# Direction for Pre-Assigning Breakout Rooms

1. Notify students that they will need to activate an official Zoom UD Pro account at go.udayton.edu/zoom. Only participants that have a Zoom account can be pre-assigned.
2. Instructors will need to create the meeting in your go.udayton.edu/zoom account. This feature is not available in the Zoom tool in Isidore.
   a. Sign into Zoom web portal at go.udayton.edu/zoom
   b. Click Meetings and Schedule a Meeting
      i. Recommend that you require registration
      ii. Recommend enabling join before host
      iii. Recommend that you do not enable start recording automatically
   c. Scroll down to Meeting Options and select Breakout Room pre-assign and click Create Rooms.
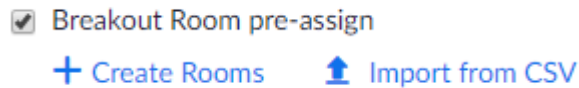
   d. Click the plus icon beside Create Rooms to add additional breakout rooms.
      i. You can rename breakout rooms by hovering over the default breakout room name and click the pencil icon to rename.
   e. Click on the group you want to add participants to.
   f. In the Add Participants box enter the UD email address of the students, one by one, who will be a part of this group.
      i. You will be able to search by name as well by typing the name of the student.
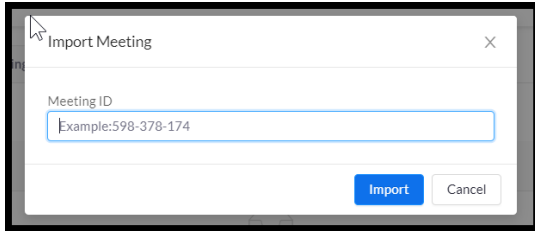   ii. If there is more than one student with the same name, you will need to add the correct email.

g. Save the meeting.
3. Copy the meeting id number. ###-###-###
4. Open your Isidore course site and click on the Zoom tab.
5. Import the meeting ID to your course site by clicking on the circle with three dots in the far right upper corner and pasting the 9-digit code.

6. All recurring meeting with this code are now in your Isidore site.
7. Now for the less fun news….if you have more than one site that needs access to this exact meeting…you can't import to that site. Only one meeting can be associated with one course site. You will need to share the 9-digit code with students via email, announcements, or posting on your course page.
8. To minimize issues - Ask students to login to their account at go.udayton.edu/zoom and click join meeting. Enter the nine digit code to enter the zoom meeting. This will ensure that students are registered and able to be sent to your pre-assigned breakout rooms.
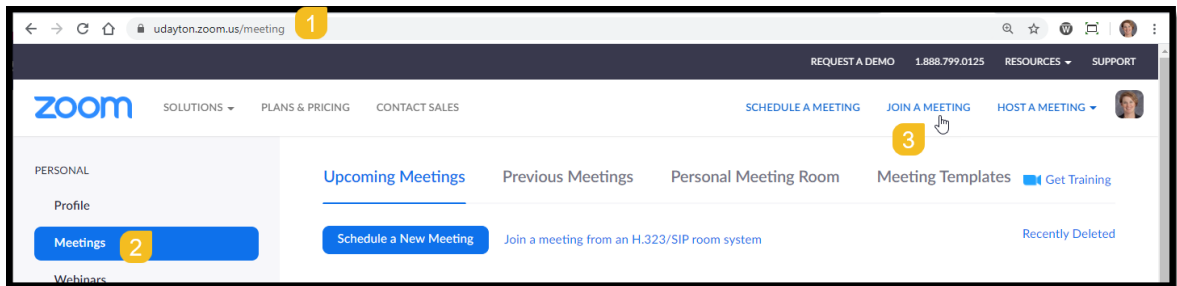
Alternative, you can also create a CSV file to import to the pre-assign breakout section of your meeting setup. You can obtain a template by clicking on Import CSV and then clicking on the link to obtain a template. More instructions are here on the Zoom Support web site.

Important Notes:

Only hosts can manage breakout rooms. There can only be one Host per meeting. Co-hosts will need to depend on the host to move them to different breakout rooms and move participants between breakouts.

Recording breakout rooms is not currently an enable feature and would require a record to computer setting anyway. We recommend students recording their own room with free software if you require this OR host their own group meeting where they can serve as host and record the session.