ZOOM - Pre-assign Students to Breakout Rooms

A meeting host can assign students into breakout rooms before a class begins and can use the same groups for the entire semester by completing a CSV template and uploading it into Zoom.

Before using the breakout rooms, make sure that you have enabled them in your Montclair.Zoom.US meeting settings. This is the default setting, so if you have not changed it, you should be good.

In order to make semester long breakout rooms, you will need to have your students all sign into Montclair.Zoom.US using their @montclair.edu emails.

NOTE – It is recommended to go to Canvas to set up all course related sessions and office hours, and to go to Montclair.Zoom.US to adjust any related settings.

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Populating Breakout Rooms using the CSV Template

1. Complete the CSV template file listing the rooms and corresponding emails.
2. Once the meeting has been created in Canvas (recurring meeting is the best option for the semester classes), go to Montclair.Zoom.US and click **Meetings** in the left menu.
3. With the "Upcoming" tab selected, go to the first instance of your class and click **Edit**. Choose to edit all instances if this was set up as a recurring meeting.
4. Scroll down to the *Meeting Options* section and click **Breakout Room pre-assign** to check it off.
5. Click the **Import from CSV** link and browse to the saved CSV file.
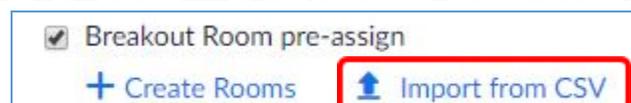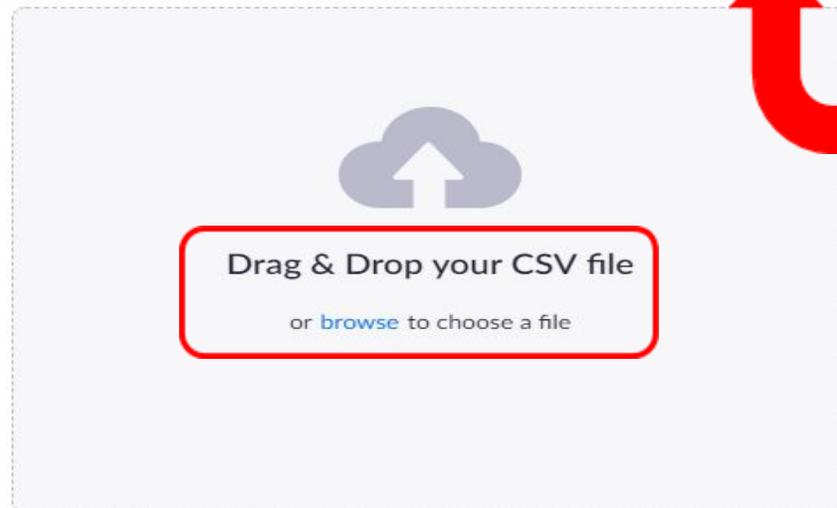

To get the CSV template, click the **Download** link in the *Import Rooms and Participants from CSV File* pop up window.

6. Upload the file.

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to download the template.

Drag & Drop your CSV file

or browse to choose a file

Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Click **download** to access the CSV template.

Cancel

7. Zoom will verify each user that has a Zoom account and list the breakout configuration to include those participants.
8. Click **Save** two times.

NOTES -
 ✔ If a student shows up as a guest, they should leave the session, sign in to Montclair.zoom.us and then sign back into the class session via Canvas.
 ✔ Any external participants will need to be manually added to the breakout rooms during the meeting.
 ✔ You can create up to 50 breakout rooms and pre-assign a total of 200 participants.

Populating Breakout Rooms Manually from Montclair.Zoom.US

1. Once the meeting has been created in Canvas (recurring meeting is the best option for the semester classes), go to Montclair.Zoom.US and click **Meetings** in the left menu.
2. With the "Upcoming" tab selected, go to the first instance of your class and click **Edit**. Choose to edit all instances if this was set up as a recurring meeting.
3. Scroll down to the *Meeting Options* section and click **Breakout Room pre-assign** to check it off.
4. Click the **Create Rooms** link.

5. Click the **plus sign** + next to *Rooms* to add breakout rooms.

6. To change the name of a Breakout room, hover over it and click the pencil icon to edit it.
7. In the *Add Participants* box, enter the student's netid to search for and add them to the selected room.
8. To delete a breakout room, hover over the room name and click the trash bin icon.
9. Click **Save** once you have assigned all participants to breakout rooms.

Edit Pre-Assigned Breakout Rooms

You will be able to edit the pre-assigned breakout rooms before a meeting begins.

1. Sign into *Montclair.zoom.us*
2. Click **Meetings** in the left menu.
3. In the *Upcoming* tab, click **Edit** on the meeting you need to change.
4. Scroll down to *Breakout Rooms* and click **View Detail**.
5. Make whatever changes you need, and click **Save**.

Using Breakout Rooms in a Meeting

1. To initiate the breakout rooms already created in a meeting, click the Breakout Rooms icon from the Zoom toolbar.

The system displays the breakout rooms and the corresponding participants. Any participants that were not pre-assigned can be added to the current meeting session.

2. Click **Open All Rooms** to start the breakout rooms.

Recovering Pre-Assigned Breakout Rooms

You may need to re-set pre-assigned rooms to their original state, due to changing the set up for a session, or having pre-assigned participants joining the meeting after the breakout rooms have started.

