How to pre-populate Break-Out Rooms in Zoom

You may want to allocate your student cohort into Breakout Rooms prior to your online session. This maybe because you want students to re-use the groups week after week (help students develop working relationships) or because you want to curate the Breakout Room groups to ensure a good mix of students (gender splits, home vs overseas etc..)

Alternatively, you may just want to randomdly assign students to groups each week and this is very simple to do on-the-fly. You can of course allocate specific students into specific groups on-the-fly but for larger classes this will be very time consuming so pre-defining the groups will be a big advantage.

How to Pre-Define Break-Out Groups and add students

Participants (students) must be signed into a University Zoom account and using the Zoom app rather than the web browser to access the session. If these conditions are met it is possible to pre-assign participants to breakout rooms in advance of a zoom session.

To ensure this process works you should inform students to download the zoom app (using their university email account) in advance of teaching activities.

To pre-define the Breakout Rooms you will need a list of all the email addresses of your students.

Step 1 – Request List of cohort email addresses
Your discipline Teaching and Learning office will be able to supply you with an excel file listing all your students by email address. This information should be transferred person-to-person in a GDPR compliant way.

You must make this request at least 5 working days before your Zoom session in order to give staff the time to create this spreadsheet.

Step 2 – Open file in Excel and add Room names
Once you have received an excel spreadsheet containing the student names you can now add another column and move it to column 1 (Column 2 should now be the column of student emails). Add the title of your Breakout Rooms into Column 1.

Your spreadsheet should like this...

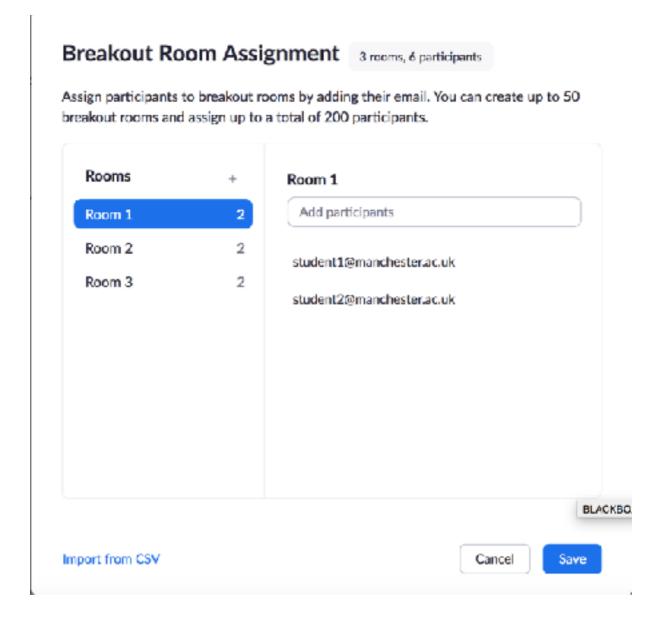|	A	B	C
1	Pre-assign **Room Name**	**Email Address**	
2	Room 1	student1@manchester.ac.uk	
3	Room 1	student2@manchester.ac.uk	
4	Room 2	student3@manchester.ac.uk	
5	Room 2	student4@manchester.ac.uk	
6	Room 3	student5@manchester.ac.uk	
7	Room 3	student6@manchester.ac.uk	
8			
9			

Save the spreadsheet as a .csv file

Step 3 – Access your Zoom account

Sign in to your Zoom account at https://zoom.us/signin
You will now need to schedule the zoom session you want to allocate the pre-defined groups to.
Click on **Meetings** and then **Schedule a Meeting,** entering the relevant dates and time sand set-up information. In the meeting Options section tick the box **Breakout Room pre-assign.** Select the **Import From CSV** option and upload your previously saved csv file.

You can now see the pre-define rooms and members,

Breakout Room Assignment   3 rooms, 6 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.

Rooms	+	Room 1
Room 1	**2**	Add participants
Room 2	2	
Room 3	2	student1@manchester.ac.uk
		student2@manchester.ac.uk

BLACKBO

Import from CSV   Cancel   Save

Click on **Save** and then scroll to the bottom of the page and click **Save** again.

You have now completed the process.

Once you start this zoom session you will have the option to use these Breakout rooms by clicking on the **Break Out Rooms** button in zoom

Breakout Room pre-assign