

# How and where to create pre-assigned class Zoom breakout rooms

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## Meetings

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time

Tomorrow

02:00 PM - 03:00 PM ENVS 199: Just Futures FIG class weekly meet...  
Occurrence 1 of 9 Meeting ID: 967 7799 6017

Thu, Oct 8

02:00 PM - 03:00 PM ENVS 199: Just Futures FIG class weekly meet...  
Occurrence 2 of 9 Meeting ID: 967 7799 6017

Thu, Oct 15

02:00 PM - 03:00 PM ENVS 199: Just Futures FIG class weekly meet...  
Occurrence 3 of 9 Meeting ID: 967 7799 6017

02:00 PM - 03:00 PM

Thu, Oct 22

02:00 PM - 03:00 PM ENVS 199: Just Futures FIG class weekly meet...  
Occurrence 4 of 9 Meeting ID: 967 7799 6017

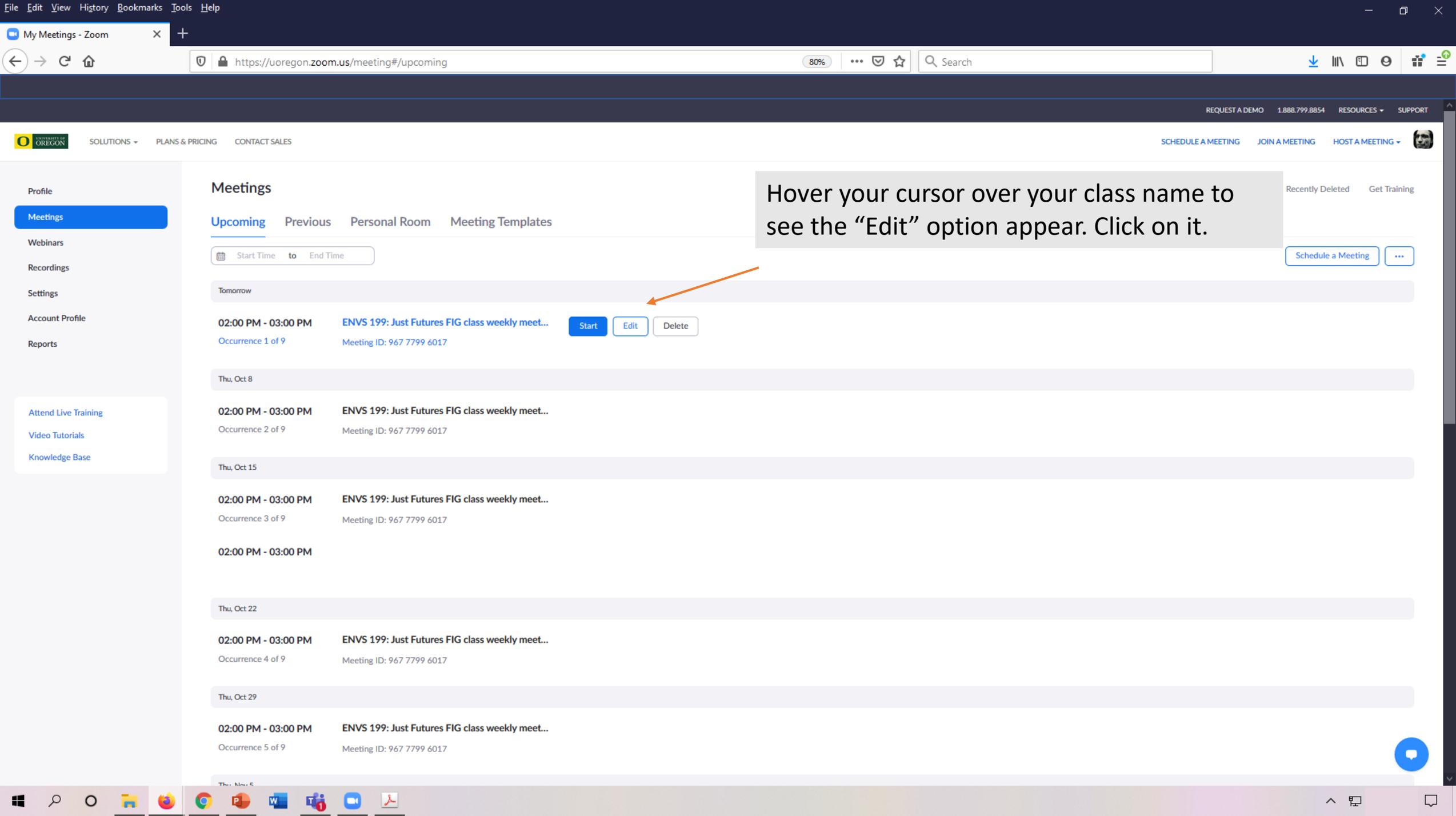
Thu, Oct 29

02:00 PM - 03:00 PM ENVS 199: Just Futures FIG class weekly meet...  
Occurrence 5 of 9 Meeting ID: 967 7799 6017

At your uoregon.zoom.us Zoom account, open Meetings and look under the Upcoming list – find your class (if you have