



Pre-Assign Breakout Rooms

NOTE: For pre-assigned breakout rooms to work, your students MUST activate their UMB Zoom account and be signed into their UMB Zoom account before they join your Zoom meeting.

[Zoom's Pre-Assign Breakout Rooms Page](#)

For Students:

Students can activate and sign into their UMB Zoom accounts at

<https://umassboston.zoom.us/>

[Directions for how students can activate their UMB Zoom accounts can be found here.](#)

After their Zoom account is activated, the Zoom application can then be downloaded to either their computer or mobile device

- PC/MAC - **[Download the first option "Zoom Client for Meetings"](#)**
- Mobile Devices - For iOS, search "Zoom" on Apple App Store - For Android, search "Zoom Meetings" on Google Play

Students can sign into their Zoom accounts through this application and then join your Zoom meeting.

Begin creating pre-assigned breakout rooms

1. First download the template provided by Zoom:
https://support.zoom.us/hc/en-us/article_attachments/360064694172/breakout_room_sample.csv
2. Fill in Template with Breakout Room names and student's email addresses
 - a. Decide how many breakout rooms you will need and how many students will be in each room.

For this example, we are going to create 3 breakout rooms with 4 students in each room.

- Each breakout room will be labeled “Group 1, Group 2, Group 3”. You can name the breakout rooms as you wish.
- Only one email address per line

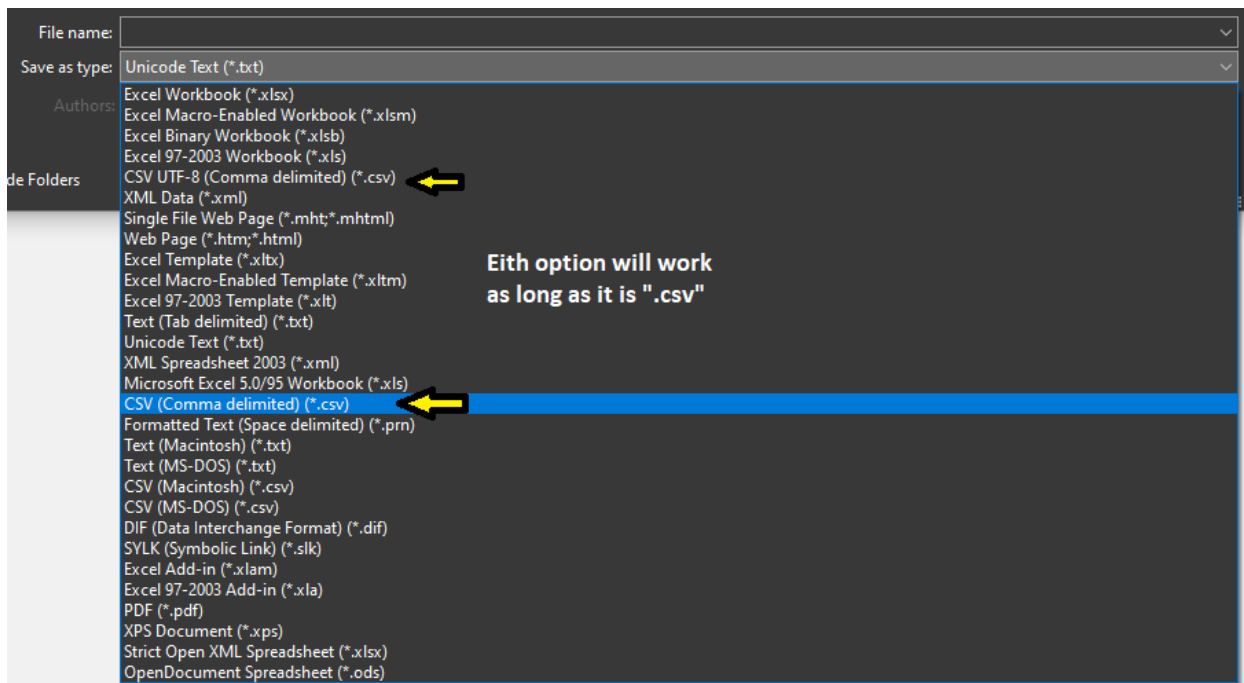
Group 1	Group 2	Group 3
Student.One001@umb.edu	Student.Five001@umb.edu	Student.Nine001@umb.edu
Student.Two001@umb.edu	Student.Six001@umb.edu	Student.Ten001@umb.edu
Student.Three001@umb.edu	Student.Seven001@umb.edu	Student.Eleven001@umb.edu
Student.Four001@umb.edu	Student.Eight001@umb.edu	Student.Twelve001@umb.edu

