

SOP: Zoom Pre-assigned Break-out rooms.

1. Students should join with their iima.ac.in zoom profile.
2. In meeting setup edit the meeting options as below:
 - Disable waiting room if enabled
 - Enable join before host (Enable)
 - Only authenticated users can join (Enable) with 'IIMA Domain'
 - Breakout Room pre-assign (Enable) with rooms & users upload
3. Meeting to be started only after the major students join, as student will be already in room being option Enable join before host is enabled.
4. In Breakout room options enable 'Move all participants to breakout room automatically'
5. Disable breakout room close automatically option or set pre-defined time limit in minutes.
6. Define or keep default time for countdown of closing break-out rooms.
7. Open all Breakout rooms with 'Recover to pre-assigned rooms' option instead of Re-create
8. In-case any issue close all Break-out rooms and open with 'Recover to pre-assigned rooms' option instead of Re-create.
9. For any changes in upload file (list of participants) disable/untick 'Breakout Room pre-assigned' option and save meeting after editing the meeting. Again, edit the meeting and select/tick the 'Breakout Room pre-assigned' and upload new list.

Note:

Zoom clients (versions 5.3.2 onward) allows participants himself can choose the room and join it, once created with 'Let participants choose room' option in zoom meeting. Limitations for this option are as below:

1. Participants himself can change the room/he can go to other rooms.
2. Participants zoom client version should be 5.3.2 or higher.

Zoom Pre-Assigned Breakout Rooms Setup in schedule meeting:

Goto Meeting

Click 'Meeting Title' and 'Edit this Meeting'.

The screenshot shows the Zoom 'Edit Meeting' page. The 'Meeting Options' section is expanded, showing several settings: 'Enable join before host' (checked), 'Mute participants upon entry' (checked), 'Only authenticated users can join' (checked), and 'Breakout Room pre-assign' (checked). The 'Breakout Room pre-assign' option shows '15 Breakout Rooms' and an 'Edit' link. The 'Audio' section shows 'Computer Audio' selected. The 'Alternative Hosts' field contains an example email address. The 'Save' button is highlighted.

File Format:

Save as CSV format - Students Groups excel file

Pre-assign Room Name	Email Address
Group1	p20nandit@iima.ac.in
Group1	p20arul@iima.ac.in
Group2	f20vikas@iima.ac.in
Group2	p20nivrutti@iima.ac.in
Group3	f20sonakshia@iima.ac.in