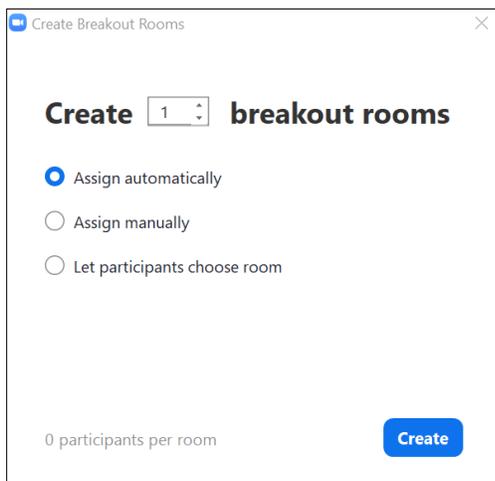


## ZOOM Preassigned Breakout Rooms

As a meeting host, you can split your meeting participants into breakout rooms (online group assignments)



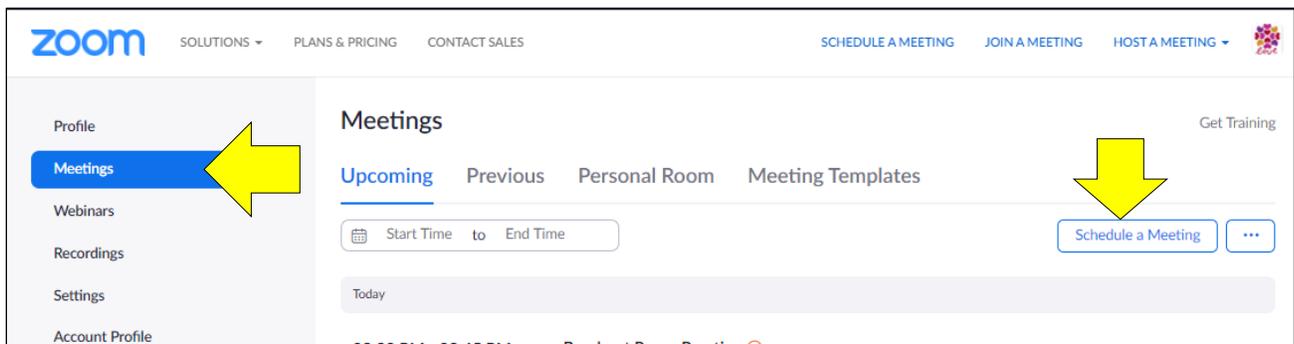
**Random Assignment:** Created in real time during a zoom meeting. Useful when you want randomized groupings or don't need to assign groupings. Zoom randomly sorts participants based on the number of rooms and participants (host can manage before launching students into rooms).



**Preassigned:** Set up in advance. Useful when you know how you want to split up your participants (by group, project, topic, etc.)

## Setting up Pre-Assignment Breakout Rooms in Zoom

1. Using the Zoom sample file as reference, prepare a CSV file with your preassigned breakout room names and participant's email addresses: [Zoom CSV sample file](#) (remember to save this file as CSV). Note: must use participant's PLNU email addresses when linked with Canvas course.
2. Open Chrome (preferred), Safari or Firefox, log into your PLNU Zoom web portal at: [pointloma.zoom.us](https://pointloma.zoom.us)
3. Click **Meetings** and then [Schedule a Meeting](#) (links to Zoom tutorial for scheduling meetings).



4. As you fill in and select the meeting details, select **Require authentication to join**.

**Registration**

- Required
  - Attendees register once and can attend any of the occurrences
  - Attendees need to register for each occurrence to attend
  - Attendees register once and can choose one or more occurrences

**Security**

- Passcode  
Only users who have the invite link or passcode can join the meeting
- Waiting Room  
Only users admitted by the host can join the meeting
- Require authentication to join  
Any user with a pointloma.edu email address  
pointloma.edu [Edit](#)

