

# Zoom Breakout Room Setup

Before you set up breakout rooms, it is recommended that you [set up Zoom in your Blackboard course](#).

## Table of Contents

[Enable breakout rooms for your account](#)

[Scheduling a new meeting with breakout rooms](#)

[The + Create Rooms Option](#)

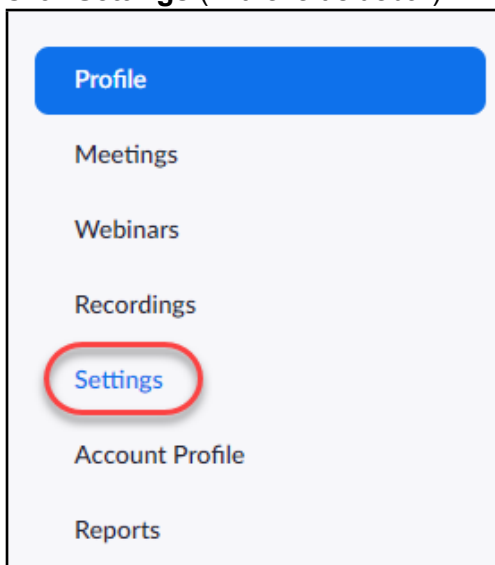
[The Import from CSV Option](#)

[Importing your meeting into Blackboard](#)

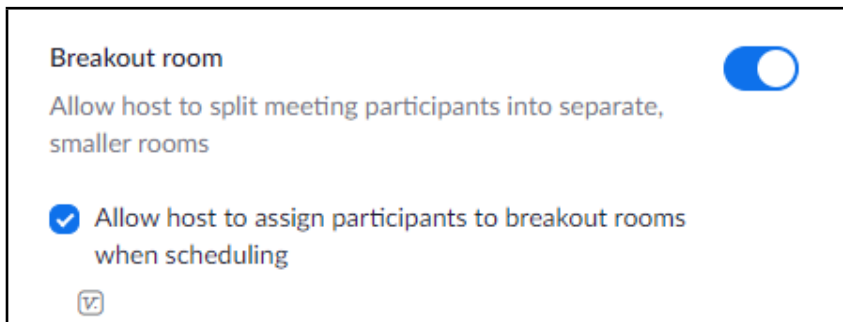
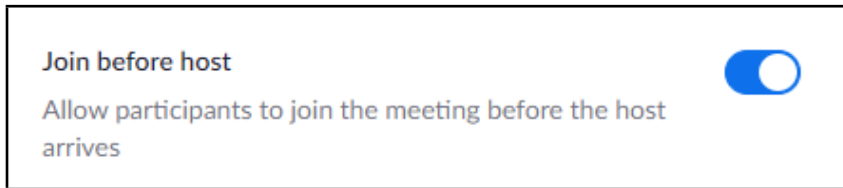
## Enable breakout rooms for your account

You'll only need to do this step once.

1. Go to the web version of Zoom (<https://zoom.us>) and login. In order to access your Oswego account - and all its functionality - make sure you choose to **Sign in with Google**.
2. Click **Settings** (in the left sidebar).



