

Zoom Breakout Room Pre-assign Settings and Meeting Options

kepteaching.unc.edu



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Breakout Rooms: Settings

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



In Meeting (Advanced)

Breakout room

Allow host to split meeting participants into separate, smaller rooms



- Allow host to assign participants to breakout rooms when scheduling



Breakout Rooms: Pre-assigning

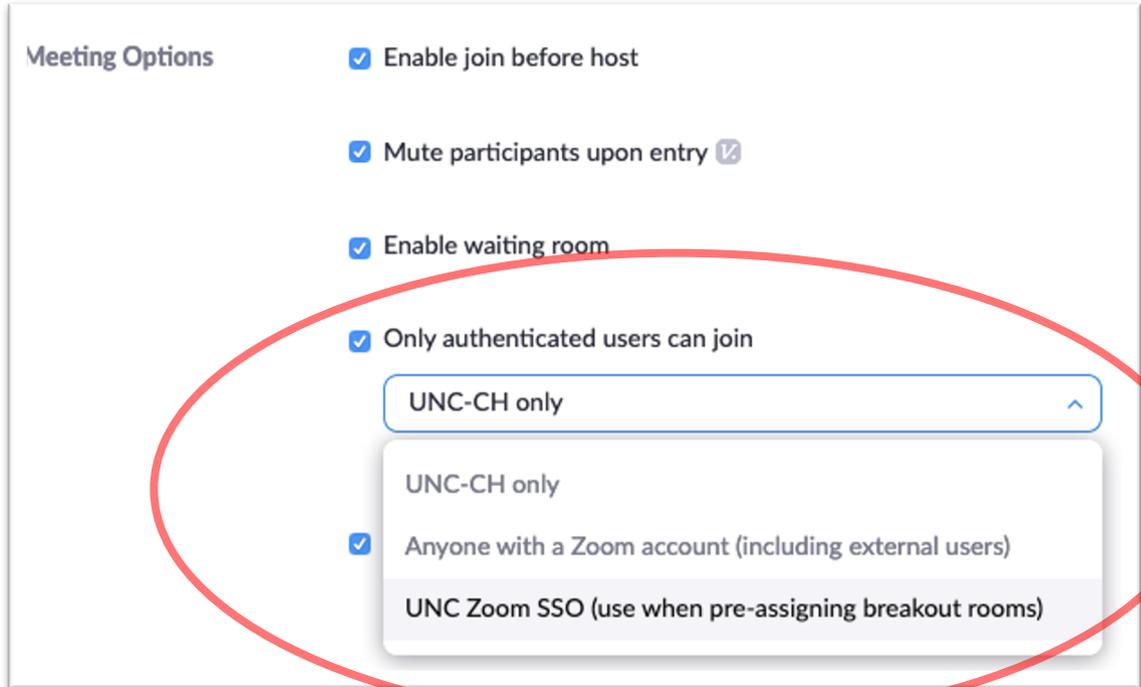
Pre-assigning Rooms

- 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)*



The screenshot shows the 'Meeting Options' interface in Zoom. A red circle highlights the 'Only authenticated users can join' option, which is currently selected. Below this option, a dropdown menu is open, showing three choices: 'UNC-CH only', 'Anyone with a Zoom account (including external users)', and 'UNC Zoom SSO (use when pre-assigning breakout rooms)'. The 'UNC Zoom SSO' option is highlighted in grey, indicating it is the recommended selection for pre-assigning breakout rooms.

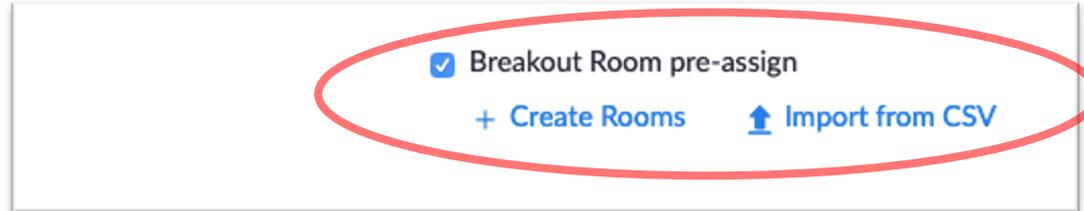
Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
 - UNC-CH only
 - UNC-CH only
 - Anyone with a Zoom account (including external users)
 - 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 Room Assignment

0 rooms, 0 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 +

No Groups

Add a room by clicking +

[Import from CSV](#) Cancel Save

Breakout Rooms: Tech Hurdle #2

Instead...

Import from CSV

(recommended)

1. Click [Import from CSV](#)
2. Download the [template](#)

Breakout Room pre-assign

+ [Create Rooms](#)

[↑ Import from CSV](#)

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

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”



A1	Pre-assign Room Name		
	A	B	C
1	Pre-assign Room Name	Email Address	
2	room1	test1@xxx.com	
3	room1	test2@xxx.com	
4	room2	test3@xxx.com	
5	room2	test4@xxx.com	
6	room3	test5@xxx.com	
7	room3	test6@xxx.com	
8			

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

GRADEBOOK

Grades **Import / Export** Permissions Settings

Export

Export your Gradebook as a .csv file in order to

[Export Gradebook](#) [Custom Export](#)

Customized export options are available. Student Name and ID conventions are followed.

