



Breakout Rooms

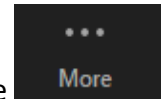
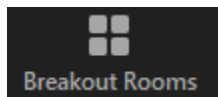
[Getting Started with Breakout Rooms](#)

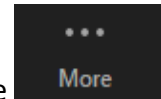
[Pre-Assigning Breakout Rooms](#) (Please note: Students/Participants will need their own Zoom account [free or licensed] and they will need to be signed into their Zoom account when joining the meeting)

[Participating in Breakout Rooms](#)

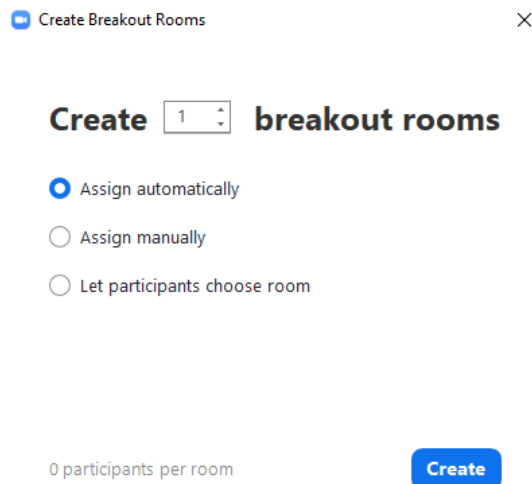
Create and Start Breakout Rooms During your Zoom Meeting

Begin by clicking the Breakout Rooms button on your Zoom Menu Bar:



Please note that your breakout rooms may also be located under the  button

A pop-up window will appear

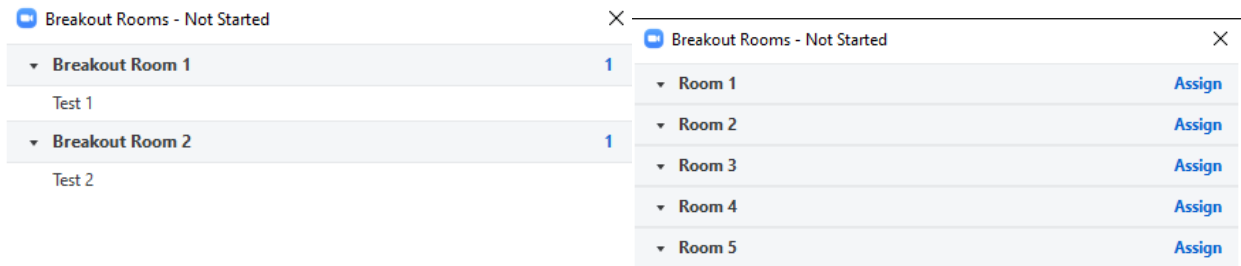


Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:

- **Automatically:** Let Zoom split your participants up evenly into each of the rooms.
- **Manually:** Choose which participants you would like in each room.
- **Let participants choose room:** Allows for your participants to choose which breakout room they want to join (Zoom 5.3 Update [Sept 21])

Next click “Create”

- Created rooms will appear along with a list of participants in each room, if you selected automatically. If you selected manually you can assign each participant to a breakout room by clicking “Assign” on the corresponding room. **Selecting let participants choose room will create the rooms, but participants will not be able to select a room until you “Open All Rooms”**

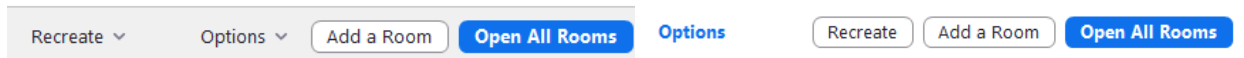


Breakout Rooms - Not Started

▼ Breakout Room 1	1
Test 1	
▼ Breakout Room 2	1
Test 2	

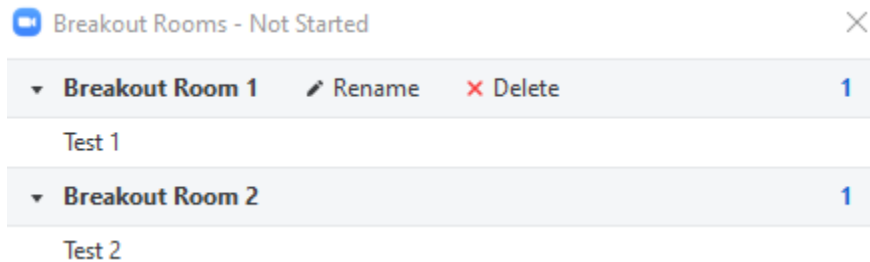
Breakout Rooms - Not Started

▼ Room 1	Assign
▼ Room 2	Assign
▼ Room 3	Assign
▼ Room 4	Assign
▼ Room 5	Assign



Recreate ▼ Options ▼ Add a Room Open All Rooms Options Recreate Add a Room Open All Rooms

