



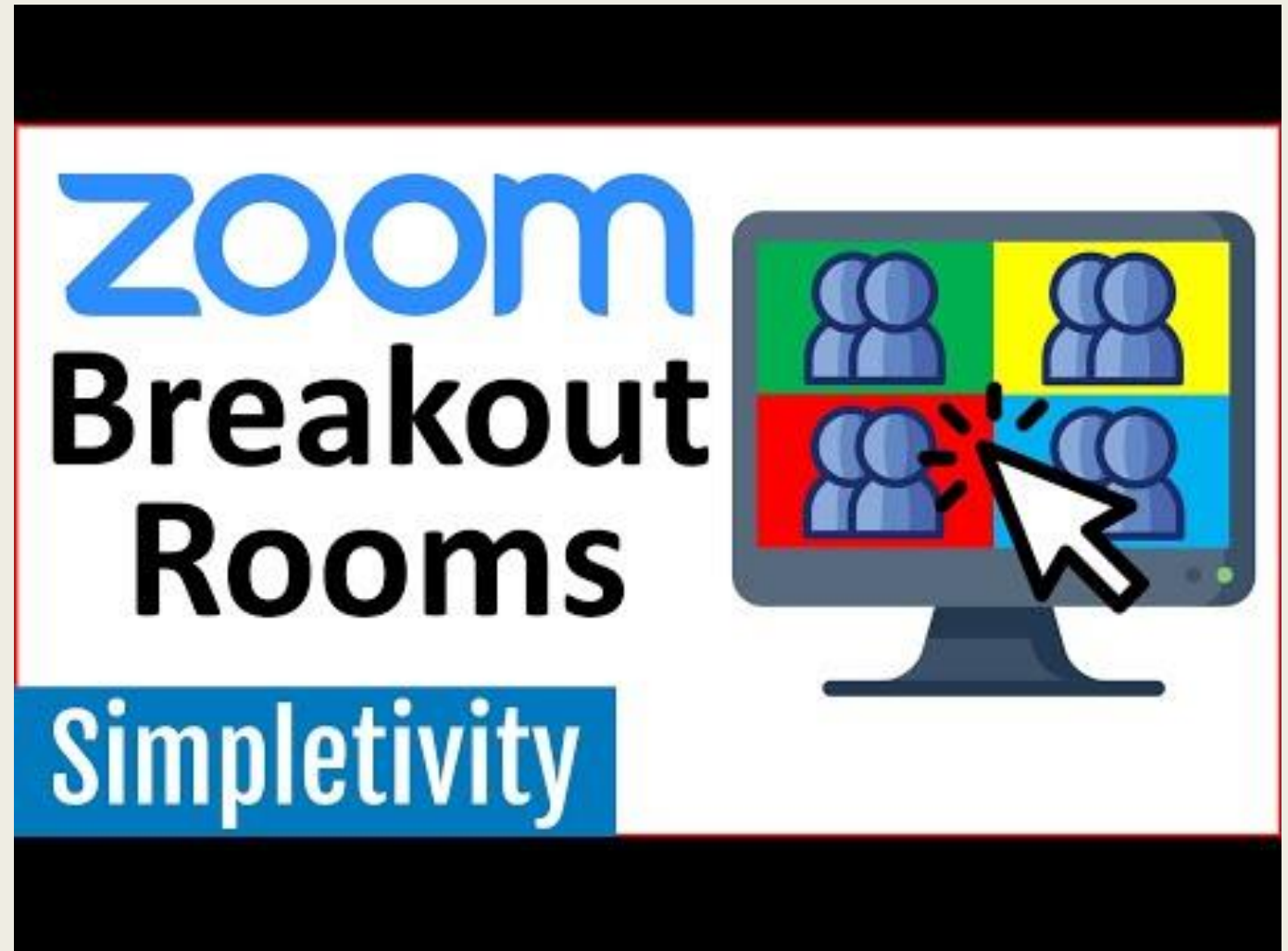
ZOOM TUTORIAL

ENABLING AND USING BREAKOUT ROOMS



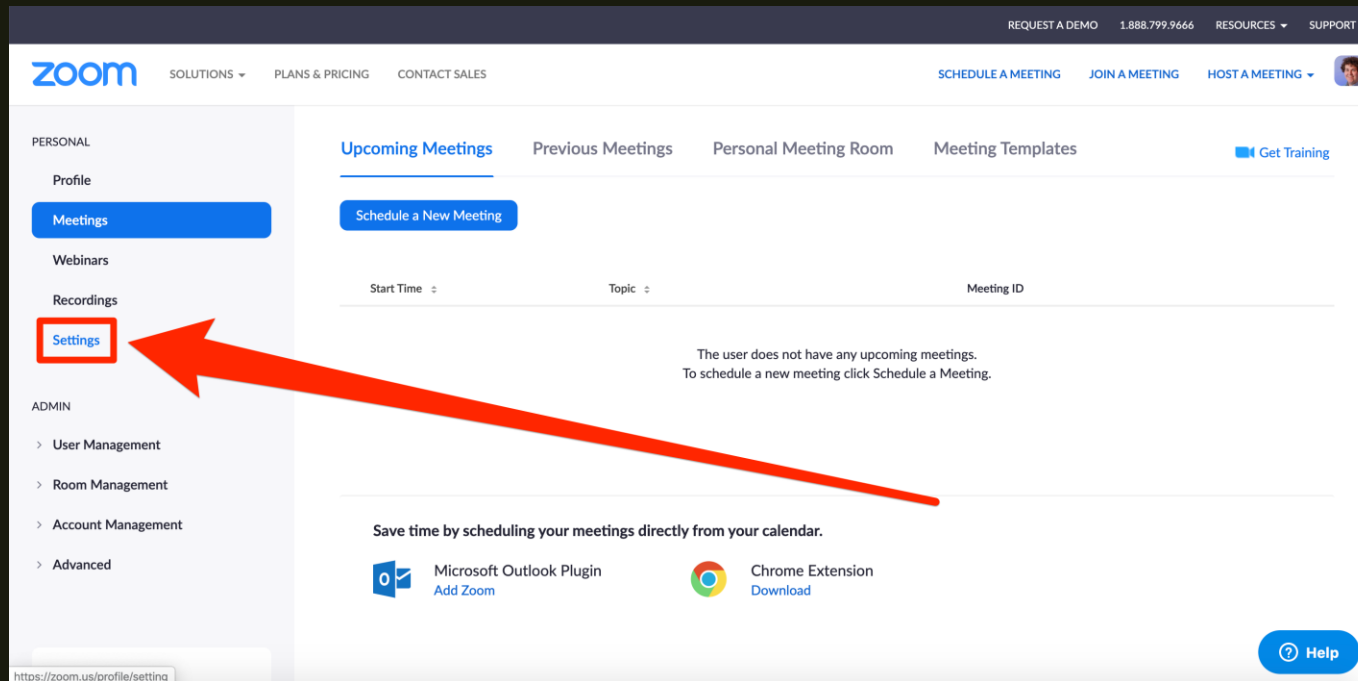
Overview:

- 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.

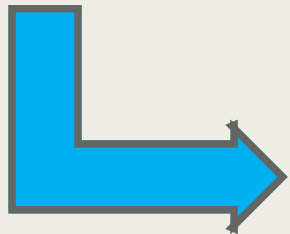
Steps:

- (1) Sign in to the Zoom Web Portal on your browser. (NOT THE APPLICATION). Go to <https://zoom.us/>.
- (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**.



Breakout room

Allow host to split meeting participants into separate, smaller rooms



Allow host to assign participants to breakout rooms when scheduling

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)

Managing Breakout Rooms on Zoom

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.