- How to enter the chart above into the Zoom template:

	A	B	C	D
1	Pre-assign Room Name	Email Address		
2	Group 1	Student.One001@umb.edu		
3	Group 1	Student.Two001@umb.edu		
4	Group 1	Student.Three001@umb.edu		
5	Group 1	Student.Four001@umb.edu		
6	Group 2	Student.Five001@umb.edu		
7	Group 2	Student.Six001@umb.edu		
8	Group 2	Student.Seven001@umb.edu		
9	Group 2	Student.Eight001@umb.edu		
10	Group 3	Student.Nine001@umb.edu		
11	Group 3	Student.Ten001@umb.edu		
12	Group 3	Student.Eleven001@umb.edu		
13	Group 3	Student.Twelve001@umb.edu		
14				
15				

Room names MUST be in column A and Email Addresses MUST be in column B


- After the template has been filled out,
 - Save the file as a .csv file
 - Do not have any spaces in the title/name of the file



3. Next step is to upload your .csv file to your Zoom meeting.
 - a. Log into your Zoom account at <https://umassboston.zoom.us/>
 - b. Check if Breakout Rooms Pre-assign is enabled on your account
 - i. Click “Settings” on the left column
 - ii. Scroll down to the Breakout Rooms setting and make sure that “Allow host to assign participants to breakout rooms when scheduling” is checked off

Breakout room


Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling 

- c. Click “Meetings” on the left column
- d. “Schedule a New Meeting” or “Edit” an existing meeting
- e. In the Meeting Options at the bottom first check off “Breakout Room pre-assign” then click “Import from CSV”

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



- f. Drag and drop or browse your computer for your .csv file that you created
 - i. It may take some time to load the rooms and email addresses
- g. After the template finishes loading, you will see a list of the breakout rooms that you created, along with the email addresses of the students in each room.

Breakout Room Assignment

3 rooms, 12 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	+	Group 1
Group 1	4	<input type="text" value="Add participants"/> Student.Four001@umb.edu Student.One001@umb.edu Student.Three001@umb.edu Student.Two001@umb.edu
Group 2	4	
Group 3	4	

[Import from CSV](#)

Cancel

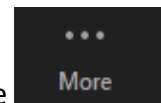
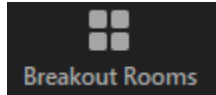
Save

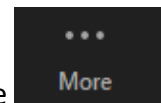
- h. Remember to click “Save” on the bottom of the Breakout Room Assignment screen and then “Save” at the bottom of the meeting screen.

Please note, if you need to reupload or edit your CSV file, you will need to edit “All Occurrences” if you have a recurring meeting scheduled.

Start Breakout Rooms During your Zoom Meeting

Begin by clicking the Breakout Rooms button on your Zoom Menu Bar:



Please note that your breakout rooms may also be located under the  button

The breakout room window will open and list the breakout rooms that you created. If your student has joined the meeting and is logged into their Zoom account, then they will appear in their assigned breakout room. If they are not logged into their Zoom account, then you will need to assign them to the correct breakout room (manually).

The screenshot shows two overlapping windows titled "Breakout Rooms - Not Started". Each window contains a list of three groups: Group 1, Group 2, and Group 3. In the left window, each group has an "Assign" button next to it. In the right window, Group 1 has a count of "1" and "Student One" listed below it, while Group 2 and Group 3 have "Assign" buttons next to them. At the bottom of the interface, there are two identical sets of controls. Each set includes an "Options" label, a "Recreate" button, an "Add a Room" button, and an "Open All Rooms" button.

