Pre-assigning Webex Breakout Rooms

If you already know how you want to group your participants, you can create the breakout sessions in advance when you schedule the meeting. You can assign participants individually or by uploading a CSV file as shown below, and you can still update the rooms during the meeting.

1. Create a CSV file

Populate an Excel spreadsheet in the following format to define the breakout session names and corresponding email addresses.

Save the spreadsheet as a CSV UTF-8 file type.

	A	B
1	Preassigned session name	Email address
2	Breakout session 1	test0088@live.napier.ac.uk
3	Breakout session 1	test0089@live.napier.ac.uk
4	Breakout session 1	test0090@live.napier.ac.uk
5	Breakout session 2	test0091@live.napier.ac.uk
6	Breakout session 2	test0092@live.napier.ac.uk
7	Breakout session 2	test0093@live.napier.ac.uk

2. Synchronise Moodle and Webex meeting calendars

Pre-assigning rooms is done in the Webex portal https://edinburghnapier.webex.com. A meeting that was scheduled in Moodle will only appear in the Webex portal when you access the meeting details. Make any changes to the meeting date/time in Moodle and **not** in the Webex portal.

3. Import the CSV file to preassign the breakout rooms

From the Webex portal click the meeting title and then the pencil icon to edit the meeting details.
Note: do not change the date/time here as this will not update in Moodle.

Click *show advanced options* and click *scheduling options*. Scroll down and click *Preassign breakout sessions*.

Accept the default values for now. This information will be overwritten when you import your CSV file.

Click *create* and then *Import from CSV file*.

The next screen provides a CSV template to download if you haven't yet created a file.

When ready upload your CSV file.

You can still adjust the breakout sessions at this stage. Some email addresses may appear as the student's name if they have already signed into the Webex portal and validated their email address.

When you're finished the preassigning, click the *create* button and note the updated information.

Click *save* to update the meeting details and the attendees will receive an email notification.

As long as attendees join the Webex session from Moodle or from their email notification, then their email address will be recognised by Webex and they will be assigned to their breakout room.