Pre-Assigning Breakout Rooms Using a CSV File

Pre-assigned breakout rooms require the creation of a CSV file that will be imported into your zoom meeting.

- To download a template CSV File to work from Click Here

Step 1.   The first row of the file must be named:
  ➢ (Column A) Pre-assign Room name
  ➢ (Column B) Email Address *(insert participants/students email here)*

Important to know:

The email address must be plain text clear or all formatting.

Room names for each group must be identical including capitalization and spacing.

Because Group is capitalized in row 1 and 2 and then not in row 4 and 5 Zoom will think these are 3 different "Group 1's"
Row 6 also is missing a space between the p and 1 so Zoom will again treat this as a different group

	A	B	C	D	E
1	Pre-assign Room Name	Email Address			
2	Group 1	test1@xxx.com			
3	Group 1	test2@xxx.com			
4	group 1	test3@xxx.com			
5	group1	test4@xxx.com			
6	Group 2	test5@xxx.com			
7	Group 2	test6@xxx.com			

Step 2.   Once you have finished populating room names and email addresses the file must be saved as **xxxx.csv (Comma delimited)** format, as seen below.
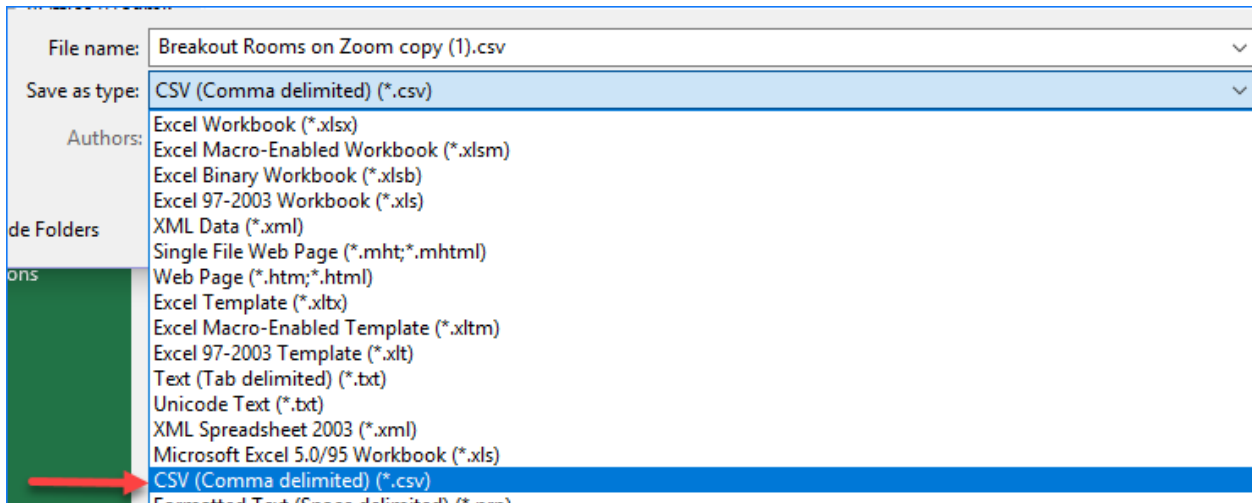
Step 3.   Additionally you will get the following pop up "Some features in your workbook might be lost if you save it as CSV (Comma delimited). Do you want to keep using that format?
  ➢ Select "Yes"
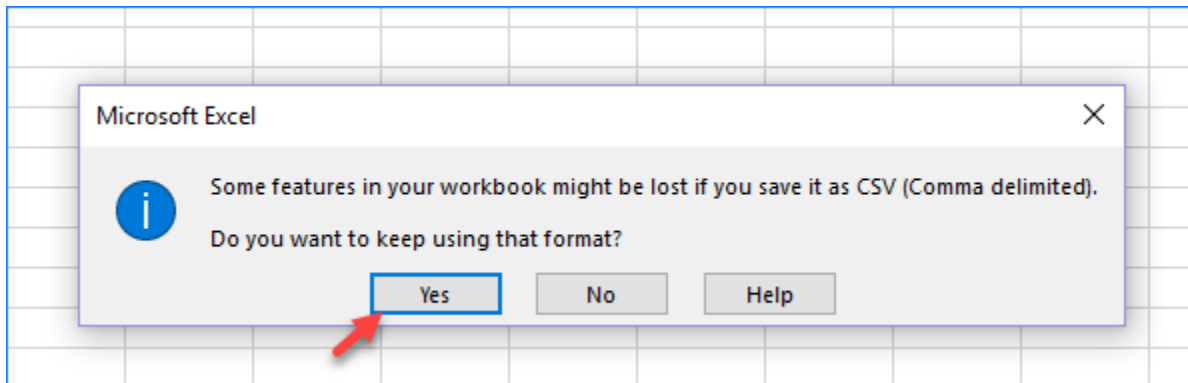
Step 4.   Sign in to the Zoom web portal- bentley.zoom.us
Step 5.   Click **Meetings** and schedule a meeting
  ➢ If you already have a meeting created you will instead select the meeting and "edit" the meeting.

