PRE-ASSIGNING BREAKOUT ROOMS

NUIT AV & Digital Media Services

As a meeting host, you can split your meeting participants into breakout rooms when scheduling the meeting. This can be useful if you already know how you want to split up your participants.

You can also manage your breakout rooms during the meeting.

Limitations

- You can **only** pre-assign participants that have a Zoom account.
- To pre-assign **external** participants (i.e. not a member of NU), you will need to import a CSV file.
- **Up to 200** participants can be pre-assigned to breakout rooms (regardless of your maximum meeting capacity) .
- If you scheduled recurring 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.
- Breakout Rooms **cannot** be entered from **Chromebooks/Chrome OS.** (Some students/participants may be using such devices).
- Participants **will not** be pre-assigned if they join from the web client**.** (University devices should already have the app installed, or can be downloaded from the zoom website or web portal).

Signing in with Single Sign On (SSO)

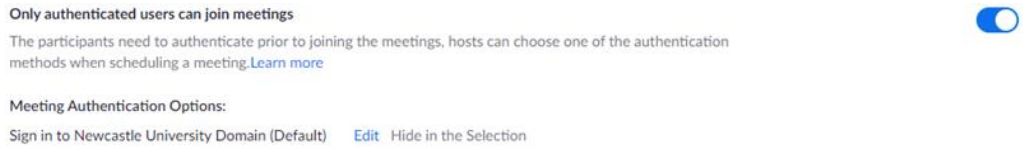
All staff and students should be **signing in via SSO** and pre-assigning breakout rooms using each participant's **@newcastle.ac.uk** email address.

Using SSO within Zoom helps to integrate your meeting schedule and other information with other apps that are linked to your @newcastle.ac.uk email, wherever and whatever you are accessing it on.

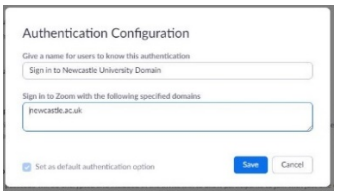
When your students/participants do the same, this eliminates any inconsistencies when pre-assigning your breakout rooms **AND** helps to make your meeting more secure. Take a look at our guide on **Signing in via SSO.**

To ensure that participants are following this, you *can* allow **Only Authenticated Users** to join your meeting, which will strictly only let anybody using their **@newcastle.ac.uk** email to enter your meetings. To do this:

- Go to **newcastleuniversity.zoom.us** > **Sign In** > **Settings** > **Security** > **Only authenticated users can join meetings**
- Enable via the toggle so it is blue on the right-hand side



- Click **Edit** under **Meeting Authentication Options** and make sure that the box only contains "newcastle.ac.uk".



- Click **Save**.

Note: There is a tick box in the **Meeting Options** when scheduling your meeting that toggles this, so **make sure it's ticked!**

As an extra precaution, it *may* be useful for you to add a **Waiting Room** to your meeting so you can monitor participants as they come in and ensure that they have entered the meeting correctly. If you're not using the Only Authenticated User option, then you can at least check to see if any of the participants are signing in as a **Guest**, which isn't good!

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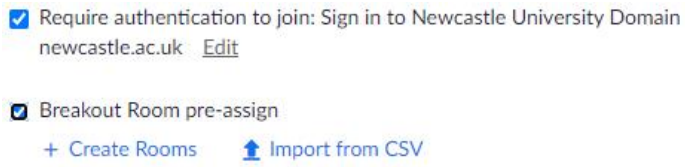
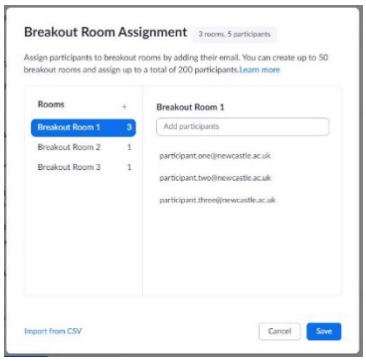
Pre-assigning Breakout Rooms in the University's Zoom Web Portal

Make sure that Breakout Rooms are **Enabled** in the Web Portal **(**newcastleuniversity.zoom.us) **Settings > Meeting > In Meeting (Advanced) >Breakout room. check that the toggle on the right-hand side is blue and that the tick box underneath is ticked.**

There are two methods to this when scheduling meetings in the web portal - via **Create Rooms** in the meeting options and **Importing from CSV**.

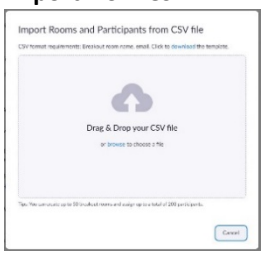


Create Rooms

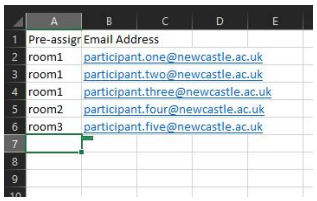


- Populate the room list via the "+" symbol.
- Add each participant by searching their name or @newcastle.ac.uk email (recommended) in the **Add Participants** box whilst having their assigned room highlighted on the left hand side. You can still rearrange them by hovering over each participants name. If Zoom cannot find the students name, it is likely that they are yet to create a Zoom account, and should do so via SSO.
- Once you're finished, click **Save**, and then **Save** again at the bottom of the schedule meeting page.

Import from CSV



Download a **template** from the first window. It'll open up in Excel (Windows) or Numbers (Mac).



	A	B	C	D	E
1	Pre-assigr	Email Address			
2	room1	participant.one@newcastle.ac.uk			
3	room1	participant.two@newcastle.ac.uk			
4	room1	participant.three@newcastle.ac.uk			
5	room2	participant.four@newcastle.ac.uk			
6	room3	participant.five@newcastle.ac.uk			
7					
8					
9					

The spreadsheet consists of two columns - one for the breakout room name/number and one for each participant's email address.

- Fill the form out as shown
- **Save** the file
- Re-upload the file using the **Drag & Drop** window in the web portal.
- Click **Save**. Zoom will then confirm that each participants email that you've entered has a Zoom account associated with it. Remember to **Save** your scheduled meeting!

This method is useful when pre-assigning different breakout room configurations with the same list of participants over multiple meetings. Save versions of the CSV template for each group of participants you may commonly need to upload!

Note: You **cannot** pre-assign breakout rooms when scheduling a meeting within Canvas. Once you have scheduled a meeting in Canvas, head to the web portal, go to edit your meeting and pre-assign from there.

Opening Breakout Rooms within your Meeting

As the main host and **only when all of you participants are present**, head to the **Breakout Rooms** menu in the meeting controls. A list of your breakout rooms and their participants will show here. You can edit your meeting options if you need to from here, and when you're ready click **Open All Rooms**.

Once open, If you've made adjustments to your breakout rooms or a participant is not automatically assigned, click **Recover to pre-assigned breakout rooms.** You will need to close all rooms before you can do this.

Summary

- Ensure that Breakout Rooms are **enabled** in the web portal.
- Make sure that you and your participants are all signing in via **SSO** .
- Only use participants' **@newcastle.ac.uk email address** when pre-assigning breakout rooms.
- Use **Only Authenticated Users** and/or a **Waiting Room** with your meeting.
- Pre-assign in the web portal using the **Create Rooms** or **Import from CSV** methods. Remember the **CSV template** is useful with using pre-saved lists of participants.
- **Breakout Rooms cannot be pre-assigned in canvas.**
- Only open the **Breakout Rooms menu** when all participants are present.
- Finalise, edit and Recover your breakout rooms from within the meeting controls.