- Rename or delete a Breakout Room by hovering your mouse over the grey bar



Breakout Rooms - Not Started

▼ Breakout Room 1	✎ Rename	✖ Delete	1
Test 1			
▼ Breakout Room 2			1
Test 2			

- Move a participant to another room or exchange participants by hovering your mouse over the participants name. You can also move participants after starting Breakout Rooms.

Breakout Rooms - Not Started ✕

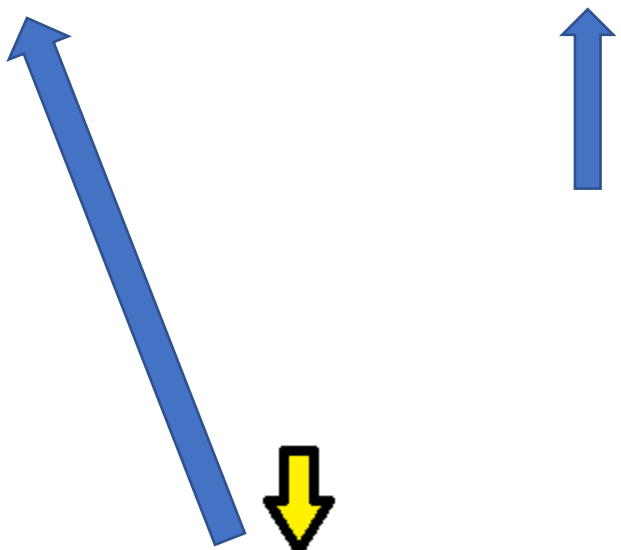
▼ Breakout Room 1	1
Test 1	→ Move to ↔ Exchange
▼ Breakout Room 2	1
Test 2	

- Adding another Breakout Room and assign participants to the new Breakout Room

Breakout Rooms - Not Started ✕

▼ Breakout Room 1	1
Test 1	
▼ Breakout Room 2	1
Test 2	
▼ Breakout Room 3	Assign

Recreate ▼ Options ▼ [Add a Room](#) [Open All Rooms](#)



Breakout Room Options

(Please note, this needs to be selected before “Opening All Rooms”)

- Allow participants to choose room
 - Allow participants to return to the main session at any time
 - Automatically move all assigned participants into breakout rooms
-
- Breakout rooms close automatically after: minutes
 - Notify me when the time is up
 - Countdown after closing breakout room
- Set countdown timer: seconds

Options

Recreate

Add a Room

Open All Rooms

- **Allow participants to choose room:** Checking this option will allow participants to select which breakout room they would like to join, and allow them to move freely between rooms.
- **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.
- **Automatically move all assigned participants into breakout rooms:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click **Join** to be added to the breakout room.
- **Breakout rooms close automatically after x minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
- **Notify me when the time is up:** If this option is checked, the host will be notified when the breakout room time is up.
- **Countdown after closing breakout rooms:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.

To Start Breakout Rooms, click “Open All Rooms”

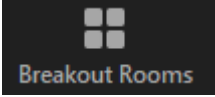
Breakout Rooms - Not Started	
▼ Breakout Room 1	1
Test 1	
▼ Breakout Room 2	1
Test 2	

Breakout Rooms - Not Started	
▼ Room 1	Assign
▼ Room 2	Assign
▼ Room 3	Assign
▼ Room 4	Assign
▼ Room 5	Assign

