

Breakout Rooms

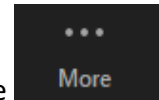
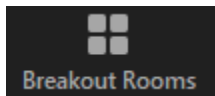
[Getting Started with Breakout Rooms](#)

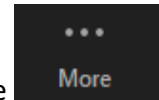
[Pre-Assigning Breakout Rooms](#) (Please note: Students/Participants will need their own Zoom account [free or licensed] and they will need to be signed into their Zoom account when joining the meeting)

[Participating in Breakout Rooms](#)

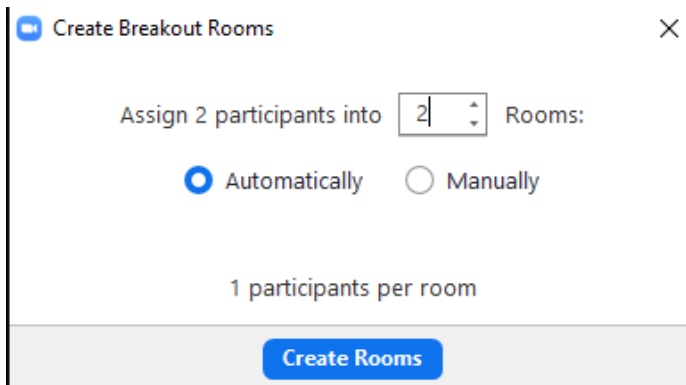
Create and Start Breakout Rooms During your Zoom Meeting

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.

Next click **“Create Rooms”**

- 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.

Breakout Rooms - Not Started ×

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

Recreate ▼ Options ▼

- 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 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

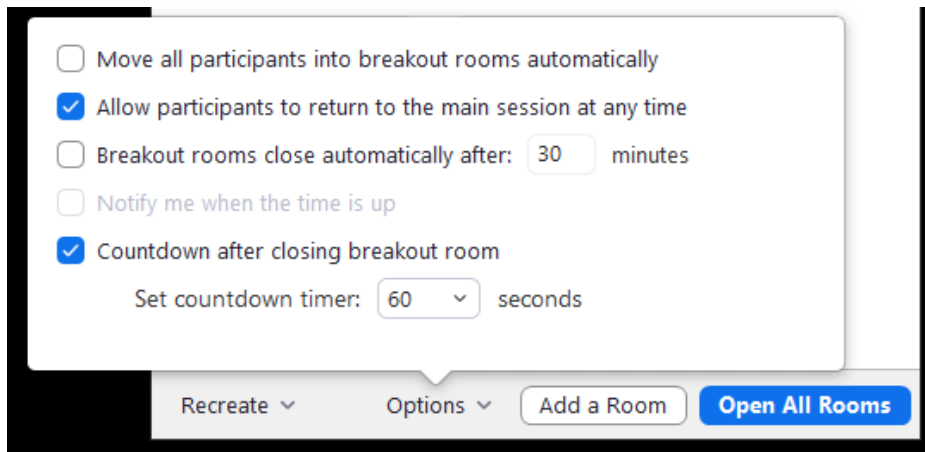
Test 2

▼ Breakout Room 3 Assign

Recreate ▼ Options ▼

The diagram illustrates the process of adding a new breakout room and assigning participants. A yellow arrow points down from the 'Add a Room' button in the bottom toolbar to the newly added 'Breakout Room 3'. A blue arrow points from 'Breakout Room 3' up to 'Breakout Room 1', indicating the assignment of participants from the new room to an existing one. Another blue arrow points from the 'Assign' link in 'Breakout Room 3' up to the 'Assign' link, highlighting the assignment action.

