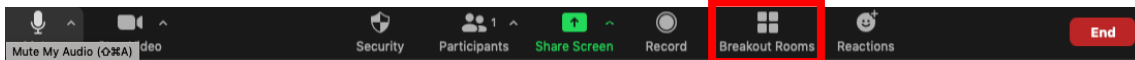# Using Zoom breakout groups during class

1. Select "**Breakout Rooms**" on the bottom of your screen .

    If you do not see the breakout rooms button, you may not have the host role. Also, make sure you can see the toolbar that also has the share screen button and chat buttons.

2. If you have already pre-assigned students to the breakout rooms (see following pages that describe how to do this), go to step 3.

    If you have not pre-assigned students to the breakout rooms, you have a choice between assigning participants automatically or manually. If you select "**automatically**" (which is recommended), students will be randomly assigned to the breakout rooms.


    To determine how many breakout rooms you need, divide the total number of students by the number of students you want in each team. For example, if you want 5 students per group and you have 140 students in your Zoom session, you would want to select 28 breakout rooms.

   Select "**Create Breakout Rooms**" (bottom of page) to save.

3. Before you open the breakout rooms, ensure that the options you want for the operation of the breakout rooms have been chosen. This includes a timer for when to automatically close the groups or having a countdown when you are calling them back to the main room.

1

4. Once you have everything set up and are ready to send students to the breakout rooms, select "**Open All Rooms**"
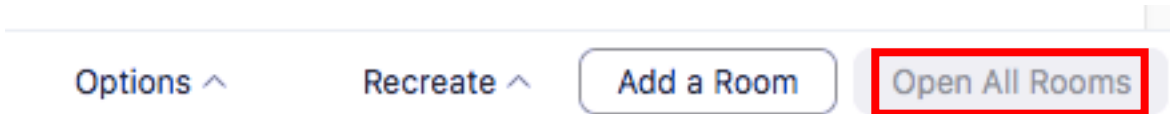

5. There might be situations where students arrive late to the meeting or a technical issue prevents them from entering their pre-assigned room. (These students will remain in the main room after you have opened the breakout rooms.) If there are participants still in the main room and have not been assigned, click on the "**Breakout Rooms**" icon, select "**assign**" and choose the breakout room you want the student to go into. Then **check** off the student's name you want to join the specific room.
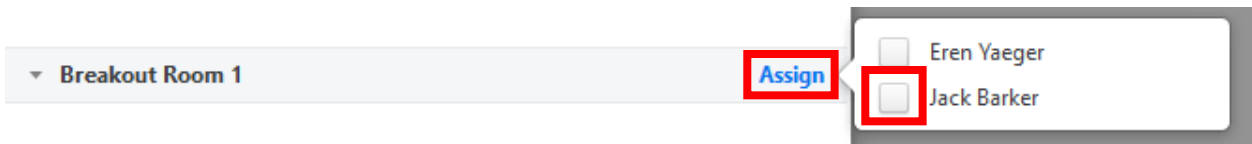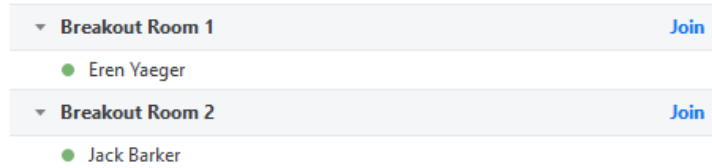

You can also use this functionality to move or exchange students in the breakout rooms.

