How to Import Prescheduled Zoom Sessions into Brightspace's Integration

Instructors often use Zoom to schedule live sessions with their students in place of in-person meetings. To take full advantage of Zoom's settings and adjustability, it's recommended that you schedule your meetings within URI's Zoom Account versus using the Brightspace integration tool. Once you're done setting up your sessions within Zoom, you can easily import them into Brightspace. Doing so allows your students to be able to access the sessions in one constant area within Brightspace. This article is a step-by-step guide on how to import your prescheduled Zoom sessions into Brightspace.

1. Login to your URI Zoom account
2. To go Meetings to access your scheduled sessions

3. Navigate to where the meeting you want to import is and copy the Meeting ID number

   ex. 123 456 789

4. Login to Brightspace and enter the specific course from the "My Courses" widget on the homepage. Click More from the Nav bar
5. Select Zoom

You should see a screen similar to the one below.

6. In the upper right corner of the window, click the vertical ellipsis and click Import Meeting.

An Import Meeting pop-up window should appear. Insert the Meeting ID we copied earlier and click Import.

Your scheduled session should now appear under Brightspace’s Zoom Integration. Students will be able to go to the Zoom tab and view these sessions to join them accordingly.
Congratulations! You've successfully imported your prescheduled Zoom sessions into Brightspace.
How to Pre-assign Breakout Rooms

Zoom has the ability to separate a main session into breakout rooms. Breakout rooms allow for multiple (up to 50) sessions to run within the same meeting in separate rooms. The meeting host can pre-assign the participants to be in specific rooms so that the actual session runs smoother. This means that once the session has participants in the meeting, the host can open the rooms to allow the pre-assigned individuals into those rooms. Please note that if the meeting host assigns alternative hosts to the session, the pre-assigned breakout rooms with the participants will not be visible to them (and the alternative host will have to create everything themselves in the meeting). This article is a step-by-step guide on how to pre-assign breakout rooms in Zoom.

1. How to Pre-assign Breakout Rooms using +Create Rooms
2. How to Pre-assign Breakout Rooms with CSV file

How to Pre-assign Breakout Rooms using +Create Rooms

1. Login to your URI Zoom account
2. First, we need to make sure that the settings enable you to use breakout rooms. Go to Settings to access them

3. Select In Meeting (Advanced) from the smaller menu. Once you click on it, it should automatically skip over to In Meeting (Advanced)

4. The Breakout room option should now appear. If it is not turned on already, toggle the switch to turn blue and check off the box as shown below. This means you now have the ability to see and pre-assign breakout rooms as a host
5. Return to the top of the page, and click **Meetings** to set up the breakout room session

6. Click **Schedule a Meeting** to start the process

7. After you fill out all the details according to your personal preference, scroll down to **Meeting Options**. Select **Breakout Room pre-assign** and then click **+ Create Rooms**

   **NOTE:** You can also choose to import from CSV. Click here to learn how to properly format your CSV file.
8. The image below should now appear. To create the rooms and pre-assign the participants, click the plus sign.

**Breakout Room Assignment** 0 rooms, 0 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**

No Groups
Add a room by clicking +

Import from CSV  Cancel  Save

9. You can rename the room to have better organization. When you go to add participants, enter their email address and hit Enter on the keyboard. To remove participants from a room, hover over their name and click Remove.
10. Add as many rooms accordingly. Once you're done, click **Save** to save the pre-assigned rooms.

11. Your rooms will appear under Breakout Room pre-assign. Click **Save** to save your changes.
Congratulations! You've successfully setup pre-assigned breakout rooms in Zoom.

How to Pre-assign Breakout Rooms with CSV file

Zoom has the ability to upload a CSV file that will automatically pre-assign participants into breakout rooms. This article is a step-by-step guide on how to pre-assign participants using a CSV file.

1. Login to your [URI Zoom account](#).
2. First, we need to make sure that the settings enable you to use breakout rooms. Go to Settings to access them.

3. Select **In Meeting (Advanced)** from the smaller menu. Once you click on it, it should automatically skip over to **In Meeting (Advanced)**.