Breakout Room Options



Move all participants into breakout rooms automatically

Allow participants to return to the main session at any time

Breakout rooms close automatically after: minutes

Notify me when the time is up

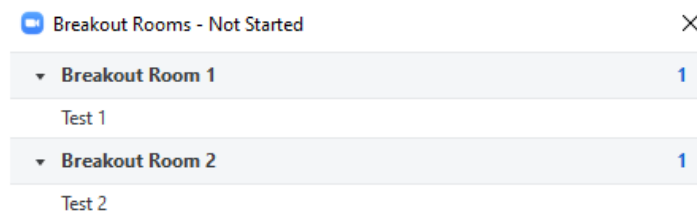
Countdown after closing breakout room

Set countdown timer: seconds

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

- **Move all participants into breakout rooms automatically:** 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.
- **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.
- **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”



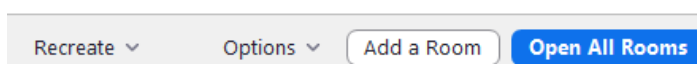
Breakout Rooms - Not Started ×

▼ Breakout Room 1 1

Test 1

▼ Breakout Room 2 1

Test 2

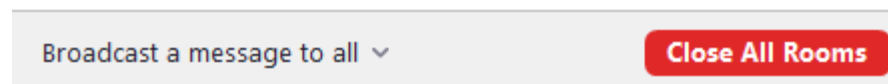
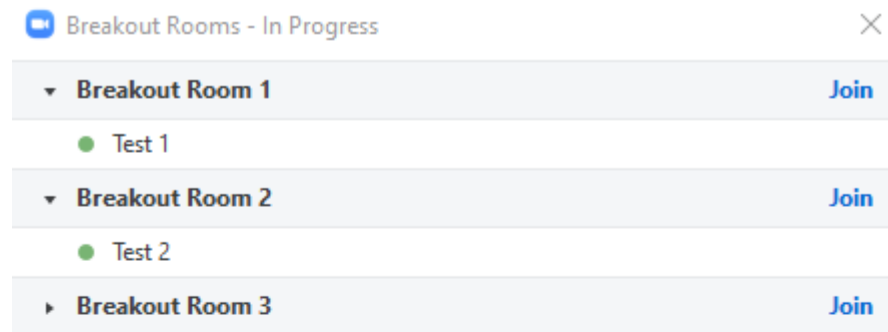


Recreate ▾ Options ▾ Add a Room **Open All Rooms**

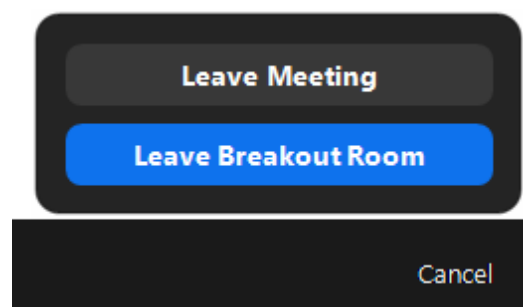
Joining a Breakout Room and Managing Breakout Rooms

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.

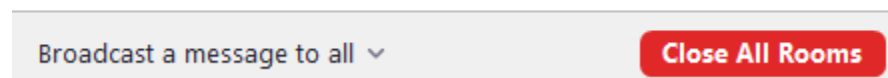
To join, click “Join” on the corresponding room that you would like to join.



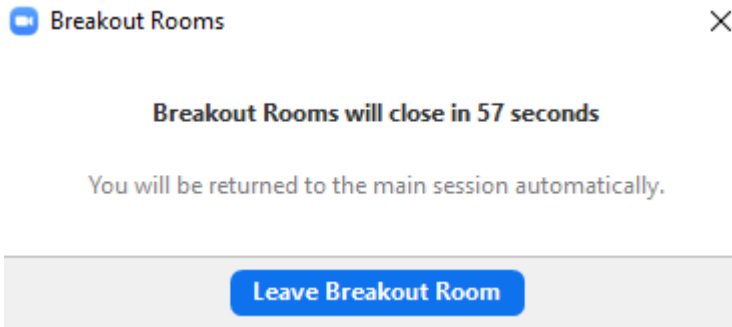
When you would like to leave a breakout room, click “Leave” on the right of the Zoom menu bar and select “Leave Breakout Room” to return to the main room.



