Zoom Breakout Room Pre-assign Settings and Meeting Options
Breakout Rooms: Settings

Breakout Rooms must first be enabled:
unc.zoom.us | Settings
Breakout Rooms: Pre-assigning

Pre-assigning Rooms

– HURDLE #1: Adjusting meeting options
– HURDLE #2: Creating room assignment spreadsheet
– HURDLE #3: Orient students to proper log-in

• Plan for low-stakes testing during class; it likely won’t work perfectly the first time!
• Participants must be in your zoom sub-account. Some professional schools have distinct zoom sub-accounts from that of the College of Arts and Sciences for example.
Breakout Rooms: Tech Hurdle #1

Pre-assign Meeting Options

1. unc.zoom.us
2. Meeting Options
3. Recommended: Do not require Registration
4. Only authenticated users can join
5. UNC Zoom SSO (use when pre-assigning breakout rooms)
Breakout Rooms: Tech Hurdle #1

Pre-assign Meeting Options
1. unc.zoom.us
2. Meeting Options
3. Recommended: Do not require Registration
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5. UNC Zoom SSO (use when pre-assigning breakout rooms)
6. Breakout room pre-assign
Breakout Rooms: Tech Hurdle #1

+ Create Rooms

*(not recommended)*

- **Name:** First Last, First Last, …

- **Email:** onyen@email.unc.edu
  - no aliases; replace other domains such as *live*, *med*, etc., with *email*.
Breakout Rooms: Tech Hurdle #2

Instead…
Import from CSV (recommended)
1. Click Import from CSV
2. Download the template
Breakout Rooms: Tech Hurdle #2

Import from CSV (recommended)

1. Click Import from CSV
2. Download the template
3. Column A: Pre-assign Room Name
4. Column B: Email Address
   • onyen@email.unc.edu
   • no aliases; replace other domains such as live, med, etc., with email.

* Really it must be “email”
Breakout Rooms: Tech Hurdle #2

Formatting your CSV in Excel

1. Go to the Sakai Gradebook
2. From Import/Export, click Custom Export
   - Only check Student ID
   - that gets you onyens...
1. Open the Sakai download in Excel

keepteaching.unc.edu
Breakout Rooms: Tech Hurdle #2

Formatting your CSV in Excel
The goal is to have each email be in the form: onyen@email.unc.edu

One possible method:
1. In the second column use
   =CONCATENATE(A2,"@email.unc.edu")

2. Drag down to replicate the function - the last column will now have all the email addresses.
3. Add that list to your Zoom csv template with the rooms and names
4. Organize your rooms as desired
5. Upload into Meeting Options | Pre-assign Breakout Rooms
Breakout Rooms: Tech Hurdle #3

Proper Zoom Login

Using the wrong account

Many users do not realize they are using a free zoom account or a different, non-UNC licensed zoom account.

Users must be logged-in through their licensed UNC account
Breakout Rooms: Tech Hurdle #3

Proper Student Login

1. Launch Zoom
2. If you are prompted to *Sign In*, skip to step 3.

Otherwise, click your user icon on the upper right and click Switch Account.
Breakout Rooms: Tech Hurdle #3

Proper Student Login

3. Click Sign-in with SSO

4. Enter "unc," and click Continue

5. Sign-in with your ONYEN and password if prompted to do so.
Breakout Rooms: Pre-assigning

To review…

– HURDLE #1: Adjusting meeting options
– HURDLE #2: Creating room assignment spreadsheet
– HURDLE #3: Orient students to proper log-in

• Plan for low-stakes testing during class; it likely won’t work perfectly the first time!
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That’s it!

Remember to test in a low-stakes situation.