# HOW TO PRE-ASSIGN BREAKOUT ROOMS IN ZOOM MEETINGS

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## PRE-ASSIGN STUDENTS TO BREAKOUT ROOMS

You can set up breakout rooms when you are scheduling your classes in UM Learn by selecting the **Breakout Room pre-assign** checkbox under Meeting options

1.  Go to the **1) Integrations** menu in your course in UM Learn, select 2) **UM Zoom,** and click

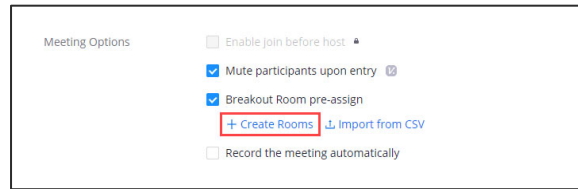    3) **Schedule a New Meeting**.
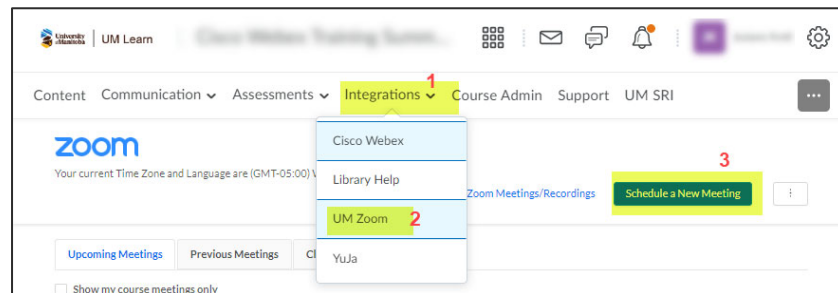


2.  Select **Breakout Room pre-assign** checkbox under Meeting options.

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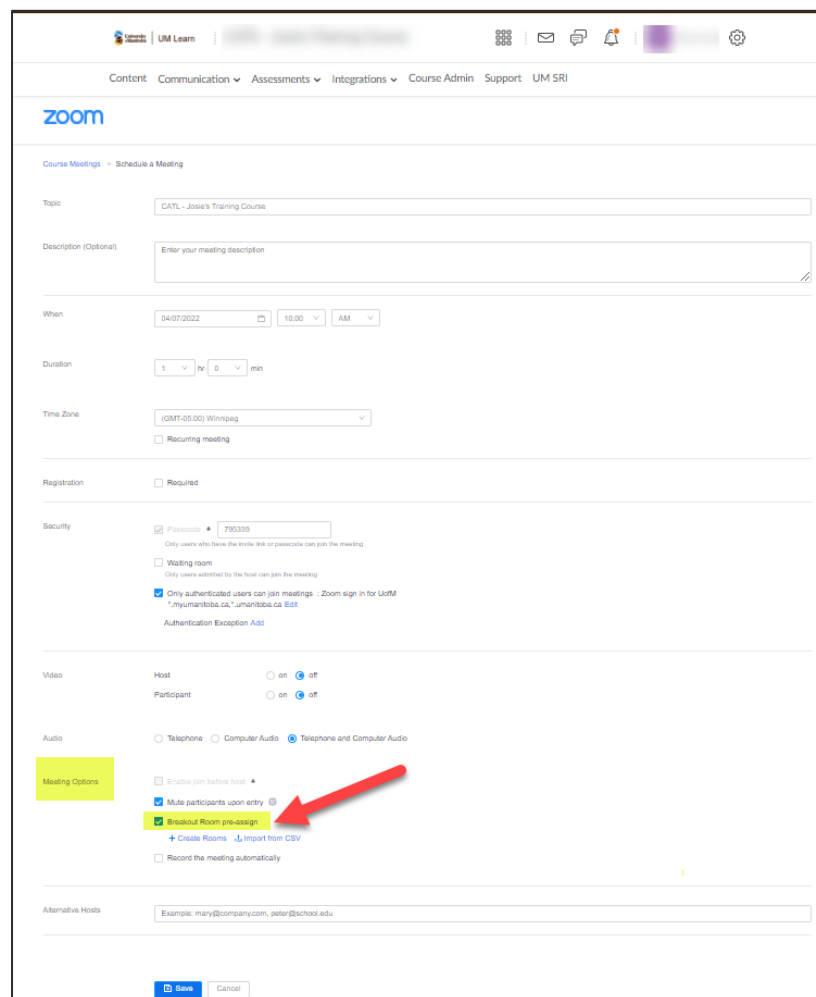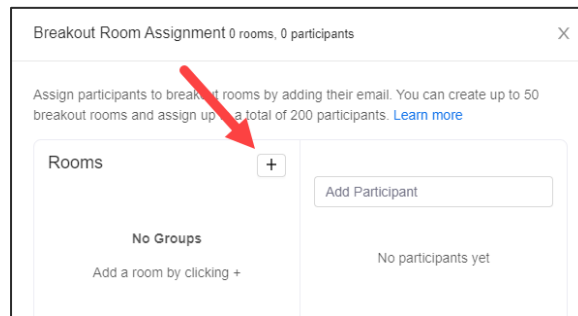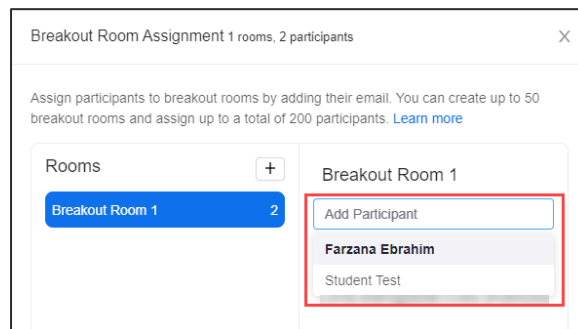
## CREATE ASSIGNMENT DIRECTLY IN UM LEARN

