

# Using Pre-Assigned Breakout Rooms in Zoom

Pre-assigned breakout rooms allows instructors to set up who will be in which breakout rooms prior to the class session beginning. The instructions below will explain how to set up these pre-assigned rooms. Keep in mind that this requires extra steps for your students. Consider the standard breakout room options if you feel your students may struggle.

## Step 1: Ask Your Students to Log In to [go.udayton.edu/zoom](https://go.udayton.edu/zoom)

Students **must** log in to this web address in order to get a licensed UD Zoom account. A licensed account is a requirement for pre-assigned breakout rooms.

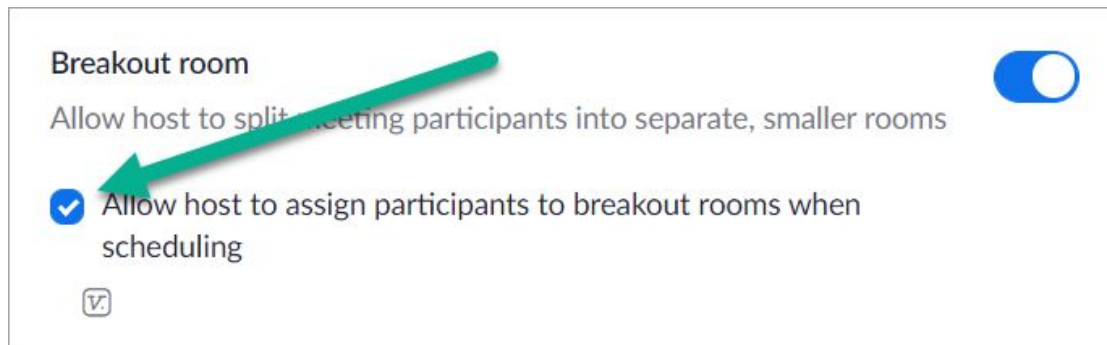
All they need to do is just log in with their UD credentials at [go.udayton.edu/zoom](https://go.udayton.edu/zoom).

**Note:** If you are not using pre-assigned breakout rooms, Step 1 is not a requirement for anything else. Zoom Meetings in Isidore work for the students without them creating a licensed account.

## Step 2: Enable the Pre-Assigned Breakout Room Setting

The option to use pre-assigned breakout rooms is not enabled by default in your settings, so you must enable this option in order to use it.

1. Log in to the Zoom web portal at [go.udayton.edu/zoom](https://go.udayton.edu/zoom)
2. Click on the **Settings** tab at the left
3. In the “In Meeting (Advanced)” section of the settings, look for the “Breakout room” setting.
4. Check the box next to “Allow host to assign participants to breakout rooms when scheduling:



## Step 3: Schedule your Zoom Meetings in Isidore

The pre-assigned breakout room option won't display while you set up your meetings in Isidore, but you still need to first schedule your meetings in Isidore.

If you're not sure how to schedule your meetings, please see [this training video](#).

## Step 4: Set Up the Pre-Assigned Breakout Rooms at [go.udayton.edu/zoom](https://go.udayton.edu/zoom)

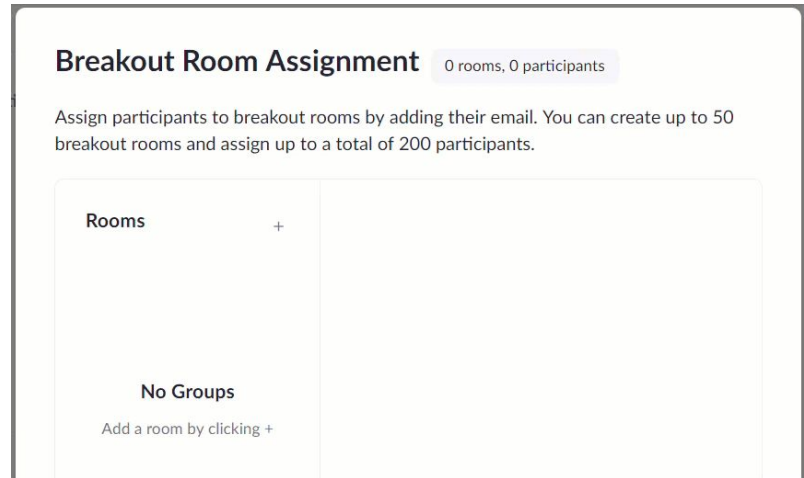
Now that your meetings are scheduled, you can add the pre-assigned rooms in the Zoom web portal at [go.udayton.edu/zoom](https://go.udayton.edu/zoom).