Number of breakout rooms	Maximum number of participants who can be assigned to breakout rooms*
20 breakout rooms	Up to 500 participants
30 breakout rooms	Up to 400 participants
50 breakout rooms	Up to 200 participants

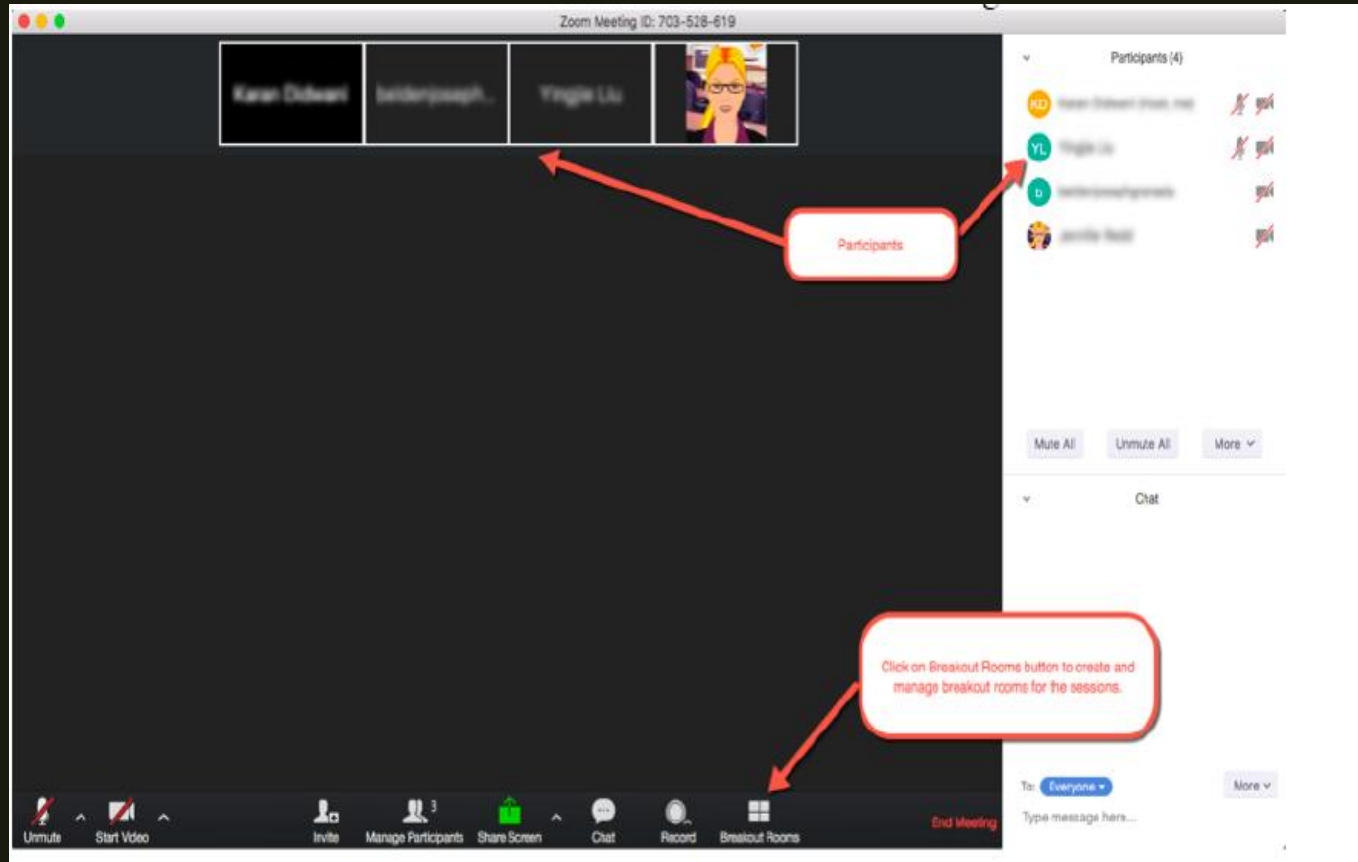


ASSIGNMENT IN BREAKOUT ROOMS DURING A MEETING

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.