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**Note:**
- **Enable join before host**
- **Mute participants upon entry**
- **Only authenticated users can join**
- **Breakout Room pre-assign**
- **1 Breakout Rooms Edit**
- **Automatically record meeting**

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

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**Save** **Cancel**
4. The **Breakout room** option should now be appear. If it is not turned on already, toggle the switch to turn blue and check off the box as shown below. This means you now have the ability to see and pre-assign breakout rooms as a host.

![Breakout room toggle](image)

5. Return to the top of the page, and click **Meetings** to set up the breakout room session.

6. Click **Schedule a Meeting** to start the process.
7. After you fill out all the details according to your personal preference, scroll down to **Meeting Options**. Select **Breakout Room pre-assign** and then click **Import from CSV**.

8. The following screen should appear. Because the breakout room imported CSV file has specific requirements that need to be met in order for Zoom to properly recognize the rooms and participants, we need to download the template. Click **download** to start the downloading process.

9. A CSV file should have downloaded onto your device. If you can’t find the downloaded file on your screen, navigate to your Downloads folder and open the file named **breakout_room_template.csv**.
10. Your downloaded file should open up in a spreadsheet application (like Excel) and will look like the screenshot below:

11. Fill in the information for the breakout rooms accordingly. You can edit the information after Row 2 according to your personal preference, but do NOT change the cells named Pre-assigned Room Name and Email Address:
   - **Pre-assigned Room Name**: Do NOT change this cell. Keep it as Pre-assigned Room Name as this is how Zoom will recognize the names of the rooms.
   - **Email Address**: Do NOT change this cell. Keep it as Email Address as this is how Zoom will recognize the email addresses of the participants and where to place them.
   - **Cell A2-A7**: You can rename the rooms according to personal preference. Repeat the room names for every email address if you want specific participants to be in the same room.
   - **Cell B2-B7**: Insert the email address of the participants here. Make sure to cross-reference the room name/number to match with the participants.

12. Once you've done filling out all the information in the CSV file, save your changes. You can do so by doing **File → Save/Save As...**

13. Go back to your Zoom window where you can upload your CSV file to Zoom.
Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to download the template.

Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

14. You can drag and drop your CSV file, or navigate through your files and upload it.

15. If set up correctly, the breakout rooms will appear exactly as you set it up in the CSV file. Click Save to proceed.

Breakout Room Assignment

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.

16. A summary of your breakout rooms will appear. Click Save to save your changes.
Congratulations! You've successfully setup pre-assigned breakout rooms using a CSV file.
How to Share Computer Audio in Meeting

How to Share Computer Audio from Videos while Screen Sharing

When trying to display a video/recording over Zoom through screen sharing, the participants in the meeting will not be able to hear it. Zoom has a specific setting that needs to be turned on in order for the computer audio to be shared across to the viewer. This article is a step-by-step guide on how to share the computer audio while screen sharing in Zoom.

1. Navigate to your Zoom session and open/start your meeting
2. At the bottom of the screen, navigate to Share Screen and select it
3. Select the screen or desktop that you want to share. Then click the checkbox for the option that says Share Computer Sound. This specific option will allow your viewers to listen to the audio of the video you share through Zoom
4. Click Share to start sharing. Unfortunately there is no way to make the sharing computer audio the default, so keep in mind that each time you host a session you will need to turn this option on.
5. Now when you go to show a video with audio over Zoom via screen sharing, your viewers will be able to hear the audio while watching it.

Congratulations! You've successfully shared the computer audio while screen sharing in Zoom.
How to Use Breakout Rooms in a Session

How to Use Breakout Rooms in a Session as the Meeting Host

The meeting host can assign the number participants per breakout room to be automatically assigned or manually adjusted. The meeting host is allowed to maneuver between the rooms, force close the rooms so everyone returns to the main session, send out a brief announcement to the rooms altogether, and re-assign the participants to be in different rooms.

Please note that if the meeting host assigns alternative hosts to the session, the first person to join that has hosting privileges (including the actual host AND the alternative hosts) becomes the main host. Only the main host of the session has the ability to see, assign and control the breakout rooms. The other individuals with hosting privileges will be unable to do anything with breakout rooms but will be listed as co-hosts.

This article is a step-by-step guide on how to use breakout rooms in a session.