Recreate ▾ Options ▾ Add a Room **Open All Rooms** Options

Recreate Add a Room **Open All Rooms**

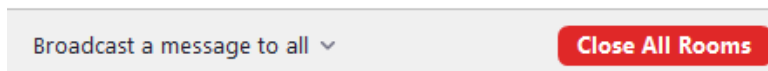
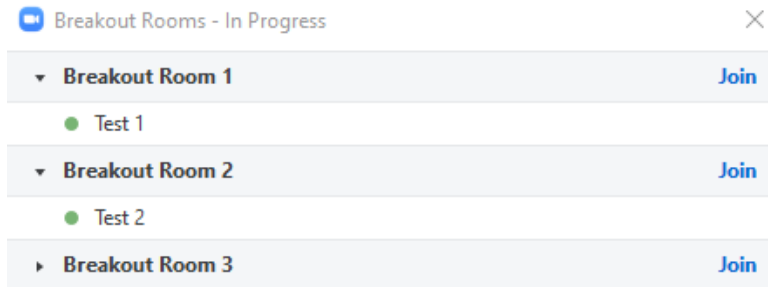
Please note: If “Let participants choose room” was selected when creating the breakout rooms, participants will not be able to select a room until you “Open All Rooms”.

Once the breakout rooms are open, participants can click the  button on their Zoom menu bars to select which room they would like to join.

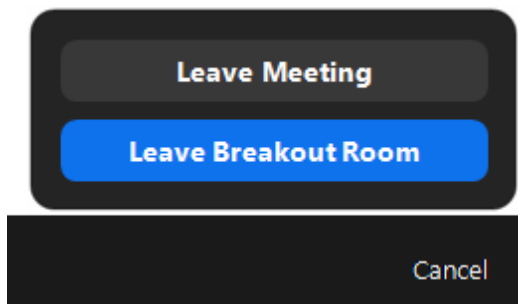
Joining a Breakout Room and Managing Breakout Rooms

As the Host you can join Breakout Rooms that are in session. If you do not see the breakout rooms pop-up, you can click on the Breakout Rooms button on your Zoom menu bar again.

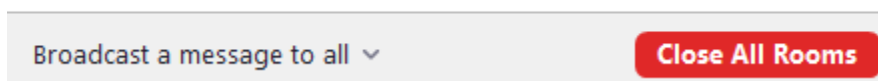
To join, click “Join” on the corresponding room that you would like to join.



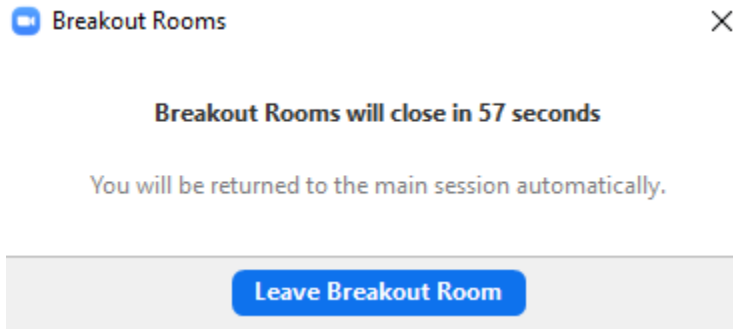
When you would like to leave a breakout room, click “Leave” on the bottom right of the Zoom menu bar and select “Leave Breakout Room” to return to the main room.



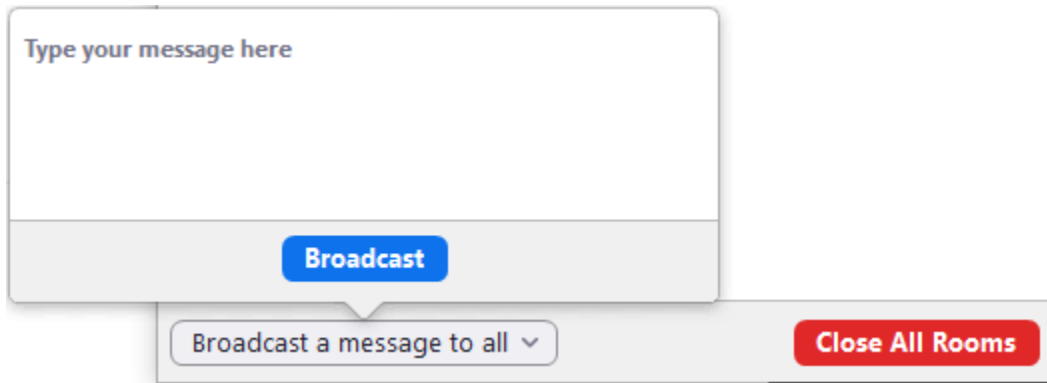
- If you have not set Breakout Rooms to close after a certain number of minutes in the options, you can close the Breakout rooms and return all participants back to the main room by clicking “Close All Rooms”.