**Registration:** enables reporting that can be used for attendance or polling results.

**Require authentication to join:** necessary with breakout rooms to match students to breakout rooms and Canvas

5. Select **Breakout Room pre-assign** in Meeting Options. You can either create a preassigned meeting room manually (using + Create Rooms option) or import your prepared CSV file (Zoom will verify if the email addresses in your file have a zoom account):

**Meeting Options**

- Allow participants to join anytime
- Mute participants upon entry
- Breakout Room pre-assign
  - + Create Rooms
  - ↑ Import from CSV
- Automatically record meeting
  - On the local computer
  - In the cloud
- Approve or block entry for users from specific countries/regions

NOTE: after importing CSV file (example below), host can still make edits:

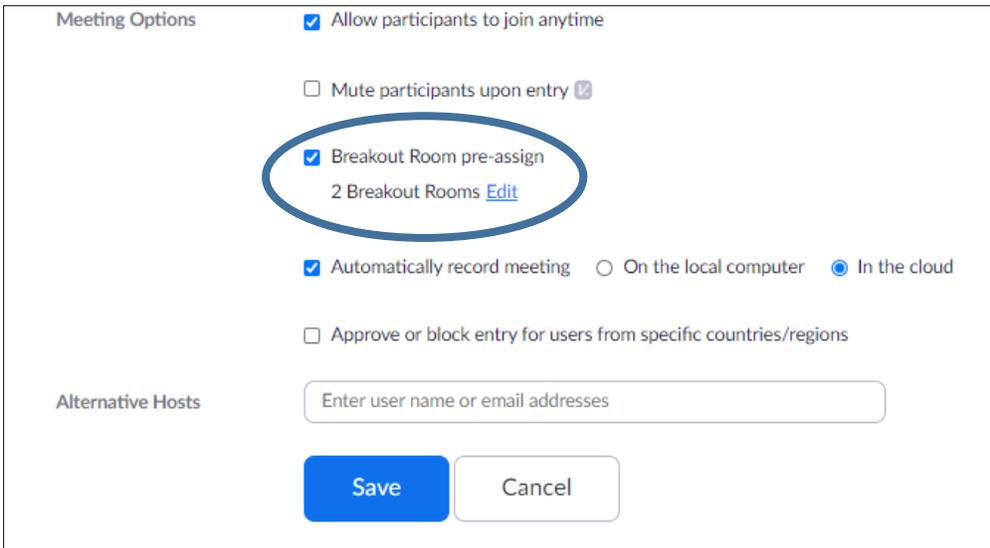
**Breakout Room Assignment** 2 rooms, 4 participants

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. [Learn more](#)

Rooms		room1
room1	2	Add participants
room2	2	KatieJacobson@pointloma.edu 2tspWishfulThinking@gmail.com

