

# How do I create and use pre-assigned breakout rooms in Zoom?

## Tell Me

You can pre-assign breakout rooms in Zoom. It is advised that you have the latest version of Zoom installed on your computer or device. This is a multi-step process, you need to:

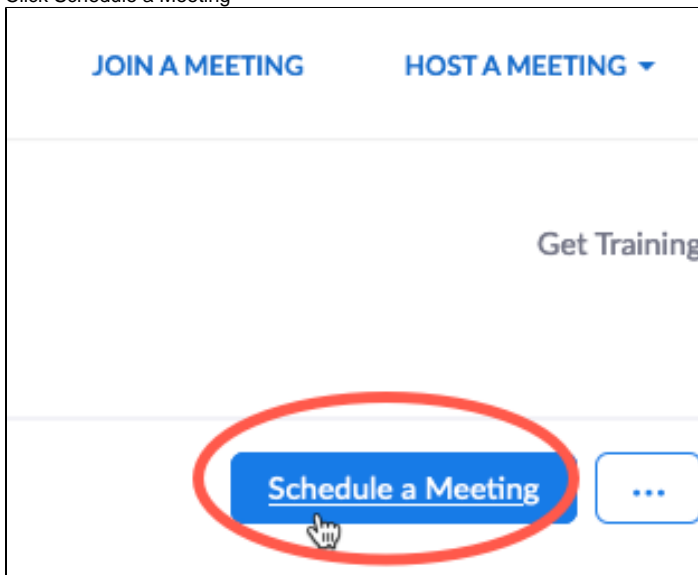
- create the Zoom meeting in the Zoom web browser, you can log in by going to [zoom.us](https://zoom.us)
- use the csv template to upload the rooms with enrollment
- copy the meeting link and add to your Canvas course calendar

When it is time for the meeting:

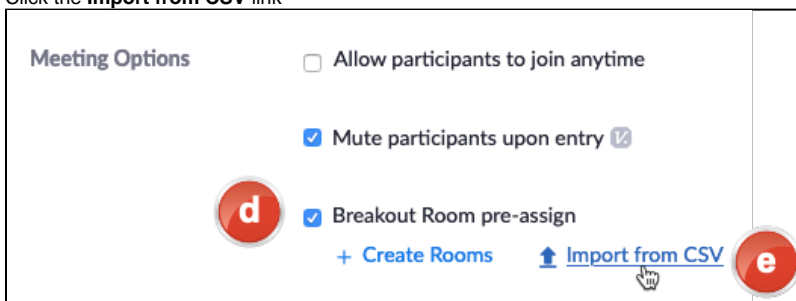
- you and your students log into the Zoom Desktop Client (Zoom app)
- Start the meeting in the Desktop Client (Zoom app)
- Students log into Canvas and click the meeting link
- at the appropriate time, start the breakout rooms

1. Create the Zoom meeting in the browser:

- a. Open [Zoom in your browser](#)
- b. Click Schedule a Meeting



- c. Fill out the form and select the options you want for your meeting
- d. In the **Meeting Options** area, select **Breakout Room pre-assign**
- e. Click the **Import from CSV** link



f. Download the template and enter your information

A	B	C
Pre-assign Room Name	Email Address	
room1	<a href="mailto:student01@uncc.edu">student01@uncc.edu</a>	
room1	<a href="mailto:student02@uncc.edu">student02@uncc.edu</a>	
room2	<a href="mailto:student03@uncc.edu">student03@uncc.edu</a>	
room2	<a href="mailto:student04@uncc.edu">student04@uncc.edu</a>	
room3	<a href="mailto:student05@uncc.edu">student05@uncc.edu</a>	
room3	<a href="mailto:student06@uncc.edu">student06@uncc.edu</a>	



**Template Column Names**

Do NOT change the name of the columns in the template file

g. Upload the template

h. Verify the room assignments and click **Save**

### 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. [Learn more](#)

Rooms		
room1	2	<input type="text" value="Add participants"/>
room2	2	student02@uncc.edu
room3	2	student01@uncc.edu

[Import from CSV](#)

i. Finish creating the meeting and save

j. Copy the **Invite Link**

The screenshot shows the Zoom meeting management interface for a meeting titled "Tuesday Section". The page includes the following details:

- Topic:** Tuesday Section
- Description:** Section AMST-3020-001 meeting times
- Time:** Mar 1, 2021 15:00 Eastern Time (US and Canada). Recurrence: Every week on Mon, until Apr 26, 2021, 9 occurrence(s). A link "Show all occurrences" is provided.
- Add to:** Buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar.
- Meeting ID:** 979 4942 3400
- Security:** Passcode is masked with asterisks and a "Show" button is next to it. There is also a "Waiting Room" option and a "Require authentication to join" checkbox.
- Invite Link:** A long URL is displayed, with a red arrow pointing to it. A "Copy Invitation" button is to the right.
- Video:** Host is On, Participant is Off.
- Audio:** Telephone and Computer Audio.