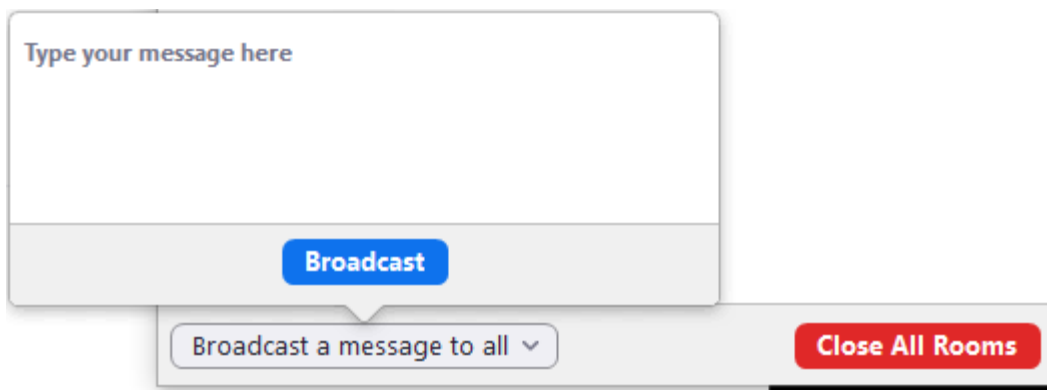
- If you have not set Breakout Rooms to close after a certain number of minutes in the options, you can close the Breakout rooms and return all participants back to the main room by clicking “Close All Rooms”.



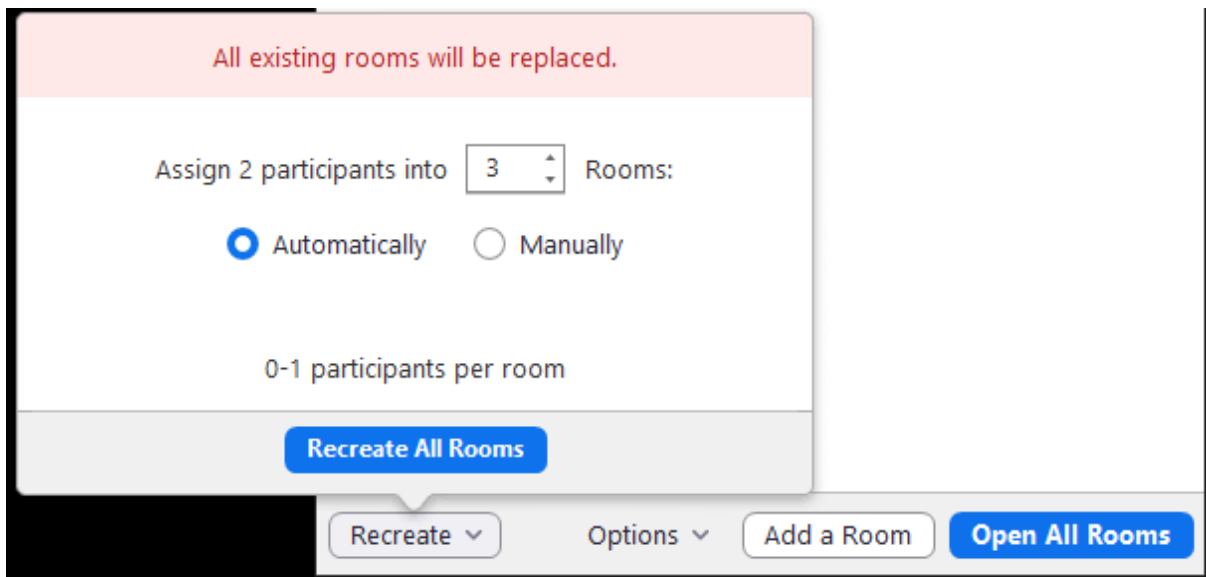
Participants will receive the below pop-up on their screens with a countdown to when the rooms will close.



