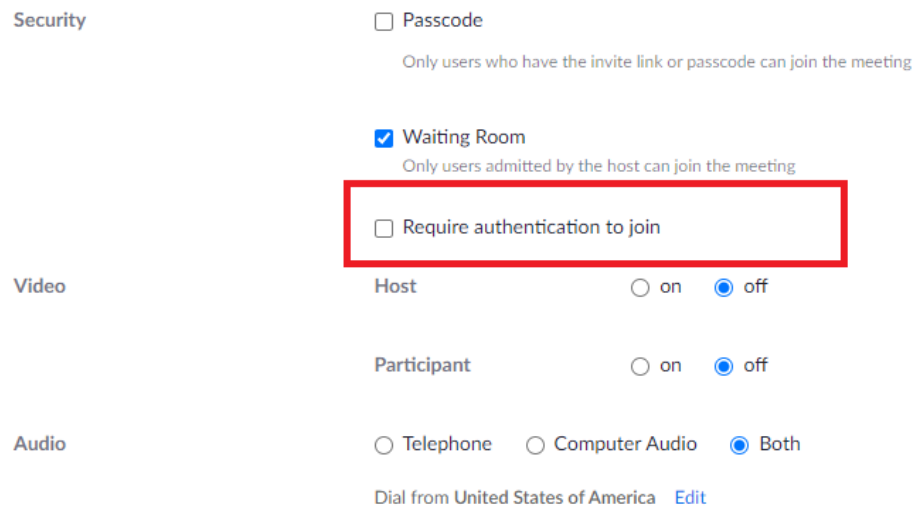


Procedure:

1. Enable authentication for the meeting (important). This will force the participant to login into their zoom client prior to the meeting.



The screenshot shows the 'Security' section of the Zoom Meeting Settings. The 'Passcode' option is unchecked. The 'Waiting Room' option is checked. The 'Require authentication to join' option is unchecked and is highlighted with a red rectangular box. Below the 'Waiting Room' section, the 'Video' section shows 'Host' and 'Participant' video settings, both set to 'off'. The 'Audio' section shows 'Telephone', 'Computer Audio', and 'Both' options, with 'Both' selected. A link to 'Dial from United States of America' is also visible.

Security

☐ Passcode
Only users who have the invite link or passcode can join the meeting

☒ Waiting Room
Only users admitted by the host can join the meeting

☐ Require authentication to join

Video

Host ☐ on ☒ off

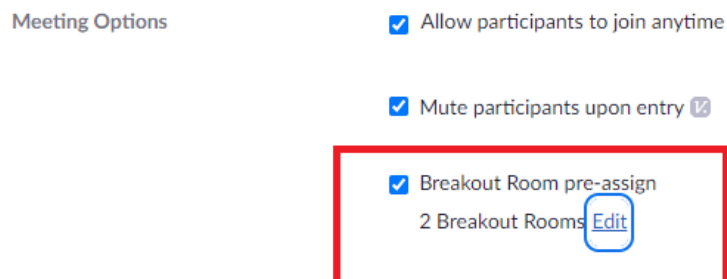
Participant ☐ on ☒ off

Audio

☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

2. **Room Management** uses this following link to upload the CSV file while the meeting is running: [https://us02web.zoom.us/meeting/\[meeting_id\]/edit](https://us02web.zoom.us/meeting/[meeting_id]/edit)
3. Go to the Meeting Options -> Breakout Room pre-assign -> Edit



The screenshot shows the 'Meeting Options' section of the Zoom Meeting Settings. The 'Allow participants to join anytime' and 'Mute participants upon entry' options are checked. The 'Breakout Room pre-assign' option is checked and is highlighted with a red rectangular box. Below this option, it says '2 Breakout Rooms' and there is an 'Edit' button, which is also circled in blue.

Meeting Options

☒ Allow participants to join anytime

☒ Mute participants upon entry

☒ Breakout Room pre-assign
2 Breakout Rooms [Edit](#)

4. Upload the CSV file by clicking importing CSV.

Breakout Room Assignment 2 rooms, 15 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. [Learn more](#)

Rooms	+	Discussion Room
Discussion Room	6	
Conflict Room	9	

Add participants

zoom@bagus.my.id

bh29293@eid.utexas.edu

ese396@eid.utexas.edu

lizy.john@gmail.com

aa36432@eid.utexas.edu


qw2699@utexas.edu

Import from CSV

Cancel Save

5. After uploading new CSV file, click Save to close the Breakout Room Assignment. Don't forget to also click Save to update the meeting settings.