scheduled your class as a recurring meeting, look for the first or next instance).

Recently Deleted Get Training

Schedule a Meeting



Hover your cursor over your class name to see the "Edit" option appear. Click on it.



## Meetings

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time

Tomorrow

02:00 PM - 03:00 PM ENVS 199: Just Futures FIG class weekly meet... Start Edit Delete  
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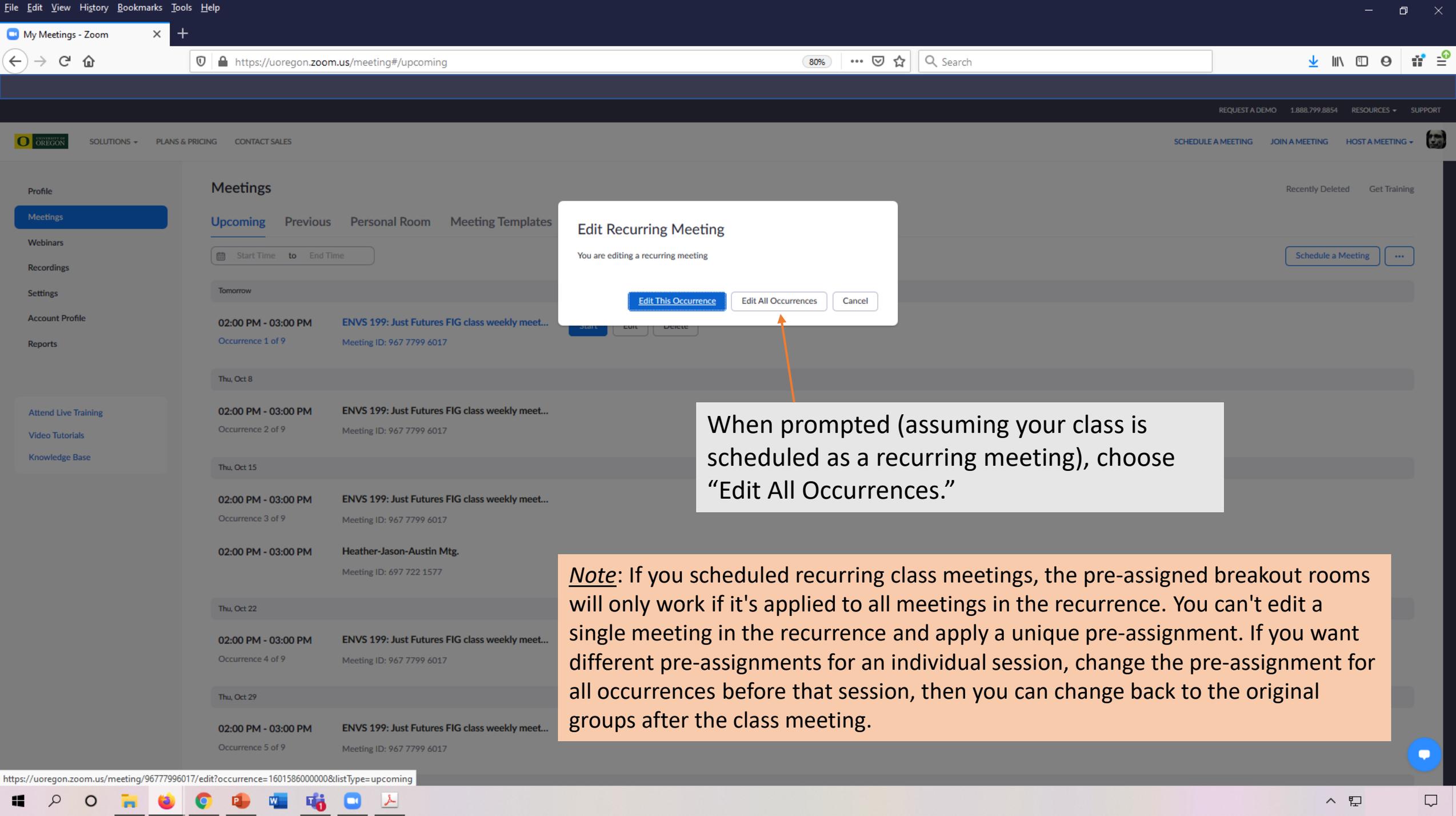
Thu, Nov 5