6. There may be times you want to hop into the breakout rooms to check in on the groups. This is accomplished by selecting "**Join**" next to the name of the breakout room.
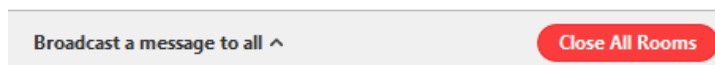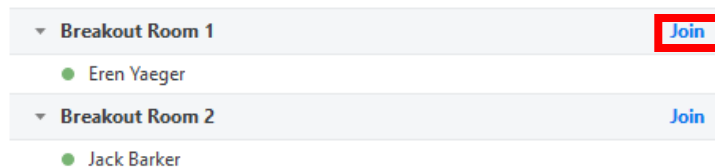
7. If you want to send the students a message before closing out the rooms, select "**Broadcast a message to all**".
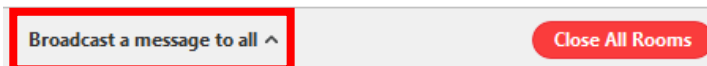
> ▾ **Breakout Room 1**   Join
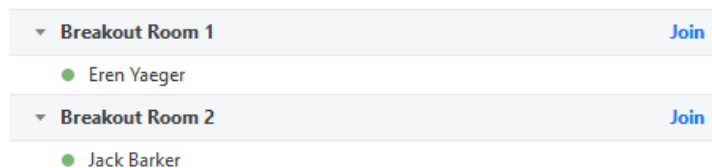>   ● Eren Yaeger
> ▾ **Breakout Room 2**   Join
>   ● Jack Barker

> **Broadcast a message to all ^**   **Close All Rooms**

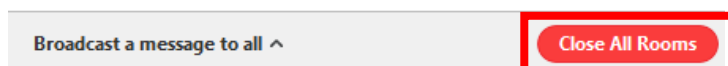8. To end the breakout session, select "**Close All Rooms**".

> ▾ **Breakout Room 1**   Join
>   ● Eren Yaeger
> ▾ **Breakout Room 2**   Join
>   ● Jack Barker

> Broadcast a message to all ^   **Close All Rooms**

Setting up Zoom for assigned breakout groups

1. In your web browser, go to "ucdenver.zoom.us"
2. Sign in using your university email credentials
3. Select "**Settings**"
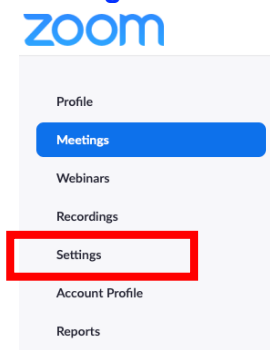
4. Select "**In Meeting (Advanced)**"
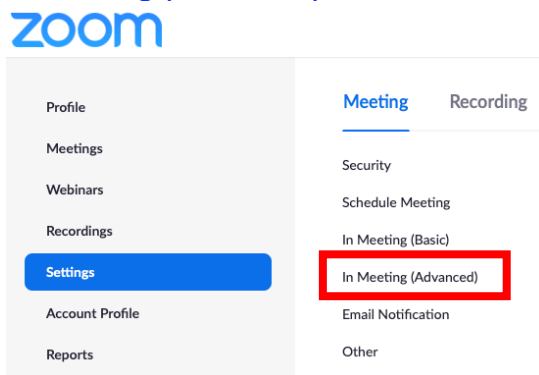
5. Activate Breakout room

6. Check "**Allow host to assign participants to breakout rooms when scheduling**"

7. You can now pre-assign students to breakout rooms when you schedule your next Zoom session.

Pre-assigning students to breakout groups in Zoom

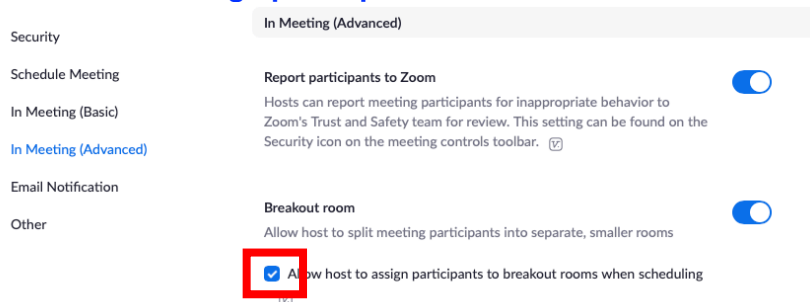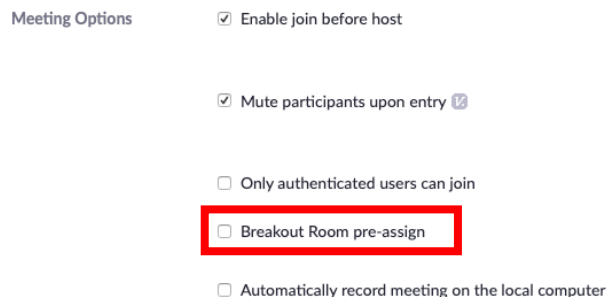1. Create an Excel CSV files (note **csv**, not xlsx) that has two columns of the pre-assigned room and the email student addresses of students assigned to the room, specifically *Pre-assign room name* (room 1, room2, room3, etc.) and *Email address* (joe.bloggs@cuanschutz.edu, jane.smith@cuanschutz.edu, etc)