1. Select **+ Create Rooms** link



2. In the window that opens, click on the *Plus* icon to add rooms



3. Click on the newly added room and then the **Add Participant** box. You will see the list of students in your class list. Click on their name to place them in that breakout room.
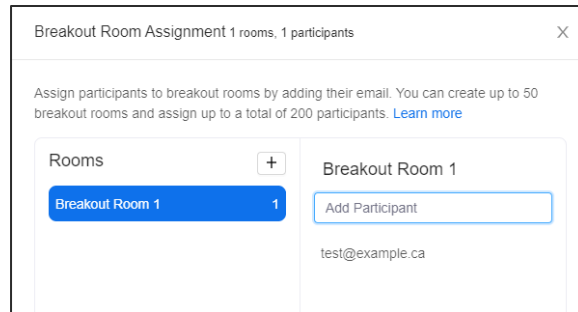


Please note that if the students email address is greyed out, then they don't have **UM Zoom** account and you will not be able to pre-assign them.
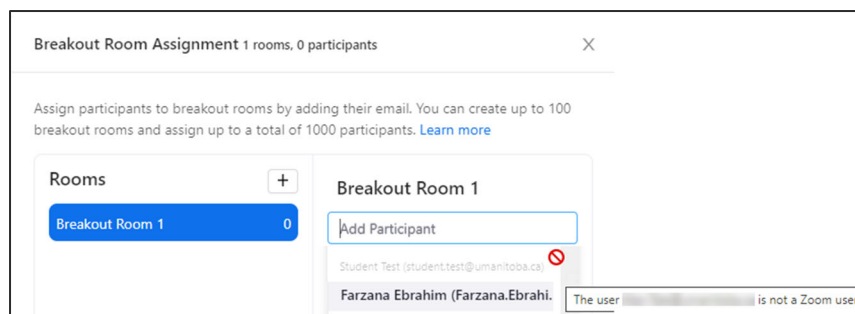


You can also enter the student's email address directly in **Add Participant** box and then click **Enter** to place them in the room.

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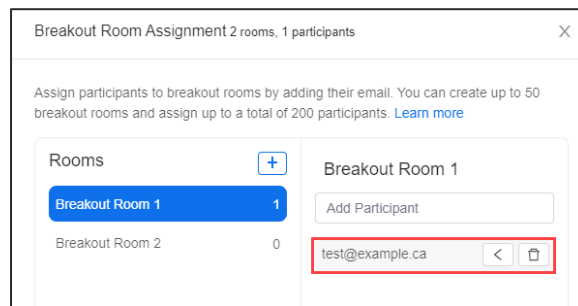
4. Once added, you will see the student's email showing up below.



5. You can remove a student from the assigned room or move them to different room by hovering over their name and selecting one of the icons that shows up.

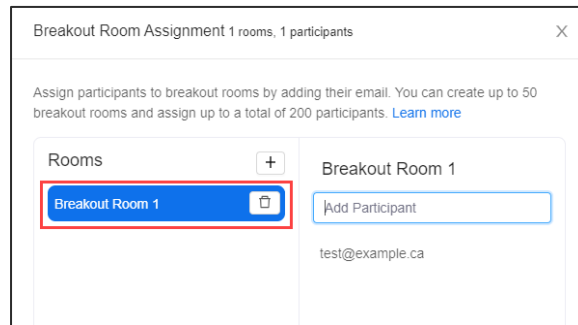   *Arrow* icon [<] will display other available rooms the student can be moved to.