Edit Meeting ✕

You are editing a recurring meeting

Do you want to edit only this meeting, or all recurring meetings?

Only this meeting   All   Cancel

Step 6.   In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Import from CSV**.

Meeting Options   ☑ Allow participants to join anytime

                           ☑ Mute participants upon entry

                           ☑ 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

Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Cancel

Step 7.   Drag and drop the file in the web portal or browse to find the file.
   ➢ Zoom will verify that the email address has a Zoom account.

NOTE: If you instead get the following screen with a message saying "Verifying email addresses of participants", this indicates a formatting error with your CSV file so you must revisit the file to check for any changes that need to be fixed. Once you fix the errors try uploading again.
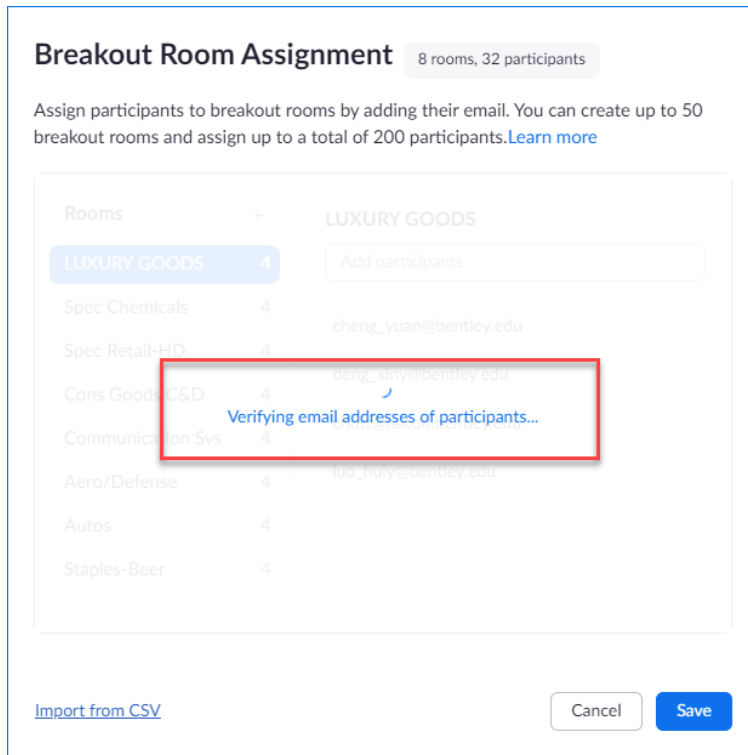
Editing breakout room assignments

If you have already pre-assigned participants to breakouts rooms, you can edit the assignments before you start the meeting.

Note: You can also manage breakout rooms during the meeting.

Step 1.   Sign in to the Zoom web portal- bentley.zoom.us
Step 2.   Click **Meetings** and click the meeting you want to edit.
Step 3.   In the **Breakout Room** section, click **View detail**.
Step 4.   Either upload a new CSV with the changes or manually move students around to different groups.