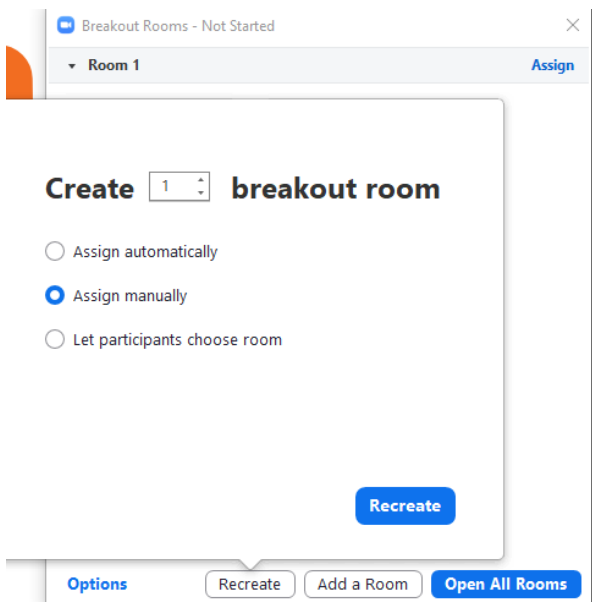
Participants will receive the below pop-up on their screens with a countdown to when the rooms will close.



- You can also send a message to all the breakout rooms using the “Broadcast Message to all” (Only text)

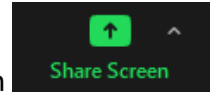


- After closing the Breakout rooms, you can reopen the rooms by clicking “Open All Rooms” again, or click “Recreate” to create new rooms during your Zoom meeting. Recreating the rooms will be used if you would like set up new rooms with new participants in each room.