If students joined the meeting after opening the breakout rooms window, you can refresh/update the rooms by clicking “Recreate” and then “Recover pre-assigned breakout rooms”

Breakout Rooms - Not Started

Group 1	1
Student One	
Group 2	Assign
Group 3	Assign

Recover to pre-assigned rooms
Recreate all Rooms

Options Recreate Add a Room **Open All Rooms**

- Rename or delete a Breakout Room by hovering your mouse over the grey bar

Breakout Rooms - Not Started

Group 1	Rename Delete	1
Student One		

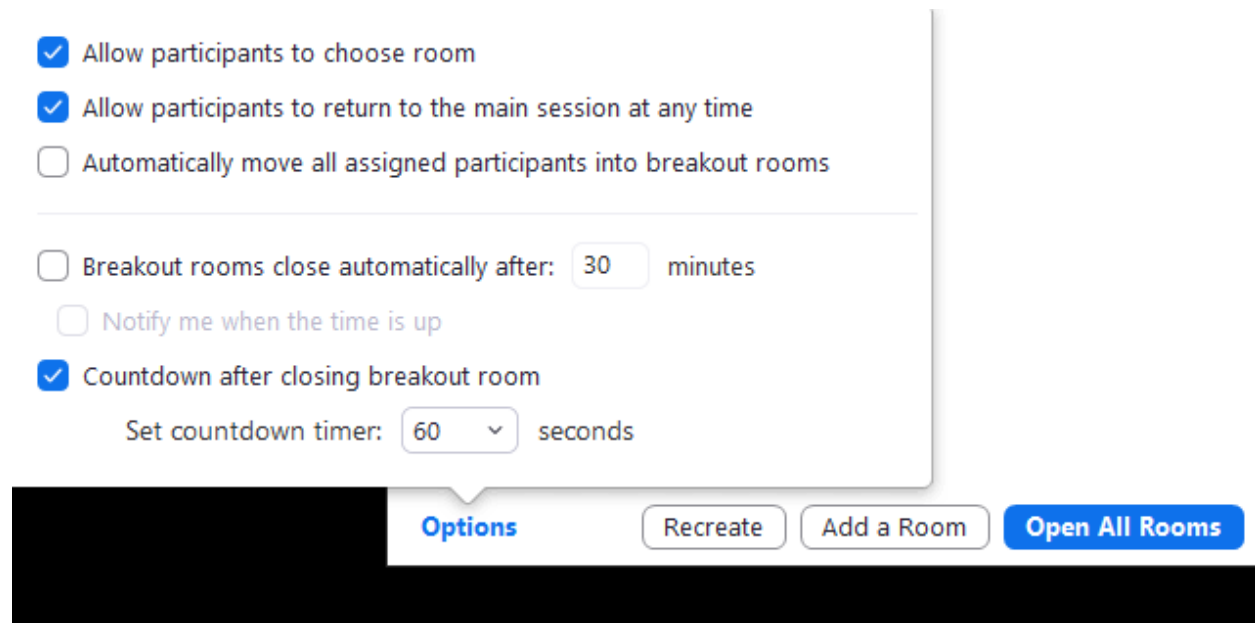
- Adding another Breakout Room and assign participants to the new Breakout Room

Breakout Rooms - Not Started

Group 1	1
Student One	
Group 2	Assign
Group 3	Assign

Options Recreate Add a Room **Open All Rooms**

Breakout Room Options



Allow participants to choose room

Allow participants to return to the main session at any time

Automatically move all assigned participants into breakout rooms

Breakout rooms close automatically after: minutes

Notify me when the time is up

Countdown after closing breakout room

Set countdown timer: seconds

[Options](#) [Recreate](#) [Add a Room](#) [Open All Rooms](#)

- **Allow participants to choose room:** Checking this option will allow participants to select which breakout room they would like to join, and allow them to move freely between rooms.
- **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.
- **Automatically move all assigned participants into breakout rooms:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click **Join** to be added to the breakout room.
- **Breakout rooms close automatically after x minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
- **Notify me when the time is up:** If this option is checked, the host will be notified when the breakout room time is up.
- **Countdown after closing breakout rooms:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.