Click **Save**.

Starting a meeting with pre-assigned breakout rooms

Student must **ensure they sign in to their Bentley zoom** account before joining the meeting.

*Any participant joining the meeting just by clicking a link to join without having signed in first to bentley.zoom.us will have the word (Guest) next to their name and will not populate in their proper group.

Step 1.   Click **Breakout Rooms** in the meeting controls to access the breakout rooms

you created.
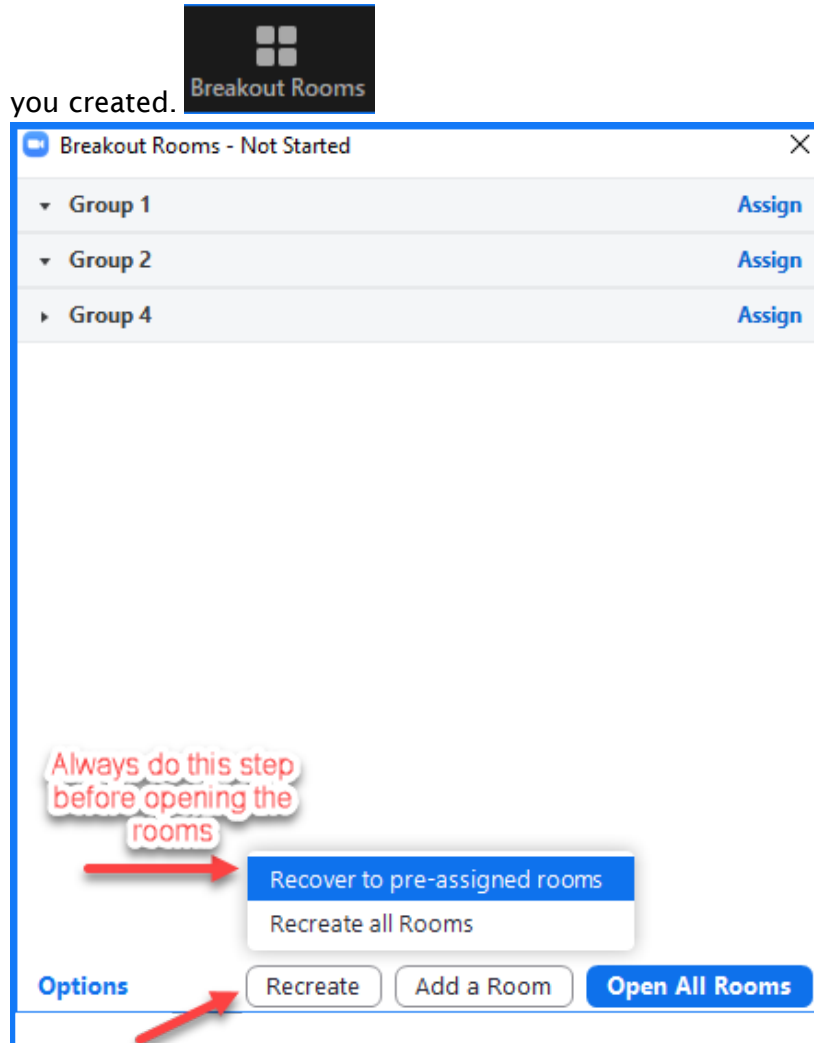
Step 2.   Click: Recreate and Recover to pre-assigned rooms
   ➢ This will ensure anyone who joined the meeting late will populate to their correct group.
Step 3.   Click **Open All Rooms** to start the breakout rooms.

NOTE: If a participant joins after you started the breakout rooms, **they won't be pre-assigned to the breakout room** you specified when scheduling the meeting.

If a participant is in their pre-assigned breakout room and they leave the meeting and rejoin, **they won't rejoin their pre-assigned breakout room**.

You can manually assign participants **using the in-meeting breakout room controls**.

Step 4.   Click **Close All Rooms** to end all breakout rooms.

For more information on Pre-Assigned Breakout [Click Here](#)