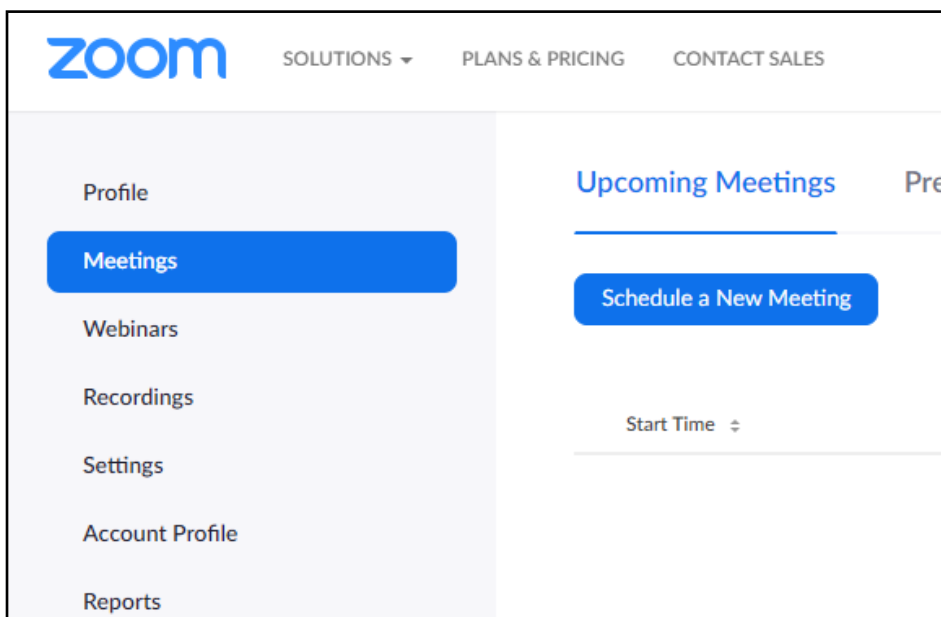
3. Make sure the "Join before host" and "Breakout room" settings are enabled. Under the "Breakout room" setting, check the box to "Allow host to assign participants to breakout rooms when scheduling".



## Scheduling a new meeting with breakout rooms

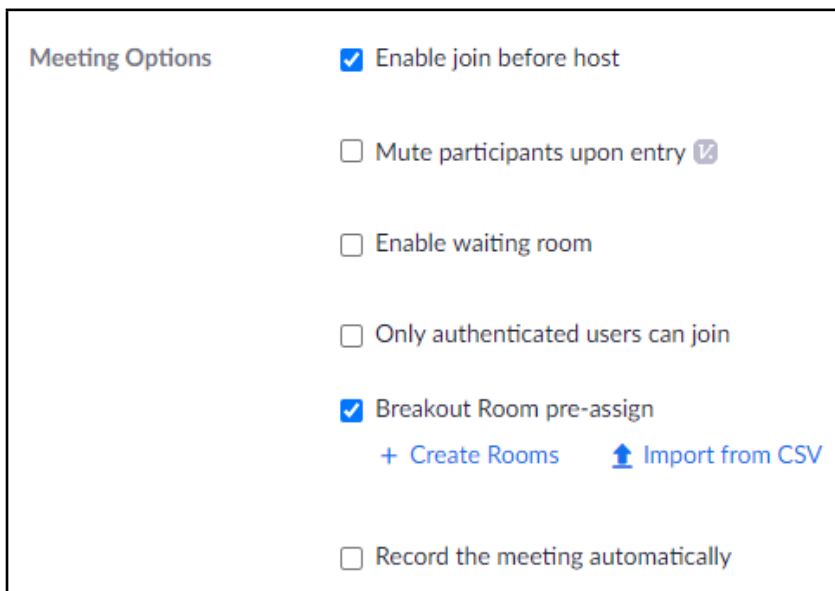
You'll need to complete the following steps each time you want to pre-plan your breakout rooms

1. Go to **Meetings** (in the left sidebar), and then click **Schedule a New Meeting**.




2. Give your meeting a name, like "Group Work Day", and select the date and times appropriate for your class.
3. In the **Meeting Options** section, enable "Join before host" and "Breakout Room pre-

assign".