2. Add the meeting link to your Canvas course:

- a. Access your Canvas course
- b. In the **Coming Up** area, click **View Calendar**

The screenshot shows the "Coming Up" section of a Canvas course. It contains several buttons for course management:

- Import Existing Content
- Import from Commons
- Choose Home Page
- View Course Stream
- Course Setup Checklist
- New Announcement
- New Analytics
- View Course Notifications

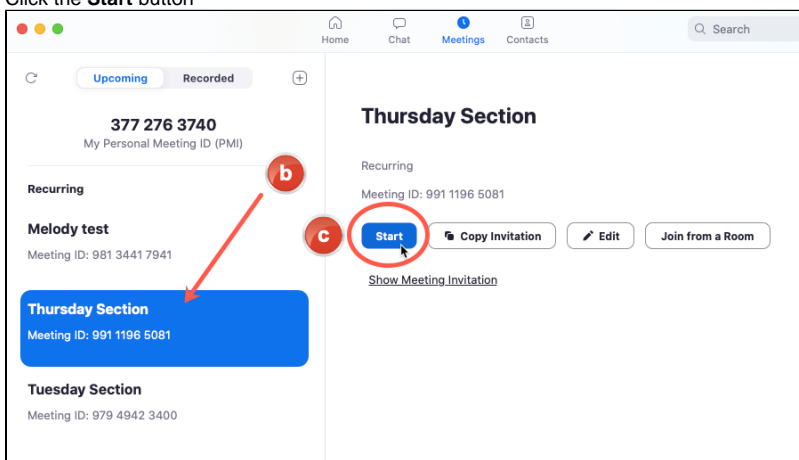
At the bottom, there is a "Coming Up" header with a calendar icon and the text "Nothing for the next week". The "View Calendar" button, which includes a calendar icon, is circled in red.

- c. Add a new event and paste the Zoom meeting link

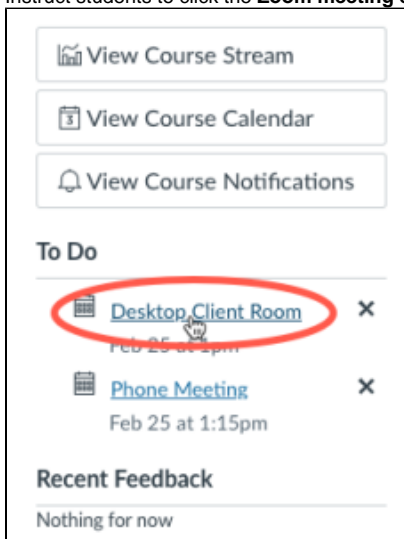
3. At the appropriate meeting time:

- a. Log into [Zoom using the Desktop Client](#), also known as the Zoom app
- b. You start the meeting by clicking on the meeting

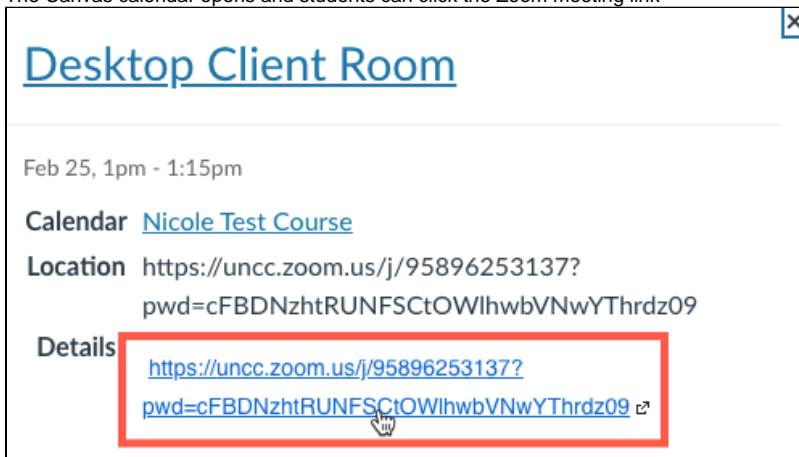
c. Click the **Start** button



- d. Instruct students to log into the Zoom Desktop Client (app)
- e. Instruct students to open a new browser tab and access your Canvas course
- f. Instruct students to click the **Zoom meeting event** in the **To Do** list



g. The Canvas calendar opens and students can click the Zoom meeting link



## Related FAQs

- [What is the participant limit on a Zoom meeting?](#)
- [What are Zoom accessibility best practices?](#)
- [How do I access the Zoom link for a session I'm training?](#)

- How does polling work in Zoom?
- What Zoom updates and news might help with using Zoom in the classroom?