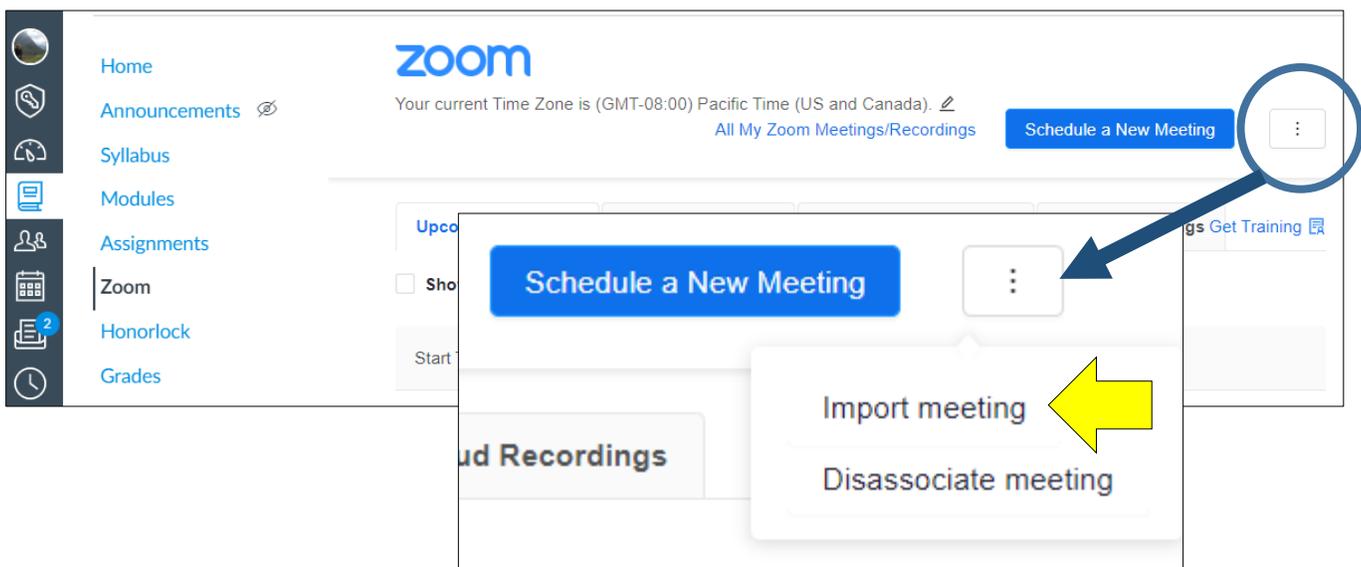
Import from CSV Cancel Save

Zoom will recap the number of your pre-assigned breakout rooms in a meeting – the host can always go in to edit room names/assignments. **NOTE:** With recurring meetings the breakout room assignment applies to all sessions. You can edit at any time – however, Zoom will only save the most recent edit.

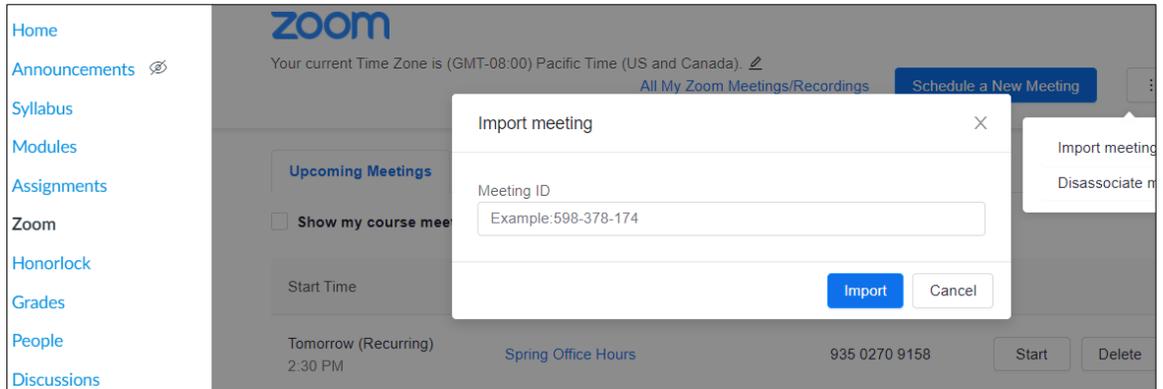


## Import Pre-Assignment Breakout Rooms Zoom into CANVAS

1. **After** you've successfully created your meeting with pre-assigned breakout rooms in Zoom ([pointloma.zoom.us](https://pointloma.zoom.us)), you can **then** import into Canvas:
  - a. Copy Meeting ID# from Zoom
  - b. Open your course in Canvas and click on the Zoom page
  - c. Click the three dots button next to the blue Schedule a New Meeting button and select Import Meeting:



