

*Pre-assigning Students to Zoom Breakout Rooms  
Before the Meeting Begins*

Go to [usc.zoom.us](https://usc.zoom.us)\* and sign in. After you click “Schedule a Meeting,” scroll down to meeting options and select “**Breakout Room pre-assign.**”

The screenshot shows the Zoom meeting options page. Under the 'Meeting Options' section, the 'Breakout Room pre-assign' checkbox is checked. Below it, there are two options: '+ Create Rooms' and 'Import from CSV'. The 'Audio' section at the top shows 'Both' selected. The 'Alternative Hosts' section has a text input field with the placeholder 'Example: mary@company.com, peter@school.edu'. At the bottom, there are 'Save' and 'Cancel' buttons.

There are two ways to add breakout rooms:

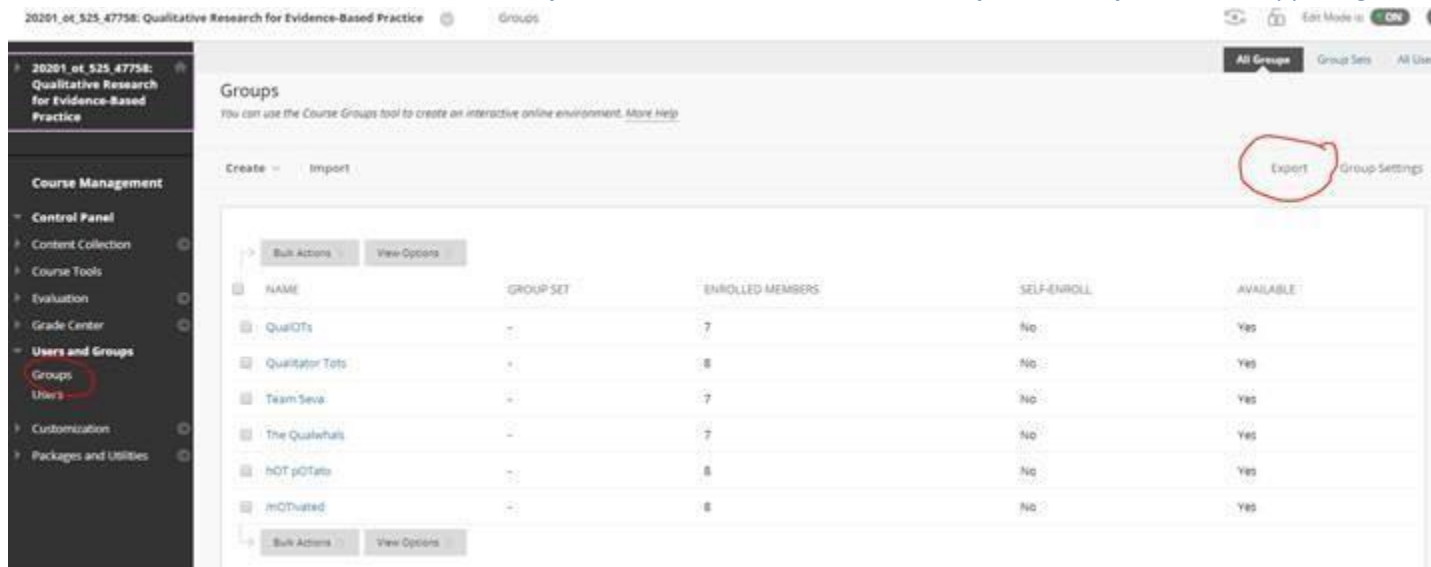
- If you then click on “+ **Create Rooms**” you can add team names and assign students to their team by adding their email addresses one by one.

The screenshot shows the 'Breakout Room Assignment' dialog box. The 'Create Rooms' tab is selected. It shows a table with two columns: 'Rooms' and 'Team Name'. The 'Rooms' column has a button '+ Create Rooms' and a list of rooms. The 'Team Name' column has a text input field and a list of email addresses. The dialog box also includes an 'Import from CSV' link and 'Cancel' and 'Save' buttons.

