then the pre-assigned breakout rooms will not be successful and the host will need to manually assign those students to rooms during the meeting.

Step 1 Enabling breakout rooms in account settings

1. Sign in to the Zoom web portal <HTTPS://uml.zoom.us>
2. In the navigation menu, click [Settings](#).
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.




Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](#).

Step 2 Pre-assigning participants to breakout rooms using the web portal

1. In the Zoom Web Portal <HTTPS://uml.zoom.us>
2. Click [Meetings](#) and [schedule a meeting](#).

3. In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Create Rooms**.

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Only authenticated users can join
- Breakout Room pre-assign
 - [+ Create Rooms](#)
 - [Import from CSV](#)
- Automatically record meeting

4. Click the plus icon beside **Rooms** to add breakout rooms.

Breakout Room Assignment 2 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		
Group A	+	0
Group B		0

Group A

No participants yet

Export as CSV Cancel Save

5. Hover over the default breakout room name and click the pencil icon to rename it.

Breakout Room 1 

- In the **Add participants** text box, search for participants' name or email address to add them to the breakout room.
Note: You can only add internal UML Zoom users. To pre-assign participants that are external Zoom users, [import a CSV file](#).

Breakout Room Assignment 2 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	+	Group A
Group A	0	<input type="text" value="carly"/>
Group B	0	<input type="text" value="Carly Shannon"/>

No participants yet

[Import from CSV](#)

- (Optional) Use these options to edit your breakout rooms and participants:
 - Click and drag a participant's email address to change the order.
 - Hover over a participant's name to see options to move them to another room or remove them from the current room.
 - To delete a breakout room, hover the room name in the left panel and click the trash bin icon.
- Click **Save**.

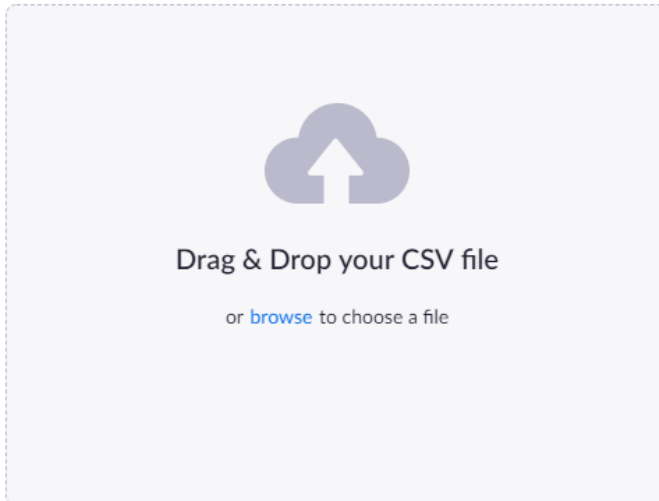
Pre-assigning participants to breakouts rooms using a CSV file

- Sign in to the Zoom web portal [HTTPS://uml.zoom.us](https://uml.zoom.us)
- Click **Meetings** and [schedule a meeting](#).
- In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Import from CSV**.

4. Click **download** to [download a sample CSV file](#) you can fill out.

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.



5. Open the CSV file with spreadsheet software like Microsoft Excel.
Note: You can specify internal or external Zoom users.
6. Fill in the **Pre-assign Room Name** column with the breakout room name, and the **Email Address** column with the assigned participant's email address.
7. Save the file.
8. Drag and drop the file in the web portal.
Zoom will verify that the email address has a Zoom account.

Editing breakout rooms assignment

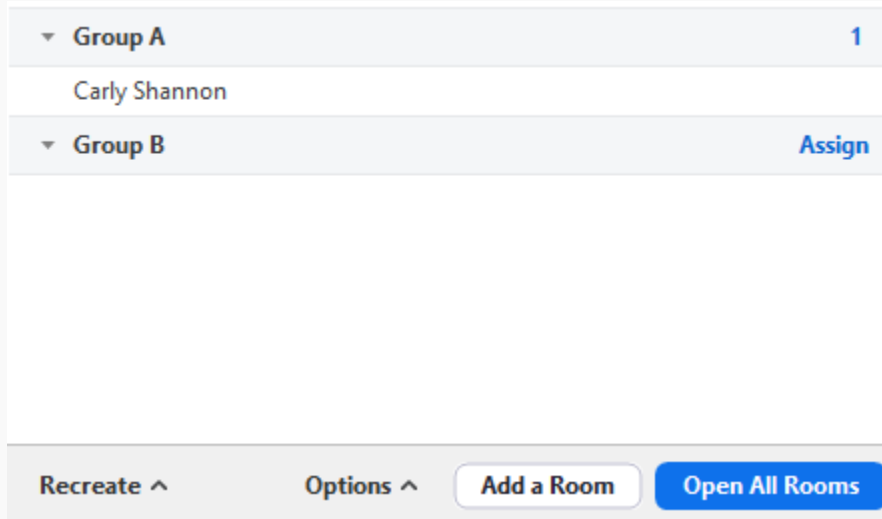
If you have already pre-assigned participants to breakout rooms, you can edit the assignments before you start the meeting.

Note: You can also [manage breakout rooms](#) during the meeting.

1. Sign in to the Zoom web portal [HTTPS://um1.zoom.us](https://um1.zoom.us)
2. Click **Meetings** and click the meeting you want to edit.
3. In the **Breakout Room** section, click **View detail**.
4. Edit the breakout rooms as needed. See the [previous section](#) for more details.
5. Click **Save**.

Starting a meeting with pre-assigned breakout rooms

1. Start the meeting with participants pre-assigned to breakout rooms.
2. Click **Breakout Rooms** in the meeting controls to access the breakout rooms you created.



Note:

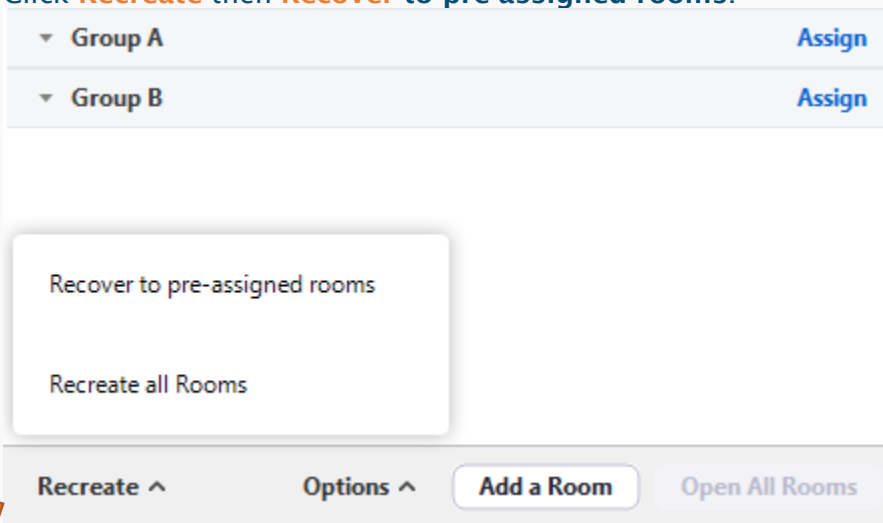
- If a participant is not be automatically assigned to the breakout room you specified when scheduling the meeting, [recover to pre-assigned breakout rooms](#) to re-assign participants to their pre-assigned breakout rooms.
 - You can manually assign participants using the [in-meeting breakout room controls](#).
3. Click **Open All Rooms** to start the breakout rooms.

Recovering to pre-assigned breakout rooms

After starting the breakout rooms, you can recover to the breakout rooms assignment you previously specified. This can be useful if you changed your breakout rooms during the meeting, or pre-assigned participants have joined the meeting after you joined the meeting or started breakout rooms.

1. Start the meeting with participants pre-assigned to breakout rooms.
2. Click **Close All Rooms** to end all breakout rooms.

3. Click **Recreate** then **Recover** to pre-assigned rooms.



The screenshot shows a meeting interface with two breakout room groups: "Group A" and "Group B", each with an "Assign" button. A dropdown menu is open, showing "Recover to pre-assigned rooms" and "Recreate all Rooms". At the bottom, there is a "Recreate" button with a caret, an "Options" button with a caret, an "Add a Room" button, and an "Open All Rooms" button. Two orange arrows point to the "Recover to pre-assigned rooms" option and the "Recreate" button.

Participants will be re-organized into the breakout rooms you specified when scheduling the meeting.