Schedule a Meeting



Recently Deleted Get Training





### Edit Recurring Meeting

You are editing a recurring meeting

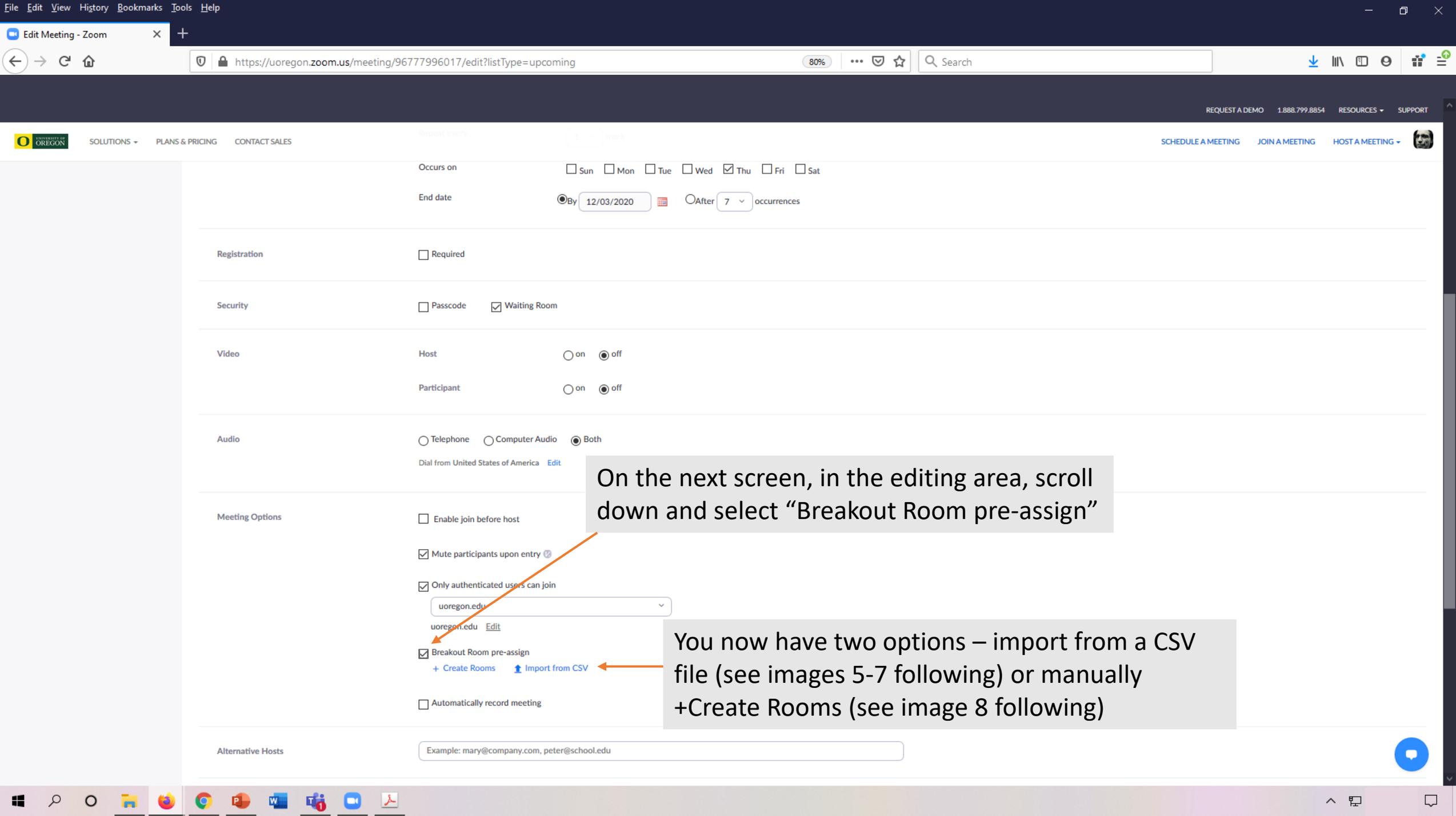
Edit This Occurrence

Edit All Occurrences

Cancel

When prompted (assuming your class is scheduled as a recurring meeting), choose "Edit All Occurrences."

**Note:** If you scheduled recurring class meetings, the pre-assigned breakout rooms will only work if it's applied to all meetings in the recurrence. You can't edit a single meeting in the recurrence and apply a unique pre-assignment. If you want different pre-assignments for an individual session, change the pre-assignment for all occurrences before that session, then you can change back to the original groups after the class meeting.



On the next screen, in the editing area, scroll down and select "Breakout Room pre-assign"

You now have two options – import from a CSV file (see images 5-7 following) or manually +Create Rooms (see image 8 following)

If you choose the import from CSV file option, you'll get this popup box. You can click the "download" button to get the Zoom template (see next page)

### Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click [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.

[Cancel](#)

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Waiting

Video  Host

Participant

Audio  Telephone  Computer

Dial from United States of America

Meeting Options

Enable join before host

Mute participants upon entry

Only authenticated users can join

uoregon.edu

uoregon.edu [Edit](#)