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- b. If you already have teams formed in Blackboard through the “Groups” feature, the quickest way to create breakout rooms in Zoom is to “Import from CSV”

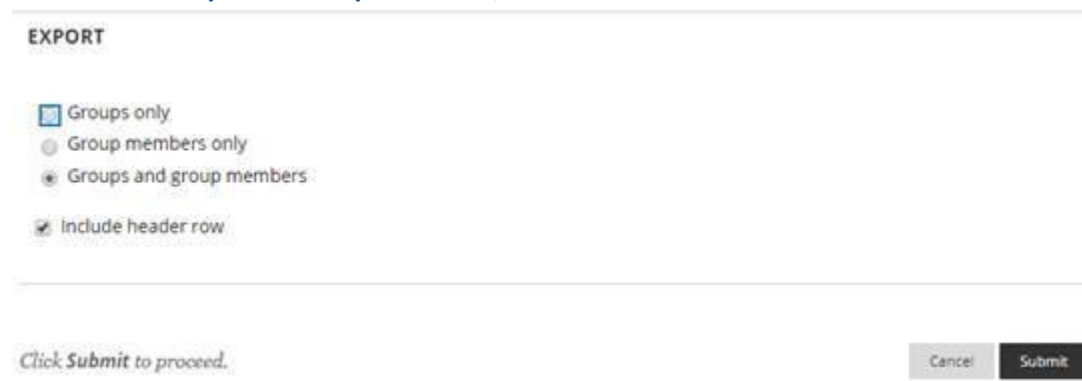
1. From Blackboard, select “Users and Groups” from the Left menu, then “Groups” and “Export” in the upper right corner.



The screenshot shows the Blackboard interface for a course titled "20201 et 525 47758: Qualitative Research for Evidence-Based Practice". The left sidebar shows the "Users and Groups" menu with "Groups" selected. The main content area is titled "Groups" and includes a table of existing groups. The "Export" button in the top right corner is circled in red.

NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
QualOTs	-	7	No	Yes
Qualiator Tots	+	8	No	Yes
Team Seva	+	7	No	Yes
The Qualwhals	-	7	No	Yes
hOT pOTato	-	8	No	Yes
hOTthrued	-	8	No	Yes

2. Select “Groups and Group Members,” check the box to “Include Header Row” then “Submit.”



The screenshot shows the "EXPORT" dialog box in Blackboard. It has three radio button options: "Groups only", "Group members only", and "Groups and group members". The "Include header row" checkbox is checked. At the bottom, there are "Cancel" and "Submit" buttons.

**EXPORT**

☒ Groups only  
☐ Group members only  
☐ Groups and group members

☒ Include header row

Click Submit to proceed.

Cancel Submit

3. You will receive and email from blackboard with a link to download a zip file. Follow the link, open the zip file, then open the Excel CSV it contains.

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4. Once inside the Excel file:
  - a. Delete any columns other than [A] Group Code and [B] User Name
    - Rename these two columns as [A] “**Pre-assign Room Name**” and [B] “**Email Address**”
  - b. Within each cell in the Email Address column, copy and paste “@usc.edu” to the end of their username to create their email address.
    - This part goes much faster if using the short cut keys **Ctrl+C** for Copy, and **Ctrl+V** for Paste

	A	B	C	D
1	Group Code	User Name		
2	QualOTs	lascala@usc.edu		
3	QualOTs	dmcandre@usc.edu		
4	QualOTs	sharadak@usc.edu		
5	QualOTs	llucas@usc.edu		
6	QualOTs	riosr@usc.edu		
7	QualOTs	ergoodma		
8	QualOTs	kdemuth		
9	QUALitater+OT	carlijim		
10	QUALitater+OT	kirawong		
11	QUALitater+OT	jlisle		
12	QUALitater+OT	kcassutt		

	A	B	C
1	Pre-assign Room Name	Email Address	
2	QualOTs	lascala@usc.edu	
3	QualOTs	dmcandre@usc.edu	
4	QualOTs	sharadak@usc.edu	
5	QualOTs	llucas@usc.edu	
6	QualOTs	riosr@usc.edu	
7	QualOTs	ergoodma@usc.edu	
8	QualOTs	kdemuth@usc.edu	
9	QUALitater+OT	carlijim@usc.edu	
10	QUALitater+OT	kirawong@usc.edu	
11	QUALitater+OT	jlisle@usc.edu	
12	QUALitater+OT	kcassutt@usc.edu	
13	QUALitater+OT	saminira@usc.edu	

- c. Once you’ve done this to all usernames, save as a **CSV file**.
5. Log into Zoom by going to [usc.zoom.us](https://usc.zoom.us)\* and Schedule a Meeting. Select “Breakout Rooms pre-assign” and “Import from CSV” (photos above).
    - a. **Drag and drop** this newly saved CSV file into the space provided, and Zoom should automatically create and name the breakout rooms according to your Group Code column, and assign student emails to the appropriate group.

**\*IMPORTANT NOTE!** – You have to log into Zoom by going through [usc.zoom.us](https://usc.zoom.us) in order to see the “Breakout Rooms pre-assign” option under meeting options. The option does not seem to appear when using Zoom through the Blackboard page.