Overview:

- What are breakout rooms on Zoom?
- How to enable them?
- Managing breakout rooms
- Assignment in breakout rooms during a meeting vs. pre-assigned breakout rooms
What are Breakout Rooms on Zoom?

- Breakout rooms allow you to **split your Zoom meeting** in up to **50 separate sessions**.
- The meeting host can choose to
  
  (1) **split the participants of the meeting into these separate sessions automatically or manually**, and

  (2) **can join any of the sessions at any time**.

- Breakout rooms enable instructors to let **students reflect in groups** on certain matters, for a limited amount of time.

- Instructors and students can then **rejoin the main Zoom meeting** and go on with the main presentation.
How to enable Zoom breakout rooms?

- N.B. In order to use Breakout rooms, the instructor has to have a Zoom account.

Steps:


2. In the navigation menu, click on Settings.
How to Enable Zoom Breakout Rooms?

(3) Navigate to the **Breakout Room option** on the **Meeting tab** and **verify that the setting is enabled**. If the setting is **disabled**, click the **toggle to enable it**.

(4) *(Optional)* Click the checkbox to allow meeting hosts to **pre-assign participants to breakout rooms**.
Limitations of breakout Rooms:

- **Only the host can assign participants to breakout rooms.**

- **Once you have enabled the breakout room** option as indicated in the previous slide, the **host** will be able to **manage** the breakout rooms.

- The **co-host** can leave and join any breakout room **only** if they join a breakout room **assigned to them by the host.**

- If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. (in other words, the prof will not be able to record all breakout rooms)
How Many Breakout Rooms Can I Have?

- You can create up to 50 breakout rooms. The maximum number of participants in a single breakout room depends on the meeting capacity, number of breakout rooms created, and if participants are assigned during the meeting or before the meeting.

- The numbers below only apply to breakout rooms created during a meeting. Up to 200 participants can be pre-assigned to breakout rooms.

<table>
<thead>
<tr>
<th>Number of breakout rooms</th>
<th>Maximum number of participants who can be assigned to breakout rooms*</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 breakout rooms</td>
<td>Up to 500 participants</td>
</tr>
<tr>
<td>30 breakout rooms</td>
<td>Up to 400 participants</td>
</tr>
<tr>
<td>50 breakout rooms</td>
<td>Up to 200 participants</td>
</tr>
</tbody>
</table>
ASSIGNMENT IN BREAKOUT ROOMS DURING A MEETING
ASSIGNMENT IN BREAKOUT ROOMS DURING A MEETING.

- The instructor/host can assign students into breakout rooms while the meeting is taking place.

(1) Locate the Breakout Rooms button in the Zoom toolbar and click on it to start with creating Breakout Rooms.
Select the number of rooms in which you want to split your participants. Also, select the appropriate option to automatically or manually assign guests into the breakout rooms.

N.B: it’s easier and faster to choose the automatic option!!!
ASSIGNMENT IN BREAKOUT ROOMS DURING A MEETING
(MANUAL SETTINGS)

(3) If opted for manually assigning guests to the meeting room, click on the “assign” button in front of the Breakout rooms and select the respective guests to add it to the breakout room.

(4) After clicking on “Assign”, click on the checkbox in front of the name of the participant that you want to add into the breakout room.

(5) Hover over the names of the participants added into the breakout rooms to be able to see the options to move or exchange them with other participant in a different breakout room. Click on move and select the breakout room in which you want to transfer this participant.
ASSIGNMENT IN BREAKOUT ROOMS DURING A MEETING

(6) After adding all the participants and assigning them to their respective breakout rooms. **Click on Open All Rooms to start the breakout room sessions**

(7) During a breakout room session, the host can broadcast a message in all the breakout rooms (like a warning of timeout or a reminder). To broadcast a message, click on breakout rooms button from the toolbar and click on broadcast message to all option.

(8) **To close the breakout room session, click on the “Close All Rooms” button.**
ASSIGNMENT IN BREAKOUT ROOMS DURING A MEETING.

Finally, to recreate the same breakout rooms during the meeting session, click on the “Breakout Rooms” button and click on the “Recreate All Rooms” button. You can still edit and change the breakout room arrangements if you wish to, by adding or removing rooms to the session and assigning rooms manually or automatically.
As a meeting host, you can split your meeting participants into breakout rooms when scheduling the meeting. This can be useful if you already know how you want to split up your participants.
PRE-ASSIGNING BREAKOUT ROOMS USING THE WEB PORTAL

(1) Sign in to the Zoom web portal: https://zoom.us/.
(2) Click **Meetings** and schedule a meeting.
(3) In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Create Rooms**.
(4) Click the plus icon beside **Rooms** to add breakout rooms.
(5) Hover over the default breakout room name and click the pencil icon to rename it.
(6) In the **Add participants** text box, search for participants' name or email address to add them to the breakout room.
(7) Click **Save**.
(8) Start your Zoom meeting, and click on Breakout room in order to open the breakout rooms you previously created.