Zoom Meeting ID: 703-528-619

Karan Dikwari | beldensoph... | Yinglin Liu | [Avatar]

Gallery View

Participants (4)

- KD Karan Dikwari (Host, Muted)
- YL Yinglin Liu
- b beldensoph@... (Muted)
- J Jennifer Reid

Breakout Rooms dialog box:

Assign 3 participants into Rooms:

Automatically Manually

1-2 participants per room

Create Breakout Rooms

Annotations:

- Enter the number of rooms you want to create for your participants during the session.
- Breakout Room window
- Or you can select manual option to assign participants to breakout rooms by yourself
- Selecting this option will Let Zoom decide to assign participants in the breakout room automatically
- After selecting appropriate options, click on Create Breakout Rooms button to create the required number of rooms

Meeting controls: Unmute, Start Video, Invite, Manage Participants, Share Screen, Chat, Record, Breakout Rooms, End Meeting

Chat: Mute All, Unmute All, More

To: Everyone | More

Type message here...

ASSIGNMENT IN BREAKOUT ROOMS DURING A MEETING

(2) 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.

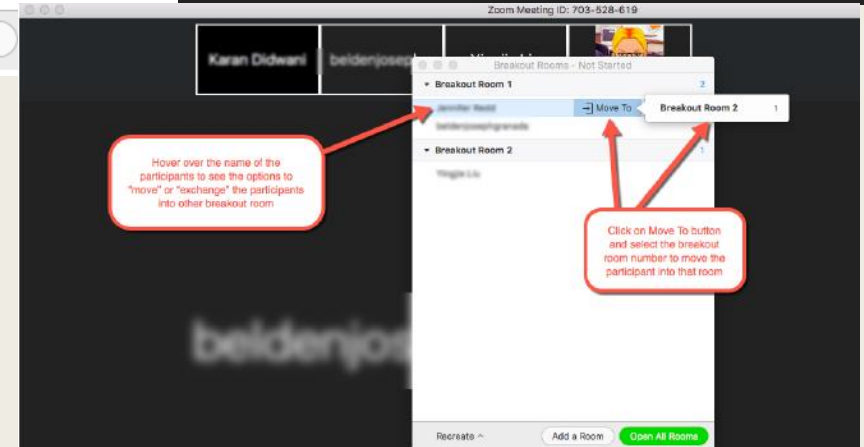
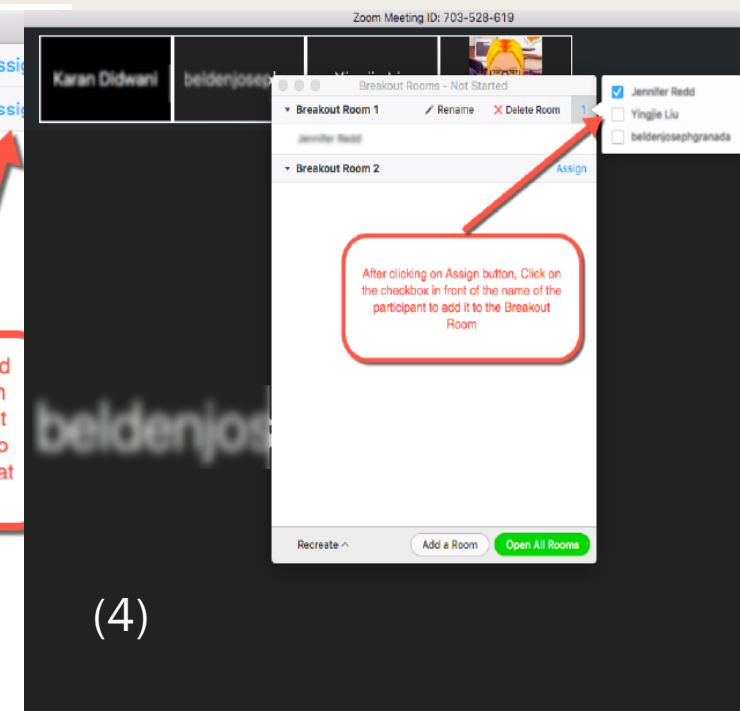
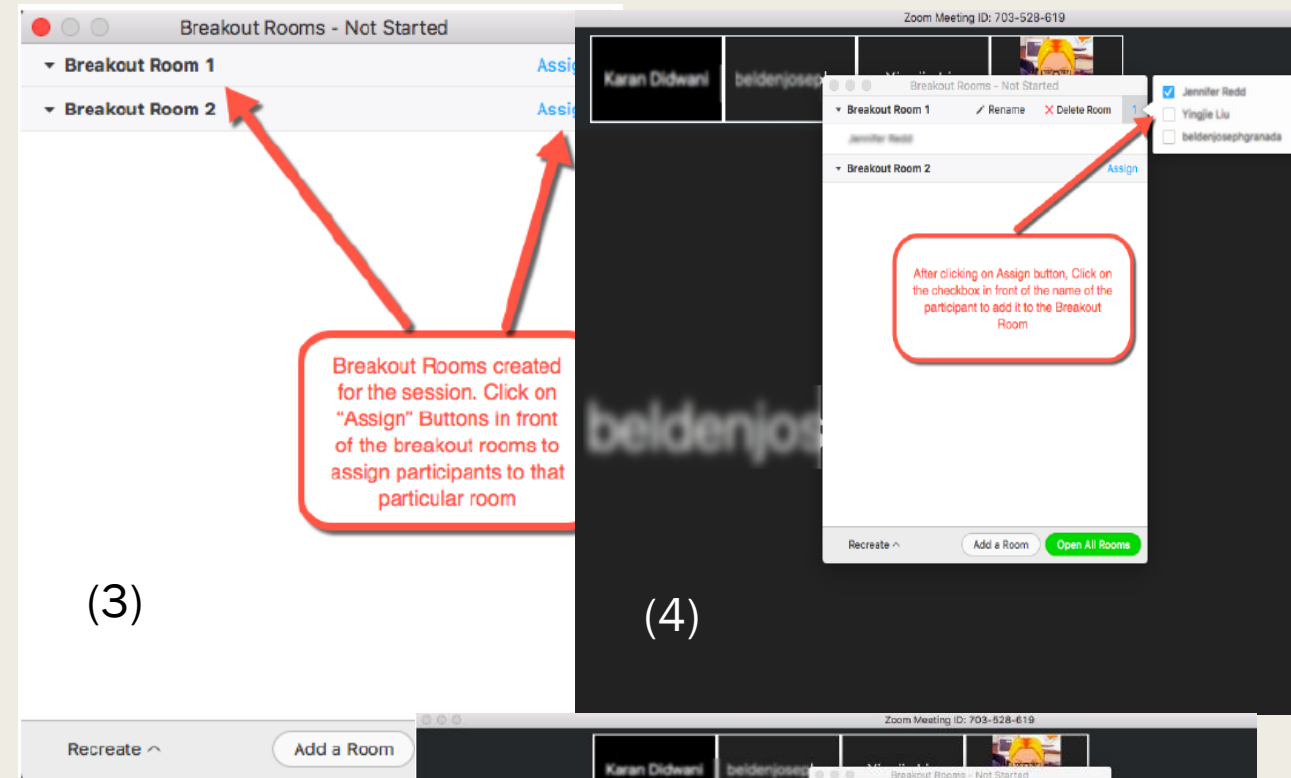
N.B: it's easier and faster to choose the **automatic option!!!**