1. First, we need to make sure your settings are properly configured to allow you to use breakout rooms. Login to your URI Zoom Account and go to Settings to access them.

2. Select In Meeting (Advanced) from the smaller menu. Once you click on it, it should automatically skip over to In Meeting (Advanced). The Breakout room option should now be appear. If it is not turned on already, toggle the switch to turn blue and check off the box as shown below. This means you now have the ability to see and pre-assign breakout rooms as a host.

   * Note: Click here to learn how to pre-assign breakout rooms when initially scheduling a meeting.
4. Now that your account has been configured to allow you to use breakout rooms, open/start your Zoom meeting.

5. At the bottom of the screen, navigate to **Breakout Rooms** and select it. Please note that this option will only appear for the main host and if you configured your settings correctly.

   - **NOTE:** If you already pre-assigned your breakout rooms when initially scheduling a meeting, then the present participants in the meeting will automatically be included in their respective rooms. Click **Open All Rooms** to open the rooms.

   - **NOTE:** Depending on your screen's resolution and size, you may need to click **More** or decrease the overall size to see **Breakout Rooms**.

6. A little pop-up screen should appear as shown below where you can choose how to assign the rooms. Once you've done setting them according to your personal preference, click **Create Breakout Rooms**.

   - **Assign ... participants into x Rooms:** Use the arrows or type to adjust the number of rooms you want to create for the breakout rooms. Keep in mind that it's always better to overestimate than underestimate the number of rooms.

   - **Automatically:** If you want Zoom to automatically assign the present participants to the number of rooms you created, selecting this option will allow that.

   - **Manually:** If you want to manually assign the participants to the number of rooms you created, selecting this option will allow you to choose who goes where.

7. Once you click **Create Breakout Rooms**, another screen will appear.

   - If you selected **Automatically**, your participants will automatically be distributed amongst the rooms. Click **Open All Rooms** in the bottom right of the screen and the participants will receive a pop-up notification asking them to move to the room.

   - If you selected **Manually**, you will need to assign each participant to a room. Click **Assign** to start assigning participants to different rooms, and then click **Open All Rooms** to allow the participants to join their respective rooms.

   - To remove extra rooms, click **Delete Room**.

   - To rename a room for better organization, click **Rename**.
8. On that same pop up window, there are additional features you can adjust to your personal preference.

- **Options**: You can further personalize the breakout rooms by selecting/de-selecting any of the choices.
  - **Move all participants into breakout rooms automatically**: This means that all the participants will be moved into their breakout rooms. Unselecting this means that the participants will have to click Join to be taken to their rooms.
  - **Allow participants to return to the main session at any time**: This means that participants are allowed to leave their breakout rooms to come back to the main session. Unselecting this means that the participants are forced to remain in their breakout rooms until further notice.
  - **Breakout rooms close automatically after: ... minutes**: This means that after a certain period of time, the breakout rooms will automatically close and force all the participants back to the main session. Unselecting this means that the participants can return or remain in their breakout rooms independent of the host.
  - **Countdown after closing breakout room**: This means that the participants will be notified and warned of how long they have until they’re forced to return to the main session. Unselecting this means they will not be notified of a breakout room closing.

- **Recreate**: You can recreate the existing rooms if there aren’t enough or if something went wrong. However, please note that all the *existing* rooms will be replaced (which means that anyone in breakout rooms will return to the main session).
9. When assigning participants, you can choose to **Assign** them to a room, **Move To** a different breakout room, or **Exchange** them with someone else.

10. Unassigned participants will appear at the top of the **Breakout Rooms** pop-up screen. The main host can also choose to **Join** another breakout room or **Broadcast Message to All** a temporary message to all the participants in different breakout rooms.

Congratulations! You've successfully learned how to use the breakout rooms feature in Zoom.
Login to Zoom with SSO credentials

If your URI Zoom account has a limit of 40 minutes for meetings, the Basic license, or it doesn't allow you to set up breakout rooms properly, your Zoom account isn't configured completely with URI's license. In order to access the Licensed version of Zoom that URI offers for faculty, staff and students, you need to login using your URI email and SSO password. This article is a step-by-step guide on how to configure your URI Zoom account properly.

