Zoom: Breakout Rooms

1. Click on the Breakout Rooms icon at the bottom of the screen.

2. Select how many Breakout Rooms you would like to create, then select 'Automatically' or 'Manually' to create room assignments.
   a. 'Automatically' equally places all participants into breakout rooms, including non-participants (e.g. an observer or guest presenter, etc.).
   b. Once sorted, a participant cannot be removed.
   c. 'Manually' lets you assign participants into breakout rooms.
   d. All participants can be moved to other rooms by the host.
   e. Hosts can move from room to room.

3. Click 'Create Breakout Rooms' to begin.

4. The Breakout Rooms will appear, either assigned automatically:

   …or to be assigned manually:

   [If you selected 'Manually', click 'Assign', then check the participants for that room.]

5. When you are ready, select 'Open All Rooms'.

6. A pop-up will appear to participants assigned to rooms. They must click Join when prompted.

7. As host, you can Join any room, and move between rooms.

8. Hosts can also move any participant between rooms, or exchange two participants:

9. Hosts can broadcast messages to all participants during the session (e.g. 'Take another 5 minutes', or 'Choose a group leader to report back to class').

10. When you want to end the session, click 'Close All Rooms':

   a. Participants get a 60-second warning before the rooms close automatically and move them back to the main room.
   b. Participants can also return to the main room before the 60-second ends.

NOTES:

- When breakout rooms are in session, participant names will not appear on the participant list in the main room. Breakout rooms are essentially separate Zoom sessions. Participants in breakout rooms will not see anything that has been shared in the main room while they are in the breakout rooms.
  - o Recommended: Share all materials in Canvas ahead of time, so participants can open them within each breakout room.
- Zoom recordings do not include the breakout rooms, unless the host joins a breakout room. The recording will only include the room the host is in. If the host stays in the main room, the recording will be the main room with no one in it but the host.
  - o Recommended: Pause the Zoom recording while participants are in the Breakout Rooms.