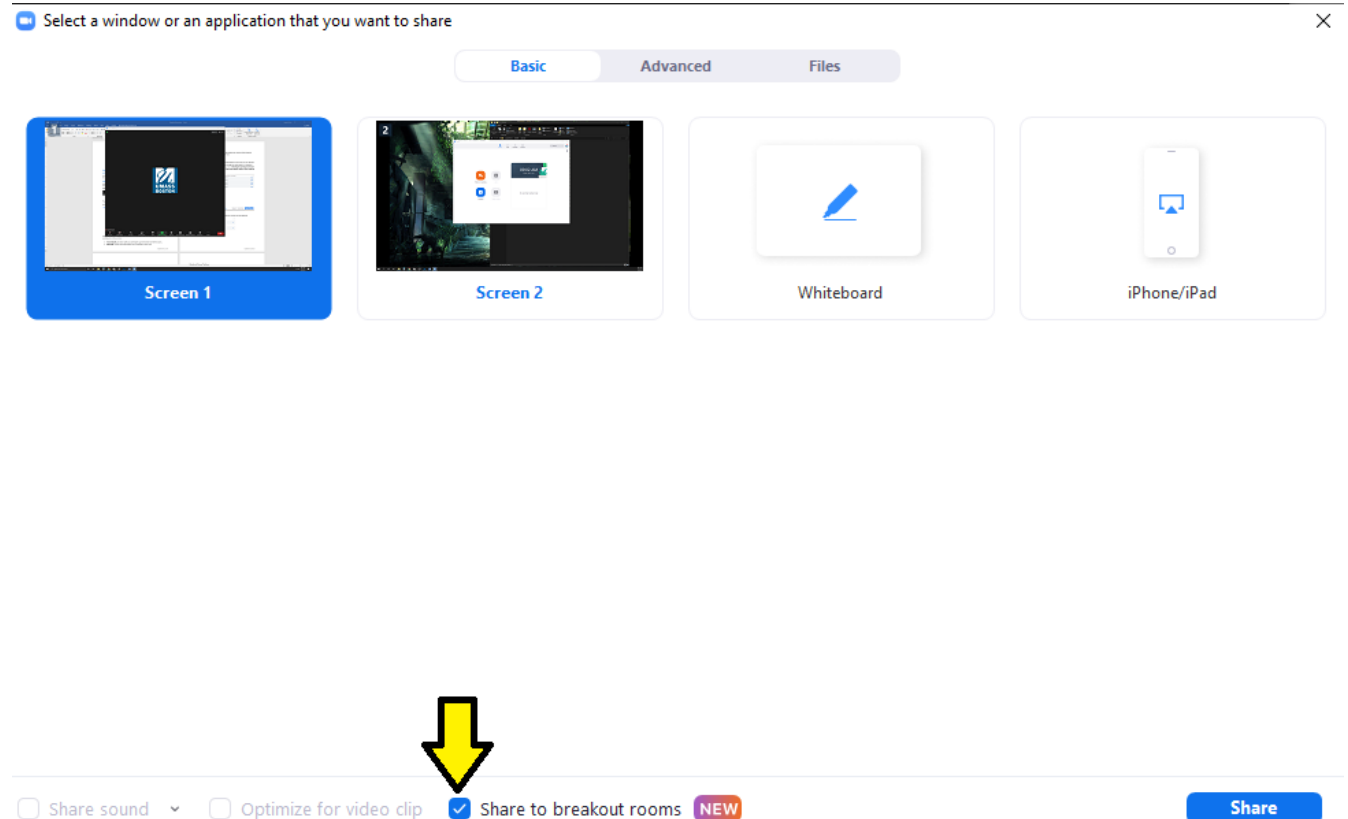
Sharing Your Screen with Breakout Rooms

When sharing screen in the main session, the host or co-host can now share their screen to all active Breakout Rooms. Any active sharing in the breakout sessions is interrupted and any annotation or whiteboarding prompts the sharer to save them before viewing the shared screen from the host.

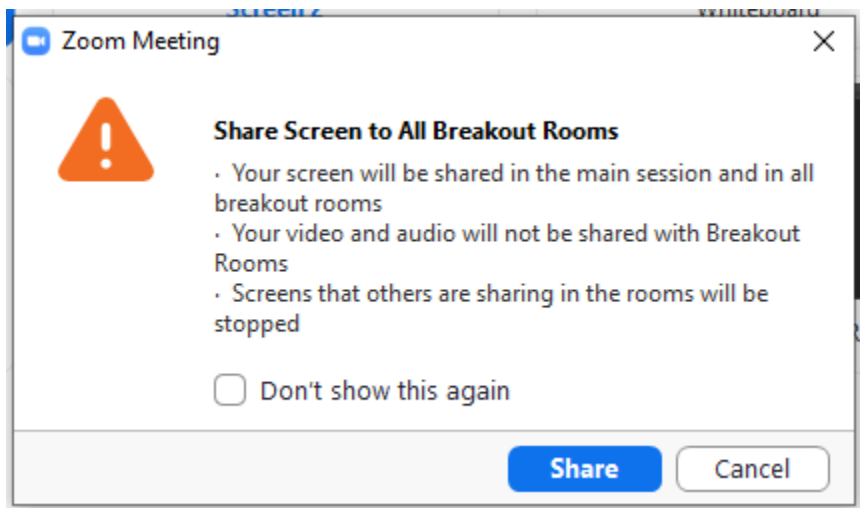


From the main room, click the Share Screen Button

In the screen share window, select the source that you would like to share and make sure that “Share to Breakout Rooms” is checked off at the bottom. Then click the blue “Share” button on the bottom right.

A screenshot of a screen sharing selection window. At the top, it says "Select a window or an application that you want to share" with a close button (X) on the right. Below this are three tabs: "Basic" (selected), "Advanced", and "Files". There are four main options: "Screen 1" (a thumbnail of a presentation slide), "Screen 2" (a thumbnail of a game or application window), "Whiteboard" (a blue pen icon), and "iPhone/iPad" (a mobile device icon). At the bottom, there are three checkboxes: "Share sound" (unchecked), "Optimize for video clip" (unchecked), and "Share to breakout rooms" (checked). A yellow arrow points down to the "Share to breakout rooms" checkbox. To the right of the "Share to breakout rooms" checkbox is a small purple badge with the word "NEW". On the far right, there is a blue "Share" button.

Next, click the blue share button again to acknowledge the notes below and share your screen.

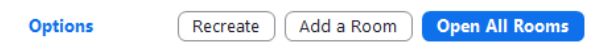


PLEASE NOTE: Host and participants must be on version 5.7.0 or higher to utilize and see this feature.