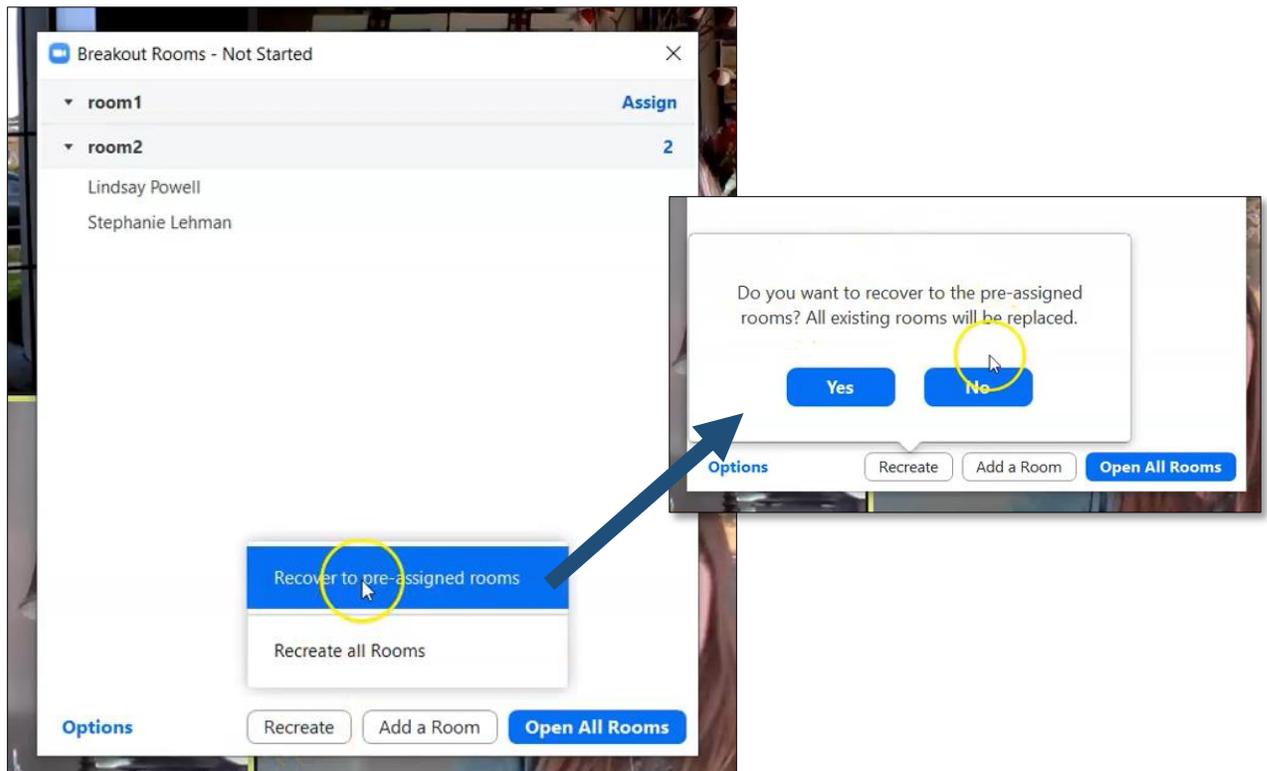
d. Paste the Zoom meeting number:



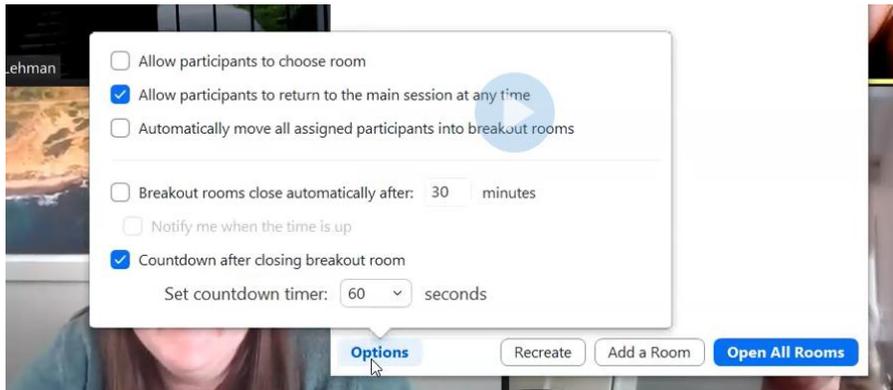
2. **ALL** participants (host and students) **MUST** join the Zoom session **THROUGH CANVAS**. If Zoom prompts you or your students to sign in, please do so using SSO.
3. Do your best to **launch breakout rooms AFTER all students have joined the Zoom session**. Students who join after breakout rooms are launched will appear as unassigned. You can then manually assign them to an active breakout room – or refresh/recover to your pre-assigned list.