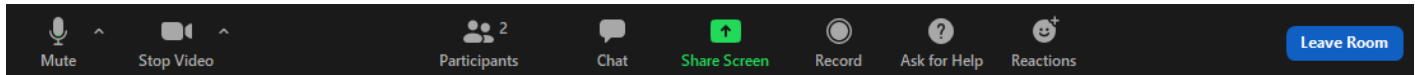
- You can also send a message to all the breakout rooms using the "Broadcast Message to all" (Only text)



- After closing the Breakout rooms, you can reopen the rooms or recreate them during your Zoom meeting. Recreating the rooms will be used if you would like set up new rooms with new participants in each room.



Participant Zoom Menu Bar in Breakout Rooms

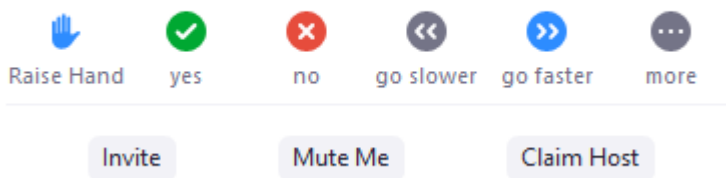


Participants have the following Menu Bar options while in the breakout rooms:

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.



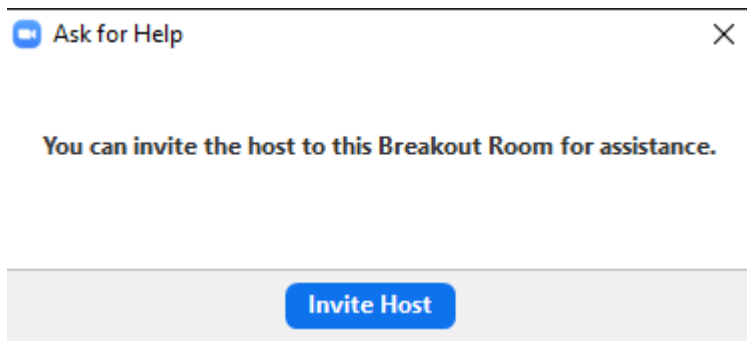
Chat: Send a message to one person or to all participants or ask a question (if enabled by your professor)



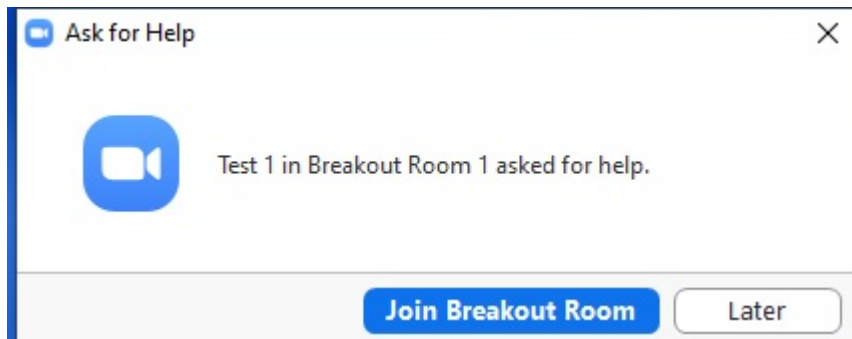
Screen Share: This will need to be allowed by the host of the meeting. Select a specific application to share (e.g., Microsoft Word), your whole desktop, whiteboard, or directly from your iPhone or iPad. [Click here](#) to learn more about how to share your screen during a meeting.

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

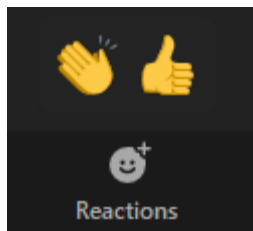
Ask for Help: Participants can click Ask for Help, it will notify the meeting host that they need assistance and they will be asked to join your breakout room.



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.