Meeting Options

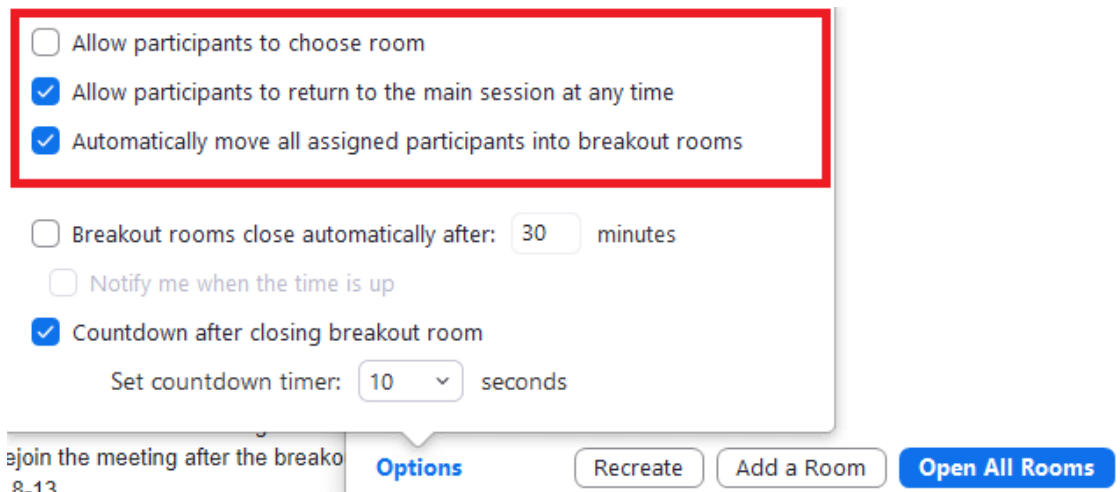
- ☒ Allow participants to join anytime
- ☒ Mute participants upon entry 
- ☒ Breakout Room pre-assign
2 Breakout Rooms [Edit](#)
- ☒ Automatically record meeting ☐ On the local computer ☒ In the cloud
- ☐ Approve or block entry for users from specific countries/regions

Alternative Hosts

Enter user name or email addresses

Save Cancel

6. Leave and rejoin the meeting **OR** visit one of the breakout room that is currently running and go back to the main screen. These actions will force zoom to reload breakout room assignment files. (see Troubleshooting at the end of this document)
7. After CSV is uploaded (Step 5) and cache is refreshed (Step 6), message on slack to let others know.
8. Remember to set the following options on breakout room options (note: this option is only visible before any breakout room is opened).
 - a. **Uncheck Allow participants to choose room** (i.e., don't allow participants to choose room)
 - b. **Check Automatically move all assigned participants into breakout rooms.**
 - c. **Set countdown timer to 10 seconds**
 - d.



The screenshot shows the 'Options' dialog box for Zoom breakout rooms. A red rectangle highlights the first three options: 'Allow participants to choose room' (unchecked), 'Allow participants to return to the main session at any time' (checked), and 'Automatically move all assigned participants into breakout rooms' (checked). Below these, 'Breakout rooms close automatically after: 30 minutes' is unchecked, 'Notify me when the time is up' is unchecked, and 'Countdown after closing breakout room' is checked. The 'Set countdown timer' is set to 10 seconds. At the bottom, there are buttons for 'Options', 'Recreate', 'Add a Room', and 'Open All Rooms'. A partially visible button on the left says 'Join the meeting after the breako'.