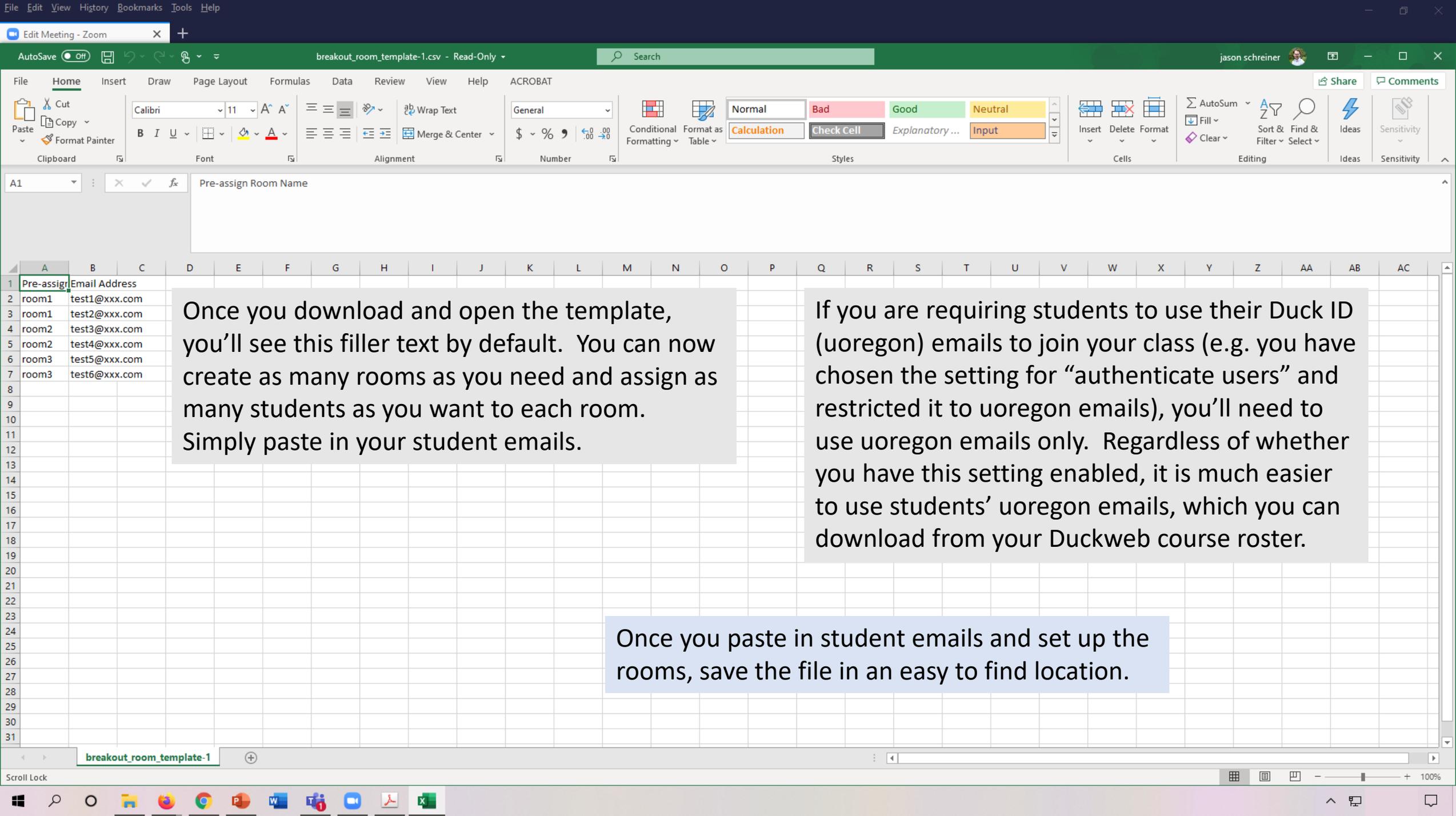
Breakout Room pre-assign

[+ Create Rooms](#) [Import from CSV](#)

Automatically record meeting

Alternative Hosts

Example: mary@company.com, peter@school.edu



Once you download and open the template, you'll see this filler text by default. You can now create as many rooms as you need and assign as many students as you want to each room. Simply paste in your student emails.

If you are requiring students to use their Duck ID (uoregon) emails to join your class (e.g. you have chosen the setting for "authenticate users" and restricted it to uoregon emails), you'll need to use uoregon emails only. Regardless of whether you have this setting enabled, it is much easier to use students' uoregon emails, which you can download from your Duckweb course roster.

Once you paste in student emails and set up the rooms, save the file in an easy to find location.

Back in your Zoom account in the editing area for your class, you can now drag the file into the box or browse and choose it. Zoom will automatically load the rooms. Once this is done, be certain to “Save” in the edit area (see page 9).

### Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.



**Drag & Drop your CSV file**

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

[Cancel](#)

Occurs on  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date

Waiting

Computer

United States of America

#### Meeting Options

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Mute participants upon entry

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uoregon.edu

uoregon.edu [Edit](#)

