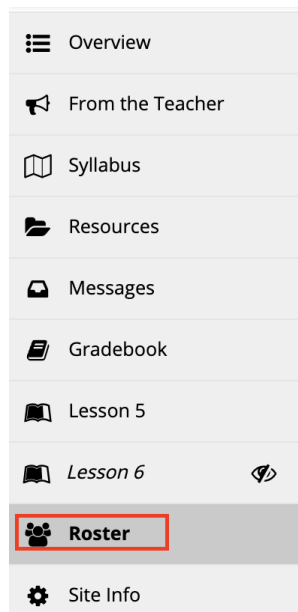


Create a Breakout Rooms CSV Using Sakai Roster

- 1) The first thing you will want to do is download the CSV template from Zoom. You can then choose to copy and paste your roster into the template, or you can replicate the layout in Excel.

	A	B	C
1	Pre-assign	Email Address	
2	room1	test1@xxx.com	
3	room1	test2@xxx.com	
4	room2	test3@xxx.com	
5	room2	test4@xxx.com	
6	room3	test5@xxx.com	
7	room3	test6@xxx.com	
8			

- 2) Now, log into Sakai and navigate to the Course site that you wish you download the roster from. Click on the “Roster” tool, which can be found in the left hand menu.



3) Click on the export button.

ROSTER Link Help

Overview **Permissions**

Role: All

Group: All

Search: Find Clear Print Export

Photo Source: Official Profile

Layout: Cards Photo Grid List

Currently showing 7 participants - 3 in **Instructor** role, 1 in **Librarian** role, 3 in **Student** role

- 4) The course roster will now download to your local computer a .xlsx file. Navigate to your downloads folder to open the file in Excel. Once open, you will see that it has a number of columns not needed for this particular task. The only information you need in order to create breakout groups are the email addresses. You can choose to either:
- Copy these emails and paste them into the template you downloaded earlier – OR –
 - Delete all other columns and modify the spreadsheet to match the template. Please note that if you use this method you must type the header columns in EXACTLY as seen in the template, and then you must “Save As” a .csv file.

	A	B	C	D	E
1	Demo Sakai 101 201610				
2					
3	Name	User ID	Email	User Properties	Role
4					
5	Doe, Jane A	jdoe1	@providence.edu	info:Administrator/Staff	Instructor
6	Danvers, Jackson	jdandvers13	@providence.edu		Student
7	Castle, Jessica	jcastle26	@providence.edu	info:EDU	Librarian
8	Jefferson, Christopher	cjeffers	@friars.providence.edu	info:UG-2019	Instructor
9	King, Stephen	sking33	@providence.edu		Student
10	Coltrane, John	trane54	@Providence.edu		Student
11	Williams, Serena	swilli8	@providence.edu		Instructor

- 5) Having copy and pasted the emails into the .csv template, you can then use the “Pre-assign Room Name” column to assign the students in the roster to the groups. When that is done, click “Save”.

	A	B
1	Pre-assign Room Name	Email Address
2	Group A	@providence.edu
3	Group A	@providence.edu
4	Group B	@providence.edu
5	Group B	@friars.providence.edu
6	Group C	@providence.edu
7	Group C	@Providence.edu
8	Group C	@providence.edu

6) Now, you simply upload the file to the .csv to the Zoom meeting and it will create pre-defined Breakout Rooms for the meeting.

Breakout Room pre-assign

+ Create Rooms

 Import from CSV