# How do I pre-assign Myplace Groups in Zoom

This article outlines how to take group memberships from your Myplace class and pre-assign the group members into Zoom breakout roomsIf you need to allocate participants in Zoom, but **don't** have them in Myplace, instructions can be found on the Zoom Support site under "Pre-assigning participants to breakout rooms"

- 1. Set Up Myplace Groups
- 2. Export Group Memberships
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- 7. Upload Myplace Groups
- 8. Review Assignments
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1. Set Up Myplace Groups

You can set up your groups in Myplace either manually or using the auto -creation of groups feature.
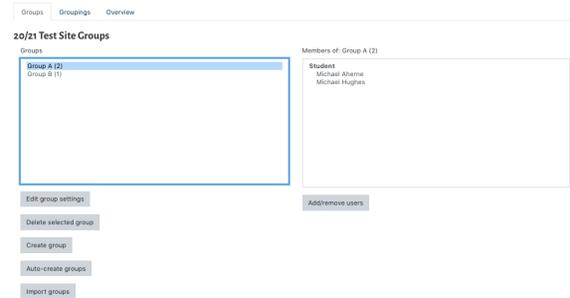
2. Export Group Memberships

Access the **Export Group Memberships** feature.

You wil typically want to select a specific **grouping** so that you don't bring all of the groups in the class out.

> ✓ If you don't have groups set up or don't want to use Myplace's assigned groups you can use the **Export Blank /Class** option to produce a list of the students **without any group details.**
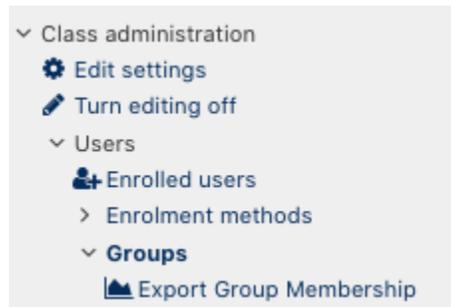
Click on the **Export Group membership** button and a CSV file will be downloaded to your computer.
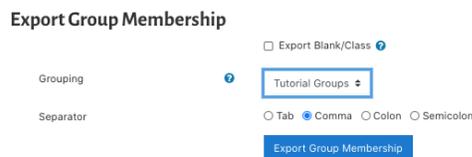
3. (re)Format Myplace Groups for Zoom Breakout Pre-assignment

1. Open the CSV on your computer, typically this would be in Excel.
2. Select the **userid** column (click on the A column header), then **right click** and select **Delete.**
3. Repeat this for the **firstname**, **surname** and **msn** columns.

> ⚠ The **msn** column would normally display the Registration number for the student

4. In row 1 you must change the cell value so that:
   a. Column A reads *Pre-assign Room Name*
   b. Column B reads *Email Address*
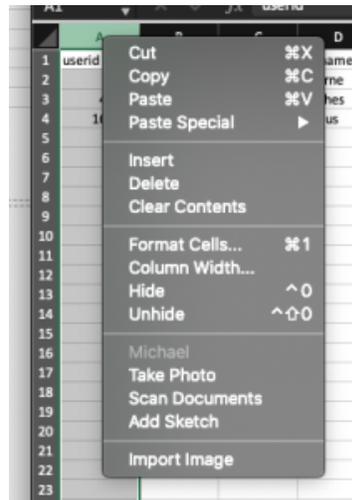5. Save the file, ensuring that it is still saved as a **CSV** format.

Downloaded CSV file

| (!) | Column names are **case sensitive**. |

Removing the **userid** column
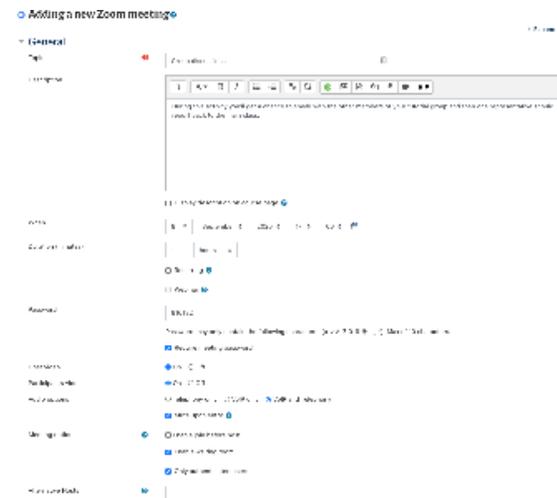
4. Set up Zoom meeting

Set up your meeting activity in Myplace as normal.