To Start Breakout Rooms, click “Open All Rooms”

Breakout Rooms - Not Started ×

▼ Breakout Room 1	1
Test 1	
▼ Breakout Room 2	1
Test 2	

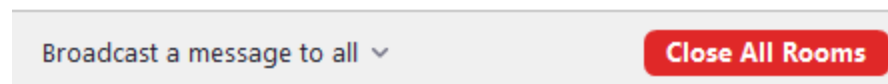
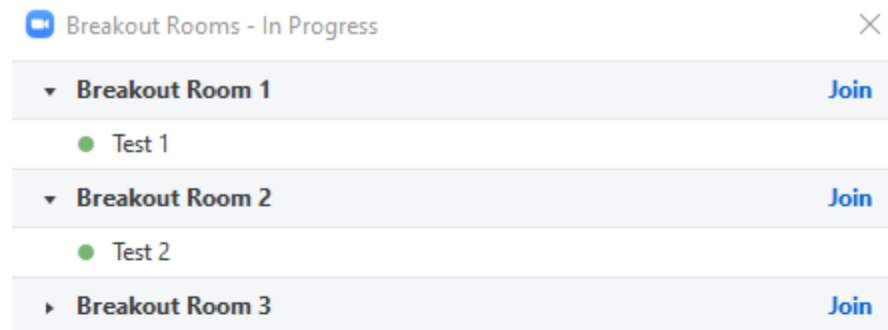


Recreate ▼ Options ▼ Add a Room **Open All Rooms**

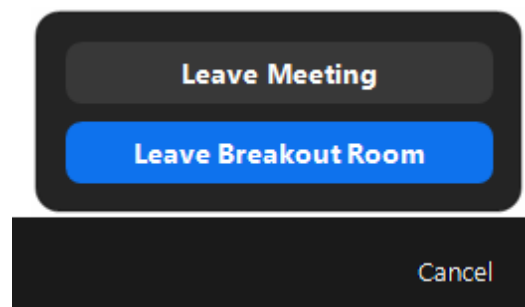
Joining a Breakout Room and Managing Breakout Rooms

As the Host you can join Breakout Rooms that are in session. If you do not see the breakout rooms pop-up, you can click on the Breakout Rooms button on your Zoom menu bar again.

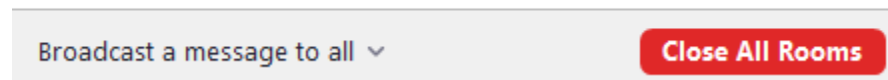
To join, click “Join” on the corresponding room that you would like to join.



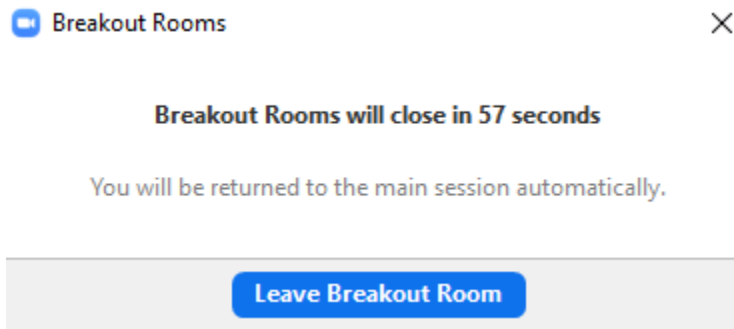
When you would like to leave a breakout room, click “Leave” on the right of the Zoom menu bar and select “Leave Breakout Room” to return to the main room.