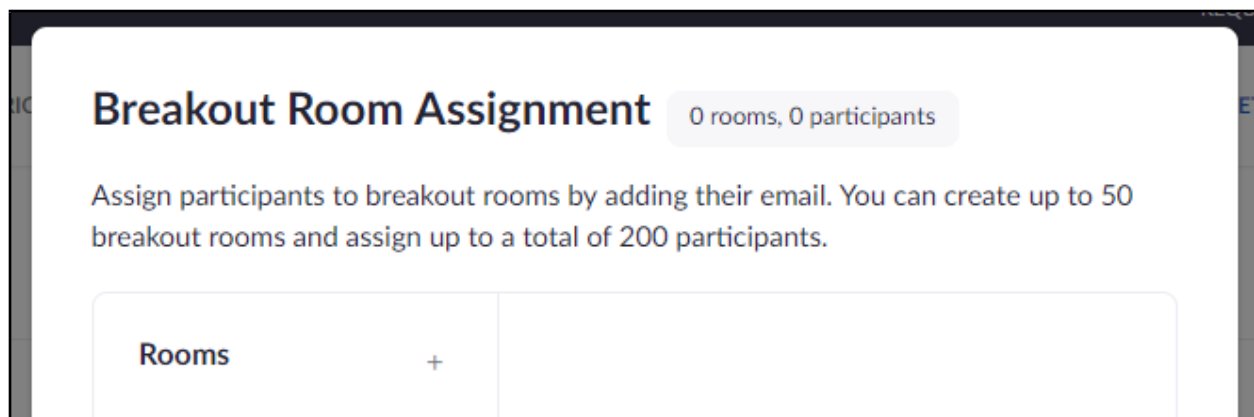
The screenshot shows a 'Meeting Options' panel with the following settings:

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Breakout Room pre-assign
  - [+ Create Rooms](#)
  - [↑ Import from CSV](#)
- Record the meeting automatically

4. Click "+ Create Rooms" or "Import from CSV" (see the screenshot above). No matter which option you choose, you will need to name your breakout rooms - these names can be as simple as "Breakout Room 1" or "Group 1". You will also need your students' or participants' email addresses.

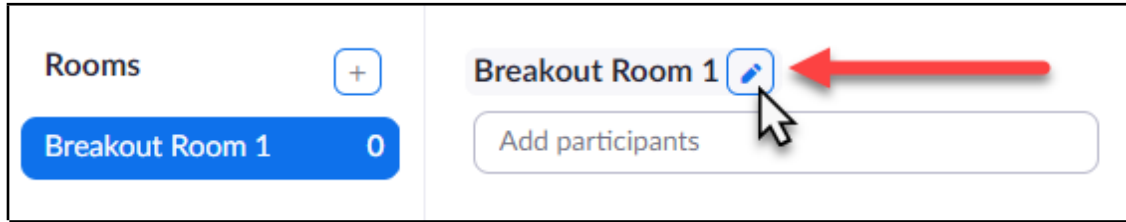
#### The + Create Rooms Option

- A. Click on the + (plus sign) after the word Rooms:



The screenshot shows the 'Breakout Room Assignment' interface. At the top, it says 'Breakout Room Assignment' with a status '0 rooms, 0 participants'. Below this, there is a descriptive text: '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.' At the bottom, there is a table with one row containing the word 'Rooms' and a plus sign (+) to its right.

- B. Your first new breakout room will automatically be named "Breakout Room 1". If you'd like to change the name of the room, hover your mouse to the right of the room name; you should then see a pencil icon next to the name, which you can click to change the room name.



C. In the text box that says "Add participants", enter an email address, and then hit enter. Repeat this step until you've entered all the people you want in that group.

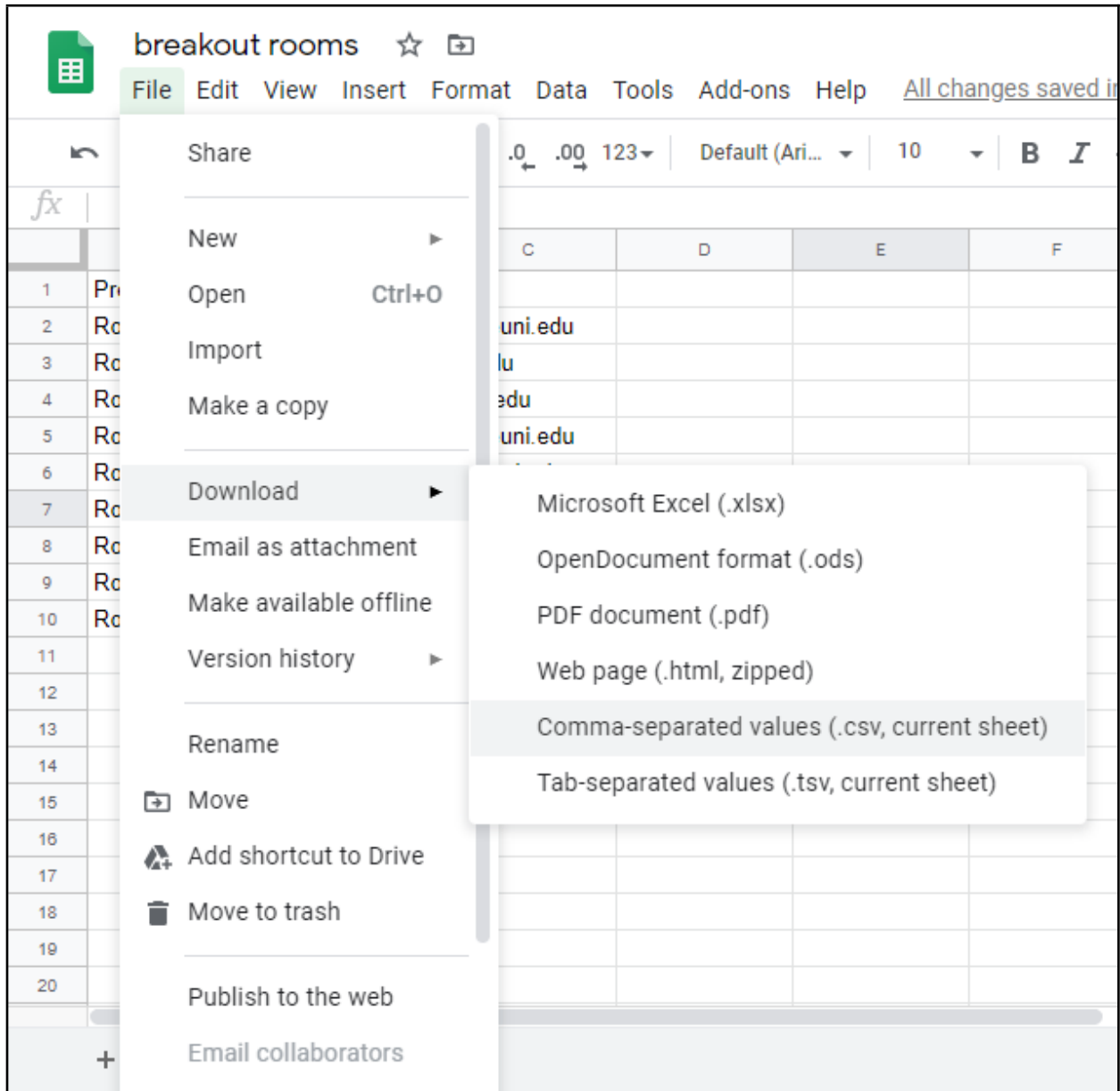
If this method seems too tedious, you may want to try the Import from CSV option.

### The Import from CSV Option

A. Create a new **Excel** or **Google Sheets** spreadsheet. Label the first column "Pre-assign Room Name" and the second column "Email Address". The rest of the instructions for this section will be for Google Sheets, since everyone should have access to it.

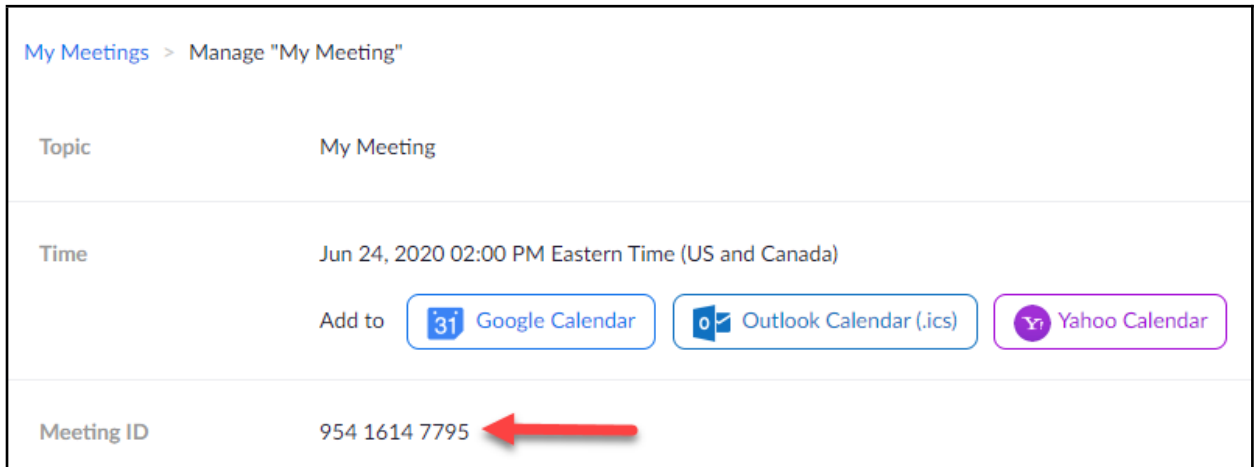
	A	B	C
1	Pre-assign Room	Email Address	
2	Room 1	jasmine.williams@fakeuni.edu	
3	Room 3	john.smith@fakeuni.edu	
4	Room 2	ebony.jones@fakeuni.edu	
5	Room 2	laura.hernandez@fakeuni.edu	
6	Room 1	daniel.robinson@fakeuni.edu	
7	Room 3	deandre.williams@fakeuni.edu	
8	Room 1	serenity.johnson@fakeuni.edu	
9	Room 3	angela.lopez@fakeuni.edu	
10	Room 2	kimberlee.young@fakeuni.edu	

B. Go to **File**, then **Download**, then **Comma-separated values**.



C. Upload your file to Zoom. You're done with this part - only a few more steps to finish your breakout room setup!




5. When you're finished setting up the breakout rooms, click on the **Save** button at the bottom of the page to finish setting up the meeting. This should show you the details of your newly-created meeting. Copy the meeting ID - you'll need this for the next step.




My Meetings > Manage "My Meeting"

Topic My Meeting

Time Jun 24, 2020 02:00 PM Eastern Time (US and Canada)

Add to  Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar

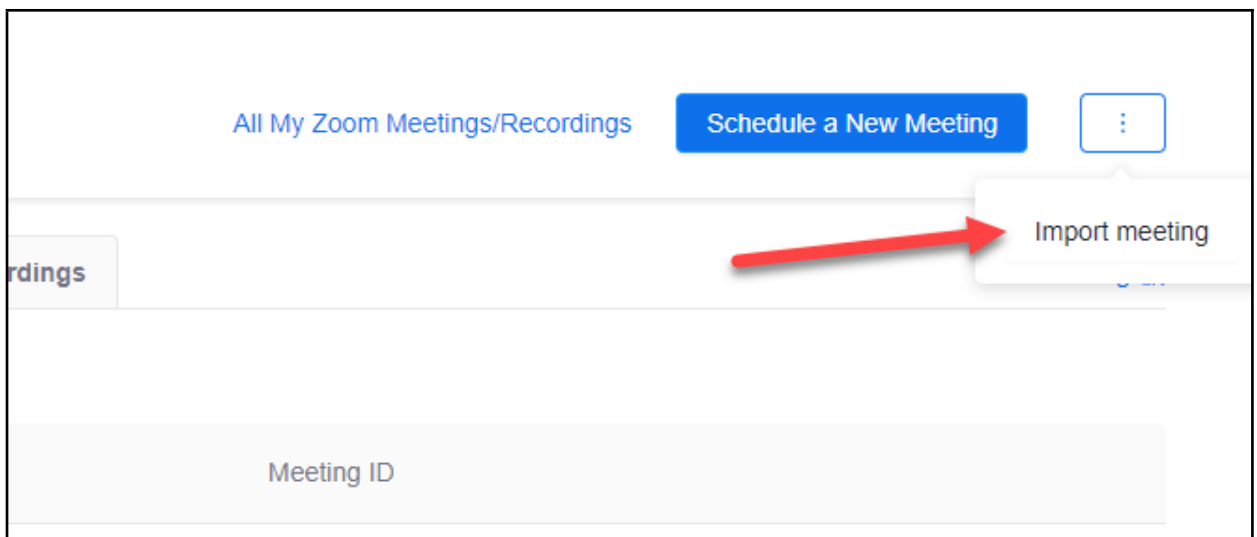
Meeting ID 954 1614 7795 



## Importing your meeting into Blackboard


Unfortunately, when creating a meeting in Zoom through Blackboard, Zoom doesn't allow you to create breakout rooms. This is why we had you go to the main Zoom page to create the breakout rooms.

These next steps are necessary for (a) your students to be able to access the meeting, and (b) you to start the meeting (with the breakout rooms) from Blackboard.

1. Go to the Zoom link in your Blackboard course. (If necessary, see these instructions on [setting up Zoom in Blackboard](#).)
2. Hover over the three vertical dots on the upper right side of the page, and click **Import Meeting**.

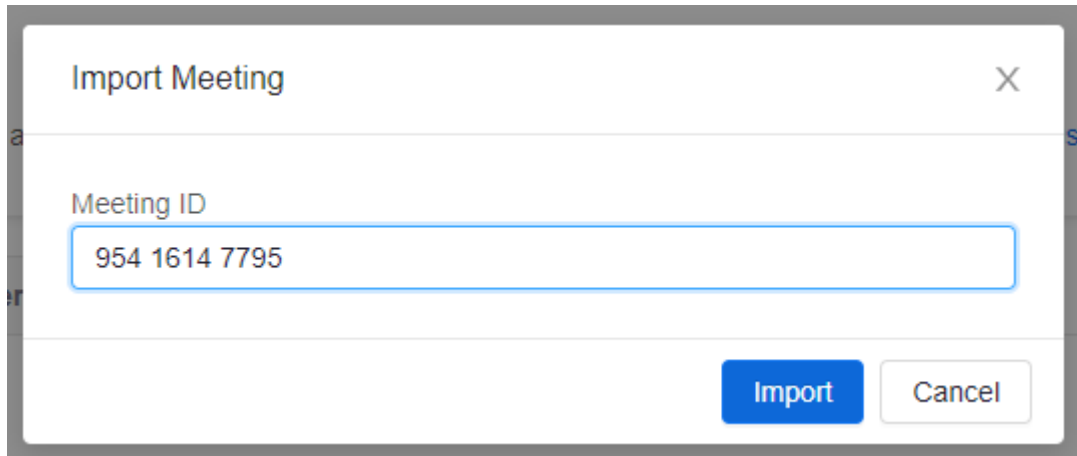


All My Zoom Meetings/Recordings  

 Import meeting

Meeting ID

3. Paste the meeting ID you copied and click **Import**. You're done!



Import Meeting

Meeting ID

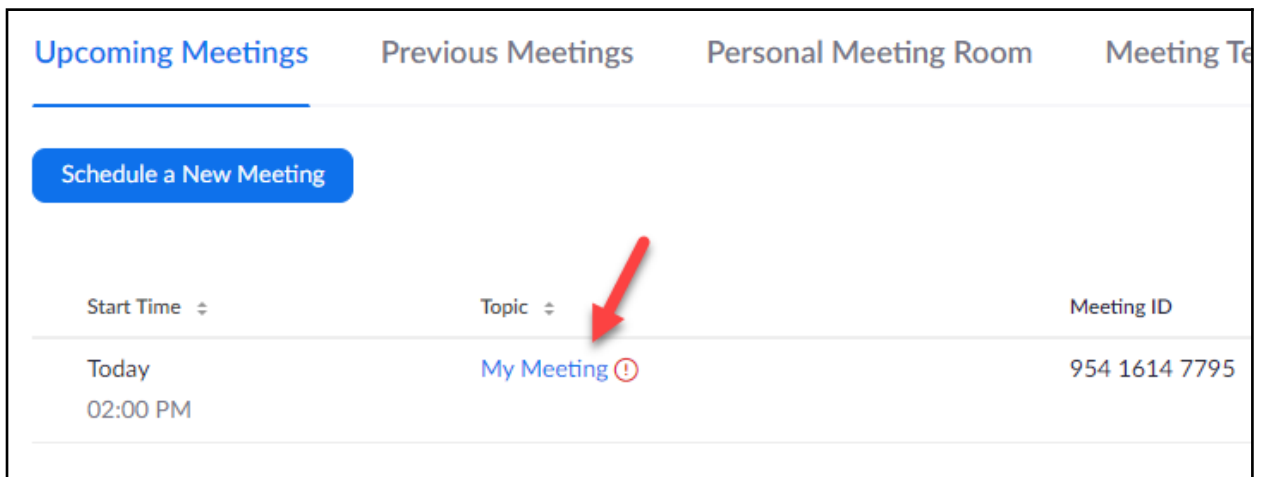
954 1614 7795

Import Cancel

## Moving students into different groups

Let's say a student has dropped the course, or won't be available for this particular meeting. You can remove students from groups or move them to different groups.

1. From your main Zoom page, go to **Meetings**, and then click on the name of the webinar you want to modify.

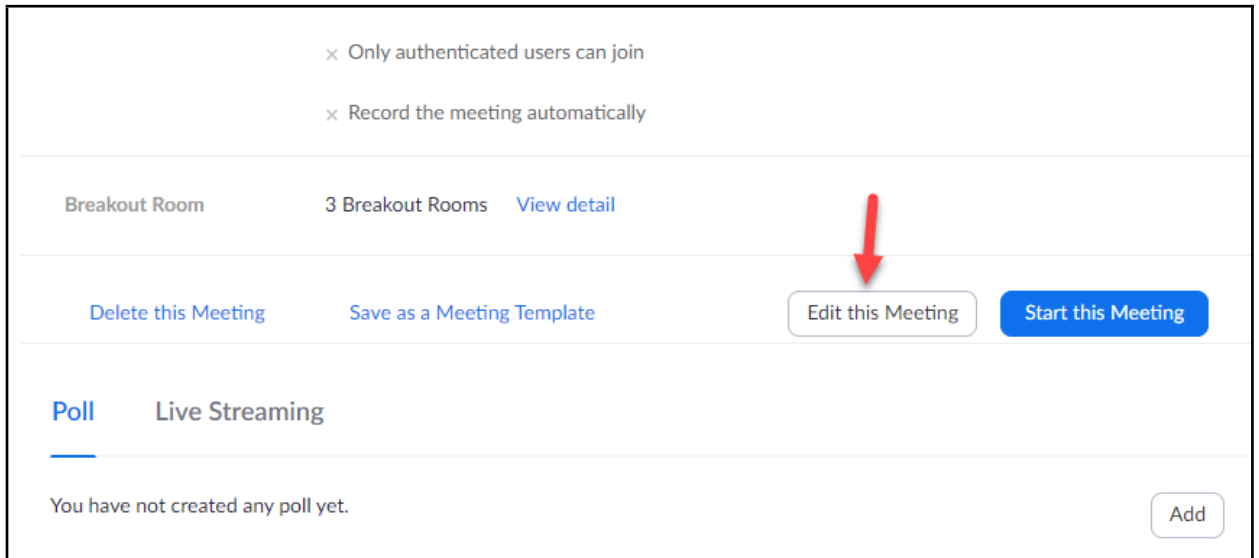


Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Te

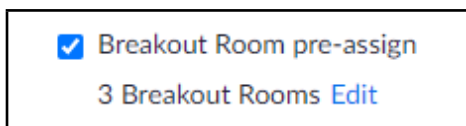
Schedule a New Meeting

Start Time ↕	Topic ↕	Meeting ID
Today 02:00 PM	My Meeting ⓘ	954 1614 7795

2. Scroll down to the bottom of the page and click **Edit this Meeting**.



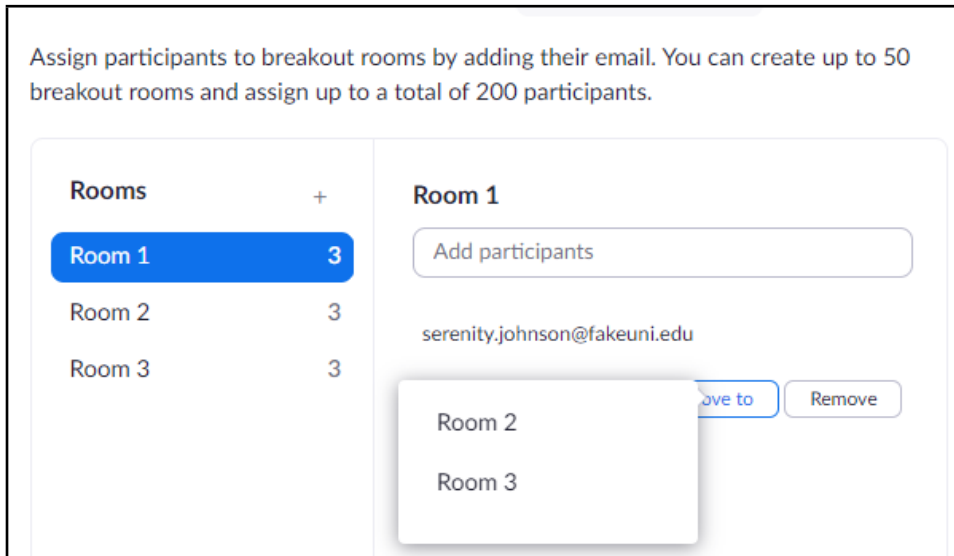
3. Click **Edit** next to the breakout rooms option.



4. If you need to change several groups, you may want to use the Import from CSV option. It will overwrite your existing groups and users. (It will not duplicate them.)

If you just need to change a few, you can hover next to a student's name and select Move to, and then choose the group you want to move them to.





You can also click Remove if the student has dropped the class or won't be available for that meeting.

5. Don't forget to click **Save** when you're done!

## Reusing breakout rooms for another Zoom meeting

There are two ways to reuse breakout rooms from previous meetings - each has some drawbacks, so that may affect your choice.

### **The easy method: editing the previous meeting**

You can edit the meeting you created and change the date (and time, if needed). The drawback to this method is that if you record the class, the previous class's recording will be overwritten. Breakout rooms are not recorded, so if the entire class is dedicated to group work, this may not be an issue for you and your students.

### **The more complicated method: using your first meeting as a template**

This method is a bit more involved, but it might work better for you if you only plan to use breakout rooms for part of the class session.

Edit the imported meeting each time you want to have group work.

Rename the Topic (Meeting Name)

Change the recurring meeting to the date and time you want to meet and then also change occurrences to 1.