

Preassigning participants to breakout rooms

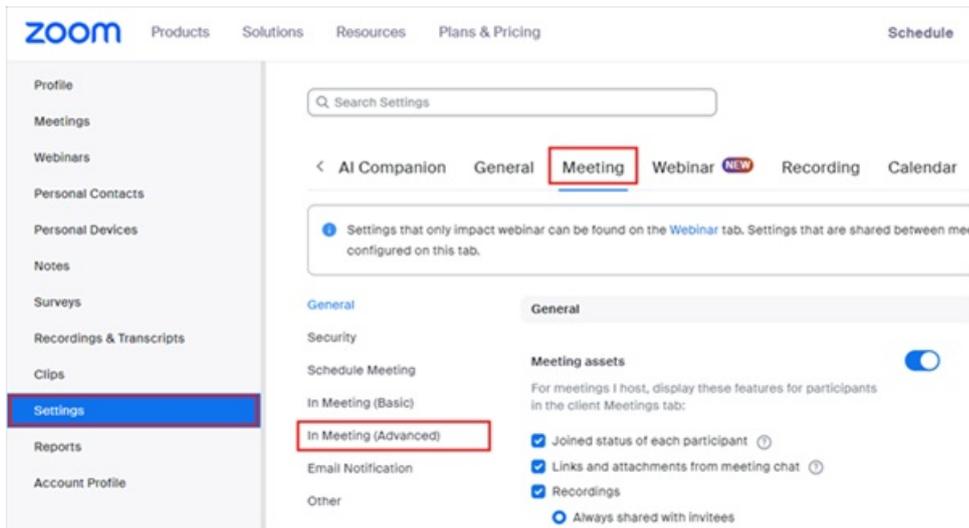
Last Modified on 28/10/2024 4:43 pm HKT

Introduction

While you can [manage your breakout rooms](https://support.zoom.us/hc/en-us/articles/206476313) during the meeting (or allow your [participants to choose room](https://support.zoom.us/hc/en-us/articles/115005769646)), as the meeting host, you can plan ahead and assign your meeting participants into specific breakout rooms before your ZOOM meeting starts.

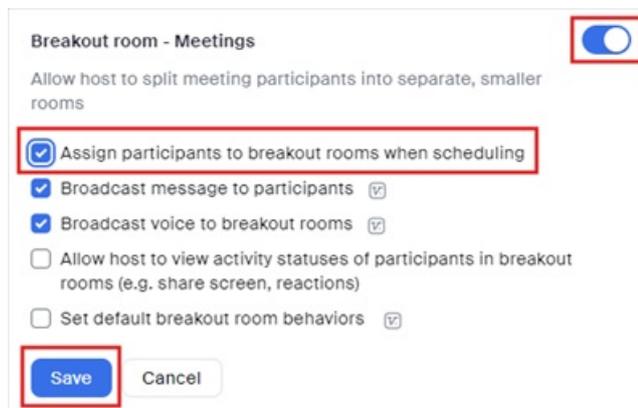
Steps

1. Access CUHK Zoom web portal (<https://cuhk.zoom.us>) > Settings > Meeting > In Meeting (Advanced).



2. Make sure the following options have been enabled or selected:

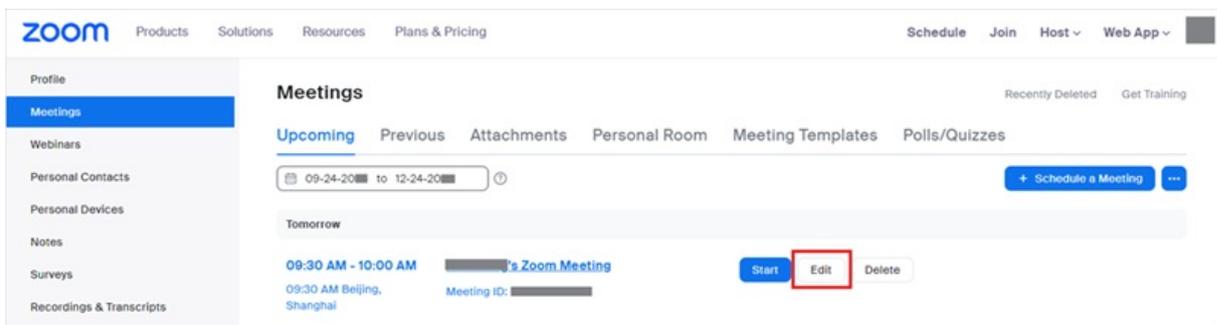
- Enable **Breakout room – Meetings**
- Check **Assign participants to breakout rooms when scheduling**
- **Save** the changes