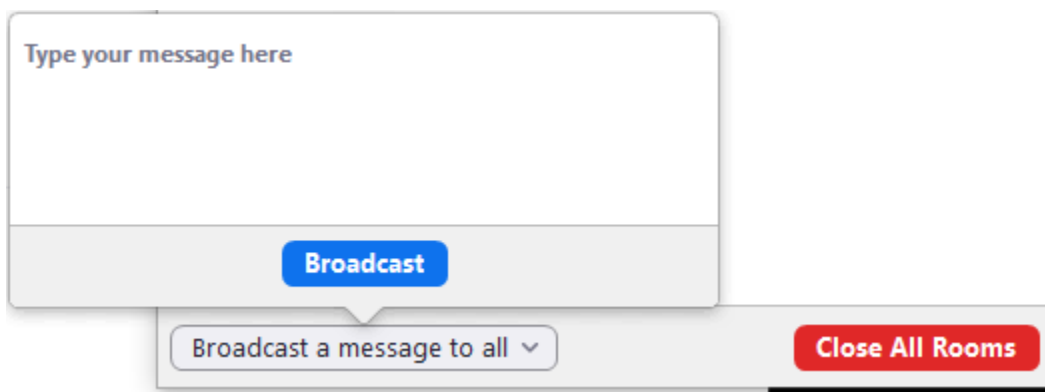
- If you have not set Breakout Rooms to close after a certain number of minutes in the options, you can close the Breakout rooms and return all participants back to the main room by clicking “Close All Rooms”.



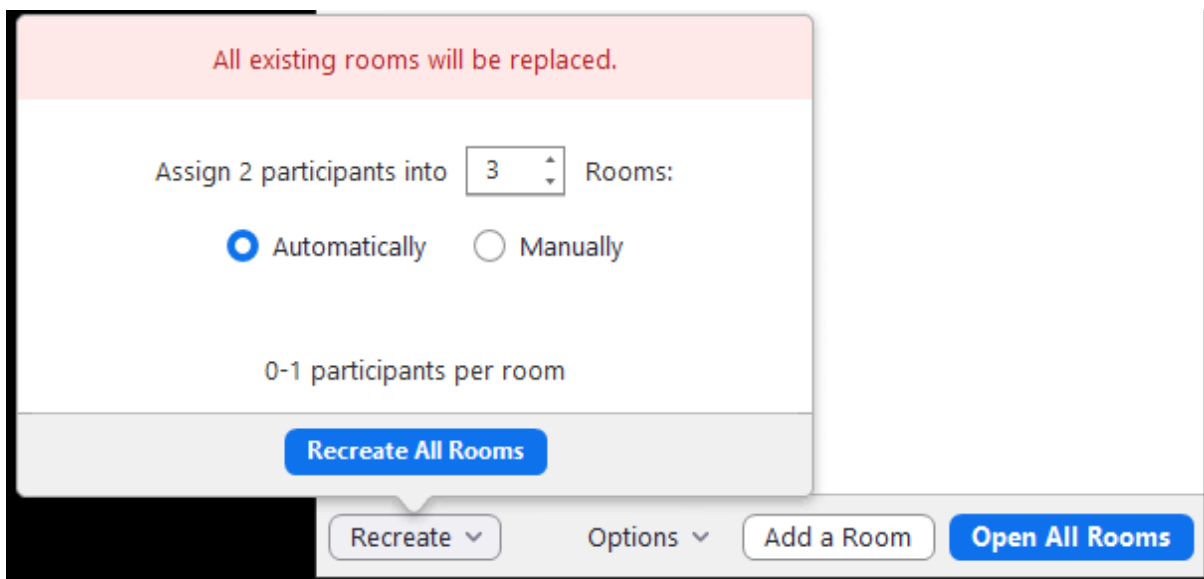
Participants will receive the below pop-up on their screens with a countdown to when the rooms will close.



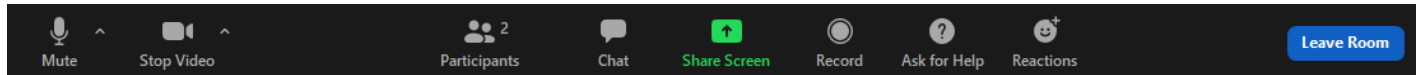
- You can also send a message to all the breakout rooms using the “Broadcast Message to all” (Only text)



- After closing the Breakout rooms, you can reopen the rooms or recreate them during your Zoom meeting. Recreating the rooms will be used if you would like set up new rooms with new participants in each room.