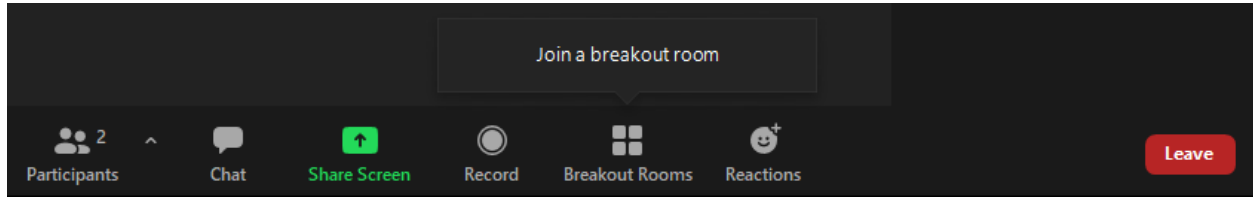
How Participants Self Select Breakout Rooms

PLEASE NOTE: Host of the meeting and participants will all need to have updated their Zoom application to at least version 5.3

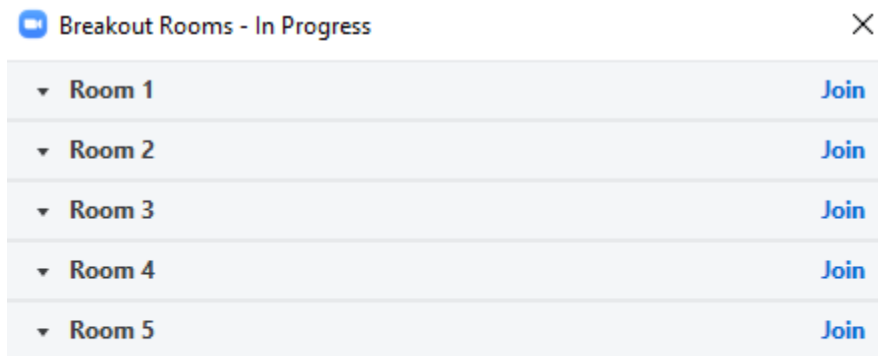
First you will need to open all rooms



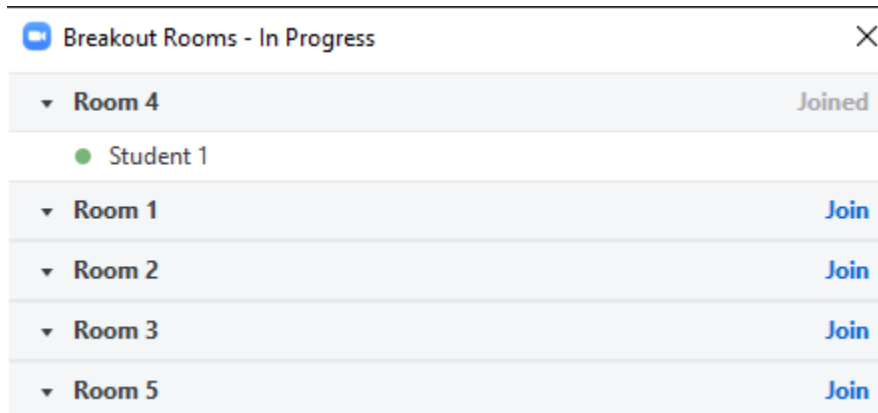
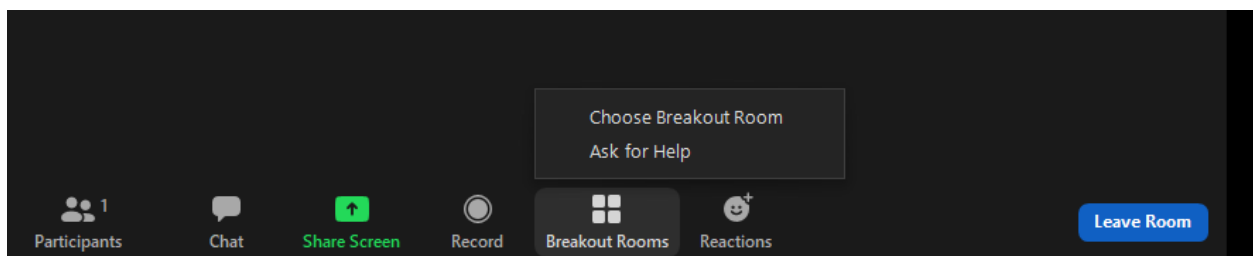
Once the rooms are open, your participants will see the Breakout Rooms Icon on the bottom of their screen



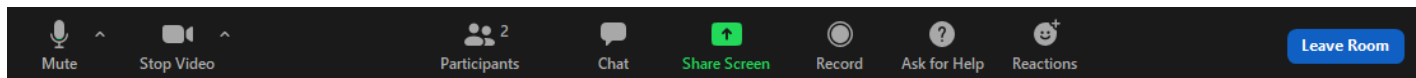
They will click the Breakout Rooms Icon and see the list of created Breakout Rooms. Participants can click “Join” next to the room that they would like to be in.