☐ Allow participants to choose room

☒ Allow participants to return to the main session at any time

☒ Automatically move all assigned participants into breakout rooms

☐ Breakout rooms close automatically after: 30 minutes

☐ Notify me when the time is up

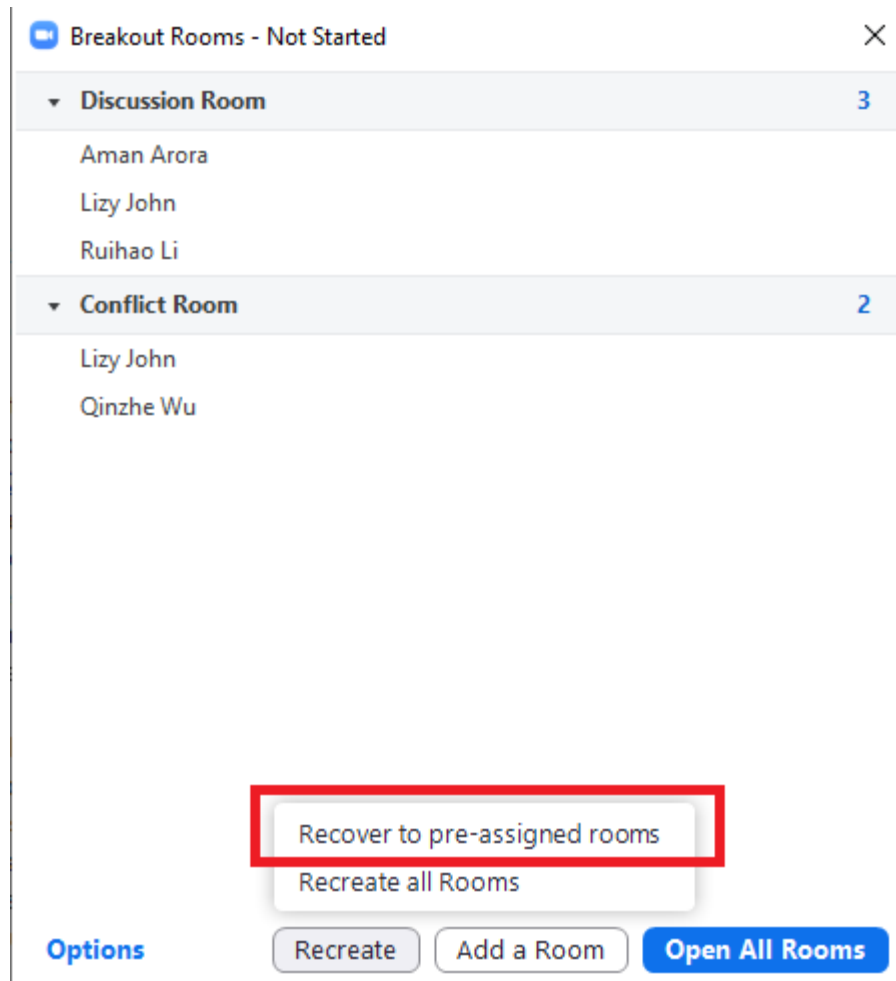
☒ Countdown after closing breakout room

Set countdown timer: 10 seconds

Join the meeting after the breako
8-13

Options Recreate Add a Room Open All Rooms

9. Stop any running breakout room by clicking Close All Rooms.
10. Recreate the breakout room by choosing **Recreate -> Recover to preassigned rooms** (Note: Should see the room assignment changes)



11. Start the breakout room by clicking Open All Rooms.
12. You can update the next CSV file while the current breakout room is running and repeat step 2-11.

Troubleshooting:

1. The room manager forgot to enter a breakout room and the breakout rooms have been closed already:
 - a. Option 1: Leave meeting and rejoin, ping the host to set co-host again.
 - b. Option 2: Delete all breakout rooms, add one new empty breakout room, open the breakout room, then the room manager can go to the breakout room and come back to refresh the cache.
2. Click on recreate room, but the room assignment does not change:
 - a. Upload the CSV one more time then leave the meeting and re-join, ping the host to set co-host again.

3. The room manager gets kicked out by accident:
 - a. Rejoin and ping the host to make co-host again.
4. The room manager gets disconnected accidentally due to network, power outage:
 - a. Send SMS to Qinzhe () and Ruihao (), Ashen ()
5. Committee member asking why he/she is not going to either discussion room or conflict room:
 - a. Ask he/she to provide Name and Zoom account email in the zoom chat, check the csv files and if there is actually a mistake, send the correct information to Bagus to update csv files and the email list.
6. The next paper gets rescheduled to later:
 - a. If the breakout rooms are still open (current paper discussion not finished yet), upload the CSV of the new next paper and enter conflict room or leave meeting to refresh the cache
 - b. If the breakout rooms are closed already, upload the CSV of the new next paper, then leave meeting and rejoin