1. Go to the URI Portal and login with your URI SSO credentials
2. Once logged in, click on the small boxes in the bottom left corner of the screen as shown below

3. Depending on your resolution and screen size, navigate to Zoom and open it
4. Click Sign In

5. Once authenticated, you should be inside the web browser version of your Zoom account. You can check that you have the appropriate license by clicking your profile icon in the upper right corner of the window.
6. If for some reason your accounts’ license is showing Basic instead of Licensed, click SIGN OUT on your Zoom window
   • **NOTE:** You can skip to Step 11 if your web browser Zoom account is showing Licensed

7. A screen notifying you of signing out should appear. It’ll also recommend that you close all your browsers, so close any browsers that have Zoom

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**You signed out of your account**

*It's a good idea to close all browser windows.*

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8. Go to URI's Zoom website [uri-edu.zoom.us](http://uri-edu.zoom.us) and click Sign in
9. Enter your URI SSO Credentials in the login page
10. This should now force your account to be configured to URI's specific license

11. Now, we need to configure the Zoom application. Launch the Zoom App from your computer
12. If you are already signed, make sure to sign out of the application. Click Sign In with SSO from the login screen that appears after signing out

13. For the Company Domain, enter uri-edu and then click Continue
14. This screen may look somewhat different depending on what type of web browser you use. However, the pop-up window should still be the same so click **Open Zoom**.

15. The Zoom application screen should now appear as shown below.

16. To ensure that you have the correct configured Zoom account, click your account icon in the upper right corner and look for **Licensed**.
Congratulations! You've successfully configured your URI Zoom account to have the proper settings and be recognized as a **Licensed** account.
Zoom Account Configuration Problem: The instructor's email is invalid(2216).

When accessing Zoom through Brightspace, you may receive the error "Warning: The instructor's email is invalid(2216). Error Code 2216 - ..." like the one shown below.

Even though you can access Brightspace and Zoom separately, the Zoom integration feature claims that the account is invalid. This error code appears most commonly when you had a previous Zoom account tied to your URI email before URI purchased Zoom for all faculty, staff, and students. In order to fix the issue, follow this step-by-step guide on how to get Brightspace to recognize your Zoom account.

1. Sign out of Zoom on your device (in the upper right area of the window). This includes the web browser version and the actual application that gets downloaded when you open a Zoom meeting.
2. Log out of the URI portal from your browser (in the upper right area of the window). Doing this ensures us that we start the process from the beginning on a clean slate.

3. Once you've logged out of your Zoom account and URI Portal, visit https://uri-edu.zoom.us/ and click "Sign in"
4. Enter your SSO credentials when prompted. Now your Zoom account should be recognized as being part of URI’s domain.

5. Login to Brightspace and try using the Zoom tool.

Congratulations! You’ve successfully made Brightspace recognize your URI Zoom account in the integration feature.
Zoom Error: 1001 - User does not Exist

Zoom Account Configuration Problem: The user does not exist or belong to this account (1001).

When accessing Zoom through Brightspace, you may receive the error “Warning User does not exist. Error Code 1001 - ...” like the one shown below.

Even though you can access Brightspace and Zoom separately, the Zoom integration feature claims that the account doesn’t exist. This error code appears most commonly when you had a previous Zoom account tied to your URI email before URI purchased Zoom for all faculty, staff and students. In order to fix the issue, follow this step-by-step guide on how to get Brightspace to recognize your Zoom account.

1. Sign out of Zoom on your device (in the upper right area of the window). This includes the web browser version and the actual application that gets downloaded when you open a Zoom meeting.
2. Once you've logged out of your Zoom account, visit https://uri-edu.zoom.us/ and click "Sign in".

3. Enter your SSO credentials when prompted. Now your Zoom account should be recognized as being part of URI's domain.

4. If the Zoom application is still downloaded on your device, open it to view the login page.
5. Click "Sign in with SSO"

6. Enter "uri-edu" under Company Domain and click "Continue"

7. This should automatically sign you into your URI licensed Zoom account
8. Login to Brightspace and try using the Zoom tool

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Congratulations! You've successfully made Brightspace recognize your URI Zoom account in the integration feature.