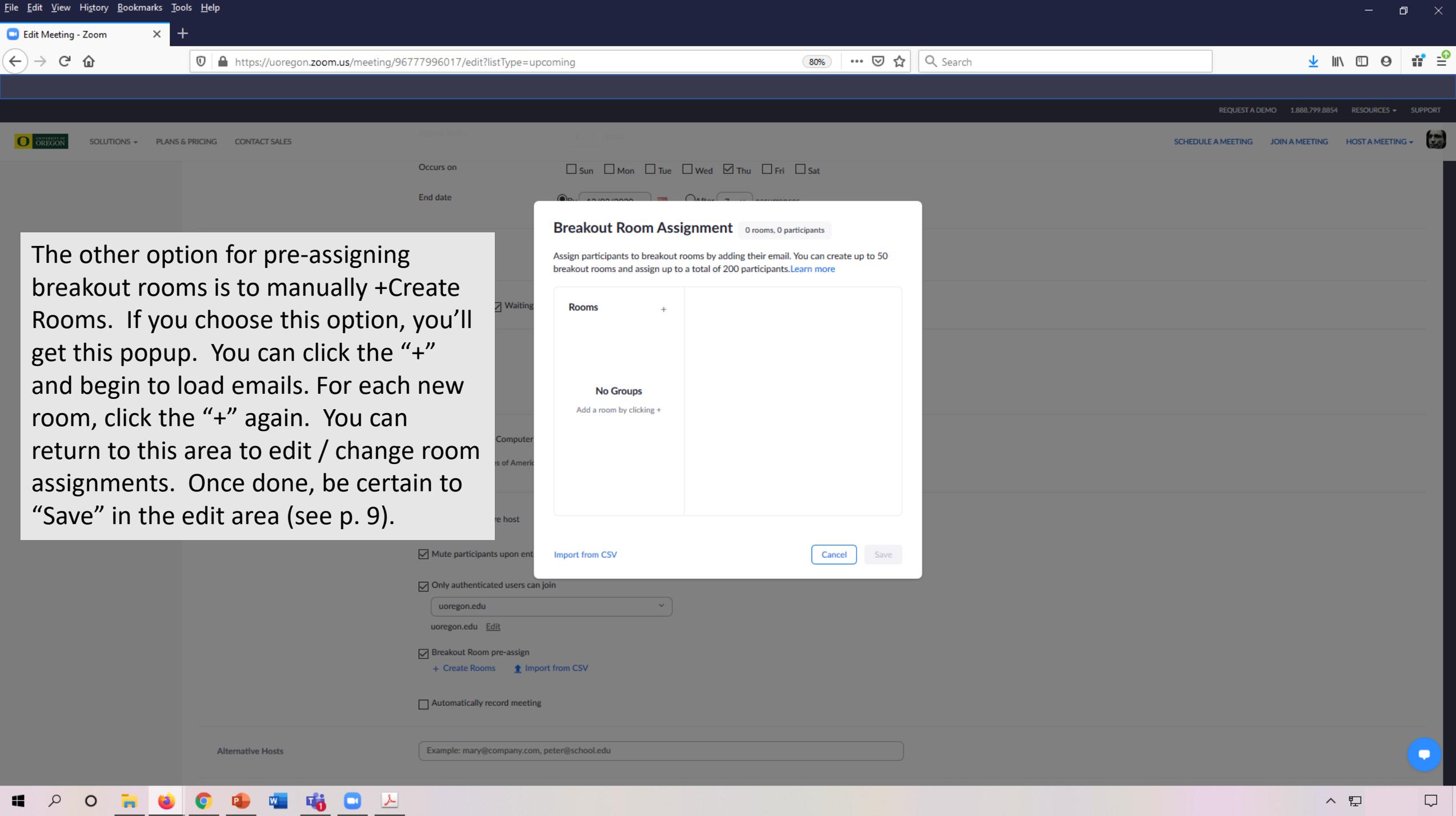
Breakout Room pre-assign

[+ Create Rooms](#) [Import from CSV](#)

Automatically record meeting

#### Alternative Hosts

Example: mary@company.com, peter@school.edu



The other option for pre-assigning breakout rooms is to manually +Create Rooms. If you choose this option, you'll get this popup. You can click the "+" and begin to load emails. For each new room, click the "+" again. You can return to this area to edit / change room assignments. Once done, be certain to "Save" in the edit area (see p. 9).

