HOW TO PRE-ASSIGN BREAKOUT ROOMS IN ZOOM MEETINGS

CONTENTS

| Pre-assign students to Breakout rooms | 2 |
|--|---|
| Create assignment directly in UM Learn | 3 |
| Import from an Excel (CSV) file | 6 |
| Edit assignment details | 7 |



1

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.

| Subweby UM Learn | string horses. | | Å | ģ |
|---|----------------------------------|--------------------------|------------------------|-----|
| Content Communication - Assessments | Integrations | Course Admin Support | UM SRI | |
| zoom | Cisco Webex | | 3 | |
| Your current Time Zone and Language are (GMT-05:00) \ | Library Help | Zoom Meetings/Recordings | Schedule a New Meeting | E E |
| | UM Zoom 2 | | | |
| Upcoming Meetings Previous Meetings Cl | YuJa | | | |
| Show my course meetings only | | | | |

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

| \$ 35 | # UMLean 部 日 戸 4 1 0 |
|-------------------------|---|
| Conte | nt Communication - Assessments - Integrations - Course Admin Support UM SRI |
| zoom | |
| Course Meetings > Sched | ule a Meating |
| Торіс | CATL - Jossish Training Course |
| Description (Optional) | Enter your meeting description |
| When | [940720022 |
| Duration | (1 - v) = 1 of $(1 - v)$ min |
| Time Zone | (20.87-55.00) Winnpag ∨ □ Recurring meeting |
| Registration | Required |
| Security | Provide the fiber the trade that or parametels card part fibe meeting Provide that or parametels card part fiber meeting Or parts and trade to all or parts meeting Or parts and trade card or parts meeting Or parts and trade card or parts meeting Or parts and trade card or parts meeting Automatication Exception Add |
| Video | Hoat on (e) of Participant on (e) of |
| Audio | Talephone Computer Audio 8 Talephone and Computer Audio |
| Meeting Options | Crudier pon tadre and Mae participants upon entry Statistical Room pre-assign Could Room J, Impart trans CBV Room He meeting automaticaty |
| Alternative Hosts | Example: mary@company.com, pater@cmool.adu |
| | Baw Canal |

The Centre for the Advancement of Teaching and Learning



CREATE ASSIGNMENT DIRECTLY IN UM LEARN

1. Select + Create Rooms link

| Meeting Options | 📃 Enable Join before host 🔺 |
|-----------------|----------------------------------|
| | Mute participants upon entry III |
| | Breakout Room pre-assign |
| | + Create Rooms |
| | Record the meeting automatically |

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.

| Breakout Room Assignment 1 rooms, 2 p | articipants X |
|---|-----------------|
| Assign participants to breakout rooms by ad breakout rooms and assign up to a total of 2 | |
| Rooms + | Breakout Room 1 |
| Breakout Room 1 2 | Add Participant |
| | Farzana Ebrahim |
| | Student Test |
| | |

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.

| Breakout Room Assignm | ent 1 rooms, 0 p | participants | × | | |
|--|------------------|---|----------|-----------------|-------|
| Assign participants to breako breakout rooms and assign u | | ding their email. You can create up to 10 000 participants. Learn more | 00 | | |
| Rooms | + | Breakout Room 1 | | | |
| Breakout Room 1 | 0 | Add Participant | | | |
| | | Student Test (student.test@umanitoba.ca) | The user | is not a Zoom i | user. |

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



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

| Breakout Room Assignment | 1 rooms, 1 pa | irticipants | Х |
|---|---------------|--|---|
| Assign participants to breakout ro breakout rooms and assign up to | 2 | ling their email. You can create up to 50 10 participants. Learn more | |
| Rooms | + | Breakout Room 1 | |
| Breakout Room 1 | 1 | Add Participant |] |
| | | test@example.ca | |

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

| Breakout Ro | om Assignment 2 r | ooms, 1 par | ticipants | Х |
|-------------|-------------------|-------------|---|---|
| 0 1 1 | | · · | ng their email. You can create up to 50) participants. Learn more | |
| Rooms | | + | Breakout Room 1 | |
| Breakout F | Room 1 | 1 | Add Participant | |
| Breakout F | Room 2 | 0 | test@example.ca |] |

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

| Breakout Room Assignmer | 1t 1 rooms, 1 pa | irticipants | Х |
|---|------------------|--|---|
| Assign participants to breakout breakout rooms and assign up | - | ling their email. You can create up to 50 10 participants. Learn more | |
| Rooms | + | Breakout Room 1 | |
| Breakout Room 1 | 1 | Add Participant | ר |
| | | test@example.ca | |
| | | | |



4

The Centre for the Advancement of Teaching and Learning

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

| Breakout Room Assignme | ent 1 rooms, 1 pa | articipants | |
|--|-------------------|--|---|
| Assign participants to breake breakout rooms and assign u | , | ding their email. You can create up to 50 00 participants. Learn more | |
| Rooms | + | Breakout Room 1 | |
| Breakout Room 1 | Đ | Add Participant |] |
| | | test@example.ca | |
| | | | |

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

| sion participants to breako | ut rooms by add | ding their email. You can create up to 50 |
|-----------------------------|-----------------|---|
| | | 00 participants. Learn more |
| Rooms | + | Breakout Room 1 |
| Breakout Room 1 | 1 | Add Participant |
| Breakout Room 2 | 1 | test@example.com |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |



5

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

| Import from CSV file | Х |
|---|---------|
| CSV format requirements: Breakout room name, email. Click to download the terr CSV format requirements: Breakout room name, email. Click to download the terr Drag & Drop your CSV file or Drowse to choose a file Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants. | ıplate. |
| | Cancel |

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.

| | A | В |
|---|----------------------|---------------|
| 1 | Pre-assign Room Name | Email Address |
| 2 | room1 | test1@xxx.com |
| 3 | room1 | test2@xxx.com |
| 4 | room2 | test3@xxx.com |
| 5 | room2 | test4@xxx.com |
| 6 | room3 | test5@xxx.com |
| 7 | room3 | test6@xxx.com |
| 8 | | |

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



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

| Breakout Room Assignment 3 rooms, 6 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 Participant | | | |
| room2 | 2 | test1@xxx.com | | | |
| room3 | 2 | test2@xxx.com | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | Save Import from CSV Cano | el | | |

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

| Meeting Options | × Enable join before host | | | |
|-----------------|--|--|--|--|
| | Mute participants upon entry | | | |
| | Breakout Room pre-assign | | | |
| | 4 Breakout Rooms View detail | | | |
| | \times Record the meeting automatically | | | |
| | | | | |
| | | | | |
| | | | | |
| | Delete this Meeting | | | |

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

| Meeting Options | 📃 Enable join before host 🔺 |
|-----------------|---|
| | V Mute participants upon entry |
| | Breakout Room pre-assign 4 Breakout Rooms Edit |
| | Record the meeting automatically |

The Centre for the Advancement of Teaching and Learning



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





8