<input checked="" type="checkbox"/> Student ID	<input type="checkbox"/> Gradebook Item Scores
<input type="checkbox"/> Student PID	<input type="checkbox"/> Gradebook Item Comments
<input type="checkbox"/> Student Name	<input type="checkbox"/> Course Grade
<input type="checkbox"/> Student Display ID	<input type="checkbox"/> Calculated Course Grade
<input type="checkbox"/> Last Log Date	<input type="checkbox"/> Grade Override

Filter by group/section

All Sections/Groups

[Download Custom Export](#) [Cancel](#)

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**

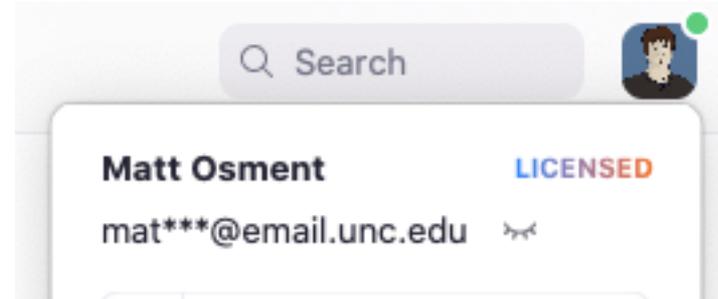
Breakout Rooms: Tech Hurdle #3

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

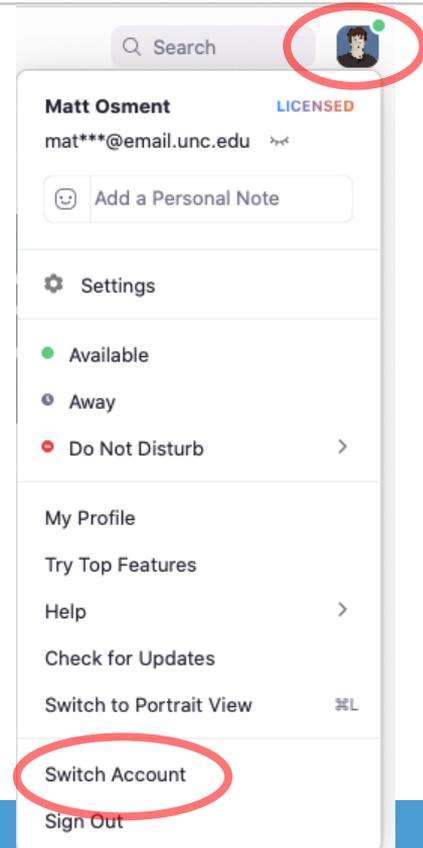


Breakout Rooms: Tech Hurdle #3

Proper Student Login

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

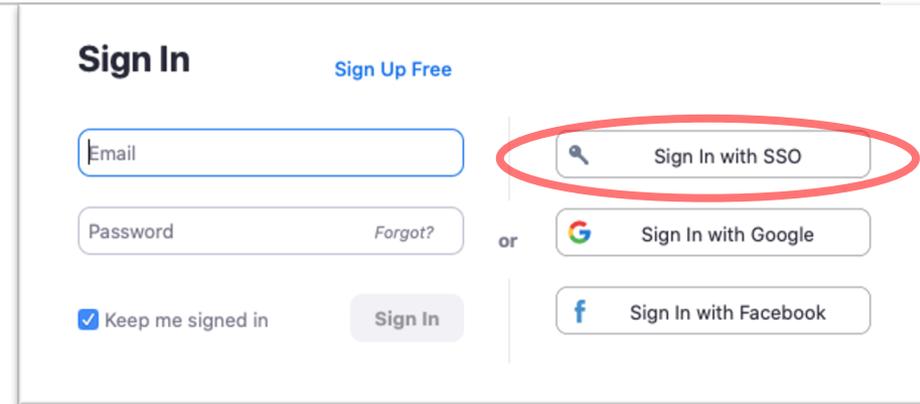
Otherwise, click your user icon on the upper right and click Switch Account.



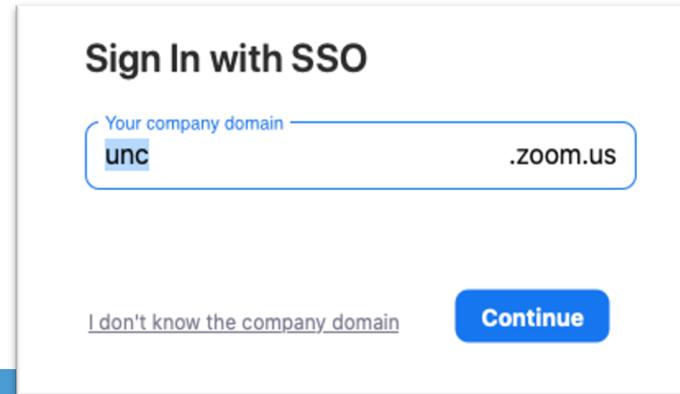
Breakout Rooms: Tech Hurdle #3

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.



The screenshot shows a sign-in interface. On the left, there are fields for 'Email' and 'Password', a 'Forgot?' link, a checked 'Keep me signed in' checkbox, and a 'Sign In' button. On the right, there are three buttons: 'Sign In with SSO' (circled in red), 'Sign In with Google', and 'Sign In with Facebook'. A 'Sign Up Free' link is located at the top right.



The screenshot shows the 'Sign In with SSO' page. It features a text input field labeled 'Your company domain' with the text 'unc' entered and '.zoom.us' as a placeholder. Below the input field is a link that says 'I don't know the company domain' and a blue 'Continue' button.

Breakout Rooms: Pre-assigning

To review...

- HURDLE #1: **Adjusting meeting options**
 - HURDLE #2: **Creating room assignment spreadsheet**
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- 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.

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