   *Trashcan* [🗑] icon will remove the student from the current room



6. You can rename the breakout room by hovering over the area and then clicking on the *Pencil* [✎] icon

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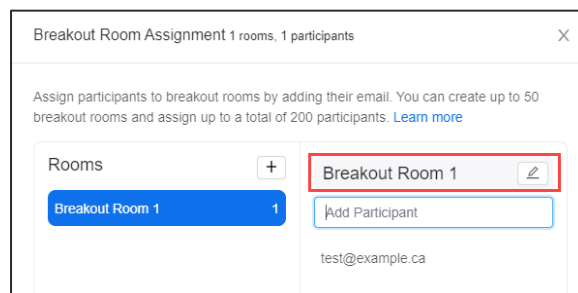
7. You can delete a room by hovering over the room name under **Rooms** section and then click on the *Trashcan* 🗑 icon



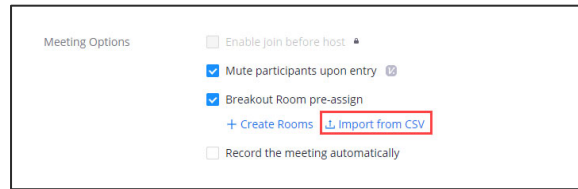8. Once all the necessary changes have been made, click **Save**

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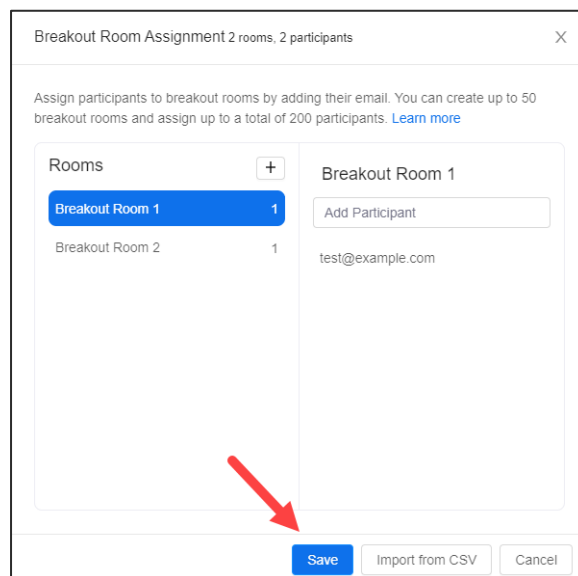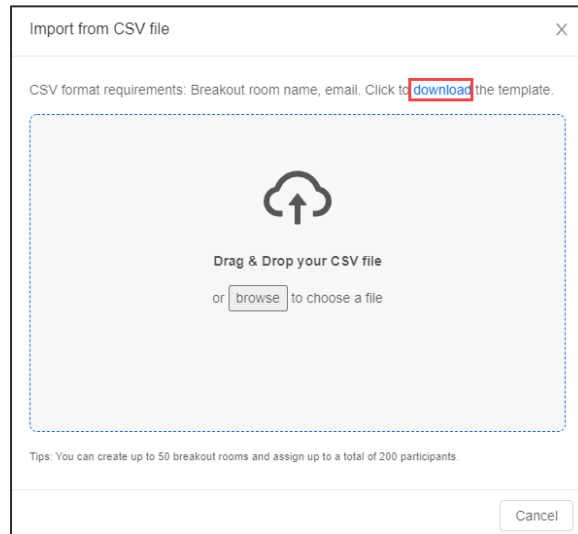
## IMPORT FROM AN EXCEL (CSV) FILE

1. Select **Import from CSV** link



2. Click on the **download** link to download a copy of the template



3. Edit the template as required, with the room names in the first column and student's email address in the second column. Save the file.



4. Upload the file to your meeting using the options provided in the **Import from CSV file** window.

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5. You will see the breakout room assignment with the details from the CSV file. Click **Save**



## EDIT ASSIGNMENT DETAILS

You can edit the pre-assignment details anytime before you start your class.

1. From the meeting details page, click **Edit this Meeting** button



2. Under **Breakout Room pre-assign** section, click **Edit** to make changes to the assignments

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After you start the Zoom meeting, you can change the assignments by **Recreating** the rooms

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