1. Log in to the Zoom web portal at [go.udayton.edu/zoom](https://go.udayton.edu/zoom)
  2. Click on the **Meetings** tab at the left
  3. Find the meeting you want to add the pre-assigned breakout rooms to and click on its title
- NOTE:** If your meeting is a recurring one, it will ask you if you want to edit only this meeting or all recurring meetings.

Choose “all” if you want to always use pre-assigned breakout rooms for this class.

4. In the **Meeting Options** section, check the box next to “Breakout Room pre-assign”
5. You have two options - either to create the rooms using the Zoom interface, or to upload a CSV file.

- a. If you select the **+Create Rooms** option, you will manually add each breakout room with whatever title you want. Then, begin typing in your students’ email addresses. Press **enter** after each student’s email address to add them to the room.



- b. If you select the **Import from CSV** option, you will be able to download a template CSV file. Enter the titles of the room in Column A, then enter the student’s email address in Column B. Add one student per row. When you’re finished, upload the CSV.

6. Press **Save**

	A	B	C	D
1	Pre-assign	Email Address		
2	room1	<a href="mailto:lbergman1@udayton.edu">lbergman1@udayton.edu</a>		
3	room1	<a href="mailto:kreynolds3@udayton.edu">kreynolds3@udayton.edu</a>		
4	room2	<a href="mailto:rallen1@udayton.edu">rallen1@udayton.edu</a>		
5	room2	test4@xxx.com		
6	room3	test5@xxx.com		
7	room3	test6@xxx.com		
8				

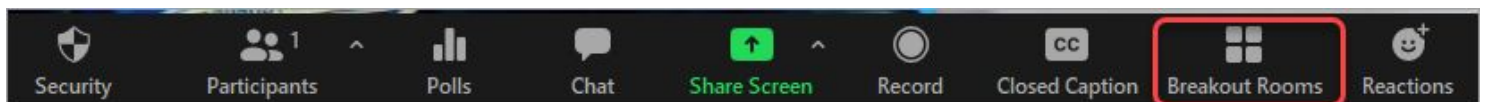
### Step 5: Tell Students to Log In to [go.udayton.edu/zoom](https://go.udayton.edu/zoom) Before Every Session

Here is some sample language you can communicate to your students:

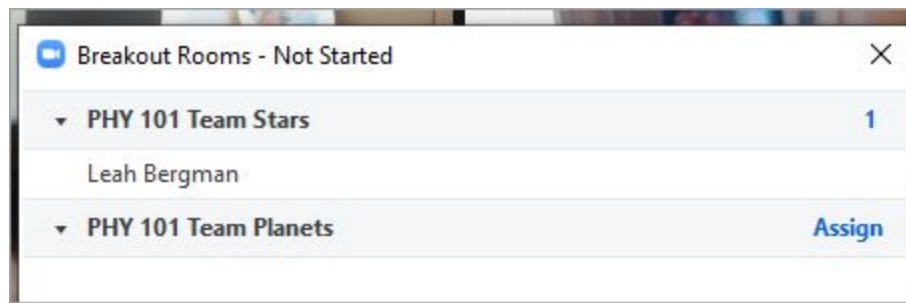
“Because I am using pre-defined groups for our breakout rooms, I will need you to first sign in with your UD credentials at [go.udayton.edu/zoom](https://go.udayton.edu/zoom) before our meeting. Then, in another browser tab, log in to Isidore and launch the meeting in the Zoom Meetings tool in our class site.”

### Step 6: Understand How Pre-Assigned Breakout Rooms Work

Once you’ve started your session and you’re ready to launch the rooms, click on the Breakout Rooms button in the Zoom tool menu:



The Breakout Rooms menu will launch with your pre-defined Breakout Room names and students:



In the example above, I was only able to get one of my “students” to sign in, but she was correctly assigned to the breakout room I had defined for her. You won’t see the list of students in the pre-assigned rooms UNTIL they log into the Zoom session.

The pre-assigned breakout rooms function in the same way as regular breakout rooms. For additional information on managing breakout rooms, please see [our demo video](#).

**Note:** If a student fails to either create their Zoom account or sign into Zoom prior to your meeting you can still manually assign them to a breakout room.