1. From within the breakout rooms window, click **Close All Roo**ms to bring all participants back to the main room.
2. In the breakout room window, click **Recreate** > **Recover to pre-assigned rooms** to reset the rooms back to the original pre-set assignment.
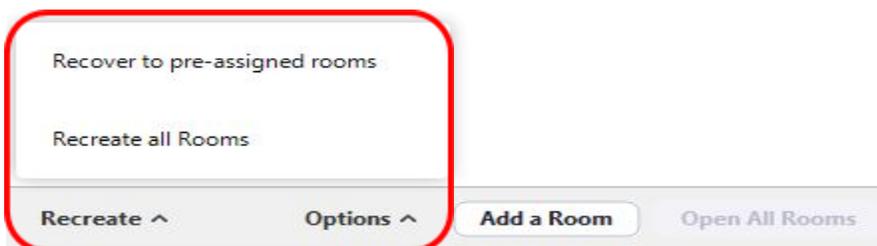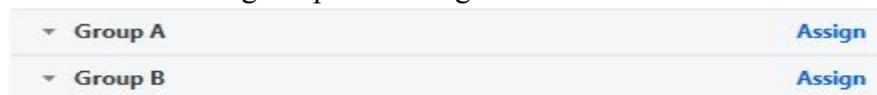
Editing the Breakout Room CSV File

If you need to change the pre-assignments on your breakout rooms, you will need to edit and re-apply the CSV file.

1. Go to Montclair.Zoom.US and from your meetings list, click the **Edit** button on the corresponding meeting.
2. Scroll to the *Meeting Options* section and click the **Edit** button under the Breakout Room pre-assign option.

3. In the *Breakout Room Assignment* pop up window, click **Import from CSV**.

4. Upload the current CSV file.

Import Rooms and Participants from CSV file

Drag & Drop your CSV file

or browse to choose a file
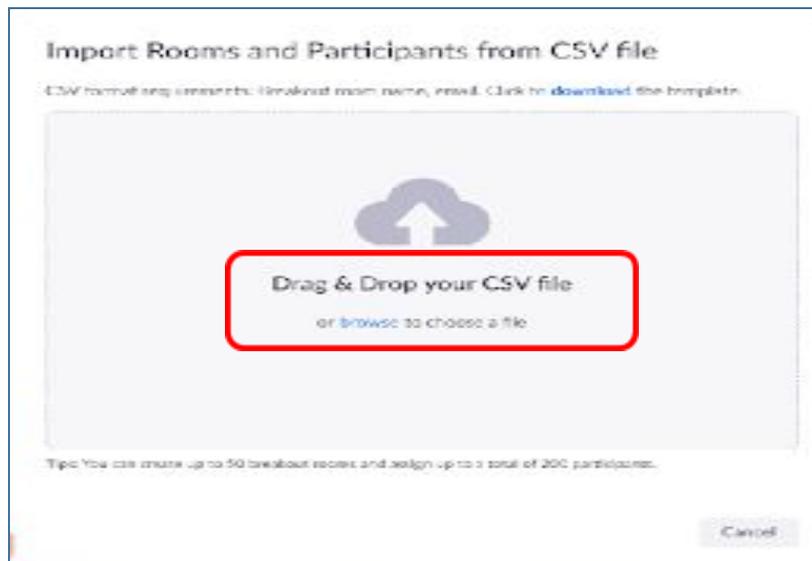
5. Zoom will verify each user that has a Zoom account and list the breakout configuration to include those participants.
6. Click **Save** two times.

Breakout Room Assignment
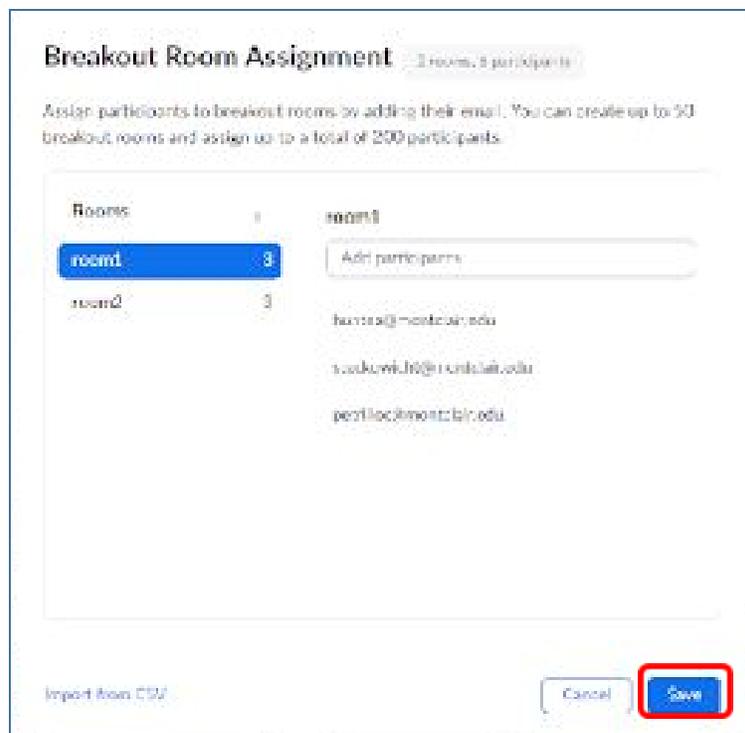
Additional Help

For additional information on Breakout Rooms, please visit support.zoom.us, and type "Breakout" in the search field to display additional information.

ZOOM Help Center   SALES   PLANS   JOIN A MEETING   CONTACT SUPPORT   Sign in ▼

Note: As our world comes together to slow the spread of COVID-19 pandemic, the Zoom Support Center has continued to operate 24x7 globally to support you. Please see the updated Support Guidelines during these unprecedented times.

| How can we help? | 🔍 |

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