3. If you have a scheduled meeting, go to Meetings > Roll over one of your scheduled meetings > **Edit**.

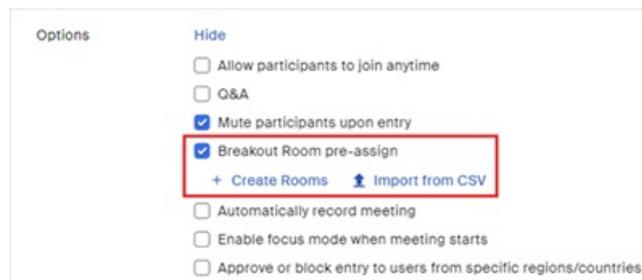
Questions: elarning@cuhk.edu.hk

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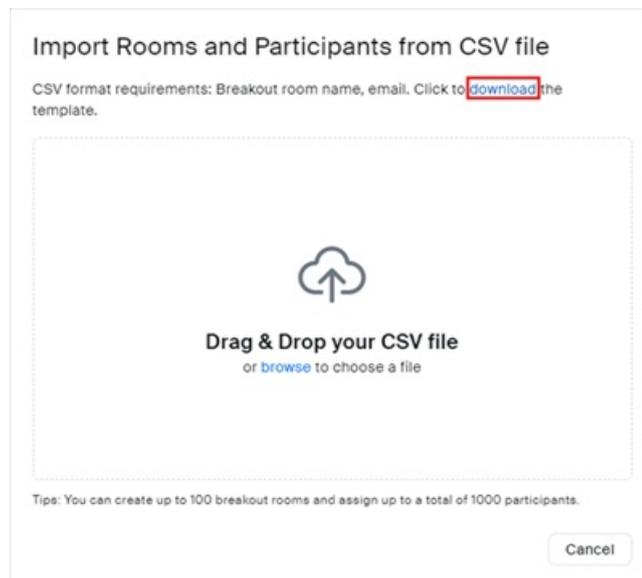


Note: If you do not have a scheduled meeting, *schedule a meeting* (<https://support.zoom.us/hc/en-us/articles/201362413>) now.

4. Go to Options > Show > Check **Breakout Room pre-assign** > Import from CSV.



5. Click **download** to download a sample CSV file.



6. Edit the CSV file with spreadsheet software (such as Microsoft Excel):
- Fill in the **Pre-assign Room Name** column with the breakout room name.
 - Fill in the **Email Address** column with the assigned participant's email address.
 - Note: For CUHK students, please input **Student-ID@link.cuhk.edu.hk**, instead of **alias@link.cuhk.edu.hk** ().
 - **Save** the file.

	A	B	C
1	Pre-assign Room Name	Email Address	
2	room1	0000@link.cuhk.edu.hk	
3	room1	0001@link.cuhk.edu.hk	
4	room2	0002@link.cuhk.edu.hk	
5	room2	0003@link.cuhk.edu.hk	
6	room3	0004@link.cuhk.edu.hk	
7	room3	0005@link.cuhk.edu.hk	
8			

7. Drag and drop the CSV file or **browse** to choose the file on the web portal.

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 100 breakout rooms and assign up to a total of 1000 participants.

Cancel

8. The participants are assigned to the Breakout Rooms, click **Save** to confirm.

Breakout Room Assignment 3 rooms, 6 participants

Tips: You can create up to 100 breakout rooms and assign up to a total of 1000 participants.

Rooms +

room1	2
room2	2
room3	2

room1

Add participants

0001@link.cuhk.edu.hk

0000@link.cuhk.edu.hk

Import from CSV

Save
Cancel

9. You can see that Breakout Rooms are created, click **Save** to save changes.

Options

Hide

- Allow participants to join anytime
- Q&A
- Mute participants upon entry
- Breakout Room pre-assign
- 3 Breakout Rooms [Edit](#)
- Automatically record meeting
- Enable focus mode when meeting starts
- Approve or block entry to users from specific regions/countries

Alternative Hosts

Allow alternative hosts to add or edit polls

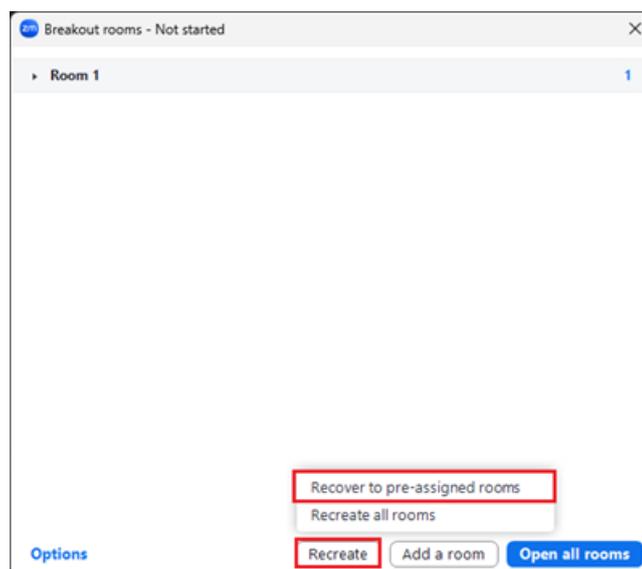
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Save Cancel

Reminders

- Pre-assign students to Breakout Rooms with **StudentID@link.cuhk.edu.hk** (instead of alias@link.cuhk.edu.hk).
- Set the meeting to **“Only authenticated users can join meetings: CUHK only”**. Participants (students) will then need to use **StudentID@link.cuhk.edu.hk** to join the meeting and be assigned to the breakout rooms.
- Check the **prerequisites** for participating and managing Breakout Room:
 - Zoom Help Center: [Participating breakout rooms](https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-breakout-rooms) (https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-breakout-rooms)
 - Zoom Help Center: [Managing breakout rooms](https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms) (https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms)
 - We suggest users to use the updated Desktop Client / Mobile App: Zoom: [Download Center](https://zoom.us/download) (https://zoom.us/download)
- In case you notice participants are not assigned to the rooms in the meeting, try to use **“Recover to pre-assigned rooms”** under **“Recreate”** to see if it helps. For more: Zoom Help Center: [Pre-assigning meeting participants to breakout rooms](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0061353) (https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0061353) (How to recover pre-assigned breakout rooms)



For more, please refer to Zoom Help Center: [Pre-assigning participants to breakout rooms](https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms) (https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms)

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