| ⚠ | You **cannot** pre-assign breakout room participants in Myplace, you **must** do this directly in Zoom. |

5. Access Zoom meeting setup

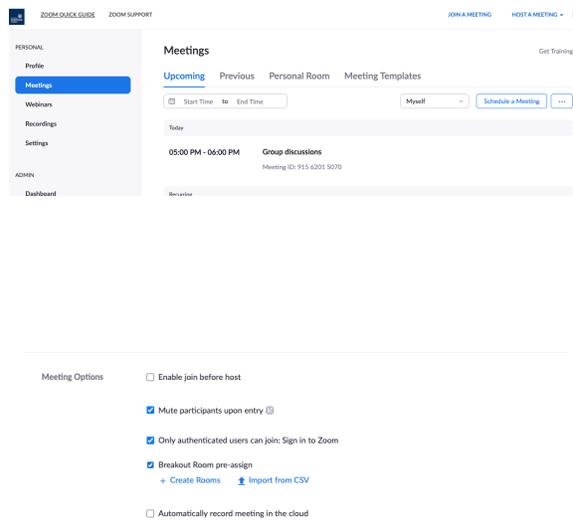Once the meeting has been created in Myplace, you will be able to see it in your **Upcoming** meetings in Zoom.

| ✓ | Go to https://strath.zoom.us/ and choose the **Sign In** option to access Zoom directly and see all of your upcoming meetings. |

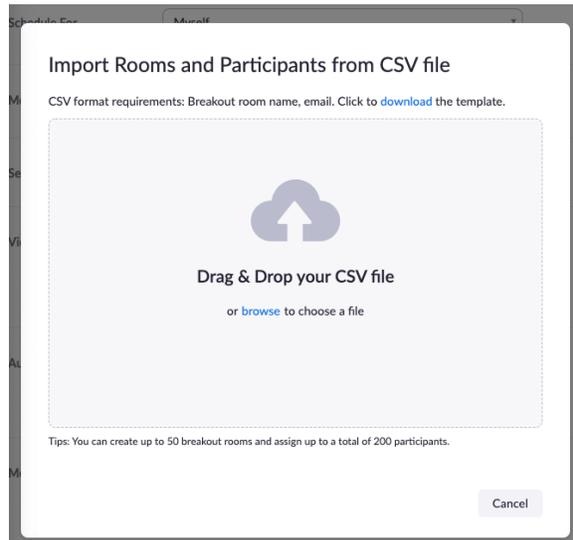Go into the Meeting by clicking on the **Edit** button that appears when you hover over the meeting

6. Enable Breakout room pre-assign

Under **Meeting Options** you will find the **Breakout Room pre-assign** option, tick this.

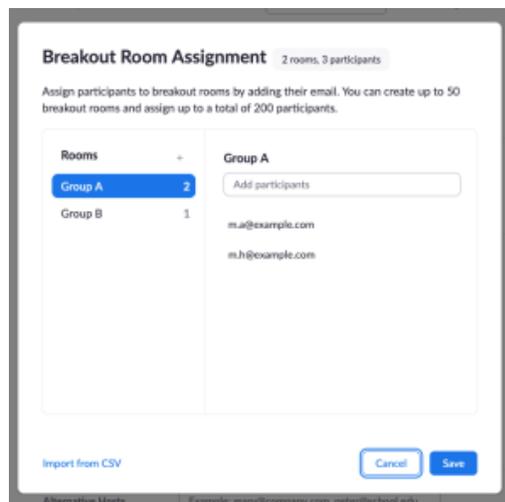Then click on the **Import from CSV**

7. Upload Myplace Groups

Follow the instructions to upload the Group Membership file that you edited from Step 3

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

8. Review Assignments

Once the file has been uploaded, Zoom will display the Breakout Room assignments.

Click on the **Save** button.

Breakout Room Assignment 2 rooms, 3 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.

Rooms	+	Group A
Group A	2	Add participants
Group B	1	m.a@example.com
		m.h@example.com

Import from CSV   Cancel   Save

9. Save Changes to the Meeting

You should be back on the **Edit Meeting** page.

Make sure you click on the **Save** button to save all of the changes.

Meeting Options   ☐ Enable join before host

☑ Mute participants upon entry

☑ Only authenticated users can join: Sign in to Zoom

☑ Breakout Room pre-assign
2 Breakout Rooms Edit

☐ Automatically record meeting in the cloud

Alternative Hosts   Example: mary@company.com, peter@school.edu

Save   Cancel