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.**

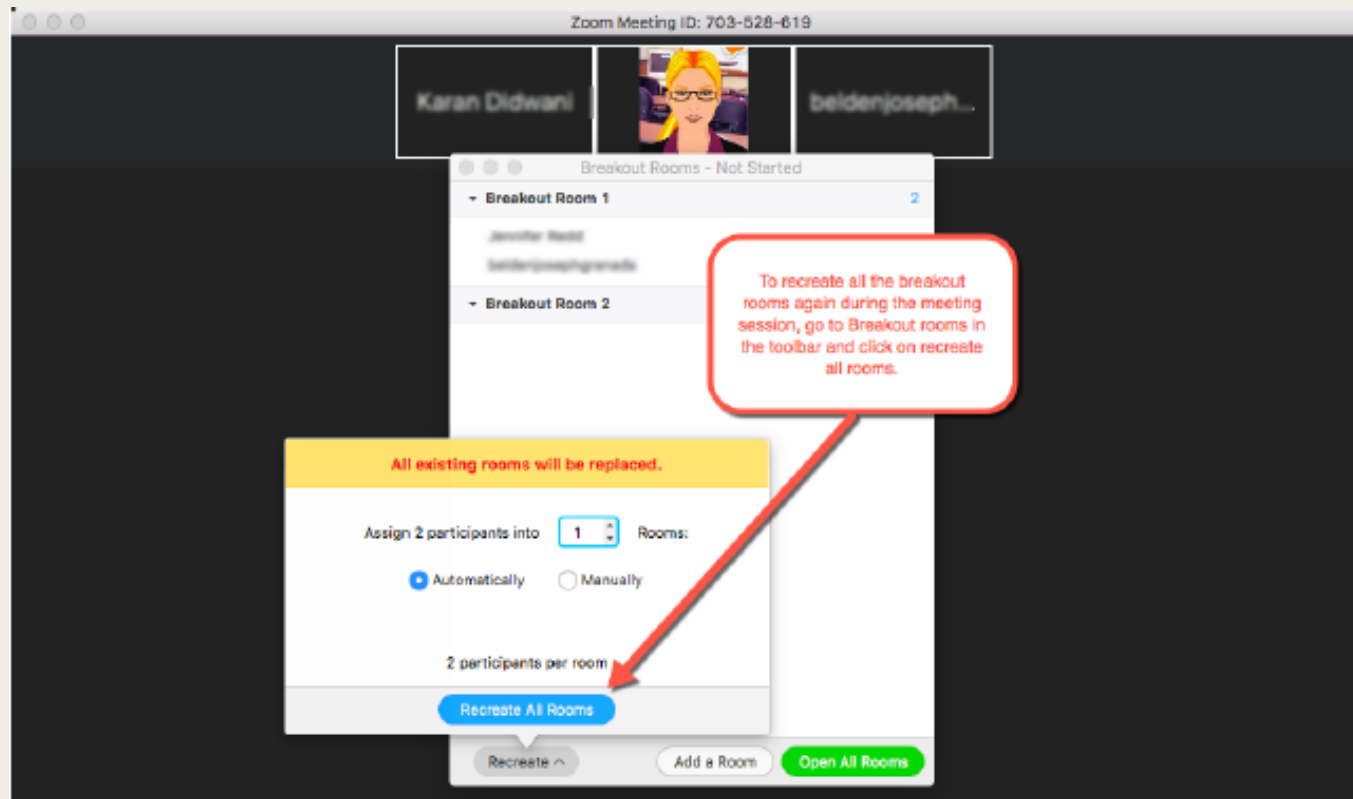
(6)

(7) & (8)

The image shows two screenshots of the Zoom Breakout Rooms interface. The top screenshot, titled "Breakout Rooms - Not Started", displays a list of rooms: "Breakout Room 1" with 2 participants and "Breakout Room 2" with 1 participant. A red callout box with a white background and red border contains the text: "Once all the participants are assigned into their respective breakout rooms. Click on the 'Open All Rooms' button to create the breakout rooms and open them for discussion/meeting." A red arrow points from this callout to the "Open All Rooms" button in the bottom toolbar. The toolbar also includes "Recreate ^", "Add a Room", and "Open All Rooms".

The bottom screenshot, titled "Breakout Rooms - In Progress", shows "Breakout Room 2" with a "Leave" button. A red callout box contains the text: "To broadcast a message to all participants in each breakout room. Click on Broadcast a message to all, type in the message in text box and click on Broadcast button." A red arrow points from this callout to the "Broadcast" button in the toolbar. Another red callout box contains the text: "To Close all the breakout rooms and session, click on 'Close all Rooms' button." A red arrow points from this callout to the "Close All Rooms" button in the toolbar. The toolbar also includes "Broadcast a message to all ^".

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.

.... VS.

PRE-ASSIGNING BREAKOUT ROOMS

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.

Breakout Room pre-assign

[+ Create Rooms](#) [↑ Import from CSV](#)

Breakout Room Assignment 2 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.

Rooms	+	Group A
Group A	0	<input type="text" value="Add participants"/>
Group B	0	

No participants yet

Export as CSV

Cancel

Save