### Breakout Room Assignment

0 rooms, 0 participants

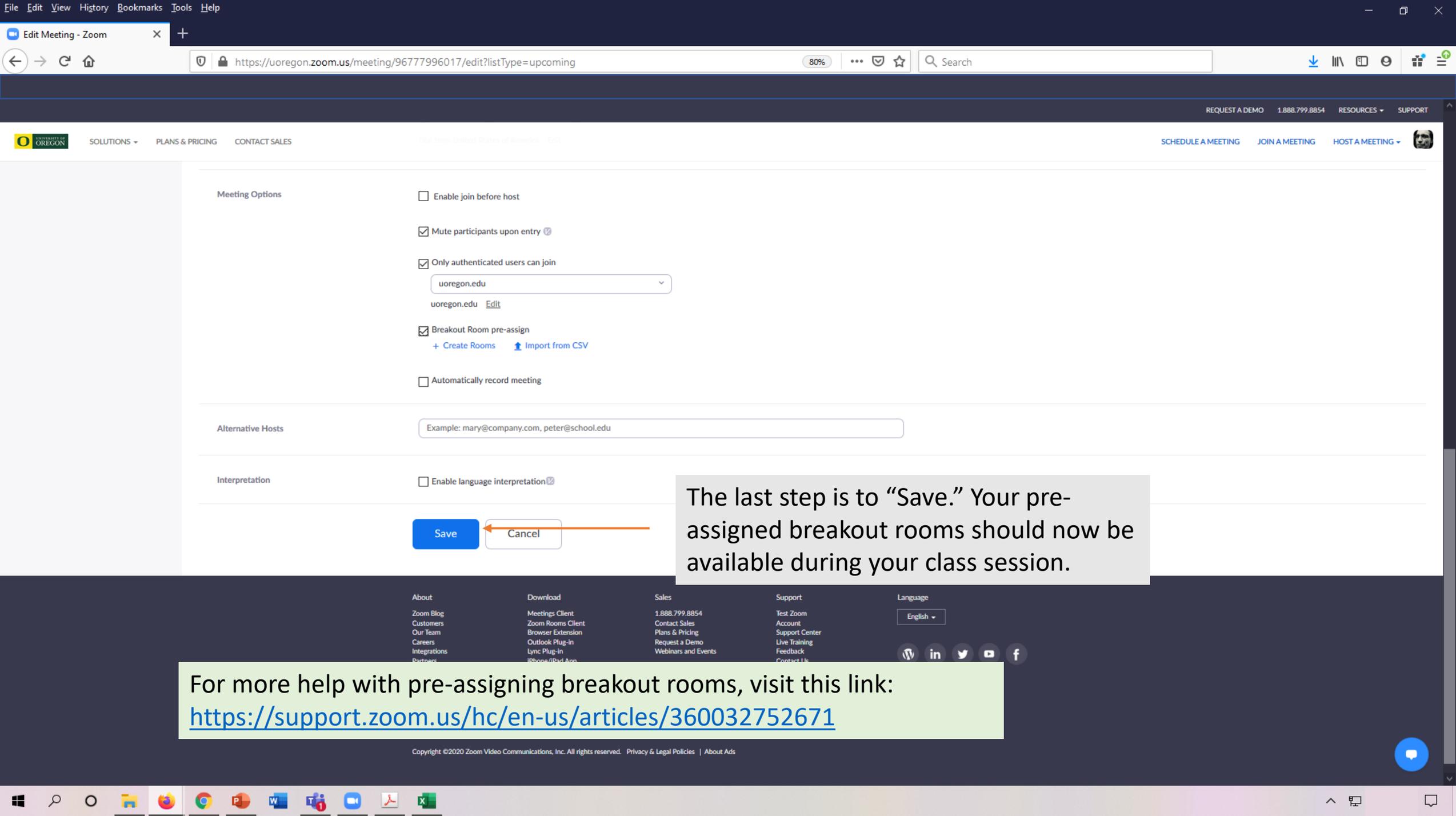
Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants. [Learn more](#)

Rooms +

No Groups

Add a room by clicking +

[Import from CSV](#) [Cancel](#) [Save](#)



Meeting Options

- Enable join before host
- Mute participants upon entry
- Only authenticated users can join
  - uoregon.edu
  - uoregon.edu [Edit](#)
- Breakout Room pre-assign
  - [+ Create Rooms](#)
  - [+ Import from CSV](#)
- Automatically record meeting

Alternative Hosts

Example: mary@company.com, peter@school.edu

Interpretation

- Enable language interpretation

[Save](#) [Cancel](#)

The last step is to “Save.” Your pre-assigned breakout rooms should now be available during your class session.

For more help with pre-assigning breakout rooms, visit this link:  
<https://support.zoom.us/hc/en-us/articles/360032752671>