Pre-assign Room Name	Email Address
room1	student@cuanchutz.edu
room1	student@cuanchutz.edu
room1	student@cuanchutz.edu
room1	student@cuanchutz.edu
room1	student@cuanchutz.edu
room1	student@cuanchutz.edu
room2	student@cuanchutz.edu
room2	student@cuanchutz.edu
room2	student@cuanchutz.edu
room2	student@cuanchutz.edu
room2	student@cuanchutz.edu
room2	student@cuanchutz.edu
room3	student@cuanchutz.edu
room3	student@cuanchutz.edu
room3	student@cuanchutz.edu
room3	student@cuanchutz.edu
room3	student@cuanchutz.edu
room4	student@cuanchutz.edu
room4	student@cuanchutz.edu

2. In your web browser, go to "ucdenver.zoom.us"

3. Sign in using your university email credentials

4. Select "**Meetings**"

ZOOM

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports
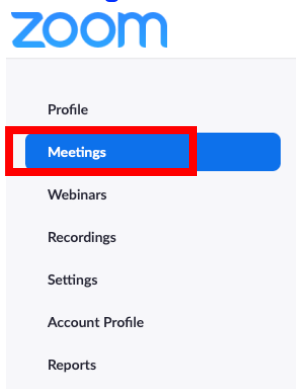
5. After scheduling the date and time of class, go down to "**Meeting options**" and check "**Breakout Room pre-assign**".

Meeting Options   ☑ Enable join before host

☑ Mute participants upon entry

☐ Only authenticated users can join

☐ Breakout Room pre-assign

☐ Automatically record meeting on the local computer

6. Select "**Import from CSV**"

☑ Breakout Room pre-assign

+ Create Rooms   ⬆ Import from CSV
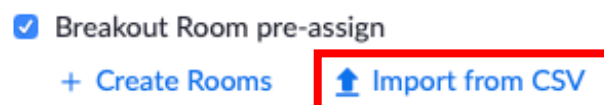
7. Upload the Excel CSV file that has the room assignments (or group names) and the email addresses of the students assigned to the room.

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to 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
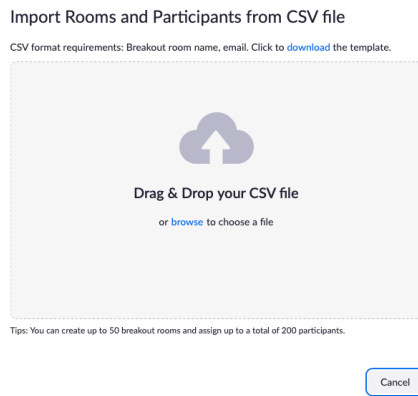
8. Select "**Save**" (bottom of page) to save class.

9. You should now be ready to have students move into a pre-assigned breakout room during this pre-scheduled Zoom session.

IMPORTANT NOTES:

A. *Students need to log into Zoom using their university credentials to enter pre-assigned rooms.* If they log in through another mechanism, they will need to be assigned manually to the breakout rooms after the other students have gone into the breakout rooms by following **step 5** of "**Using Zoom breakout groups during class**" (page 2 above).

B. *The pre-assignment needs to be established for each Zoom session that you create.*