Once in the breakout room, participants will be able to move to another Breakout Room or Ask for Help in the room by clicking the Breakout Room Icon again



Participant Zoom Menu Bar in Breakout Rooms

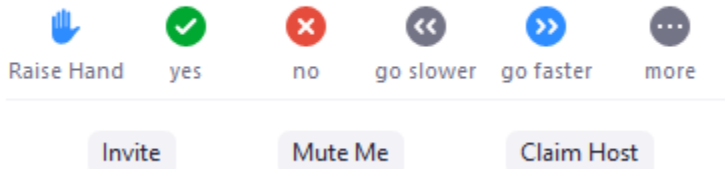


Participants have the following Menu Bar options while in the breakout rooms:

Microphone: Mute/unmute your audio (a red slash through the icon indicates that you are muted). You can also select your audio input (microphone), audio output (speakers), and access your audio settings by clicking the up arrow next to the microphone icon.

Camera: Start/stop your video (a red slash through the icon indicates that your video is off). You can also select your video input (web cam/built in webcam), access your video settings, or turn on your virtual background (if your computer is capable) by clicking the up arrow next to the video camera icon. To check if your computer/device is able to support a virtual background [click here](#).

Participants: View a list of participants in the meeting. This is also where you can "raise your hand" to ask a question or answer a question, or answer yes or no to a question, ect.



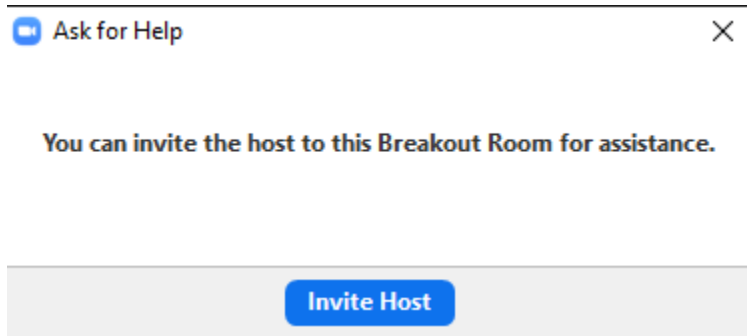
Chat: Send a message to one person or to all participants or ask a question (if enabled by your professor)



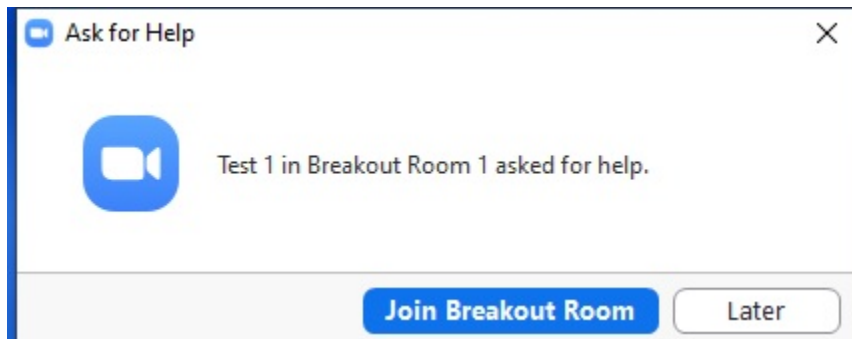
Screen Share: This will need to be allowed by the host of the meeting. Select a specific application to share (e.g., Microsoft Word), your whole desktop, whiteboard, or directly from your iPhone or iPad. [Click here](#) to learn more about how to share your screen during a meeting.

Record: If you have been granted permission by the host of the meeting, you will be able to begin recording here.

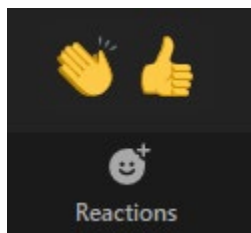
Ask for Help: Participants can click Ask for Help, it will notify the meeting host that they need assistance and they will be asked to join your breakout room.



When a participant asks for help, you as the host will see this message appear:



Reactions: Applaud or give a thumbs up to your professor, the presenter, or your classmates.



Leave: Leave the Breakout Room or the Zoom meeting.

