

How to Pre-Assign Breakout Rooms in Zoom

Please note: Pre-assigning breakout rooms in Zoom is unreliable and won't always work even if you do everything right.

At this time, you can only pre-assign rooms through NYU's [Zoom web interface](#).

This is the workflow to follow if you'd like to pre-assign breakout rooms.

1. Schedule a Zoom meeting in your NYU Classes course site so that the meeting will be visible to your students
2. Then go to nyu.zoom.us, login with your NetID and you should see the meeting you just scheduled in your Upcoming Meetings
3. Go to Settings. Then In Meeting (Advanced), make sure Breakout Rooms is set to "Allow host to assign when scheduling," and Save.
4. Now go back to Meetings in the menu on the upper left. Find Upcoming Meetings, click on your meeting name, scroll down and click Edit this Meeting. Under Meeting Options, check Breakout Room Pre-Assign. If you have set a recurring meeting you will have the option to edit just that meeting, or all of them.

Now you have two options:

OPTION 1: Manual Input Via Create Rooms

- Click Create Rooms.
- Click the plus icon beside Rooms to add breakout rooms.
- Hover over the default breakout room name and click the pencil icon to rename it.
- In the Add participants text box, input the participants nyu.edu (not Stern) email address to add them to the breakout room.
- Click Save.

OPTION 2: Pre-assigning participants to breakouts rooms using a CSV file

- Click Import from CSV.
- Click download to download a sample CSV file you can fill out.
- Open the CSV file with spreadsheet software like Microsoft Excel.

- Fill in the Pre-assign Room Name column with the breakout room name, and the Email Address column with the assigned participant's NYU.EDU email address, Stern email addresses won't work.
- Save the file in a .csv format
- Drag and drop the file in the web portal.

Repeat the above for each Zoom session for your course (if you want to use the same assignments in multiple meetings).

Make sure your students join with their NYU Zoom login. When using pre-assigned breakout rooms, it is essential that students join the Zoom meeting using their nyu.edu accounts so that the CSV file is able to reference their email address. If you pre-assign breakout rooms please make sure your students join the Zoom meeting through their NYU Zoom account via NYU Classes or by logging in through nyu.zoom.us.