**Breakout Rooms – Not Started** (screen shot below): By selecting Breakout Rooms from your host toolbar, a dialog box will open allowing the host to manage breakout rooms during an active meeting.

- **Open All Rooms:** will launch students into their pre-assigned breakout rooms.
- **Recreate button:** Selecting the Recreate button allows the designated host to toggle between pre-assigned breakout rooms and randomized breakout rooms.

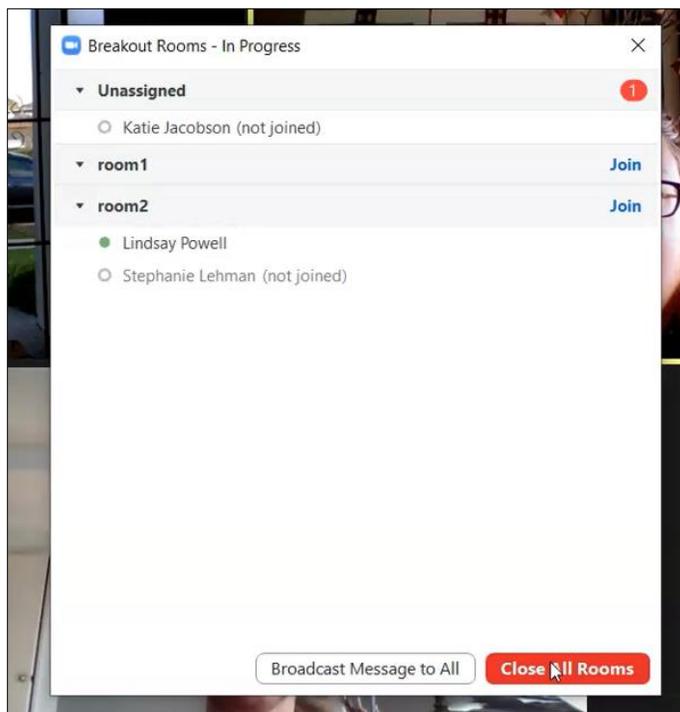


- **Options:** Review options before opening breakout rooms EACH TIME you launch. Zoom does not save settings – and reverts to default (below) with each use. Your last selection – even within the same meeting - is not saved.
- **Allow participants to choose room:** If you want **students to self-select** a room, this option must be selected.
- **Automatically move all assigned participants into breakout rooms:** This feature will automatically place students into their assigned rooms – without giving them the dialog box option to join room(s).



**Breakout Rooms – In Progress** (screen shot below): Once you’ve launched a breakout room, you can then monitor your student breakout room assignments, send all rooms a message, and close the rooms and pull students back into the main Zoom session.

In the screen shot below, we see Katie is unassigned (she joined the session after the breakout rooms had been launched), Lindsay has joined her assigned breakout room, and Stephanie has not yet clicked the pop-up menu on her screen to join assigned breakout room.



FAQ:

Q: Can a student TA go in and out of Zoom breakout rooms?

A: Unfortunately, Breakout Rooms is not a function that can be shared between Host and Cohosts of a meeting, whether they have the paid version or not. Only the designated Host has capabilities of sending folks in and out of Breakout Rooms. You can toggle between yourself and your TA as the Host but if you are both going into Breakout Rooms only one of you can be in control of that. What you can do is have the TA call for help in their room (or leave the room if they can) when they are ready to leave and you can reassign them again.

Q: Can you switch between pre-assigned and random breakout rooms?

A: Yes. In the bottom left corner of the Breakout Rooms window, click **Recreate**. You then have the option to "**Recover to pre-assigned rooms**" or "Recreate all rooms."

- Once you have created a meeting with pre-assigned breakout rooms, it is a good idea to "Save as a Meeting Template." This can be done in Zoom by clicking your meeting and scrolling to the bottom where it gives you these options: