Zoom Breakout Room Setup

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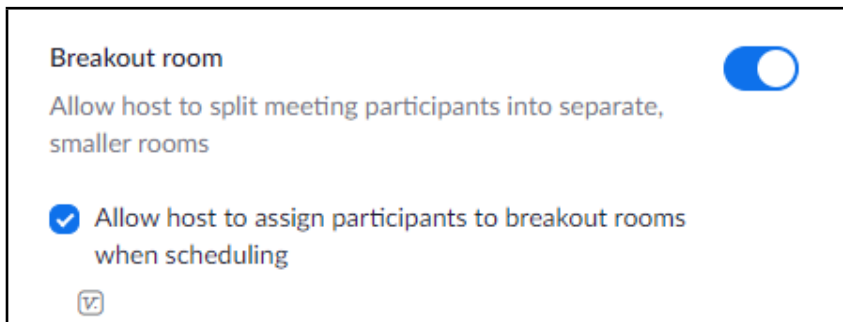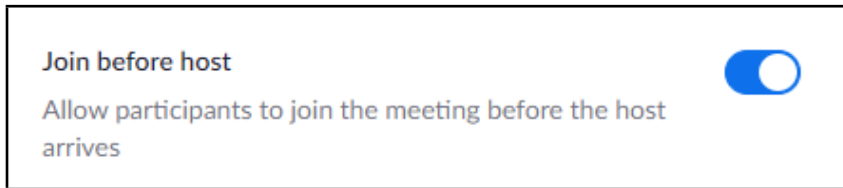
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Enable breakout rooms for your account

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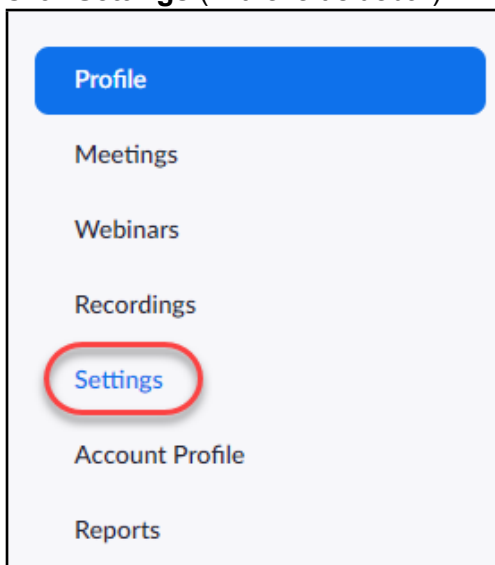
3. Make sure the "Join before host" and "Breakout room" settings are enabled. Under the "Breakout room" setting, check the box to "Allow host to assign participants to breakout rooms when scheduling".

Join before host

Allow participants to join the meeting before the host arrives

Breakout room

Allow host to split meeting participants into separate, smaller rooms

☑ Allow host to assign participants to breakout rooms when scheduling

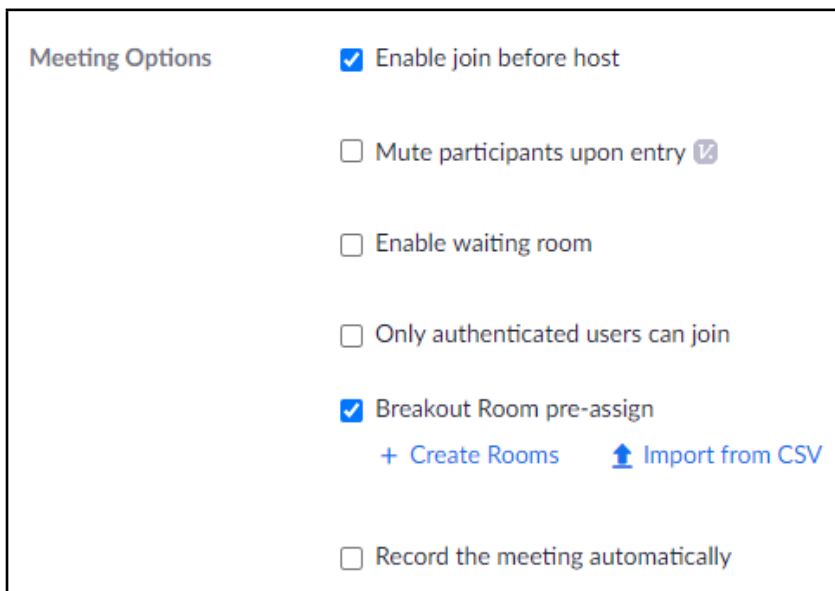## Scheduling a new meeting with breakout rooms

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**.
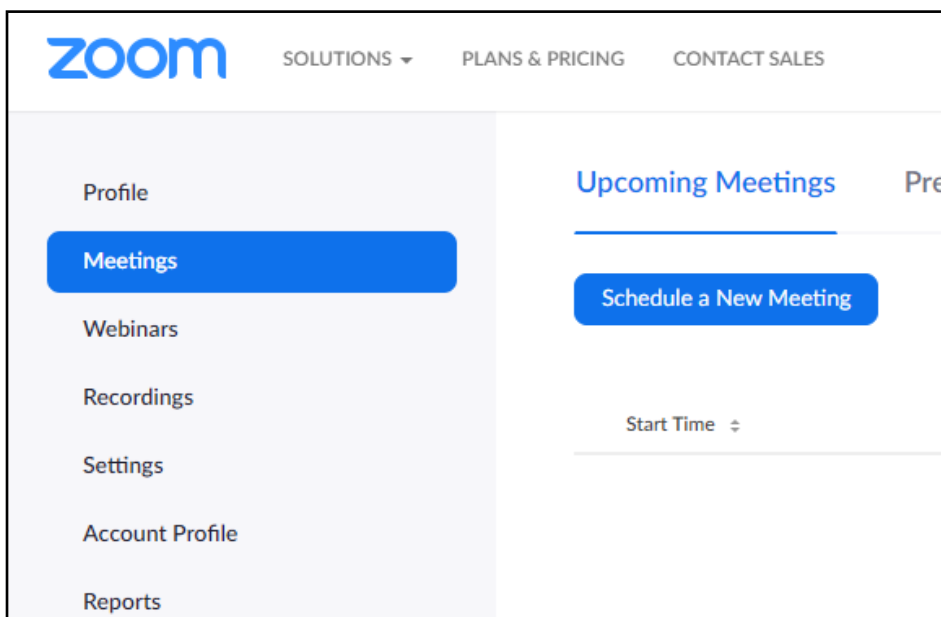
2. Give your meeting a name, like "Group Work Day", and select the date and times appropriate for your class.

3. In the **Meeting Options** section, enable "Join before host" and "Breakout Room pre-
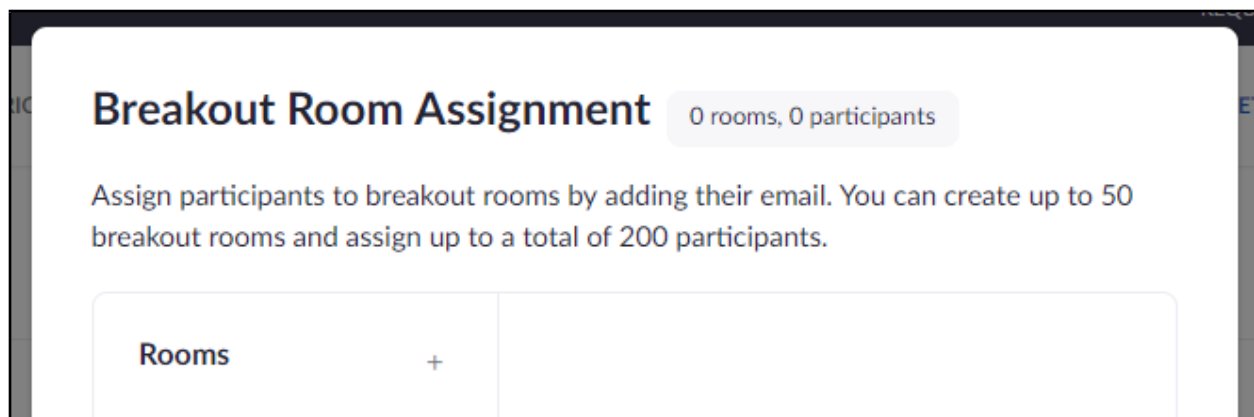
assign".

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.
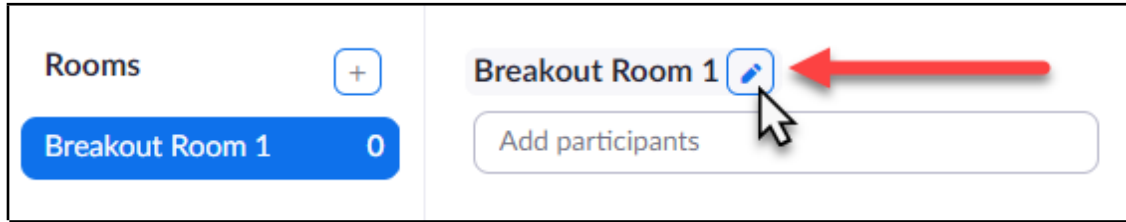
The + Create Rooms Option
A. Click on the + (plus sign) after the word Rooms:

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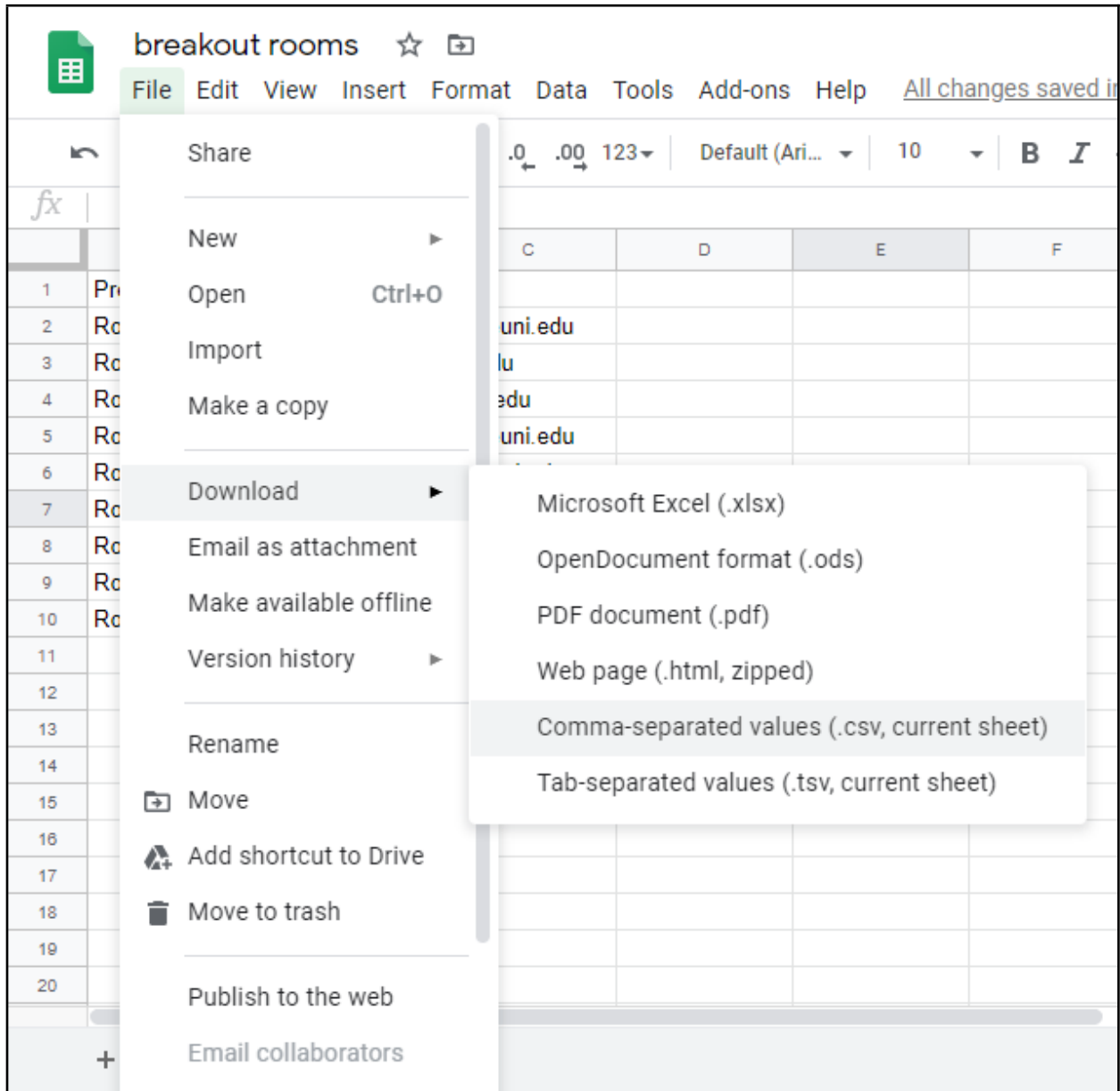
If this method seems too tedious, you may want to try the Import from CSV option.

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.
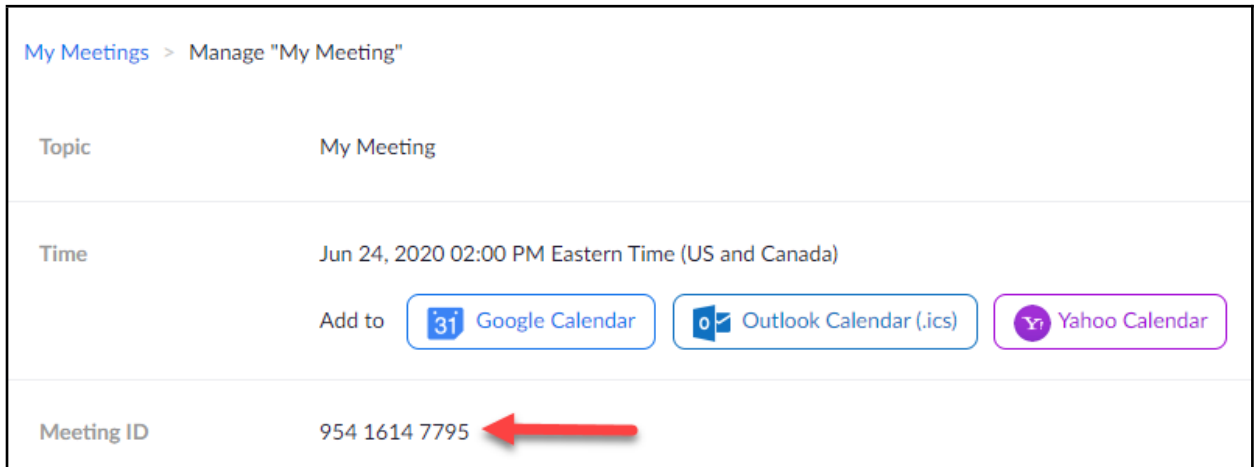

B. Go to **File**, then **Download**, then **Comma-separated values**.

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.
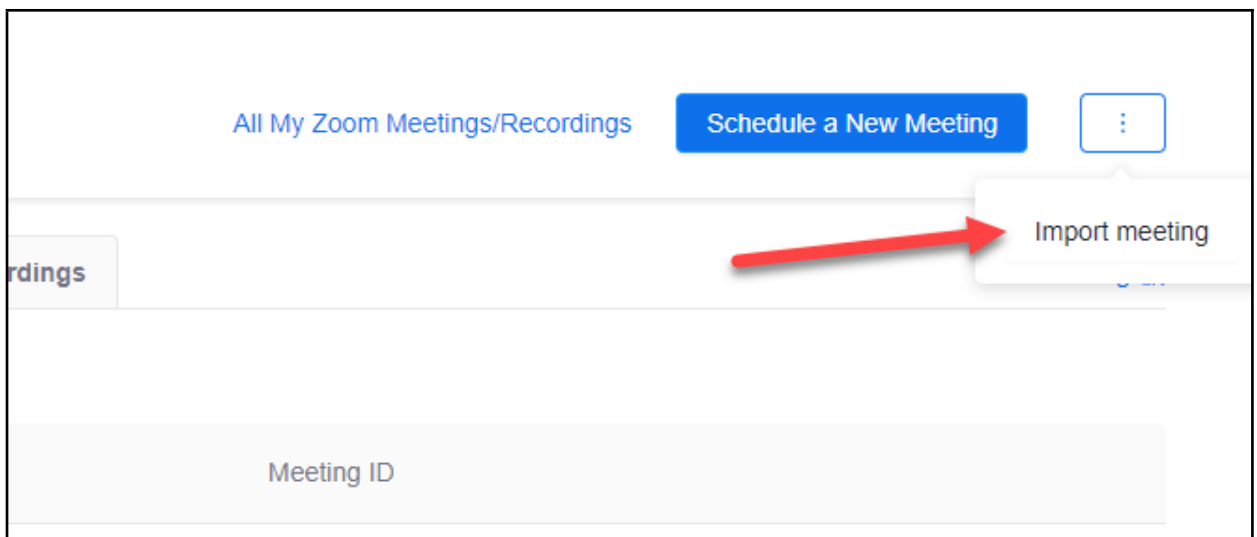
Importing your meeting into Blackboard

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**.

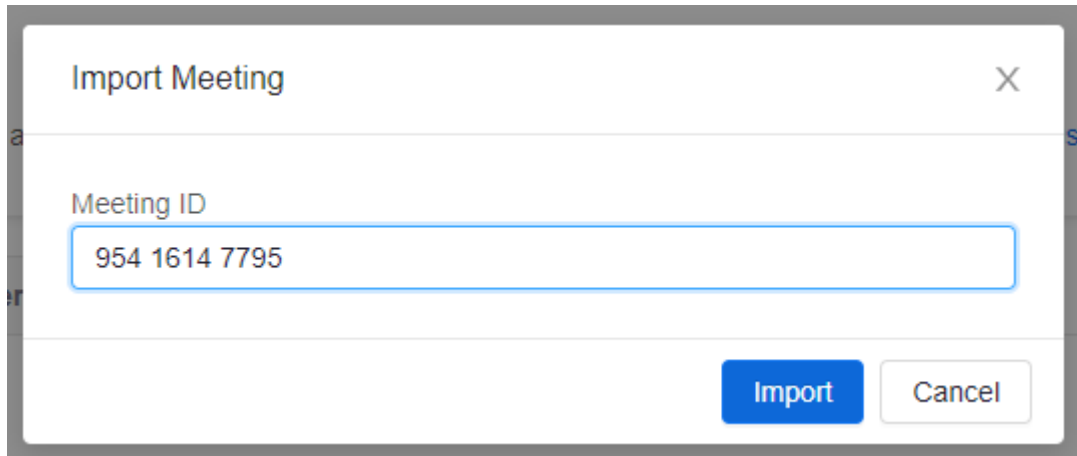3. Paste the meeting ID you copied and click **Import**.You're done!

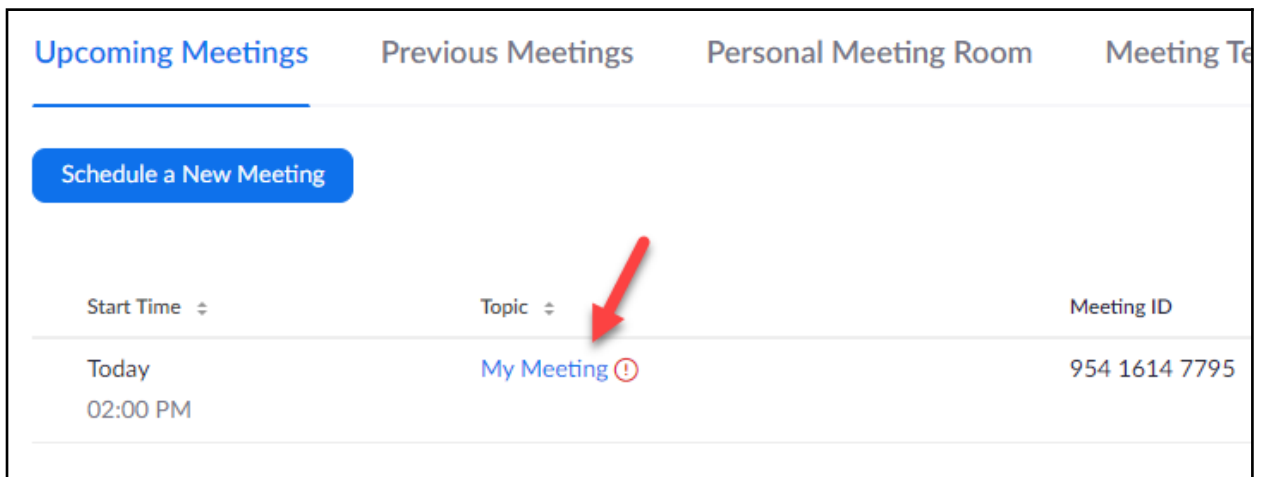

Moving students into different groups

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.
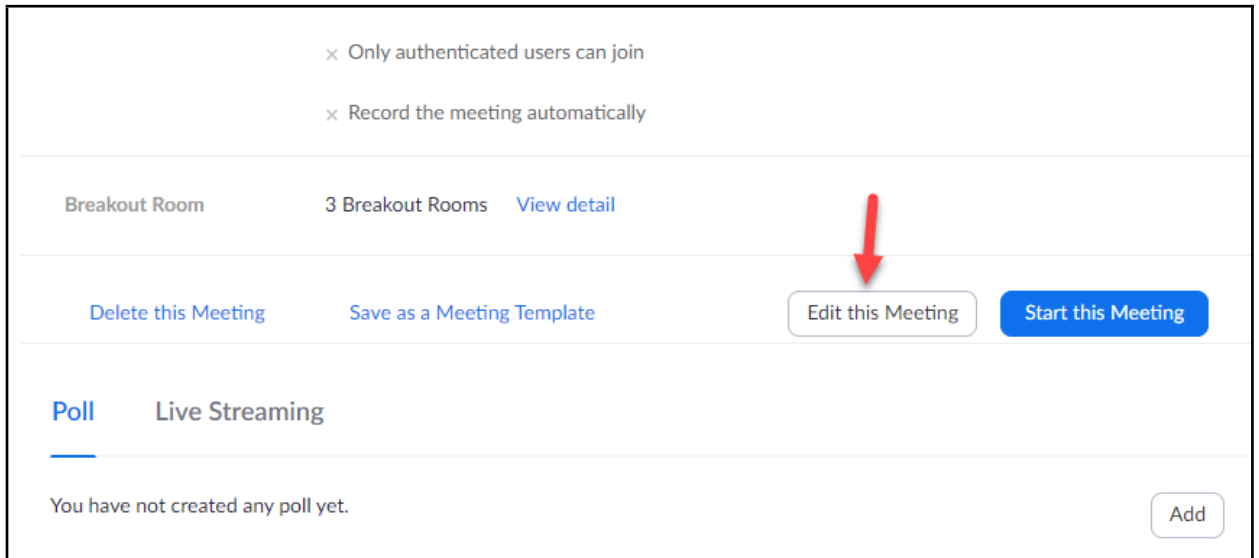

2. Scroll down to the bottom of the page and click **Edit this Meeting**.

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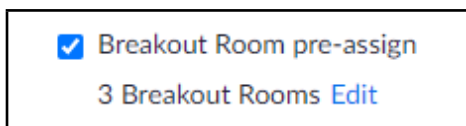
4. If you need to change several groups, you may want to use the Import from CSV option. It will overwrite your existing groups and users. (It will not duplicate them.)

   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.

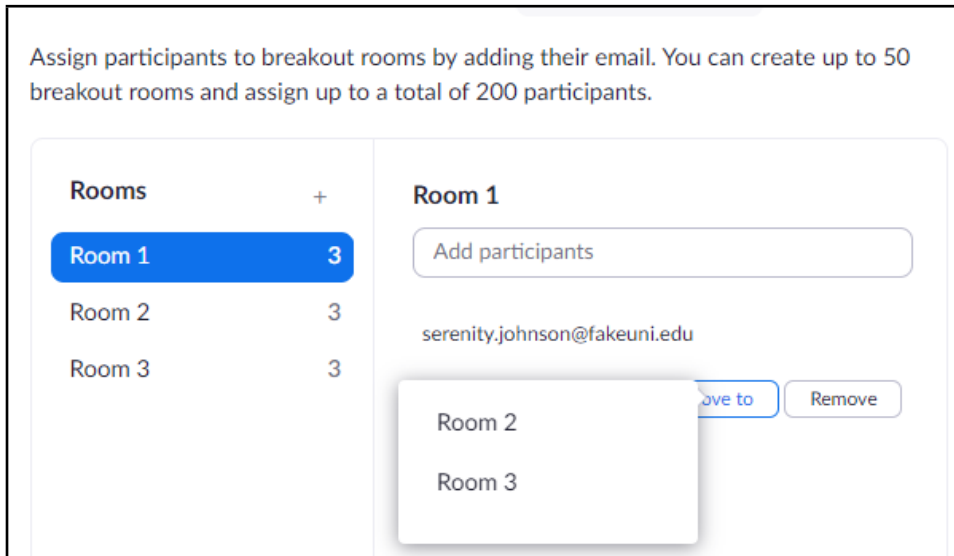5. Don't forget to click **Save** when you're done!

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.