Participant Zoom Menu Bar in Breakout Rooms

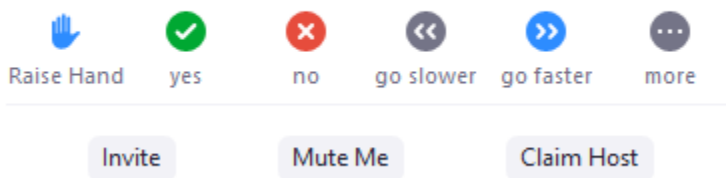


Participants have the following Menu Bar options while in the breakout rooms:

Microphone: Mute/unmute your audio (a red slash through the icon indicates that you are muted). You can also select your audio input (microphone), audio output (speakers), and access your audio settings by clicking the up arrow next to the microphone icon.

Camera: Start/stop your video (a red slash through the icon indicates that your video is off). You can also select your video input (web cam/built in webcam), access your video settings, or turn on your virtual background (if your computer is capable) by clicking the up arrow next to the video camera icon. To check if your computer/device is able to support a virtual background [click here](#).

Participants: View a list of participants in the meeting. This is also where you can "raise your hand" to ask a question or answer a question, or answer yes or no to a question, ect.



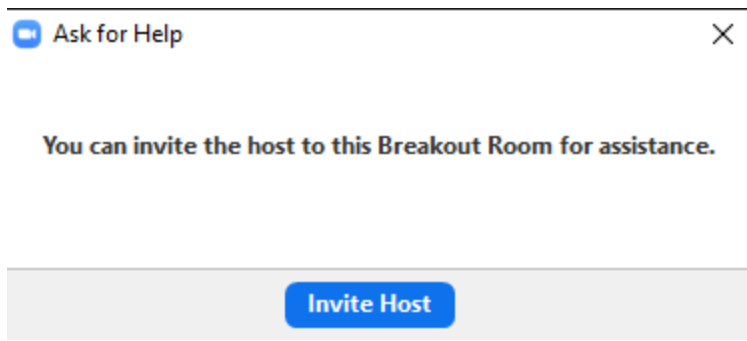
Chat: Send a message to one person or to all participants or ask a question (if enabled by your professor)



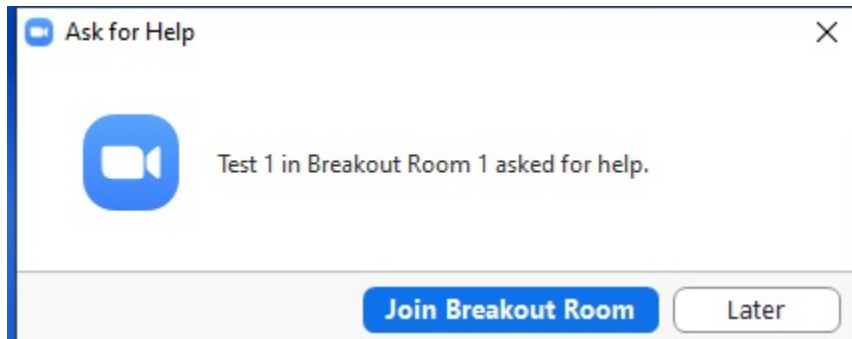
Screen Share: This will need to be allowed by the host of the meeting. Select a specific application to share (e.g., Microsoft Word), your whole desktop, whiteboard, or directly from your iPhone or iPad. [Click here](#) to learn more about how to share your screen during a meeting.

Record: If you have been granted permission by the host of the meeting, you will be able to begin recording here.

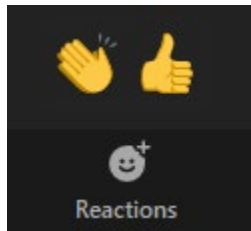
Ask for Help: Participants can click Ask for Help, it will notify the meeting host that they need assistance and they will be asked to join your breakout room.



When a participant asks for help, you as the host will see this message appear:



Reactions: Applaud or give a thumbs up to your professor, the presenter, or your classmates.



Leave: Leave the Breakout Room or the Zoom meeting.

