**Using Pre-Assigned Breakout Rooms**

The relevant information can be found as a zoom tutorial [here](https://support.zoom.us/hc/en-us/articles/206476313-Managing-Video-Breakout-Rooms?mobile_site=true). This document exists mostly to include relevant screenshots.

Recovering Pre-Assigned Rooms

* Before being able to use the breakout rooms that you’ve preassigned, you need to recover them in zoom.
* A screenshot of a computer

  Description automatically generatedTo do this, first click the “Breakout Rooms” button on the zoom toolbar at the bottom of the screen.
* A popup should come up which shows the breakout room layout.
* If the breakout rooms are not already populated with students that you pre-assigned, you will need to click “Recreate” in the lower left hand corner, and then click “Recover to pre-assigned rooms” (then confirm when it asks if you are sure).

A screenshot of a cell phone

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* Note that, if you have not enabled the “Only authenticated users can join” option on your meeting, students may not be signed into their school emails on zoom. This will make it so that they are not automatically put into the pre-assigned rooms (because this designation is tied to their school emails).